



MILLENNIUM
CHARTER HIGH SCHOOL

Millennium Charter High School

2018-2019

Parent/Student Handbook

Published by:

Millennium Charter High School

*Main Campus
940 North Main Street
Salinas, California 93906
831.755.0830*

*MCAET Campus (CTE courses):
901 Blanco Circle
Salinas, California 93901*

www.millenniumcharterhighschool.org

Welcome

Dear Millennium Charter High Parents/Guardians/Caregivers:

Welcome to the 2018-19 school year. The Parent-Student Handbook is an important resource. Before the school year begins, please take time to review the policies, practices, and procedures that will guide you throughout the school year. The handbook is posted on our school website, <http://www.millenniumcharterhighschool.org>.

If you would prefer a paper copy of the Parent-Student Handbook, please contact the office.

Student attendance is a vital component for a high level of student achievement. If your student is absent from school, you will only have three school days from the last consecutive day of absence to clear an absence. After that time, all absences will be considered unexcused. An absence can be cleared by sending an e-mail to mespinoza@mchs.school or providing a written note to the attendance office. Phone calls will also be accepted to verify absences.

There are many wonderful programs at MCHS. We will continue to offer Art exposure courses classes for 9th and 10th graders. For our 10th, 11th and 12th graders we will offer Honors courses on a five-point scale. We also continue to offer rigorous college readiness programs that aim at developing inquiring, knowledgeable students, who will help to create a better and more peaceful world through intercultural understanding and respect. In the area of Career Technical education MCHS continues to offer its Media Arts program that prepares students to enter careers in the Arts, Media, and Entertainment. Upperclassmen attend these classes at MCOE, while all other students receive this instruction at Sherwood.

MCHS seeks to develop a history of excellence as an institution of teaching and learning, in an environment where all students have the opportunity to develop and excel academically, artistically, emotionally and socially. I am certain that the actions of students and staff during the 2018-19 school year will help to develop this tradition.

School begins Wednesday, August 7, 2018. Normal school hours are 8:00 AM – 5:00 PM.

Have a fantastic year! GoPhoenix!

Assistance Directory
School Phone Number: 831.755.0830

Malissa Burns, Superintendent/Principal

Phone: 831-755-0300 ext.823

Email: mburns@mchs.school

Jennifer Ibarra, Confidential Administrative Support Services Manager

Phone: 831-755-0830 ext.821

Email: jibarra@mchs.school

Marilyn Espinoza, Registrar and Attendance

Phone: 831-755-0830 ext.820

Email: mespinoza@mchs.school

Teachers/Other Staff

Alvarez, David	Drama/Production Teacher
Ballash, Alexandra	Dance/Movement Instructor
Cabrera, Marcos	Media/Production Teacher
Cruz, Adan	Spanish Teacher
Eriksen, Michael	Math Teacher
Filcek, Lysa	Special Education Coordinator
Garcia, Jacob	Biology & Physics Teacher
Hernandez, Karina	Paraprofessional
McKim, Stevie	Dance/Movement Instructor
Mollath, Joseph	History Teacher
Ortega, Sandra	Facility Events Coordinator
Pierce, Matt	Digital Arts/Animation Teacher
Reynolds, Katherine	Art Teacher
Rodriguez, Mike	Game Design Teacher
Robin, Lorry	English Teacher
Siruta, Maxine	Facility Events Coordinator

Millennium Charter High School
2018-2019 Bell Schedules

REGULAR DAY SCHEDULE

Homeroom	8:00-8:25
Period 1	8:30-9:25
Period 2	9:30-10:25
Period 3	10:30-11:25
Period 4	11:30-12:25
LUNCH	12:30-1:30 (BUS TRANSPORT TO MCOE)
Period 5	1:35-2:30
Period 6	2:35-3:30
Period 7	3:35-4:30
Study Hall	4:35-4:55

MINIMUM DAY SCHEDULE

Homeroom	8:00-8:30
Period 1	8:35-9:05
Period 2	9:10-9:40
Period 3	9:45-10:15
Period 4	10:20-10:50
BREAK	10:50-11:05
Period 5	11:10-11:40
Period 6	11:45-12:15
Period 7	12:20-12:50

Semester One: August 7-December 14
Semester Two: January 7-June 7

End of Quarter I: September 28
End of Quarter II: December 14
End of Quarter III: March 8
End of Quarter IV: June 7

*****SCHOOL CALENDAR CAN BE DOWNLOADED FROM WEBSITE*****
millenniumcharterhighschool.org

MISSION STATEMENT

Millennium Charter High School graduates will be prepared for college and ready for employment in the evolving world of Media Arts Technology through a balance of traditional academics and real-world, hands-on experiences. Our students will discover their unique gifts and talents and how to use them as they work individually and collaboratively. Engaged and educated in a true community of learners, our students will be empowered to realize their dreams.

VISION STATEMENT

Guided by research in creativity, innovation, and cutting edge instructional practices, MCHS will provide core academics and professional skill development with a focus on the performing arts and digital media technology. Our students will help build a safe, responsive community in which they will learn to cooperate, collaborate, and communicate in order to reach their highest potential and become socially responsible citizens of the 21st Century.

SCHOOL-WIDE LEARNER OUTCOMES (SLOs)

Creativity

MCHS students will...

Apply their creative skills and abilities to adapt to change, tolerate ambiguity, and imagine alternative possibilities in order to produce original ideas, processes, and products.

Self-Awareness

MCHS students will...

Attain the cognitive and physical/emotional self-management skills necessary to increase resilience, agency, and the intrinsic motivation needed for academic success and life-long learning.

Empathy

MCHS students will...

Develop their own perspective while learning to understand and appreciate those of others. This will enable them to communicate clearly, be sensitive to others, work collaboratively, and embrace diversity of opinions, beliefs, and cultures.

Critical Thinking

MCHS students will...

Utilize reason, analysis, synthesis, and analogical/metaphorical thinking to make connections and understand relationships between multiple disciplines to deepen their understanding of themselves, their community, and the world.

ACADEMICS AND MORE...

A student who graduates from Millennium Charter High School must have earned a minimum of 220 credits, including credits for certain required courses. All courses for credit must be passed with a grade of ‘D’ or better.

Students are encouraged to earn more than the minimum number of credits required for graduation and perform far above the minimum standard in quality. College preparatory students are expected to take at least six courses per semester for eight semesters (240 credits) in order to meet selection requirements for four-year universities and colleges.

MCHS High School Diploma Graduation Requirements

SUBJECT	YEARS	CREDITS	*NOTE
ENGLISH Eng 1 Eng 2 or Eng 2 Honors Eng 3 or Eng 3 Honors Eng 4 or Eng 4 Honors	4	40	A-G Category “B”
MATH Math 1 Math 2 Math 3	3	30	A-G Category “C” A 4th year of math recommended for University applicants
SCIENCE Biology Physics Life Science Earth Science	2	20	A-G Category “D” A 3rd year of science is recommended for University applicants
Social Studies World History/Honors US History/Honors US Gov’t/Honors Economics/Honors	3	30	A-G Category “A”
Physical Education	2	20	Can be fulfilled independently
Foreign Language Spanish 1 Spanish 2	2	20	A-G Category “E” A 3rd year of language is recommended for University applicants. Must be same language
CTE Digital Arts Animation Media/Production Digital Media Game Design	2	20	Other electives that incorporated the technology aspect as well as transfers, will fulfill CTE requirements.
ART Foundation Art	4	40	A-G Category “F”

Visual Art Art History Art Appreciation* Journalism Performing Arts Production CTE courses			Many elective courses offered at MCHS and all CTE's will fulfill the Art requirement.
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Total Credits Required: 220 Credits

Additional Graduation Requirements:

- Maintain a 2.0 cumulative grade point average (GPA).
- Complete a minimum of 60 hours of Community Service in at least two different areas.
- Complete a Capstone Project that will be presented in the Spring of senior year.
(Attendance requirement up to the Administrator's discretion)

APEX:

- Credit Recovery will be done through the APEX program.

-Additional courses are available through APEX for students needing a 3rd year of Spanish and/or electives to meet the A-G requirement when applying to a UC or CSU (can fulfill the A-G category "G").

- Psychology
- Spanish 3
- AP Microeconomics
- AP Macroeconomics

-Additional Math and Science courses available through APEX for students wanting to fulfill a 3rd year when applying to a UC or CSU (can fulfill the A-G category "G").

- Pre-Calculus
- AP Calculus
- AP Statistics
- AP Chemistry

*Please note: "D" letter grades are not accepted when applying to a University

*When in doubt about your classes and meeting the MCHS graduation requirements and/or A-G requirements for a university, please meet with your homeroom advisor or see Marilyn Espinoza.

Community Service

A minimum of 60 hours of community service is required for all graduating seniors. Forms are available in the office and are to be turned in to the Registrar. Student hours only count for UNPAID volunteer hours. Activities for which students are compensated are not eligible toward their Community Service requirement. Volunteering for Non-Profit organizations qualify as community service. Student earning more than 100 Hours will receive special recognition upon graduation.

Transcripts

Transcript requests must be made through Registrar.

Final Examinations

Final Examinations are comprehensive (cover the entire semester) and significant. They are particularly important for any course, which meets college admission standards. A special final examination schedule is used. Students are NOT permitted to take final examinations early, but they have an opportunity to schedule makeup examinations, in the event of a serious emergency or unusual circumstance with administration approval. Upon administration approval, a student who misses one or more final examinations at the end of the school year will be notified of set times and dates when they may make up their final examination. In no circumstance will additional times and dates be offered for make-ups. Until the final is taken (and graded) the student will receive an 'Incomplete' grade.

Repeating Courses

Students who earn an F in a course required for graduation must repeat the class with a passing grade (D or higher) to be considered on track for graduation. Students seeking four-year college admission must maintain grades of C or better; earning a D in a college admission requirement requires remediation.

Millennium Charter High School Academic Honesty Policy

We value and actively encourage academic honesty highly, viewing it as a set of abilities and principles that promote good practice and integrity in teaching, learning, and assessment.

When possible, we treat the subject in a positive manner, stressing methods of prevention and the benefits of ethical standards and properly conducted research. In fact, the integrity of the school community and culture depends on each student accepting responsibility for his or her personal conduct in both social and academic endeavors. In this regard, students are expected to attend Millennium Charter High School ready to learn and in their learning demonstrate the ability to discern right from wrong. A student's ethical awareness as it applies to the academic environment is foundational to his or her success at Millennium, where the student must engage in an honest pursuit of knowledge. Millennium Charter High School requires that students understand the significance and meaning of concepts that relate to academic honesty, especially that of authenticity. That is, authentic work is understood as a creation based on a student's original ideas, which also gives credit to the ideas of others. In addition, students should also be aware of and respect the basic concept of intellectual property, many forms of which exist and are protected under law. In order to help each stakeholder better understand his or her role regarding academic honesty, the following explication is provided.

Teacher and Parent Communication

Progress Monitoring

Students' progress and attendance can be monitored at any time through Aeries. All students and parents are strongly encouraged to review their accounts. Aeries provides access to grades, assignments, and attendance information.

Parent-Teacher Contact

Good communication between parents, students, and faculty is important for all parties involved. The following steps are in place to address communication concerns:

1. The first contact must be the teacher, via phone or e-mail.
2. Should you wish to speak with a teacher, then you would make an appointment. Prior to the appointment, check in with the main office and the teacher will be contacted. **Do not go directly to the classroom.**
3. If the teacher does not respond within four school days, then please contact the Confidential Administrative Manager.
4. If the concern remains unresolved, a conference between the parent(s), teacher, and an administrator will be scheduled. The faculty, staff, and administration at Millennium Charter High School commit themselves to this resolution process.

Parent Observation of a Class

Parents are entitled to visit their students' classrooms for the purposes of observation. In accordance with Education Code 51101, at least 24-hour notice is required before the visit can take place.

Grades and Credits

Grading System

The grade in any course represents the degree to which the student has met the standards and achieved the goals of the course. It reflects the quality of the students' work and the students' degree of mastery of academic standards. The semester grade reflects cumulative achievement for the entire semester. Class participation is a contributing factor in meeting the standards and earning a grade.

- A** The student has excelled and has mastered all course academic standards at an advanced level of proficiency (4 grade points per credit unit).
- B** The student has completed the objectives, and has mastered the course's academic standards at a proficient level (3 grade points per credit unit).
- C** The student has satisfactorily completed course objectives and has mastered the course's academic standards, at a basic level (2 grade points per credit unit).
- D** The student has met few course objectives and has only met course academic standards at a below proficient level. UC and CSU do NOT recognize D grades (1 grade point per credit unit).
- F** The student has failed to meet course objectives and academic standards. The student is far below the course's basic standards of academic mastery (No creditpoints).

Credits

Credit given to any course represents the quantity of work required. Students earn five credits per course (per semester), unless otherwise noted.

Grade Point Average (GPA)

The GPA (Grade Point Average) is based on grade points earned and number of credits attempted. The sum of the grade points earned divided by credits attempted constitutes the GPA. All attempted credits and grades, including those earned for repeated courses, are included, when calculating the GPA. Pluses and minuses on a progress grade indicate the range within the grade.

Alternative Programs for Course Credits

College Courses may be applied to high school graduation if approved by the administration in advance of the registration for the courses. Students are responsible for providing a transcript from the accredited college to transfer credits.

The Graduation Credit Recovery Program

APEX may be made available to students who are deficient in requirements and/or credits earned. Students must have previously failed the course. Enrollment in this program must be approved by an administrator.

Transfer Credits will be awarded only from accredited institutions upon the student's turning in of a transcript or equivalent. Transfer credits are generally limited in number to the equivalent number of credits that would have been earned at MCHS for completing the same courses. Students are responsible for providing a transcript to the Registrar.

Testing and Various Recognitions College Testing

Students who plan on attending college should participate in the college-testing program. The Preliminary Scholastic Aptitude Test (PSAT) will be given in October during the school day. **ALL JUNIORS** are encouraged to take the PSAT. By spring of the junior year, students should take the Scholastic Aptitude Test (SAT) and the ACT, both of which test students' skills in math, English grammar and writing. The exams can be retaken. Seniors can test in the fall and winter.

Students are also encouraged to take SAT with Writing (most colleges now require the Writing), SAT Subject Tests after they've taken the course(s) which best prepares them. MCHS is NOT an active test site for most relevant, standard tests. Links for ACT and SAT are available on the school website.

Valedictorian, Salutatorian, and Distinguished Students. Millennium Charter High School's highest honors are earned by senior students who have achieved the highest academic rankings in their graduating class. Rank is determined by GPA, using the UC weighted grading system, which awards extra marks for Honors and UC transferable college courses (transferable from an approved college to MCHS). This formula is applied to UC approved courses taken in the ninth grade through the second semester of the *eighth* semester, during the senior year. In addition, grades in all areas must be a 'C' or better. Distinguished students must also maintain excellent discipline and attendance records; the principal decides what constitutes 'excellent.' In each graduating class, the student who ranks highest overall, earns the title Valedictorian and the student who ranks second, Salutatorian. When multiple students tie for first or second place, Millennium Charter High School most gladly recognizes their outstanding accomplishments and bestows the award jointly. If there is a tie for Valedictorian, then the principal's responsibility is to consider the candidates and decide whether it is appropriate to recognize a Salutatorian that year.

College and Career Opportunities and Information

At MCHS, students have the opportunity to assess their interests, aptitudes, values, temperaments, achievements, and other factors that relate to college and career choices. The four-year plan, which includes instruction, assessment, observation, interviews, and career speakers, stimulates students into thinking productively and innovative about their futures.

Information Your School Can Assist You in Obtaining

- PSAT
- SAT Reasoning and SAT Subject Tests
- ACT
- Scholarships
- Financial Aid

Research

- Computer search of colleges, universities, technical and specialty schools
- Criteria for selecting a college
- Careers & Colleges
- Skills Identification
- Occupations Research

Events

- College Representatives, off campus
- Field Trips
- Professional Speakers
- Resume Workshop
- UC Workshops in cooperation with counselors
- College/Career Fair/Job/TradeFair
- Scholarship Informational Sessions
- Career Day

Work Permits

All minors aged 14 through 17 must have a work permit on file with the employer during the term of employment. Work permits are not required for babysitting, yard work, sale or delivery of newspapers, self-employment, and some forms of familial employment. The procedure for obtaining a permit follows:

1. The request for a work permit can be obtained from administration.
2. The completed request should be returned to the Confidential Administrative Manager for processing.
3. The student can pick up the completed permit, take it to the employer, and begin working immediately.

General School Procedures

The main office is open from 8:00 am to 5pm, Monday through Friday.

Messages and Deliveries to Students

The office is not able to deliver messages to students in classrooms. In a case of serious medical emergency and similar circumstances, office staff will arrange to get information to students during passing periods and lunch. Items will not be delivered to classrooms.

Field Trips

Educational study trips at MCHS are reached via walking, private and district vehicles, or busses. All trips require the written permission of the parent. The student must also inform other teachers **PRIOR** to participating in the trip and make up all work missed as a result of the trip.

Participation in School Activities

When a student expects to miss class for a school activity, he or she must obtain permission and notify all of his/her teachers to ensure that work can be collected and completed.

MCHS Bulletins

School news and information will be shared via Aeries/Loop messages. Please check these accounts frequently.

Lost and Found

Lost and found articles should be turned in to the main office. Items will be removed at the end of each week. MCHS is not liable for lost items, as we are limited in space and lack the ability to hold items longer than a week. Please have your student check for items that are lost or misplaced, as soon as possible.

Confiscated Items

Unfortunately, it is sometimes necessary for faculty and staff to relieve students of particularly distracting or inappropriate items. After the designated time period, the student may retrieve the item from the involved faculty or staff member; at any time, the student's parent can intervene and come claim the item. Any confiscated electronic devices will need to be picked up at the office by a parent/guardian. At the end of the school year, unclaimed items will be moved to lost and found; items showing nudity is inappropriate for a classroom setting and forbidden. Students found to have been using computers in violation of school and district policies will be subjected to the disciplinary actions outlined later in this handbook.

Use of Computers

Students' use of computers at Millennium is a privilege, not a right. Computers are charter property, and students have no reasonable expectation of privacy with regard to these computers vis-à-vis the charter. Please be advised that the charter monitors the use of these computers both by observing students' of the computers in person and via remote, electronic methods. Likewise, the charter occasionally searches these computers.

It is MCHS's intent to adhere to United States copyright laws; to ensure compliance with current, federal laws, the Governing Board has adopted the policy that the Charter must hold the user license for any software used on charter-owned computers, that charter-owned computers must not be used to make illegal copies of software, or illegally access internet material. The use of charter computers or network facilities to view or download sites containing nudity is inappropriate for a classroom setting and forbidden. Students found to have been using computers in violation of school and charter policies will be subjected to the disciplinary actions outlined later in this handbook.

Rights and Responsibilities of 18-Year Olds (Adults) Although a student is 18, Millennium Charter High School's standard practice is to continue to correspond with the student's parents concerning school matters. This policy will stay in effect until the student's parent(s) verifies that the student is living on his or her own or that the parent wishes no further contact from school staff.

As adults, 18 years olds have additional legal responsibilities, including:

- Personal responsibility for regular attendance and appropriate behavior, as having poor attendance or inappropriate behavior will result in removal from Millennium Charter High School.
- Having a contract that is required for an 18 year old in order to excuse his or her own absences.
- Register to vote, and take advantage of their registration by voting.

Emergency Drills

Emergency Drills are conducted during the school year. Drills are serious practice so that everyone will be prepared in the event of real emergency. Usually, we label these practices, 'earthquake drills,' but the evacuation procedures are the same for a fire drill. Procedures are reviewed regularly with faculty, staff, and students.

Bus Service

Monterey-Salinas Transit provides bus service to and from Millennium Charter High School. Several bus stops are near Millennium. Students must have exact change. Monthly and student passes can be purchased through MST. Route Information is available from MST at 888.678.2871.

Health

Inhalers: MCHS requires all asthmatics have authorization on file for the use of their inhalers. The required form is always available at the main office. Parent and student's physician should fill out their respective sections of the form, and then the student must return it to the office. If the student is required to carry an inhaler for asthma, or epinephrine for severe allergic reactions, the physician **MUST** include instructions for administering the medicine on the form.

Medications: *Any Medication of any kind*, prescription, over the counter, or vitamin, must have written authorization, renewed each school year, from both parent and physician. The required form is always available at the office. Unless otherwise authorized, medications must be kept in the office. All medications will be discarded within one week of the last day of school. MCHS staff is **NOT** allowed to give **ANY** medication without the form.

Notifications: The office will make every attempt to notify you if your student becomes ill or is injured. We will call the numbers listed on your emergency card. Please inform us if there are any changes to your contact information; this simple step will save a significant amount of time when we need to contact you. If we are unable to reach you in an emergency, we call 911.

STUDENT ACTIVITIES



Student Government

Student Activities

Every year, student government works with Faculty and PTO to make our great school even better. They orchestrate countless activities and happenings for students.

Associated Student Body

ASB is conducted by the student council. The council establishes activities on campus, organizes prom, sponsors dances, oversees spirit activities, and a number of other tasks that are essential to student life at MCHS. **ASB funds support many student organizations.** Its membership consists of ASB Officers who are representatives from each class. Students interested in participating in ASB should contact ASB Advisor Marilyn Espinoza.

Clubs

A variety of clubs can be offered at MCHS. Club meetings are announced via Aeries, Facebook, and Instagram. ASB has more information about clubs, including the guidelines for starting a new club. Clubs are put together at the beginning of each new school year and require a staff advisor.

Attendance Requirement

On the day of a co-curricular/extra-curricular practice or performance, school attendance is required. If a student has not been in attendance for at least four periods, he or she is ineligible to participate.

Dances

Dances are a tradition at Millennium; some are formal/ dressy, but most are casual.

School rules apply at every dance, including those held off campus.

Guests at Dances

A student may bring a guest as a date to a Millennium Charter High School Dance under the following guidelines:

- A guest pass is required and must be applied for by the advertised deadline
- If high school age, then the guest must be enrolled in school, and the school must be able to provide information
- Junior High School students are not admitted to Millennium Charter High School dances.
- Guests who have finished high school are permitted, provided that they have not reached their 20th birthday.
- Guests must understand that they are attending a high school event and are required to follow all MCHS rules.

Behavior violations, including all controlled substance violations, will be treated according to the provisions later in this handbook. **Students who commit serious offenses (i.e. five days suspension with recommendation for expulsion) will, as a bare minimum, be prohibited from participating in all extracurricular activities for eighteen weeks.** Students on the behavior list for the last 18 weeks (see Code of Conduct Section) will not be allowed to participate. Subsequent offenses may result in dismissal from the dance and parent notification.

Rallies and Assemblies

Rallies and assemblies are an exciting and important part of Millennium Charter High School. They are planned and carried out by students to spotlight academic success and provide support for upcoming events.

Controlled Substance Policy

Participation in student activity groups and extra curricular activities is a privilege. Students in these groups are visible to the student body and the community. Penalties for possession or use of controlled substances in connection with any school function will have a greater impact on students involved in extra-curricular activities.

Rules and Code of Conduct

Attendance

Attendance and Tardy Policy

Students who attend school regularly derive the most benefit from the instructional program. Students with good attendance records achieve higher grades, enjoy school more, and achieve greater success in the pursuit of both collegiate and vocational goals. The California Administrative Code Title V, Section 300, requires that **every pupil attend school punctually and regularly.**

It is Millennium Charter High School's policy that students must attend class regularly; that work missed because of school-related activities or illness be promptly made up; that truancy is unacceptable; and that other absences be approved by the parent and minimized. Students who are frequently tardy or absent without sufficient cause may be referred to the District Attorney's Office for truancy at the discretion of the principal.

Students who leave campus without permission or leave school without their school ID and off-campus pass will receive a detention, possible suspension, and may lose future eligibility for an 'Off Campus Pass' (described below). Students may also RECEIVE A TRUANCY CITATION FROM THE SALINAS POLICE DEPARTMENT.

Legally Recognized Excused Absence:

Excused Family Absences:

Illness
Medical/Dental Appointments
Family Funeral
Appearance in court
Holiday or ceremony of student's own religion
Verified family emergency
Funeral services for member of immediate family
College Campus Visitations

School Excused Absences:

Fieldtrips
Academic events
Suspensions

Excessive Absences: Excessive absences (defined as more than 4 days in 4 weeks) may be the direct cause of failure and loss of credit. Absences may result in a lower grade and affect the final grade in a class.

Unexcused Absences: Unexcused Absences are defined as those that are not excused. Examples include, but are not limited to, the following:

Unverified absence
Truancy/Ditching/Cutting
Vacations
Leaving campus without permission
Tardy more than 20 minutes

Students who are late to class may fail to realize that the teacher has already marked them absent. Remember, it is always in the student's best interest to remain after class and verify that an 'Absent' mark has been changed to a 'Tardy' one. ***There are no school sanctioned ditch days.***

Tardies: A student is tardy if he or she is not sitting in their assigned seat when class begins. Students will receive a **detention or a Saturday School** based on their tardy record. Only tardies with a doctor or appointment note will be excused, or if student was ill. Excessive tardies will be cause for truancy, intervention, and possible suspension.

Attendance Letters: Attendance letters will be mailed home providing information to caregivers about their student's excessive absences, tardies, and/or trancies. Follow up meetings will be set by the school as needed.

Verifying Full Day Absences

When a student is absent from school for any reason, the parent must notify the school. A note or e-mail stating the reason for the absence on or before the day in question is preferred. **All absences must be cleared within three school days from the last consecutive day of absence.** After that time, all unexplained absences would be considered unexcused. Under state funding guidelines, it is fraudulent for a parent to falsely excuse a student's absence or tardiness. Parents will receive an automated Aeries notification when their student has an unexcused absence or tardy, one or more periods.

MCHS accepts phone calls to excuse absences and e-mails to the Attendance Clerk. Absences can be excused by submitting a note to the office or e-mail to mespinoza@mchs.school. In your e-mail, please include the student's name, grade, date of absence, and reason.

Permission to Leave Campus

For a student to legally leave campus once the school day begins, parents must come in to the office and sign the student out. Classes missed will only be excused for the reasons outlined under Attendance policies. In the case of confidential medical situations the school is allowed to proceed without prior parental/guardian consent for the safety and well being of the student. (Education Code 46010.1)

Under no circumstances should a student leave school during the academic day without having first obtained permission. Leaving without a permit to leave school grounds is a violation of the rules. The student will be considered truant, and Salinas Police Department may issue a citation.

Off Campus Privilege

Off Campus Privilege is also available at lunch for students with a GPA of 3.0 or above.

Students may leave campus ONLY if they submit a permission form signed by their parent.

Making up School Work

Students will be allowed to complete, to the extent reasonably possible, all assignments and tests missed due to excused, personal excused, and school excused absences. Generally, a student should speak to their teachers right away and try to make up work as soon as possible.

In the event of a lengthy illness, the student should speak with their teacher to make special arrangements. Makeup work where practicable, be equivalent to work missed. It should be recognized that it might not always be possible to meet certain objectives taught during the absence regardless of the reason for the absence. No makeup of assignments and/or tests will be allowed in cases of truancy or unexcused absences.

Consequences for Unexcused Absences and Tardies

Education Code 48263 states that students must attend school on a regular basis. Disciplinary action will be taken against students who have excessive absences, whether excused or unexcused. This may result in filing legal action with the District Attorney's Office.

Extended Absence Homework Request

Parents should notify teachers when a student is or will be absent for three or more days. Parents should e-mail teachers to request assignments, although most homework assignments can be found on Aeries, and students have access to this from home. Teachers will bring homework to the office if there is any homework available for pick up. Homework should not be expected to be available for pick up earlier than 48 hours after the request is made. Always call the office before coming to pick up homework.

Travel (Short-Term) and Independent Study Contracts

If your family is going to be out of town for five days or more, then please contact the MCHS Office at least one week prior to the start of the absence, to make the necessary arrangements for an independent study contract. Attendance will be credited only for completely submitted work!

Rules and Procedures

Code of Conduct

A detailed listing of behavior and possible consequences can be found at the back of this handbook. Discipline consequences will be carried out in accordance with education codes, penal codes, and the policies of Millennium Charter High School.

Dress Code

Millennium strives to provide a safe, healthy and distraction-free educational setting that promotes a respectful learning environment. Students at MCHS are expected to dress appropriately. Our students interact with staff from the Monterey County Office of Education, members of the community, and professionals from our industry partnerships. Wearing appropriate apparel prepares students for their future professional goals.

When dressing according to the PHOENIX way, the following is **NOT** permitted:

1. See-through or sheer fabrics, spaghetti strap tops, halter tops, strapless tops, tube tops, off-the-shoulder tops, bulging necklines, bare midriffs. All parts of stomach and back must be fully covered without pulling or tugging.
2. No oversized tank tops or tight fitting muscle shirts on boys.
3. Skirts and shorts **shorter than** the length of your fingertips.
4. Apparel, jewelry, or accessories that contain profanity or obscenity, sexual reference or references promoting gang association or violence and the use of drugs, alcohol or tobacco; or promote racial, ethnic or religious prejudice.
5. Area codes, Cal/Cali/NorCal/SoCal/California Flag/Map/Star /Bear (and any other variations)

6. Excessively torn, ragged or tight clothing.
7. No bandanas.
8. **Clothing shall be sufficient to conceal undergarments** (bras and underwear).

Violations will result in parent contact, confiscation of prohibited articles and/or student will be required to change their attire. Continual violations will result in disciplinary actions per the administrator's discretion.

Suspension and Expulsion

Suspension and expulsion will be carried out in accordance with Education Code Sections 48900-48920.

A pupil may be disciplined, suspended, or expelled for acts which are listed in this section and related to school activities including, but not limited to the following:

1. While on school grounds or at a school activity held off the school grounds.
2. During lunch period, whether on or off campus.
3. While going to school from home, as well as going home from school.
4. During or while going to or coming from school sponsored activities both at school and off campus.
5. Cartoons, graffiti, drawings, objects, or gestures.
6. **Physical Harassment:** Unwelcome or offensive touching, impeding, or blocking of movement. Unwelcome sexual advances, requests or demands for sexual favors with other verbal or forceful conduct of a sexual nature are also sexual harassment. Details of the sexual harassment policy and the complaint procedure are found later in this handbook.

Sexual Harassment

All students are expected to conduct themselves in a manner that will contribute to a productive learning environment. Each individual's conduct on campus as well as to and from campus must conform to the rules and regulations of the school, school district, and laws of the state.

The rules and regulations are presented in more detail at the end of this handbook. Although all rules are important, below are some points which students should be aware of:

The law defines sexual harassment as an act that has a 'negative impact upon an individual's academic performance or create an intimidating education environment.' The disciplinary consequences are very serious. Sexual harassment includes:

- **Verbal harassment: Offensive comments, jokes or slurs, graphic verbal comments about an individual's body and graphic or verbal comments of a sexual nature.**
- **Visual harassment: Offensive posters, cards, and gestures.**
- **It is the students' responsibility to obtain a pass whenever he or she is out of class.**
- **Students are expected to be in their seat, quiet, and ready to begin working, when tardy bell rings.**
- **Students should remain in assigned physical education area until the passing bell rings.**
- **Students may not loiter in off-limits areas, such as: parking lot during class time, areas in front of school except before and after school, and all P.E. areas.**
- **Cell phones, iPods, and other electronic devices may be used before and after school hours, as well as during passing periods and lunch. They may not be used during instructional time unless**

- **explicitly authorized by a teacher. At all other times, they need to be turned off and put away.**
- **Laser pointers are not allowed on campus or at school activities.**
- **No chains, including wallet chains, are to be worn or carried on campus.**

Hazing

No students shall conspire to engage in hazing, participate in hazing, or commit any act that causes harm, or is likely to cause physical or mental harm, or personal degradation or disgrace which results in physical or mental harm, or is likely to cause physical or mental harm, towards any fellow student or other person. Persons who violate this policy are subject to discipline from the school and possible criminal prosecution.

Hate Crimes and Bigotry

Hate crimes are considered to be any criminal act that is motivated by bigotry based on race, ethnicity, religion, or sexual orientation committed against an individual or the school. The school punishes hate crimes and reports them to the police. Bigotry includes slurs or name-calling based on race, ethnicity, religion, or sexual orientation.

Bullying

Bullying is not tolerated in any form. Students can report bullying to the administrator, teacher, or other trusted staff member.

Academic Honesty

Academic honesty is a fundamental principle of scholarship. Millennium's goal is to develop independent students who behave with integrity and high ethical standards. A detailed description of the Academic Honesty policy can be found later in this handbook.

Food and Drinks in Class

Food and drinks are not permitted in the classrooms, the ONLY exception is water.

E-cigarettes

E-cigarettes are treated like regular cigarettes, and they are not allowed on school property (regardless of your age). If you are caught with these items (or are seen using them on campus), you will be disciplined for this action.

Controlled Substance Policy

Alcohol, any drug which is not legally obtainable, any prescribed drug, any prescribed drug being abused, and any drug being used for a purpose that does not conform to bona fide medical therapy are all classified as Controlled Substances. Although all prescription drugs are controlled substances, Millennium Charter High does not punish students for possession and proper use of legally prescribed drugs, which are being used for the prescribed purpose, so long as they report these drugs pursuant to the school's reporting policy.

Administration shall take appropriate action to eliminate possession, use, or sale of alcohol and other illegal drugs and related paraphernalia on school grounds, at school events, or in any other situation in which the school is responsible for the conduct and well being of students. Students possessing, selling and/or using alcohol or other illegal drugs or related paraphernalia shall be subject to disciplinary procedures which may result in suspension or expulsion. The administration of MCHS enforces this policy, as well as Education Codes sections 48900 (c), (d), and (j), and any other relevant California law. For any

violation of Policy 5441.9 and/or the relevant California Education Codes, the administration will always suspend a student from school for five days and recommend that the student be expelled.

School personnel have the authority to search students, student property and school properties for the possession of anything where possession has been banned by the district policy as long as such searches are conducted in accordance with law, Board policy, and administrative regulations. **Please be advised that school administration may use specially trained dogs to sniff student lockers and other personal property, such as backpacks, jackets, and automobiles in the school parking lot, for the presence of controlled substances and weapons.**

Consequences

Consequences for Serious Offenses

First Offense: When a student is involved in any fight or committed any offense, either at school or at a school sanctioned event, for which expulsion is recommended, the following will apply:

Exclusion from all non-classrooms and school related activities for eighteen school weeks. Activities include, but are not limited to, dances, senior events, commencement ceremonies, performances, and field trips.

Second Offense

The second time a student commits a serious offense, all consequences listed for the first offense apply. However, there is no opportunity to reduce the time of exclusion.

Graduation Ceremonies and Activities

Disciplinary Considerations Affecting Seniors

In order to encourage high standards of student conduct and behavior, the principal may deny a student the privilege of participating in graduation ceremonies and/or activities in accordance with school rules. School rules shall ensure that prior to denial of the privilege(s), the student and, where practical, his/her parent/guardian is made aware of the grounds for such denial and that the student is given an opportunity to respond to the proposed denial. If privilege(s) are to be denied, the students and parent/guardian shall receive written notice of the denied privilege and the means whereby he/she may appeal this decision.

Expulsion

A student who is expelled no longer attends Millennium Charter High School. He or she will be required to enroll in another educational setting. The student is not permitted on any MCHS campus or school related function.

Administration is required by law to recommend expulsion for any student who commits any of the following infractions:

- Caused serious physical injury to another person
- Possessed a gun, knife, explosive object, or other dangerous item of no reasonable use to the student
- Possessed an unlawful controlled substance
- Committed or attempted to commit robbery or extortion

Any student who bears a firearm or explosive device will be expelled and criminally prosecuted. A

replica gun, which might be mistaken for a real one, is also a serious offense. Administration reserves the right to recommend expulsion for other serious offenses listed in the chart at the back of this handbook. Detailed information about suspension and expulsion is found in MCHS policy 5144.1, Administrative Regulation 51441.1, and Education Code Section 48915.

Provision for Appeal

Complaints related to consequences and/ or disciplinary action taken against a student should be submitted to the designated administrator. If there is a disagreement about the administrator's decision, the decision can be appealed to the principal.

If such an appeal is made, the Governing Board will investigate the complaint and render a decision. If there is a disagreement with the Governing Board's decision, a student may appeal to the Monterey County Office of Education.

Valuables and Theft

Students should avoid bringing items of value to school. **The school is not responsible for items, which are brought to school and then stolen, lost, or damaged.** In the event of a theft, file a report at the front Office. The student and his or her family should also file a police report, if they wish. Millennium Charter High School will take a written report, but will NOT investigate.

Selling Items

The sale of items on campus for personal monetary growth is not allowed. Students caught selling items will be disciplined accordingly and the items will be confiscated.

Cell Phones, Ear Buds, and other Electronic Devices

While under the supervision and control of school employees, student possession and use of electronic devices on campus is permitted under the following circumstances:

- Students may use these devices on campus before school, during passing periods, at lunch, and after school
- These devices must be kept out of sight and powered off during instructional periods. Unauthorized use of such devices interrupts the instructional program and distracts from the learning environment. Therefore, unauthorized use will result in detention at teacher's discretion and the device or devices being confiscated by school officials.
- Confiscated devices will only be returned to a parent or guardian. School officials have twenty-four hours from the time of the confiscation to deposit the electronic device at the office.
- A second confiscation will result in detention. Repeated violations will result in more severe consequences, and potentially the loss of the privilege of using electronic devices at school.
- During class, students may only use electronic devices after they have obtained permission. In the event an electronic device is stolen, which have been confiscated and not picked up at the beginning of summer vacation will be held for one month from the date of graduation.
- Recording or photographing a student/staff member without permission is a violation of MCHS's publicity policy.

Identification Cards

Students are expected to carry their student ID with them at all times. Students are expected to present their cards upon request. ID cards are available during Fall registration at no charge. A charge is made for a duplicate card or a card issued after the first month of school. An exception is made for students whom are enrolled in Millennium Charter High School after the academic year has begun.

Video Surveillance

To help ensure the safety of its students, MCHS has installed surveillance equipment throughout campus.

Administrative Notification to Colleges about Behavior

When requested by students, the counselor provides information to colleges and universities during the college application process. The administration accurately reports on students' behavior, especially with respect to instances involving academic dishonesty and suspensions. This also applies to offenses committed after admissions or acceptance to a college.

Vehicles

The school is not responsible for damage to automobiles, which are parked in the school lots.

Bicycles

Students riding bicycles to school should use a safe route. Students are not allowed to ride bikes on campus, except in approved bike lanes, driveways, and parking lots. Bike racks are the appropriate and acceptable place to lock and store bikes. Bikes parked in unapproved places are removed; this process may include cutting the lock. Cyclists must wear helmets.

Skateboards and Rollerblades

Skateboards and rollerblades may not be used in any pedestrian traffic area of the campus at any time. Students using skateboards or rollerblades on campus can expect to have them confiscated. Normally, on the first offense, the items will be returned following a phone call from the parent or guardian. A second offense requires the parent or guardian to come to school and claim the item. Subsequent offenses will result in the item not being returned until the end of the school year.

Student Drop-Off Zone

If students choose to be dropped off in the school parking lot they must exit their vehicles safely and in the appropriately designated drop-off zone along the curb. Students may not be dropped off in the parking aisle ways

Visitors

Millennium Charter High School encourages interested members of the community to visit our schools. To avoid potential disruptions to learning, to provide visitors with the information they need, and for the safety of students and staff, ALL visitors should register immediately at the school office on the first floor of the facility (clearly marked by signs) before entering any other school building or entering the grounds. Visitors shall sign in at the beginning of their visit, receive a visitor badge, and sign out at the end of their visit. Students from other schools as well as students who have ended their school day are not to be on campus unless accompanied by parents/guardians or with the permission of the site Administration.

In registering as a visitor, the sign-in form includes spaces for the following information

- Name
- The visitor's purpose for entering school grounds;
- Destination within the school
- Time in and out

At his/her discretion, the principal, office manager or designee may also request:

- Proof of identity
- Address
- Occupation and company affiliation
- Age (if less than 21); and any other information consistent with local and state laws

Parents and guardians visiting during the school day for any purpose, other than picking up at or dropping off a child at the beginning or end of the school day as part of the normal school day schedule should also sign the visitor log or a special log for parents. This applies to parents and guardians who are picking up a student early (e.g. for a medical reason) or dropping off a student late (e.g. tardy), as well as parents and guardians who are on campus to volunteer in their child's classroom.

Millennium Charter High School employees from school campuses and the Millennium Charter High School Office will notify the office manager and principal upon arrival and should wear badges signifying that they are Millennium Charter High School employees. However, formal visitor registration is at the discretion of the school principal or designee.

VIP Visitors accompanied by any Millennium Charter High School Administration team member may be requested to register as a visitor at the discretion of the accompanying Millennium Charter High School Administration team member.

Students not enrolled at the school who wish to use the school grounds for recreation during the school day are, at the discretion of the principal, also subject to Millennium Charter High School's visitor policy.

The principal or designee may refuse to register any visitor if he or she reasonably concludes that the visitor's/outsider's presence would disrupt the school, students or employees, would result in damage to property, or would result in the distribution or use of a controlled substance. (Penal Code 627.4).

The principal or designee may request that a visitor/outsider who has failed to register, or whose registration privileges have been denied or revoked, to promptly leave school grounds. If necessary, the principal or designee may call the local police to enforce the departure of the visitor/outsider. When a visitor/outsider is directed to leave, the principal or designee shall inform the visitor/outsider that if he or she reenters the school within seven (7) days, he or she will be guilty of a misdemeanor and subject to a fine and/or imprisonment. (Penal Code 627.7).

All schools will inform parents annually about the school's policies regarding visitors/outsiders, and remind parents that to maximize safety and security they should also register when visiting the school.

Responsibilities of Students, Teachers, Parents, and Administrators

The student is expected to uphold the spirit and the letter of this policy both philosophically and behaviorally in completing all school-related tests, quizzes, projects, reports, homework assignments or in-class assignments. Students should also understand the basic concept of intellectual property and violations thereof (for example, peer-to-peer file sharing). No assignment is exempted from this policy.

Teachers are expected to review the policy of academic honesty with their students at the beginning of each semester. It is the responsibility of each teacher to confirm that, to the best of his or her knowledge, all students' work accepted or submitted for assessment is the authentic work of each student. The teacher is also expected to enforce the policy in all instances of academic infringement and malpractice following the process as outlined below. The need to acknowledge the source of all information, including, but not limited to data, computer programs, photographs, diagrams, illustrations, and maps must also be made clear to students by their subject teachers using MLA, Chicago, or APA format.

Parents/Guardians are expected to adopt the philosophical wholesomeness of this policy and uphold the spirit and the letter of it by reviewing it with his or her student and encouraging the student to practice academic honesty throughout the student's years at Millennium Charter High School. Parental understanding and cooperation is an important factor in encouraging academic honesty and should not be overlooked.

Administrators are expected to support the spirit of academic honesty with students, parents, counselors, teachers, and other staff members through equitable enforcement of the policy in conferences and in each classroom. At the direction of the administration the Academic Honesty Policy will be reviewed with students and staff at least once a year during the first semester. Disciplinary action taken with students concerning the Academic Honesty Policy will follow the process as outlined below.

Behaviors and Consequences

The following is a list of behaviors that constitute academic infringement and malpractice. These rules apply from 9th grade through graduation, including transfer students. We are aware that new forms of cheating, plagiarism and other forms of dishonesty arise and therefore, we expect every student to interpret the requirement of academic honesty and integrity broadly and in good faith. If you have any doubt as to whether a particular act constitutes academic dishonesty, ask a teacher or administrator first.

Category A Violations

Category A Violations (infringement) are defined as cases occurring due to inexperience or lack of knowledge of expectations of the school regarding academic integrity. Consequences of a Category A violation includes those listed below, but they are subject to application based on the severity of the offense. Upon the fourth Category A infraction, the consequences may include those of a Category B violation.

EXAMPLES OF VIOLATIONS	CONSEQUENCES
<ol style="list-style-type: none"> 1. Copying or lending homework or any other assignment/activity 2. Working with another student(s) on a laboratory or other assignment when such work is prohibited 3. Using text, data or interpreting material to a moderate extent for a laboratory or any other assignment report without acknowledging the sources or the collaborators. All contributors to preparation of data and/or to writing the report must be named 4. Informing someone of what was on your exam or being told this information 5. Receiving assistance from others, such as research, statistical or computer programming without acknowledging such assistance in a paper, examination or project 6. Glancing at another student's work during a test, whether or not that information was used 7. Deceiving a teacher or making up a false reason or excuse to get special consideration for any assignment as in an extension for an exam or a paper 8. Failing to use quotation marks or include proper acknowledgement or paraphrased material where appropriate 9. Fabricating data by inventing or deliberately altering material. This includes citing "sources" that are not, in fact, sources ("fudging data") 10. Falsifying information to gain access to testing accommodations to which you are not entitled 11. Testing irregularity. Examples, a phone goes off during an exam, a brief glance in your backpack. 	<ul style="list-style-type: none"> • Teacher will contact parent/guardian • Teacher must give an academic consequence, including but not limited to, a zero on the assignment, half credit, or an alternate assignment. • Teacher will submit Referral and Administrator will document violation in "Q" Behavior Section as Category A Violation and determine if it is the fourth violation. • Students receive a disciplinary consequence: <ul style="list-style-type: none"> - Detention - Saturday School

Category B Violations

Category B violations (malpractice) include more serious incidents of academic dishonesty that affect a major or essential portion of work done to meet course requirements. Also, four Category A violations will result in a Category B violation. Counselors are bound to answer, ethically and honestly, any questions posed by colleges during the college application process. Category B violation consequences include those listed below, but they are subject to application based on the severity of the offense.

EXAMPLES OF VIOLATIONS	CONSEQUENCES
<ol style="list-style-type: none"> 1. Using prohibited materials in any written form, including but not limited to, cheat sheets, books, notes, electronic devices or calculators during an assessment 2. Distributing or using unauthorized assessment materials 3. Submitting substantial portions of the same academic work for credit in more than one course without consulting both teachers 4. Improper use of communication during a test, including, but not limited texting and talking 5. Plagiarizing major portions of any assignment. 6. Enabling a student to copy your work during an exam. 7. Collaborating for an exam to develop methods of exchanging information and implementation thereof 8. Taking an exam for another student or permitting another student to take a test for you 9. Working together on a take-home exam unless specifically authorized by a teacher 10. Altering examinations for any purposes 11. Presenting the work of another as one's own 12. Searching for a published material and using it as your own. For example, googling a prompt. 13. Using unethical or improper means of acquiring data, including but not limited to, making up data 14. Manipulating or tampering with academic records 15. Any four violations from Category A 	<ul style="list-style-type: none"> • The teacher will record a zero on the assignment. No make-up work will be offered to compensate. • The administrator will contact the parent, and a conference could be warranted. • The teacher will submit a referral to an administrator. • The administrator will document the infraction as a Violation B. • Counselors notify institutes of higher learning according to the reporting expectations of that institution. • Students will be denied participation in Renaissance activities for one semester. • Students will receive probation for academic honors for one semester, including but not limited to National Honor Society and CSF. • Student receives one of the following disciplinary consequences: <ul style="list-style-type: none"> - Saturday School - In School Suspension

Discipline Action Matrix*

INFRACTION	FIRST CONSEQUENCE	FURTHER CONSEQUENCE
Alcohol: possession, using, furnishing, selling or being under the influence. Ed Code 48900 (c), (d)	5 days suspension, expulsion recommendation, possible police action	5 days suspension, expulsion recommendation, possible police action
Appearance code violation. Ed Code 48900 (k)	Warning, detention, home to change if necessary	Saturday School, 1 day in-school suspension
Battery (one-way attack) causing physical injury to another person. Ed Code 48900(a) (1) & (2), Ed Code 48915 (a) (5)	5 days suspension, expulsion recommendation, possible police action	5 days suspension, expulsion recommendation, possible police action
Cellular phone, iPod, PSP, similar electronic device - used during class time. Ed Code 48900 (k)	Confiscation, parent pickup at MCHS before return	Confiscation, return to parent and Saturday School on 2nd offense. Confiscation, return to parent, Saturday School and held to end of school year on 3rd offense.
Chain, including chain attached to a wallet: possession. Ed Code 48900 (k)	Confiscation & warning, returned to parent	Saturday School, in-school suspension
Cheating/plagiarism. Ed Code 48900(k)	See Academic Honesty Policy	See Academic Honesty Policy
Computer misuse - such as downloading nudity or profanity, sending false e-mail, accessing files of another, or use of unapproved software. Ed Code 48900 (k)	Warning, confiscation of files, loss of network use, possible suspension, possible police action, possible recommendation for expulsion	Confiscation of files, long term loss of network use, suspension, possible police action, possible recommendation for expulsion
Defiance of authority, including lying or refusing to provide information. Ed Code 48900 (k)	Detention, Saturday School, 1-5 days suspension	Saturday School, 1-5 days suspension
Defiance or disruption during in-school suspension. Ed Code 48900(k)	Additional day of in-school suspension, home suspension	3 days home suspension with no makeup work or exams
Detention: Failure to serve. Ed Code 48900 (k)	Saturday School, 1 day in-school suspension	2-5 days in-school suspension
Disruption of class or school activities; including throwing objects. Ed Code 48900 (k)	Detention, Saturday School, 1-5 days suspension	Saturday School, 1-5 days suspension
Driving recklessly or failing to follow parking lot rules, arrow, or signs. Ed Code 48900 (k)	Warning, possible 1 week suspension of parking permit	1 week suspension of parking permit, suspension, referral to police
Drugs: possessing, using, furnishing, selling, or being under the influence. Ed Code 48900 (c) or (d), 48915 (a)(3) or, Drug paraphernalia: possessing. Ed Code 48900 (j)	5 days suspension, expulsion recommendation, possible police action	5 days suspension, expulsion recommendation, possible police action
Fighting (mutual combat), attempting to cause physical injury to another person. Ed Code 48900 (a) (1)	3 days suspension, possible expulsion recommendation, possible police action	5 days suspension, expulsion recommendation, possible police action
Firearm of any kind: possession. Ed Code 48900 (b), 48915 (c) (1)	Mandatory expulsion, arrest	Mandatory expulsion, arrest
Forgery, including forgery of school documents, passes, attendance notes, etc.; misrepresentation on phone. Ed Code 48900 (k)	Detention, Saturday School, in-school suspension, home suspension	In-school suspension, home suspension

Discipline Action Matrix*continued

INFRACTION	FIRST CONSEQUENCE	FURTHER CONSEQUENCE
Gambling, Ed Code 48900 (k)	Detention, confiscation with return to parent	Saturday School, suspension, confiscation with return to parent
Hate crimes or racial slurs. Ed Code 48900.3	In-school suspension, home suspension, possible police action, possible expulsion recommendation	Home suspension, possible police action, expulsion recommended
Hazing. Ed Code 32051, 48900 (k) and (q)	Detention, Saturday School, 1-5 days suspension, possible expulsion recommend	Saturday School, 1-5 days suspension, expulsion recommended
Laser pointing device, shocker pen, other disruptive item: possessing. Ed Code 48900 (k)	Confiscation, detention, in-school suspension	Confiscation, in-school suspension
Loitering Ed Code 48900 (k)	Detention	Saturday School
Marking pens (permanent): Possession without school permission. Ed Code 48900 (k)	Confiscation, detention	Confiscation, Saturday School
Off campus/truancy (without permission), including parks and streets next to school. This includes lunch without an off campus permit and MCHS ID. Ed Code 48900 (k)	Unexcused absence (if during class time), Saturday School, loss of off-campus lunch privileges for following semester, possible police action	Unexcused absence (if during class time), in-school suspension, loss of off-campus lunch privileges for additional semester(s), possible police action
On the campus of another school during the school day, without permission. Ed Code 48900 (k)	Saturday School, 1 day suspension	2 or more days of suspension
Out of class without pass or in a restricted area, i.e. football field, baseball field, south driveway, parking lot. Ed Code 48900(k)	Detention, Saturday School	Saturday School, in-school suspension
Profanity. Ed Code 48900 (i) (k)	Warning, detention, Saturday School	Saturday School, in-school suspension
Profanity to a staff member, or other adult acting in an official capacity. Ed Code 48900 (i) (k)	1-5 days suspension	3-5 days suspension
Riding skateboards, roller blades, etc. on campus. Ed Code 48900 (k)	Confiscation, parent required to pick up before return, detention	Confiscation, return to parent, detention
Robbery or extortion. Ed Code 48900(k)	5 days suspension, expulsion recommendation, police action	5 days suspension, mandatory expulsion hearing, police
Saturday School: Failure to serve. Ed Code 48900 (k)	1 day in-school suspension	2-5 days suspension
Sexual harassment, sexual assault, sexual battery. Ed Code 48900.2, 48900 (n)	Saturday School, 1-5 days suspension, possible police action, possible recommendation for expulsion	1-5 days suspension, possible police action, possible recommendation for expulsion

Discipline Action Matrix*continued

INFRACTION	FIRST CONSEQUENCE	FURTHER CONSEQUENCE
Smoking or possession of tobacco or possession of lighters. Ed Code 48900(h)	Saturday School, in-school suspension, possible citation by police	In-school suspension, possible citation by police, home suspension
Theft (personal or school property) or receipt of stolen property. Ed Code 48900(g)	1-5 days suspension, parent liability for restitution, possible police action, possible recommendation for expulsion	3-5 days suspension, parent liability for restitution, possible police action, possible recommendation for expulsion
Threats to harm or injure another person. Ed Code 48900 (a) (1), 48901.4	Saturday School, in-school suspension, home suspension, possible police	In-school suspension, home suspension, possible police action
Vandalism, including damage to locker or marking on locker. Ed Code 48900(f)	1-5 days suspension, parent liability for restitution, possible police action, possible recommendation for expulsion	3-5 days suspension, parent liability for restitution, possible police action, possible recommendation for expulsion
Video recording or photographing a teacher or other school employee without permission. Ed Code 48900 (k)	Detention, Saturday School, or in-school suspension	Saturday School, in-school suspension or home suspension
Violation of eighteen week penalty. Ed Code 48900 (k)	Suspension, additional weeks of penalty, possible recommendation for expulsion	3-5 days suspension, additional weeks of penalty, possible recommendation for expulsion
Vulgarity or obscene acts. Ed Code 48900 (i)	1-5 days suspension, Saturday School, in-school suspension, possible police action	3-5 days suspension, Saturday School, in-school suspension, possible police action
Weapons or other dangerous objects, including knives of any type or size and replica guns: Possession. Ed Code 48900 (b), (m), 48915 (c)(1) & (c)(5)	5 days suspension, possible police action, expulsion recommendation	5 days suspension, possible police action, mandatory expulsion hearing

***This matrix is intended for use as a guide only. The administration has the authority to determine appropriate consequences for offenses not specifically covered by the matrix.**

Parent Teacher Organization

The Parent Teacher Organization (PTO) is comprised of parents, faculty members, administrators, and community members. Its primary purpose is to foster effective communications and cooperation among the interest parties. The main functions of the Club are to raise funds, which are used to supplement the academic programs of the school, and to provide volunteers to optimize the educational experiences and opportunities of the students. To fulfill this mission, the Boosters:

- Recruits volunteers for various activities and projects,
- Furnishes chaperones for the MCHS dances,
- Seeks Wish List contributions,
- Provides thanks and recognition for MCHS staff and teachers,
- Promotes the health, safety, and welfare of students and staff,

Meetings are held monthly. Please call the office for officer contact information. They are open to all parents, guardians, staff and interested persons. These meetings help parents keep current about important issues affecting their students. Meetings typically include an update from the principal, faculty reports, and information regarding student issues, policy changes, and campus projects.

Membership Information

The PTO memberships is voluntary; however your dues and contributions provide the funding source to underwrite our efforts. Dues are currently used to provide services in support of MCHS. Contributions above this amount allow the PTO to make a more significant impact on our students and are greatly appreciated. There is a drop-off box located at the main campus for membership dues.

Policies and Regulations

Sexual Harassment-Students

It shall be the policy of the Charter to provide an educational, employment and work environment free of unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct or communications constituting sexual harassment as defined and otherwise prohibited by state and Federal statutes. Sexual harassment is unlawful and is prohibited between students, between employees and students, between supervisors and employees, between employees, and between non-employees and employees. The Charter will not tolerate any conduct, which is considered harassing, coercive or offensive, including sexual harassment. Violation of this policy by any student will result in disciplinary action up to and including expulsion.

The Governing Board expects students and/or staff to immediately report incidents of sexual harassment involving students to the principal or designee or Board President. Teachers or appropriate designee shall discuss this policy with their students in age-appropriate ways and should assure them that they need not endure any form of sexual harassment.

Any student who engages in the sexual harassment of anyone in or from the district may be subject to disciplinary action up to and including expulsion.

Definitions to be used for purposes of this policy:

- Sexual advances, (either verbal or physical), requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when:

- Submission to such conduct is either an explicit or implicit term or condition of employment or educational experience.
- Submission to or rejection of the conduct is used as a basis for making employment or educational decisions such conduct has the purpose or effect of substantially interfering with an individual's educational or work performance, or creating an intimidating, hostile or offensive employment or education environment.

Other types of conduct which are prohibited in the Charter and which may constitute sexual harassment include:

- Unwelcome leering, sexual flirtations or propositions
- Unwelcome sexual slurs, epithets, threats, verbal abuse, derogatory comments or sexually degrading descriptions
- Graphic verbal comments about an individual's body, or overly personal conversation
- Sexual jokes, stories, drawings, pictures or gestures
- Spreading sexual rumors
- Teasing or sexual remarks about students enrolled in a predominately single-sex class.
- Touching an individual's body or clothes in a sexual way
- Purposefully limiting a student's access to educational tools
- Cornering or blocking of normal movements
- Displaying sexually suggestive objects in the educational environment

Any act of retaliation against an individual who reports a violation of the Charter's sexual harassment policy or who participates in the investigation of a sexual harassment complaint.

Sexual harassment is an unlawful practice in violation of Education Code 212.5.

Sexual harassment is a form of misconduct, which undermines the integrity of the employment or student/educator relationship. No individual, either female or male, should be subjected to sexual overtones or conduct, either verbal or physical. Sexual harassment does not refer to occasional compliments of a socially acceptable nature. It refers to behavior which is not welcome, which is personally offensive, which debilitates morale, and which therefore interferes with educational and work effectiveness. Such harassment may include, but is not limited to:

- Suggestive or obscene letters, notes, invitations, derogatory comments, slurs, jokes, epithets, assault, touching, impending or blocking movement, leering, gestures, display of sexually suggestive objects or pictures, or cartoons, or continued expression of sexual interest after being informed that the interest is unwelcome.
- Making reprisals, threats of reprisal, or implied threats of reprisal following a negative response. This may include, but is not limited to, either implying or actually withholding support for an appointment or change of assignment; suggestion of a poor performance report or failed probation; either implying or

actually withholding grades or credits earned or deserved; suggestion of a poor performance evaluation or denial of a scholarship recommendation or college application.

- Engaging in implicit or explicit coercive sexual behavior that is used to control, influence, or affect the educational opportunities, grades, credits, and/or learning environment of students.
- Offering favors for educational benefits in exchange for sexual favors. This may include but is not limited to grades, credits, or promotions; favorable performance evaluations, assignments; or recommendations.

Communication of Policy with Students, Parents and Staff

The Superintendent will develop communiqués, which will:

- Describe in detail the various behaviors that constitute sexual harassment
- Include a statement that forcefully declares that sexual harassment is prohibited by policy, state and federal law
- Promise confidentiality and protection from retaliation for complainants and witnesses
- Assure appropriate and immediate measures will be taken to discipline offenders
- Assure that any harm resulting from harassment will be redressed

Actions Resulting From Violation of Policy

Students who act in violation of the sexual harassment policy and administrative regulations may be subject to disciplinary action up to and including expulsion. Such disciplinary action shall be in accordance with applicable policies and laws, and follow the procedure outlined in administrative regulation 5145.7.

Confidentiality

Any person initiating a sexual harassment complaint, and other parties involved in the complaint, have a right to confidentiality. If the complaining party so desires, the investigation may be conducted in such a way that the person's identity will not be disclosed. When confidentiality cannot be assured, the complaining party will be apprised of this fact before additional proceedings commence. Maintaining confidentiality may serve to make the investigation and/or resolution difficult or impossible and should be carefully considered before complete confidentiality is requested.

Administrative Regulation 5145.7 Sexual Harassment- Students

Complaint Procedures

These complaint procedures are specifically for actions that may constitute sexual harassment.

A complaint and the results of the investigation shall be confidential to the extent reasonably possible under the investigation process. Witnesses and those interviewed shall be informed of the confidential nature of the issues and the investigation and shall be informed that it will be a violation of policy to disclose the complaint or the nature of the investigation to others not involved in the investigation. The initiation of a complaint of sexual harassment will not cause any reflection on the complainant or witnesses nor will it affect such as student's grades, credits, or status in class.

Informal Resolution

When the student who complained and the person accused of harassment so agree, the principal or designee may arrange for them to resolve the complaint informally with the help of a counselor, teacher, administrator or trained mediator. The student who complained shall never be asked to work out the problem directly with the accused person unless such help is provided.

The principal or designee shall tell the student who complained that he/she has the right to file a formal complaint at any time in accordance with the district's uniform complaint procedures. If the student wishes to file a formal complaint, the principal or designee shall assist the student in doing this.

Formal Complaints Brought By Students and or Parents

If an aggrieved student is unable to communicate directly with the person whose conduct is offensive or if direct communication has been unavailing, the aggrieved student may file a formal complaint with the principal or designee. Employees serving in supervisory or managerial positions that receive complaints or observe harassing conduct shall inform the Superintendent. The process will follow the Uniform Complaint Procedure Policy and Administrative Regulation 1141.

General Provisions for Filing a Complaint

A complaint shall be filed as soon as reasonably possible after the alleged sexual harassment/incident has occurred. Complaint should be in writing and shall be filed with the principal/site supervisor or designee. Any complaint received, whether in writing or not, shall be investigated. The principal/supervisor or designee shall review the complaint and, as soon as reasonably possible after receipt of the complaint, the employee or other person accused of sexual harassment shall be informed of the nature of the complaint while being mindful of confidentiality as described in this administrative regulation.

Administration shall discuss the complaint only with the people described above. When necessary to carry out his/her investigation or for other good reasons that apply to the particular situation the principal or designee also may discuss the complaint with the following persons:

1. The Governing Board
2. The parent/guardian of the student who complained
3. The parent/guardian of the person accused of harassing someone
4. A teacher or staff member whose knowledge of the students involved may help in determining who is telling the truth.
5. Anyone who either witnessed or have related information regarding the conduct.

In reaching a decision about the complaint, the principal or designee may take into account:

1. Statements made by the persons identified above
2. The details and consistency of each person's account
3. Evidence of how the complaining student reacted to the incident
4. Evidence of past instances of harassment by the accused person
5. Evidence of past harassment complaints that were found to be untrue

To judge the severity of the harassment, the principal or designee may take into consideration:

1. How the misconduct affected one or more students' education
2. The type, frequency and duration of the misconduct
3. The number of persons involved.
4. The age and sex of the person accused of harassment
5. The subject(s) of harassment

6. The place and situation where the incident occurred
7. Other incidents at the school, including incidents of harassment that were not related to sex

Appealing Decisions

All decisions made under the uniform complaint procedure may be appealed by the aggrieved person or the accused person to the County Superintendent of Schools.

Continued Harassment Actions

Subsequent harassment actions will be subject to disciplinary action under Education Code [48900.2](#), which provides for suspension and possible recommendation for expulsion. Students who have alleged harassment will be protected. At the conclusion of the investigation of the complaint, the principal/site supervisor or designee will report the results of the investigation to the complainant and the person accused of sexual harassment, within 20 days. The administration will prepare a written report of the complaint and investigation within 30 days. If he/she verifies that sexual harassment occurred, this report shall describe the actions he/she took to end the harassment, address the effects of the harassment on the person harassed, and prevent retaliation or further harassment.

Administration shall keep a record of each incident and its disposition. Administration shall determine whether or not the student who complained is being further harassed. Administration shall keep a record of this information and shall continue this follow-up at his/her discretion.

Confidentiality

Any person initiating a sexual harassment complaint, and other parties involved in the complaint, have a right to confidentiality. If the complaining party so desires the investigation may be conducted in such a way that the person's identity will not be disclosed. When confidentiality cannot be assured, the complaining party will be apprised of this fact before additional proceedings commence. Maintaining confidentiality may serve to make the investigation and/or resolution difficult or impossible and should be carefully considered before complete confidentiality is requested.

Enforcement

The Superintendent or designee shall take appropriate actions to reinforce the Charter's sexual harassment policy. As needed, these actions may include any of the following:

1. Removing vulgar or offending graffiti
2. Providing staff in-service and student instruction or counseling.
3. Notifying parents/guardians
4. Notifying child protective services and law enforcement
5. Taking appropriate disciplinary action, up to and including expulsion.
6. The principal or designee may take disciplinary measures against any person who is found to have made a complaint of sexual harassment, which he/she knew, was not true.

Nondiscrimination in Charter Programs and Activities

The Governing Board is committed to equal opportunity for all individuals in education. Charter programs, activities, and practices shall be free from discrimination based on gender, sex, race, color, religion, ancestry, national origin, ethnic group identification, age, religion, marital or parental status, physical or mental disability, sexual orientation, gender identity or expression, or genetic information; the perception of one or

more of such characteristics; or association with a person or group with one or more of these actual or perceived characteristics. The Board shall promote programs, which reduce or eliminate discriminatory practices in all Charter activities.

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Access for Individuals with Disabilities

District programs and facilities, viewed in their entirety, shall be in compliance with the Americans with Disabilities Act and any implementing standards and/or regulations.

Administration shall ensure that the Charter provides auxiliary aids and services when necessary to afford individuals with disabilities equal opportunity to participate in or enjoy the benefits of a service, program or activity.

Board Policy 1312.3-Uniform Complaint Procedure

The Governing Board recognizes the Charter's responsibility to comply with applicable state and federal laws and regulations governing educational programs. The district shall investigate any complaint alleging failure to comply with such laws and/or alleging unlawful discrimination and shall seek to resolve those complaints in accordance with the Charter's uniform complaint procedures.

The Charter shall use the uniform complaint procedures to resolve any complaint alleging unlawful discrimination in district programs and activities based on actual race, color, ancestry, national origin, ethnic group identification, age, religion, marital or parental status, physical or mental disability, sex, sexual orientation, gender, gender identity or expression, or genetic information; the perception of one or more of such characteristics; or association with a person or group with one or more of these actual or perceived characteristics.

Administrative Regulation 1312.3-Uniform Complaint Procedure

Compliance Officer

The Board of Education designates the following compliance officer to receive and investigate complaints and to ensure Charter compliance with law:

MCHS Superintendent / Principal
940 North Main St.
Salinas, CA 93906
(831) 755-0830

The Superintendent or designee shall ensure that employees designated to investigate complaints are knowledgeable about the laws and programs for which they are responsible. Designated employees may have access to legal counsel as determined by the Superintendent or designee.

Notifications

The Superintendent or designee shall annually provide written notification of the Charter's uniform complaint procedures to students, employees, parents/guardians, the Charter advisory committee, school advisory committees,

The notice shall:

1. Identify the person(s), position(s), or unit(s) responsible for receiving complaints.
2. Advise the complainant of any civil law remedies that may be available to him/her under state or federal discrimination laws, if applicable
3. Advise the complainant of the appeal process pursuant to Education Code [262.3](#), including the complainant's right to take a complaint directly to the California Department of Education (CDE) or to pursue remedies before civil courts or other public agencies

Include statements that:

- a. The Charter is primarily responsible for compliance with state and federal laws and regulations
- b. The complaint review shall be completed within 60 calendar days from the date of receipt of the complaint unless the complainant agrees in writing to an extension of the timeline.
- c. An unlawful discrimination complaint must be filed not later than six months from the date the alleged discrimination occurs, or six months from the date the complainant first obtains knowledge of the facts of the alleged discrimination.
- d. The complainant has a right to appeal the district's decision to the CDE by filing a written appeal within 15 days of receiving the district's decision.
- e. The appeal to the CDE must include a copy of the complaint filed with the Charter and a copy of the Charter's decision.
- f. Copies of the Charter's uniform complaint procedures are available free of charge.

Procedures

The following procedures shall be used to address all complaints, which allege that the district has violated federal or state laws or regulations governing educational programs or has committed unlawful discrimination.

All complaints shall be investigated and resolved within 60 days of the receipt of the complaint. Compliance officers shall maintain a record of each complaint and subsequent related actions, including all information required for compliance with 5 CCR [4631](#) and [4633](#).

All parties involved in allegations shall be notified when a complaint is filed, when a complaint meeting or hearing is scheduled, and when a decision or ruling is made.

Step 1: Filing of Complaint

Any individual, public agency or organization may file a written complaint of the Charter's alleged noncompliance with federal or state laws or regulations governing education programs. (5 CCR [4630](#))

A complaint concerning unlawful discrimination may be filed only by a person who alleges that he/she personally suffered unlawful discrimination or by a person who believes that an individual or any specific class of individuals has been subjected to unlawful discrimination. The complaint shall be initiated no later than six months from the date when the alleged discrimination occurred, or six months from the date when the complainant first obtained knowledge of the facts of the alleged discrimination. However, upon written request by the complainant, the Superintendent or designee may extend the filing period for up to 90 days. (5 CCR [4630](#)) The complaint shall be presented to the compliance officer who shall maintain a log of complaints received, providing each with a code number and a date stamp. If a complainant is unable to put a complaint in writing due to conditions such as a disability or illiteracy, district staff shall assist him/her in the filing of the complaint. (5CCR [4600](#))

Step 2: Investigation of Complaint

Within 10 days of receiving the complaint, the compliance officer shall provide the complainant and/or his/her representative an opportunity to present the complaint and any evidence, or information leading to evidence, to support the allegations in the complaint. The compliance office also shall collect all documents and interview all witnesses with information pertinent to the complaint.

A complainant's refusal to provide the district's investigator with documents or other evidence related to the allegations in the complaint, failure or refusal to cooperate in the investigation or engagement in any other obstruction of the investigation, may result in the dismissal of the complaint because of a lack of evidence to support the allegation. (5 CCR [4631](#))

In accordance with law, the district shall provide the investigator with access to records and/or other information related to the allegation in the complaint. (5 CCR [4631](#))

Step 3: Response

Unless extended by written agreement with the complainant, the compliance officer shall prepare and send to the complainant a written report of the district's investigation and decision, as described in Step #4 below, within 60 days of the district's receipt of the complaint. (5 CCR [4631](#))

Step 4: Final Written Decision

The Charter's decision shall be in writing and sent to the complainant. (5 CCR [4631](#))

The Charter's decision shall be written in English and, when required by Education Code [48985](#), in the complainant's primary language.

For all complaints, the decision shall include: (5 CCR [4631](#))

1. The findings of fact based on the evidence gathered
2. The conclusion(s) of law
3. Disposition of the complaint
4. Rationale for such disposition
5. Corrective actions, if any are warranted
6. Notice of the complainant's right to appeal the Charter's decision within 15 days to the CDE and procedures to be followed for initiating such an appeal.

In addition, any decision concerning a discrimination complaint based on state law shall include a notice that the complainant must wait until 60 days have elapsed from the filing of an appeal with the CDE before pursuing civil law remedies (Education Code [262.3](#)) If investigation of a complaint results in discipline to a student or an employee, the decision shall simply state that effective action was taken and that the student or employee was informed of Charter expectations. The report shall not give any further information as to the nature of the disciplinary action.

**PLEASE COMPLETE THE FORM AND RETURN TO YOUR
HOMEROOM TEACHER BY TUESDAY, SEPTEMBER 4, 2018.**

**We have reviewed the school handbook and understand the procedures and
policies of Millennium Charter High School.**

Student's name

Teacher

Student's signature

Parent/Guardian signature