



Parent and Student
Handbook
2013-2014

Welcome from our Director

It is a sincere pleasure to welcome each of you to The Classical Academies! We are looking forward to another successful school year and are so pleased that you have chosen us as your public charter school.

The Classical Academies offer programs that will enhance the education your child receives with Online learning options so that they are successful at any time, place, and at any pace. Our California state credentialed teachers are highly qualified professional educators that care deeply for our students. The curriculum has been developed especially with you in mind, offering challenging academics in a flexible and supportive school setting. Students are encouraged to excel in this Personalized Learning environment.

We are grateful that you have chosen to allow us to be a part of your vision for educating your child. This collaborative partnership between parents, students, teachers, and charter team members is one that values and celebrates your desire to be actively involved in the education of your student. Please familiarize yourself with this handbook and with the school's operation, mission, and calendar. Keep it on-hand during the school year and use it as a resource. Here you will find everything you need to ensure a successful school year for you and your student.

Working with me is a superior group of individuals that make up the school's Governing Board. This group is accountable to oversee the school's finances, academics, and me, your Executive Director. Working together we hold quarterly meetings that are published on the school's website and in offices. The Governing Board acts as a policy making board and includes Mark Reardon, Cynthia Cospers Selbrede, Francie Overstreet, and Patty Huerta.

I am looking forward to the 2013-2014 school year and value the time that we will have together at The Classical Academies. If you are on Facebook, please join us at "The Classical Academies" or my personal page to obtain information and updates on charter schools, school news, and school events. I look forward to sharing ideas with you.

Very Sincerely,

Cameron Curry
Executive Director

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Attendance and Accountability

Attendance Requirements -

Classical Academy Online is an Independent Study program. This means that there are no excused absences. Students must complete work assigned in a learning period in order to not be considered truant. This is outlined in the Independent Study Agreement.

The Accountability Process -

We value your student's academic success, and we want to partner with you to ensure adequate progress toward your student's educational goals. To sustain this progress, there may be times when additional support is needed. Our credentialed Educational Specialists assigned to your student may complete an Accountability Plan or an Accountability Alert to:

- Inform parents and students of needed academic interventions
- Alert the administration for the possible need for a Student Study Team
- Provide instructional and behavioral modifications to support success
- Document expectations to align with academic success
- Provide information on programmatic changes in the student's learning plan
- Inform parents and students of the consequences that could result if no action is taken, including being removed from the program

Academic Probation:

Students not completing at least 80% of the assigned work will be placed on Academic Probation. This means that the student has one week to catch up with their work or they will be asked to come to campus to complete their work until they have caught up.

Academic Ineligibility:

If a student fails to complete their work, they will be placed on Academic Ineligibility and will not be able to participate in any electives or extra-curricular options until their work is completed.

If work is still not completed, the student may be asked to leave our program.

Student Study Teams

The Student Study Team (SST) consists of faculty, counselors, administrators, support personnel, parents and the student. The team meets on a regular basis to dialogue and propose actions that support the academic progress of a student. Student Study Teams provide consistent, site-based procedures for the development, implementation, and documentation of pre-referral intervention strategies for students experiencing difficulty within the structured educational setting.

Benefits of the SST process:

- Provides support to students and parent
- Provides peer support for teachers
- Develops shared responsibility for students
- Encourages shared experience and expertise
- Builds site capacity for collaborative problem-solving

Testing and Assessment

All students enrolled at CAO participate in all testing and assessments administered and/or created by CAO. With the Charter School's Act of 1992, testing is mentioned as one component that the state considers when allowing a charter school greater autonomy. **If parents do not have their student participate in state testing, parents jeopardize the ability of CAO to operate as a public school of choice.** We value testing opportunities for students and encourage each and every parent to have his/her student participate annually in the STAR program.

STAR Testing

All 7th – 11th grade students take the STAR test. This is an excellent opportunity for your student to participate in a standardized testing experience within an atmosphere of understanding and support. The STAR test helps identify achievement trends in our school programs, identify each student's academic strengths and weaknesses, and (perhaps most importantly) it increases public confidence in charter schools. It is important to note that the state is not interested in your student's individual test scores, rather the school-wide aggregated student test data. The STAR testing program is only one of several tools used to evaluate your child's growth and development. The employees of CAO never evaluate your student based on one test alone. Practice tests and study materials are available to help your family feel comfortable with the process. Please discuss any questions or concerns that you may have with your Educational Specialist or The Director of Online Learning.

Physical Fitness Testing (PFT)

All students in 7th and 9th grade participate in the Physical Fitness Test (PFT). This is given annually towards the end of the year. Students are asked to wear comfortable clothes and to bring water to the PFT.

Conferences and Logs

Parent- Student- Teacher Conferences

One of the best ways that we can partner together is through the Parent/Student/Teacher Conferences. These conferences are held as often as parents choose to meet with teachers. There is a required weekly check-in for each student with his or her cohort teacher. This check-in can be held face-to-face, via, web conference, telephone, or email. The purpose of these conferences is to assess each student's progress and to make any necessary adjustments in his/her personalized learning plan. CAO must comply with California independent study regulations, which require that work samples be submitted for each student. Your ES will review all work completed and collect assignment samples per unit/quarter to be placed in the Audit File Portfolio.

Reading Log Requirement

Students under the supervision of the parent or guardian are required to read every day for 20 minutes. The parent or guardian will initial on the Reading Log for every day that a student completes this task. The reading log is collected at or prior to the Parent/Teacher/Student conference and is kept in the student's Audit File Portfolio along with work samples for that period of instruction.

Physical Education Log Requirement

Students under the supervision of the parent or guardian are required to perform physical education activities and record them on the school provided Physical Education Log. The state of California requires high school students to have 40 minutes of moderate to vigorous, physical activity each school day to comprise 200 minutes of physical education every 5 school days and middle school students to have 20 minutes of moderate to vigorous, physical activity each school day to comprise 100 minutes of physical education every 5 school days. Students are responsible to fulfill their physical education requirement (2 years for high school and 2 years for middle school) by successfully tracking activities that show the student's involvement in physical education. These logs will be reviewed and collected at the Parent/Student/Teacher conference. Additionally, students taking PE will follow their Schoology Physical Education course.

Failure to track and submit any of the above information will activate the Accountability Process and can lead to student's being considered truant.

Parent Volunteers

Parent Volunteer Hours

Each CAO full online family is strongly encouraged to donate 10 hours of time during the school year. We depend on parents and the partnership is critical to the success of our program. Volunteer hours can be logged via the personal link from HelpCounter welcome email. Please contact Debbie Felix at dfelix@classicalacademy.com for questions or for volunteer opportunities.

Volunteer Opportunities:

- Tutoring
- Campus supervision
- Organizing field trips
- Donating supplies, services or cash. (\$10 = 1 hour)
- Filing and organizing in the main office
- Facilitating a student club
- Play Production
- Landscaping

Parents on Campus

Parents are encouraged to visit and/or volunteer. This can be an opportunity to see and hear the content and conversations characteristic of our campus. Please contact the Director of Online Learning, Lesley Clifton at: lclifton@classicalacademy.com.

Drop Off and Pick Up

Students may be dropped off and picked up in the parking lot behind One West Bank.

Health and Safety

Health

All prescription and over-the-counter medications must be kept in the office and may be available to a student only if parent permission to do so is indicated on the Medication Form. Medication may not be kept in a student's backpack or in the classroom. The Director of Online Learning must approve exceptions to this policy. If a student becomes ill at the Cyber Café, only the persons listed on the Alternative Pick-Up Form will be approved to pick up the student. These forms are available in the front office.

Students should not be sent to the Cyber Café if they have been vomiting or have had a fever in the previous 24 hours. Viruses spread very quickly, and parental cooperation is greatly appreciated. Communicable diseases should be reported to the office as soon

as possible so that information can be distributed to the affected students and their teachers. The presence of head lice is another condition that needs to be reported as soon as possible so precautions can be taken to prevent the spread of infestation to classmates and faculty.

Distribution of Medicine

CAO does not employ a nurse or trained medical staff to oversee the distribution of student prescriptions. Cyber Café office staff will oversee students taking medication but will not measure or administer medication to students. Parents may be requested to come to Cyber Café to administer their student's medication. CAO treats any prescription medication—as well as "over the counter" medication/drugs as controlled substances. Therefore, if a student needs to bring any form of medication to CAO, it is necessary for the parent to:

- Submit a medication form to the CAO office stating what the medication is, why it is necessary, and the prescription dosage.
- Give the signed medication form and medication to the designated staff member in the office for safekeeping until it is needed.

Emergency Procedures

In the event of any emergency during Cyber Café hours, telephone lines may be unavailable for use. Before driving to the Cyber Café, check the Cyber Café web site at www.classicalacademy.com or check your email for instructions about picking up students. In case of an emergency all students, faculty, and staff will be assembled in a safe location. For the safety of the students, the Cyber Café grounds will be sealed off from the public; only emergency vehicles will be permitted entry. CAO personnel will assist in locating and bringing students to the waiting parent. Fire and earthquake drills are held periodically during the school year.

Fire Drills: State law requires Fire drills. Drills are practiced so students feel comfortable with procedures. Specified personnel check the class lists and each student is accounted for before the drill is completed. When the fire alarm sounds, students shall evacuate the building in an orderly, quiet manner, and follow the instructions of those in authority. Students shall not stand on paved areas where vehicles may need to pass.

Earthquake: It is crucial for students to remain calm and follow the procedures in both an actual earthquake or during a drill. Students practice earthquake drills in their classrooms.

Critical Incident: The Executive Director or Director of Online Learning will determine which action, if any, should be implemented should there be a campus emergency other

than those listed above. In case of an evacuation or lockdown, parents will be informed of the incident and arrange for the pick-up of their children.

Injury: Most injuries seen CAO are minor and the staff member can administer first aid. In the event of a more serious injury, every attempt will be made to reach a parent or guardian first, and then back-up numbers will be called. This is why alternative emergency numbers are so important for CAO. Should the injury be judged serious, an ambulance will be called.

Emergency Cards

All students enrolled in CAO shall provide CAO with emergency telephone numbers. It is extremely important that any relevant medical information be provided such as bee sting allergies, diabetes, seizure disorders, and any health problems.

No Dog/Pet Policy

Dogs and/or other pets present a safety and liability problem for CAO. For that reason, pets are not permitted on campus unless prior authorization has been granted from the principal. The only exceptions are Certified Service Dogs.

Student Safety

Students should always be aware of their surroundings and should report any suspicious behavior to CAO personnel. In order to promote a safe and orderly campus, students should always travel on the designated paths when traveling from building to building or from the Cyber Café to the CAHS campus or the California Center for the Arts classrooms. Students should never go behind buildings and should always remain visible to CAO and CAHS safety personnel.

Code of Conduct-Student Behavior

California law provides authority to the Governing Board to suspend or expel a student from CAO when the student has committed a gross misdemeanor or has engaged in persistent disobedience.

Code of Conduct: Honor and Harmony

CAO offers a productive and exciting learning environment for all students, parents, and staff. To ensure a safe and secure learning environment, the following guidelines have been established. Each of these guidelines can be wrapped up in two words—honor and harmony.

I will honor others and myself by:

- Gaining as much as I can from my learning experiences by being on time and participating.
- Having necessary materials for class and completing my assignments on time.
- Cooperating with faculty, staff, and students.
- Doing my best work and giving my best effort.
- Treating everyone with respect and equity as I would want to be treated.
- Refraining from inappropriate behavior (smoking, drinking, using obscene or inappropriate language) on CAO property and at CAO events.
- Wearing appropriate, comfortable, and clean clothing. (See Dress Code).
- Not participating in Public Displays of Affection (PDA) such as kissing, hugging, hand-holding, sitting in another student's lap, etc.

I will honor the CAO property and program by:

- Following the rules for the classrooms, grounds, and lunch area: students won't take anything that doesn't belong to them. They will walk and speak in a normal volume when in the hallways and between buildings.
- Students will clean up after themselves in the classroom, bathrooms, hallways, and lunch area.
- Students will treat people, building, grounds, materials, and resources with care, and will not do anything to cause damage to people, books, equipment, supplies, rooms, etc.
- Students will put trash in appropriate containers.
- Students will stay in designated Cyber Café areas, and remain on campus.
- Never bring dangerous, illegal, or controlled objects, substances or weapons to the Cyber Café. Students may be suspended or expelled from CAO if they do so.
- Cell phones are to be set to vibrate while in the Cyber Café

Students will live in harmony with others by:

- Speaking positively about CAO, faculty, staff, and fellow students. Everyone should feel emotionally safe at CAO creating a place of harmony.
- Talking to adults if there is a problem with another student. It is never okay to physically or verbally attack anyone at CAO. Our actions and words create a place of harmony.
- Volunteering information in disciplinary cases should there be knowledge of the incident in question.
- Making sure that behavior does not interfere with another's right to learn or a faculty member's right to teach. An effective learning environment promotes harmony.

CAO Code of Conduct: Academic Integrity

It is our goal to establish a learning community of integrity. Academic honesty is expected and is a vital component of living with honor and harmony. Cheating on homework assignments, quizzes, exams, and papers will not be tolerated at CAO. Integrity is more important than a grade, and The Classical Academy supports this by reserving the right to discipline students who cheat or plagiarize.

Specific types of academic dishonesty, which will result in disciplinary action, are defined below:

Cheating: Any giving of or use of external assistance relating to an examination, test, quiz, or assignment without explicit permission of the teacher. This includes, but is not limited to, looking on another student's paper, sharing answers, copying another student's paper, providing answers or assistance to another student, or using answers written on a cheat sheet, part of the body, the desk, recorded on a calculator, iPod, phone, or other portable electronic devices, etc. The final judgment of whether or not cheating has occurred will be at the discretion of the Administration.

Fabrication: Any falsification or invention of data, data citation, or other authority in an academic exercise

Unauthorized Collaboration: While collaboration is encouraged in some cases, unauthorized (without teacher consent) collaboration is not permitted.

Plagiarism: Any representation of another's ideas, words, or work as one's own, either explicit or assumed. Plagiarism includes the misuse of published material, electronic material, and/or the work of other students. The original writer who, whether intentionally or passively, shares his/her paper for another to copy, without the permission of the teacher, is also engaged in plagiarism.

Alteration of Materials: Any intentional and unauthorized alteration of materials owned by student, teacher, or library

Forgery: Any unauthorized signing of another person's name to school-related documents

Theft: Any theft of materials or any transfer, giving, or selling of unauthorized materials.

Code of Conduct: Unacceptable Behavior

A. Weapons and Dangerous Instruments

A student shall not knowingly possess, handle, or transmit any illegal or dangerous weapons such as a firearm, dagger, stiletto, knife, pocket knife, iron bar, brass knuckles, or any other object which could cause bodily harm or which may be used as a weapon which could inflict bodily harm. Legislation mandates that school officials expel any student found to be in violation of this rule for a minimum of 180 school days.

B. Disruption of school

A student shall not intentionally cause a disruption or obstruction of the educational process, nor shall he or she urge others to engage in such conduct if a disruption or obstruction is reasonably certain to result.

C. Vandalism

A student shall not be involved in willful or malicious destruction or defacing of school property or the property of others.

D. Damage or Destruction of School Property

A student shall not be a part of any theft, larceny, robbery, burglary or unauthorized possession of another individual's property.

E. Assault on a School Employee

Assaults, verbal threats, physical violence, or any threat of bodily harm against school personnel or against persons on school premises or while off school grounds at a school activity, function, or event is prohibited.

F. Narcotic and Dangerous Drugs and Alcoholic Beverages

A student shall not knowingly use, possess, distribute, persuade or attempt to persuade others to possess or use any illicit drug or alcohol whether in person or electronically through Facebook, text messaging, or otherwise.

G. Smoking

CAO is a non-smoking campus. Students are not permitted to smoke or possess smoking materials at any time during the school day or at school-sponsored activities on or off the school campus.

H. Repeated School Violations

A student shall not repeatedly fail to comply with directions of teachers, student teachers, substitute teachers, teacher-aides, principals, or other authorized personnel during any period of time when he/she is under the authority of school personnel.

I. Sexual Harassment

CAO does not tolerate sexually harassing behavior, false reports of sexual harassment, or the retaliation against persons reporting allegations of sexual harassment or the retaliation against persons cooperating in the investigation of such complaints. Sexual Harassment is defined as:

a. Unwelcome sexual advances; or b. Requests for sexual favors; or c. Other verbal or physical conduct or communication of an intimidating, hostile or offensive sexual nature. Forms of prohibited verbal or physical "sexual harassment" include, but are not limited to:

Verbal harassment, sexual innuendoes, suggestive comments, rumors or jokes of a sexual nature, sexual propositions or threats. Physical - Unwanted and/or unwelcome physical contact of a sexual nature, including but not limited to touching, pinching, coerced sexual intercourse, or assault.

J. Loitering- Students are not to gather anywhere that would block an entrance to or exit from the Cyber Café, Cyber Café grounds, or the parking lot. Students who are not scheduled to be on campus should not come to the Cyber Café without a specific reason.

K. Hall Passes- Each student is required to have a pass issued by a teacher or staff member if he/she is in the halls while classes are in session. Each student entering class after the beginning of the period must have a pass, either from the office, a teacher, or an administrator.

L. Cell Phones- Student cell phones may be turned on during the Cyber Café day. The phone should be left on silent or vibrate and can only be used in designated Cyber Café areas. If a student is found to be in violation of this rule, the cell phone will be taken and returned to the parent at a later time. The CAO administration reserves the right to search calls or text messages received or sent by students when used during class or during passing periods.

Violence Prevention

Immediately report to a teacher or an administrator any concerns or information which could lead to violence within the school community. This includes potential or actual threats by anyone, including fellow students or employees, former students or employees. Weapons of any kind are absolutely prohibited at the Cyber Café or school events. The possession of a weapon by anyone at the Cyber Café or at a school event should be reported immediately. If a student or employee becomes aware of any actual violence, imminent violence or threat of imminent violence, it should be immediately reported to the school and, where appropriate, to the police.

CAO will endeavor to maintain the privacy of any confidential information shared with us. Students and parents may report any incidents of weapons possession, violence or threats of violence without fear of reprisal of any kind. Always report any suspicious persons or activities to a teacher, an administrator, or the Director of Online Learning without delay.

Code of Conduct: Attendance

Truancy

Truancy in an independent learning program is defined as the failure to complete the work assigned to a student at CAO. Attendance is determined by work completed, not by the physical presence of a student on campus. All work assignments are contractual in nature as stated in the I.S. Agreement that is completed by the student, parent, and credentialed teacher. Failure to complete assignments constitutes a breach of that contract, whereby the student's work is incomplete, leading to truancy. It is expected that all students will complete all of the work assigned to them each week. All completed work is submitted to the Educational Specialist to be reviewed regularly. If a student has not completed the work expected for a given period as agreed, then he or she has not made sufficient progress and is considered truant.

Missed Conferences

If a parent/student misses a scheduled weekly check-in, and has not contacted the teacher or Educational Specialist (ES) prior to that time, the teacher or ES must call and email the parent and attempt to reschedule within 3 days. If there has been no check-in within one week of the scheduled date, an Accountability Alert will be created and mailed to the parent. Failure of a parent to follow up could result in their student being removed from CAO.

Code of Conduct: Student Dress Code

The purpose of our dress code is to support an educational atmosphere where a high academic standard is the focus. CAO is not the place for "fashion statements". Although we encourage individual expression, students should be well groomed and neat, should wear clothes and shoes that fit properly, and should practice good hygiene. Modesty and safety should be the guiding principles when selecting school attire. We appreciate parent cooperation with the dress and hygiene of your student. The following code applies to all students when on campus or at a CAO sponsored activity. No code or policy can be all-inclusive. There may be situations or styles that arise that are not addressed in this dress code but will be addressed on an individual basis in an appropriate and professional manner.

Unacceptable Attire: The following are not allowed:

- Suggestive or revealing clothing
- Exposed midriffs- Tops must be long enough to be tucked in.
- Halters, backless or strapless tops/dresses, tube top, spaghetti strap, or shirts pulled down below the shoulder
- Tank tops with less than a 3 finger width at the shoulder
- Any cleavage, low cut blouses, or see-through clothing of any kind
- Low cut pants that expose stomach or underwear when seated or standing
- Clothing that is excessively tight, baggy, dirty, ragged, ripped or cut, see-through, skimpy, or sloppy. Pants must be worn at or just below the waist, with a belt if necessary
- Exposed underwear or underwear worn as outerwear
- Pajamas, except on specially designated days
- Mini skirts without tights or leggings underneath.
- Shorts, skirts, and dresses that do not reach below the end of the fingers when student's arms are extended at the student's side
- Spiked belts, collars, cuffs, chains, or wallet chains of any length
- Visible body piercing or tattoos (whether permanent or temporary), except for earrings
- Extreme hairstyles including unnatural colors and combinations of colors
- Bare feet while at school or school-sponsored activities. Skate shoes, slippers or steel-toed shoes
- Pictures, symbols, slogans, or words on clothing, school supplies, and/or hats related to the following: drugs, tobacco, alcohol, sex, violence, tagging, gang association, language demeaning to any person or group, or anything which potentially would incite students as to create a clear and present danger of substantial disruption of the orderly operation of the Cyber Café
- The Cyber Café administration may disallow other types of clothing that may jeopardize a safe and orderly environment for the students and Cyber Café staff.

Dress Code: Consequences

First Incident: Warning, email or phone call to parent, and student may wear a T-Shirt or Sweatpants to cover up the infraction for the remainder of the Cyber Café day. (*Return the borrowed clothes at the end of the day.)

Second Incident: Student will be sent home for the day.

Third Incident: Student may face suspension, expulsion, or a loss of Cyber Café access

*Clothing not returned will result in a \$30 fine payable to CAO by the student or parent/guardian.

Dress Code-Administration Discretion

While CAO strives for consistency and objective enforcement, dress code compliance will be determined by the reasonable discretion of the CAO administration within the confines of this policy. Repeated dress code violations will lead to a loss of Cyber Café access, or a possible suspension/expulsion from CAO in accordance with the CAO suspension and expulsion policy. Students should be advised that our policy is meant to create reasonable guidelines that are easily followed and easily enforced. CAO is committed to creating and maintaining a safe Cyber Café community and understands that clothing, if not appropriate, can result in behavior that is inconsistent with our learning community.

Consequences for Code of Conduct Violation

Failing to follow the Code of Conduct may result in one or more of the following forms of discipline. Consequences will normally progress from number 1 through 5 but the manner and order that these consequences are carried out is at the discretion of the Director of Online Learning.

1. Verbal warning from faculty, staff, and/or CAO administrator.
2. Telephone call or email to parent from faculty, staff, and/or CAO administrator. (Written documentation of the violation and the consequences administered is placed in the student's file.)
3. Conference with parent, student, teacher, Education Specialist, and CAO administrator.
4. Telephone call to parent requiring that he or she pick up his or her student for the day upon school request. Parents are responsible to be available to pick up students who have committed a violation.
5. Possible program change or suspension/expulsion from CAO in accordance with the CAO suspension and expulsion policy.

Director of Online Learning's Rights

The Director of Online Learning, in conjunction with the Executive Director, may issue penalties for acts of discipline not specifically stated herein and to alter any penalties, as he/she considers necessary, and in the best interest of the educational process at CAO.

Discipline Concerns

Any concerns that a parent may have with a student other than their own must be brought to the attention of faculty, staff, administration, or office personnel. Parents may

not speak to another student regarding a discipline concern or an incident between their student and another student. Since parents have no authority over other parents or children, they must address concerns through school officials who do have the necessary authority and responsibility for seeing that issues are properly addressed.

Search and Seizure

It is the intention of the CAO Board to respect the rights of our students to privacy. When search and/or seizure are considered necessary by the CAO administrators, this policy will be followed.

1. Computers, textbooks and other materials or supplies loaned by CAO to students remain the property of CAO, and may be opened by CAO employees for cleaning, maintenance, or emergencies. When prohibited items are found in the course of routine cleaning or maintenance, or in the case of emergency, they will be confiscated and a report will be made to the principal who will determine whether further investigation is warranted.

2. CAO property may also be searched by CAO employees upon reasonable suspicion on the part of the director that a law or school policy is being violated. Searches of CAO property in the possession of students will not extend to areas or items not reasonably calculated to aid in the enforcement of specific policies or laws.

3. Searches of students' persons, vehicles, purses, backpacks, computers, cell phones, or other items will be conducted if there is reasonable cause to believe that a school policy or law is being violated. These searches will include regular school day, after-school events, and school sponsored activities. Search of a student's person will be conducted by a CAO employee of the same sex and in the presence of another CAO employee, unless an emergency or urgent danger to life or property requires otherwise.

CAO employees are not the agents of law enforcement. Search and/or seizure by law enforcement officials on CAO property may occur when a warrant or other legal basis exists authorizing such search and/or seizure, and when compliance with the requirements of the board's policy on interrogations by law enforcement officers has been accomplished.

The Classical Academies Policies

Field Trips

All school rules are in effect when students are on field trips or off campus school events. Students are expected to use common courtesy and their best manners at all times. CAO has designated chaperones with the responsibility of supervising students and carrying out the necessary details to provide a safe trip from the time of departure to the time of return to school. In the interest of maintaining the good name and integrity of CAO, it is expected that all members of the organization conduct themselves in a respectable and professional manner at all times.

- Students are expected to travel in appropriate attire.
- All bags are subject to a check by the chaperones and or CAO administration.
- Any pupil taking medication of any kind must report this to the advisor prior to the scheduled trip. CAO requires written approval from a parent or guardian. The role of the advisor or designee will be limited only to supervising the storage and taking of any medication by the student – not the administering of the medication.
- The participants will travel together and must remain together except upon specific instructions from the advisor.
- Before leaving buses, students must check to see that no litter or personal belongings are left on the bus.
- Students are to report any accidents or illness immediately to the chaperones.

Student Travel

If a parent drives a personal or family automobile for school-related activities, it is recommended that he/she has the following minimum coverage:

- \$100,000 per person bodily injury
- \$300,000 bodily injury per accident
- \$50,000 property damage per accident/ medical payments \$5,000

If a parent drives a personal or family automobile for the above mentioned activities, he/she must have a copy of the current policy declarations page or certificate of insurance (available from an insurance agent) on file in the school office. The school's insurance carrier does not provide for excess automobile liability coverage for chaperones, parents, etc., while using their own vehicles during school-related activities. Questions regarding insurance coverage for transportation should be directed to the front office.

Check Writing

Parents or students may need to write a check to CAHS, TCA, or Coastal during the course of the year for field trips, yearbooks, art fees, and other costs. In the event that the school receives notice of a returned check for non-sufficient funds, or other reasons, parents will be responsible for bringing in cash, money order, or cashier check into the school office, or administration office, to reimburse the school for the following costs:

- Check processing fee for processing a check a second time is \$25.
- A returned check is the original value of the check plus a \$50 fee.
- After two offenses, checks will no longer be accepted.
- If we are unable to collect fees, the matter will be referred to a collection agency.
- Please note that some fees and deposits associated with school events are non-refundable. CAHS, TCA, and Coastal will not offer refunds on non-refundable deposits.

School Directory

The following information is designated as "Directory Information" under the Family Educational Rights and Privacy Act (FERPA) and is the information disclosed when requested by organizations having official school business.

- Student name and address
- Participation in officially recognized activities, events, and sports
- Weight and height of athletic team members
- Honors, honor roll, degrees, and awards received and grade placement
- Photographic, video, or electronic images of students
- Information generally found in yearbooks
- This information will be released unless you provide written notice as a parent/guardian to CAO for your enrolled student(s) not to be included.

Cyber Café Telephone Usage

Cyber Café phones are to be used for CAO business. Students will be granted permission to use these phones for emergency reasons only.

Faculty/Staff Gifts

CAO provides a wide variety of support for faculty members, ranging from thank you notes or cards, words of encouragement, and Faculty/Staff luncheons to holiday remembrances, and other gifts. In the event that parents would like to give a staff member a gift, please limit the value of the gift to \$50. You may also make a donation to CAO to be used for Faculty/Staff appreciation.

Lost and Found

Any articles, which are found, should be brought to CAO office. Students missing personal belongings should check with the office to see if their items have been turned in. Items left in the office may be discarded after two weeks if not claimed by the owner. If textbooks, equipment, or supplies are found on campus without an owner, please return them to the Cyber Café office. Students are financially responsible for lost textbooks and curriculum.

Religious Practices

TCA/CAO draws its student body from diverse national, ethnic, and religious backgrounds. Students exposed to the customs and traditions of various nationalities and religions enrich their cultural experiences. As a non-sectarian institution, The Classical Academy is not an appropriate place for promoting either religious observance or non-observance, but neither is it a place where the religious aspects of culture and history should be totally ignored. TCA may include both religious and non-religious music in its concerts, particularly at the holiday season. Similarly, religious literature may be used where appropriate to illustrate an historic period or a literary style.

School Property

- Students are held responsible for the full price of any school texts, materials, equipment and/or supplies that are damaged or destroyed through misuse, irresponsibility, or theft, while being used by the student or in their possession.
- It is understood that students and parents are using pre-purchased curriculum provided by CAO. As a public school, these items are the property of the state and not owned by the student or parent who has checked them out from the school for use in the academic program. In the event that texts, supplies, equipment and/or materials are not returned to the school because they are lost, damaged, or unusable, the parent is responsible for the full replacement cost of each item.
- Books and resources are purchased from distributors, publishers, and vendors that sell and supply curriculum to schools. The school reserves the right to purchase materials from vendors with established relationships that understand the funding cycle with the State of California.
- Not all vendors provide discounted pricing. In the event that some do, we do not pass on this discount to families since we do not pass on the cost of shipping, handling, tax, and staff time in processing the order.
- The school also rounds up the cost for these items to simplify the accounting process and the records kept for each family.

- Whenever possible, the school reissues materials annually to families in the program. Thus, not all materials received are new. Most, if not all, should be used year after year with minimal wear and tear.
- Each student is given bar coded texts and resources. In the event that a bar code is removed or lost from the book or resource, the parent is charged \$5.00 for the missing bar code.
- Curriculum kits that contain several items must be returned complete. If they are not, parents will be responsible for the full replacement value of the kit.
- It is the desire of the school staff to maintain quality books and materials that can be used from year to year. It is our hope that our materials will be used and returned in the same condition that they were issued whenever possible.

Communication

CAO looks forward to partnering with parents in the 2013-2014 school year and welcomes parent feedback and communication. Here are additional ways we hope to connect with you during the school year.

Mail

Please make sure you let the front office know when you move or change addresses. Although most things are emailed, important letters and school information (like report cards) are often mailed directly to your home and you may not have access to it online.

Email

Having your correct email address is critical to keeping you informed on the day-to-day events happening at CAO. Please let the front office know when your email address has changed or if you are not receiving our weekly updates. You will be reminded of events, deadlines, testing information, club information, school lunches, spirit days, and more via email.

Text Alert

You will receive an invitation during the fall to subscribe to the parent and student text alert system.

School website

Find information about all three of our schools at www.classicalacademy.com. Visit the blog or ask a question about our programming or one of our sister schools. Simply visiting the site allows you to view the links for The Classical Academy Escondido, Coastal Academy, Classical Academy High School, The Classical Academy, Vista, and Classical Academy Online.

Facebook

Become a fan of The Classical Academies on Facebook by visiting the fan page and clicking on the thumbs up icon. Here you will find the best school news featuring student success from all three of our schools. In addition, you can access events information on the events page. This is a great resource if you would like to attend an event at another campus but need the details. Join our conversations and send us your news! If you have a success story or photo to share (please keep them related to school events) you may email Michelle Stanley at mstanley@classicalacademy.com.

Technology and Internet

CAHS/CAO has integrated technology into the curriculum wherever possible to create accelerated and enhanced learning opportunities for students. Students learn to apply technology as a tool to access, process, and distribute information. Before students are allowed access to school technology, each must sign, along with their parent(s), the Internet Usage and Laptop Policy. It is understood that in signing the Student Laptop Policy, the student agrees to follow all of the school rules and regulations regarding the use of technology or suffer disciplinary consequences. The Internet connection used by the school has a secure firewall and a filter. Nonetheless, if objectionable material does inadvertently slip through the school's network, or through an available net-work that is not provided by or controlled by the school, students must demonstrate responsibility in Internet usage by disengaging immediately and informing a teacher. Students should not access networks other than the 'Online Guest' network while on campus.

Students are as responsible for appropriate behavior on the school's computer network as they are in the classroom. The network is to be used for educational purposes, those related to a CAHS/CAO assignment, project or function for which the user is responsible. The computers are school property and, unlike home computers, are set up for the use of the school community. Computers are not to be used in ways that might adversely affect the work, privacy and access of other users, or reflect adversely on the student or CAHS/CAO. Students wishing to use their own computers at CAHS/CAO are responsible for following the same technology and Internet guidelines as students using school issued computers. Computer and network use is a privilege at CAHS/CAO and may be revoked if abused.

Online Guest Network: Terms of Use

By accessing the wireless network you agree that you have read and agree to the following:

- My access to the network may be blocked, suspended, or terminated at any time for any reason.
- I agree not to use the wireless network for any unlawful purpose and I take full responsibility for my actions.
- This wireless network is provided "as is" without warranties of any kind, express or implied.
- If I am a minor, I agree that my parents will be contacted for any violation of these terms.
- Any device connected to a password protected network without permission from CAHS/CAO Technology Department will be banned permanently.
- Unauthorized use of this network is strictly prohibited and subject to criminal prosecution.
- The data you send and receive over this network is not encrypted and may be viewed or intercepted by others.
- Use this network at your own risk. Privacy and security safeguards are the user's responsibility; this network does not provide any.
- CAHS/CAO does not warrant or represent that this service will be uninterrupted, error-free, or secure.
- Users should be aware that there are security, privacy, and confidentiality risks inherent in wireless communications and technology.
- CAHS/CAO may monitor any activity or retrieve any information transmitted through this network, to ensure compliance with CAHS/CAO policy, and with federal, state and local law.
- By accessing and using this network, you are consenting to such monitoring and information retrieval by CAHS/CAO. Users should have no general expectation of privacy or confidentiality when using this network.

Social Networking Sites

The school's web filter blocks social networking sites such as MySpace, Facebook, Twitter, and YouTube. However, the school realizes many students have access to these sites outside of school, on handheld devices, or by accessing a network not provided by the school. Students are reminded that regardless of where their posting originates, any posting of photographs or videos to such sites which would be derogatory to the school or the school community, threaten, demean, or bully faculty or other students, is strictly prohibited and may result in disciplinary action being taken by the school. Students must sign an Acceptable Use Policy in order to utilize school technology.

Student Rules for Computer & Internet Use at School

- School computers will be used for educational activities only.

- Do not share passwords for any school programs with anyone, including friends.
- Do not use another password other than your own.
- Do not give out personal information about other people or yourself online.
- Do not attempt to gain unauthorized access to any Classical Academy High School computer systems or attempt to bypass the school's safety and security system.
- Do not respond to any messages that are mean or in any way make you feel uncomfortable.
- Respect privileges of Internet usage and not engage in any use that is harmful or hurtful to others.
- Do not use the Internet outside of school to harass or harm other students, teachers, or school personnel.
- Do not intentionally damage the computers or other technology at school.

Student Right(s) to Privacy

- Do not publish pictures of other students.
- Do not post the full name of a other students.
- Do not post any content that provides personal information about any person at school.
- Report any information that is inappropriate, inaccurate, or in violation of the rules on this agreement.

Plagiarism and Copyright

- Model professionalism by using correct language, grammar, spelling, and punctuation.
- Avoid plagiarism and follow copyright laws (cite sources, only use copyright-free pictures & music, etc.)

Classical Academy Student Email Accounts

- All student Electronic Mail (email) accounts are property of the The Classical Academies. The user accepts all responsibility to understand the policy.
- The student will be removed from the system after graduation, leaving the school district, or infractions outlined below.
- The primary purpose of the student electronic mail system is for students to communicate with school staff, outside resources related school assignments, and fellow students to collaborate on school activities. Account user names and

passwords will be provided to parents so those parents can monitor the account and communicate with teachers. Use of the district's email system is a privilege.

- Use of the email system will align with the school's code of conduct and the code will be used for discipline purposes. Communication through the district's email system will exhibit common sense and civility. It will abide by the community's mode of acceptable behavior. Students are responsible for messages sent from their accounts. Students should not share their passwords.
- Messages posted on the district's email system cannot cause disruption to the school environment or normal and acceptable school operations. Occasional and reasonable personal use of the district's email is permitted, providing that this does not interfere with the performance of the electronic mail system or disrupt the operation of the schools. The electronic mail system can be checked from home or from school computers, as long as it does not disrupt the operation of the classroom or school.
- The email system cannot be used to operate a personal business. The account may not be sold or otherwise reassigned without written consent of the Director of Instructional Technology. The account may be revoked if used inappropriately.
- Students will report any unusual activities such as "spam" communications, obscene email, attempts by adults to lure them into dangerous behaviors, and the like to the school's technology contact for action. Students should not forward chain letters, jokes, or graphics files.
- Students will not identify their home telephone numbers, or home addresses in any email correspondence.
- Electronic mail sent or received by the system is not confidential. Although the Board does not make a practice of monitoring electronic mail, the administration reserves the right to retrieve the contents of user mailboxes for legitimate reasons, such as to find lost messages, to conduct internal investigations, to comply with investigations of wrongful acts or to recover from system failure.
- System administrators may create filters to scan for and eliminate viruses and large graphic files that are unrelated to the school district's operation.
- When issues arise, the department will deal directly with the student, school administration and/or parents/guardians. Improper use of the system will result in discipline and possible revocation of the student email account. Illegal activities on the system will be referred to law enforcement authorities for appropriate legal action.
- As it deems necessary, the Board may contract with outside agencies to operate the student electronic mail system. If this arrangement is made, all parts of this statement remain in force.
- The Instructional Technology Department is responsible to ensure the efficient use of the electronic mail system. The interpretation of appropriate use and

future revisions of this guideline are the responsibility of the Director of Technology.

- If necessary, the Board, at its discretion, may close the accounts at any time. Any updates or changes to this electronic mail agreement by the Board of Education or administration will be in effect.

Repair of Laptops and Accessories

In case a laptop is damaged during student use, accidentally or intentionally, the technology staff at CAHS/CAO is to be considered a first service provider. If the scope of repair is beyond the scope of our technician, or will void the laptop warranty, then the unit will be sent out for repair. Parents and students will be held financially responsible for all charges incurred during the repair process. Please be aware that repair costs can range from \$100 to over \$1000 dollars for each instance. If the outstanding balance is not paid in full by June 30th of the academic year, your balance will be sent to collections and transcripts and or diploma will not be released.

Saving Digital Content

Students should carry a USB flash drive with them in order to save any classwork completed on the laptops during class or study hall. While the flash drive remains the property of the parent and student, CAHS/CAO reserves the right to confiscate the drive at any time without warrant or cause to be inspected and searched digitally. CAHS/CAO is not responsible for data loss or damages caused by the use of USB flash drive. Students will also be encouraged to save their digital content to a cloud based storage solution such as GoogleDocs, DropBox, or Box.

Data Recovery

CAHS/CAO has implemented a guest user account on each laptop that is reset to system defaults as soon as the laptop is rebooted. Once rebooted, all data saved to the laptop is flashed and will be lost and non-recoverable. It is responsibility of the student to save their work on a regular basis on their USB or a cloud based storage solution such as GoogleDocs, DropBox, or Box.. In the event of a USB drive failure, CAHS/CAO will not make any attempt at data recovery.

Personal Device Use

CAHS/CAO understands that some students may wish to use their personal laptop or device when at school and on the school campus. Students must understand that personal and school hardware use is a privilege that may be revoked at any time. Personal laptops or devices can be confiscated at any time for inspection by CAHS staff

and administration. During this inspection the laptop or device may be searched for activities that violate the Classical Academy High School/Classical Academy Online Acceptable Technology Use Policy. Any findings will be reported to the technician on site, who will then report the findings to administration and law enforcement if necessary.

For the safety and security of school technology including CAHS/CAO laptops, servers, and network, parents and students must agree to the following:

- Laptop must be running the most current version of the available operating system.
- Laptop must have the up to date anti-virus and anti-spam ware software installed.
- Laptop must be inspected by school technology staff before it can be attached to the 'Online Guest' network.
- No torrent, P2P, files sharing clients, etc., can be installed on personal laptops.
- Only software that is owned may be installed on personal laptops.
- Game playing, loaded on the computer or web based, is prohibited.
- Student is bound by all agreements and policies that are set forth in the Classical Academy High School/Classical Academy Online Acceptable Technology Use Policy

Information for Parents/Guardians

The Classical Academy High School strives to provide a powerful educational program for your student. Because technology is such an integral part of today's society, using technology during school is a critical component of your student's learning experiences. We take every precaution possible to ensure your student's safety while using these educational tools. Please help us teach your student appropriate use of technology by discussing the information in this document and encouraging them to adhere to the rules at all times. Parent involvement and supervision are critical to ensuring student safety on the Internet. If you or your student has any questions or concerns, please contact his/her teacher.

If a student is found violating or having violated any of the terms above or terms in the Student Acceptable Use Policy for Computer & Internet Use, personal laptop use will be revoked for the remainder of the current school year. CAHS/CAO may contact local and federal law enforcement agencies if copyright and or other laws are being broken. Student and parent may be held accountable to charges both civilly and criminally. After discussing this information with your parent/guardian, please sign and return the Acceptable Use Policy for Computer and Internet and return to the school office.

High School Policies and Grad Requirements

Independent study is not for all students at the high school level; independent study requires a high level of commitment, motivation, organizational skills, and self-direction not unlike the level required by college students. We view all of our programs as Personalized Learning. All student work is assigned by a credentialed teacher for the student to complete and is to be completed weekly.

All work assigned by the credentialed teacher is to be completed by the student in order for the work to be considered for credit. The credentialed teacher reviews all completed assigned work from the student during the scheduled parent, student, and teacher conferences. From the completed work, samples are pulled to showcase student mastery of academics. Work samples are attached to the Assignment Work Record (AWR) forms and are placed in the student's audit file for later review. An independent auditor will review these work samples annually. The credentialed teacher assigns a time value to the completed work, which is translated into average daily attendance (ADA) for the charter school.

It is expected that all students will complete all the work assigned to them. All completed work is submitted to the teacher and/or educational specialist to be reviewed weekly.

Concurrent Enrollment at CAO and a Community College

Concurrent enrollment is a program that allows qualifying students to take courses at a community college at little or no cost to the student while attending high school. In order to qualify for concurrent enrollment, students must be first enrolled in at least 3 classes per term AND a minimum number of 30 credits per year. With prior approval, students can take up to 2 concurrent enrollment classes per term. Before enrolling in a college course, students must receive prior written permission from the CAO administration to ensure that the courses to be taken at the college align with the graduation requirements of CAO and CAHS. Reimbursement of textbooks is available in certain cases and must follow the proper procedures as outlined in the concurrent enrollment packet, which can be picked up from the CAHS front office. In order to determine reimbursement allotment, please check with the curriculum clerk.

Grading Scale

Faculty utilize the following percentages to compute student grades:

percent	grade
90 - 100	A

80 - 89	B
70 - 79	C
60 - 69	D*
Below 60	F*

*See Passing/Failing a Course Below

Passing/Failing a Course

Receiving course credit requires a 60% or higher as the final grade. A student fails a course when his/her grade is 59%, or lower, at the end of the course. Although students who have earned a grade of D receive credit, they are considered not proficient and are not compliant with UC/CSU admissions policies. Students who fail a course (F) can sign up to repeat it the following year (if space is available) or take it at a community college or online over the summer. Prerequisites must be met before students may take the next course in progression.

Students with grades of C or above must receive administrative approval to repeat a course to improve the grade. CAHS and CAO highly recommend that any course in which a student earned a D be repeated. If a higher grade is earned, the higher grade will be the grade of record. Note: the repeated course descriptions must match the original course. Students who find that they do not have necessary credits to be considered on-track for graduation may take up to two courses outside the traditional day/school setting. These may take the form of adult education, summer school, community college or correspondence classes. It must be understood that any deviation from CAHS/CAO coursework must be with the permission of the school counselor to prevent students from taking a course that will not count toward graduation credit.

Grade Appeal Process

A student who disagrees with a course grade that was issued from a CAO Educational Specialist must appeal first to the Educational Specialist. That grade may not be changed without the ES's consent. If the issue cannot be resolved between the student and ES, it may be brought to the attention of the Director of Online Learning to determine an appropriate action. The determination of the Director of Online Learning is final.

Advanced Placement

Advanced Placement (AP) courses require students to work at college-level standards. Students must receive a teacher recommendation prior to enrolling in an AP course. Teachers will use multiple measures and assessments of student work in determining a student's grade in an AP course as they would in other courses. Students who pass the

AP exam in May will receive college credit at most colleges and universities. For more information please visit the college board website at <http://www.collegeboard.com/student/testing/ap/about.html>

Add/Drop a Course

Students may add/drop a course within ten days of the start of each course. Students will not be allowed to drop a course after this 10-day window has closed or it could jeopardize their ability to graduate on time. The add/drop must be approved by the teacher, parent, and Director of Online Learning, and must be in accordance with the student's Grad Plan. Adding a class should be done prior to the start of each term and is limited by space and availability.

Grad Plan Conferences

CAHS and CAO work with students in our Personalized Learning model to assess and identify individual educational skill levels, and to support students in their academic career to obtain a high school diploma. The Director of Online Learning, in conjunction with CAHS counseling staff and parents, will create individualized learning plans to see that every student obtains the level of academic proficiency needed to enter the workforce, or higher institution of learning, upon graduation from CAHS/CAO. Each family and student meets with the Director of Online Learning or Counselor to map out a Grad Plan of the student's courses. The Grad Plan Conference serves two purposes: 1) ensures that graduation requirements will be met, and 2) ensures that the selected courses are in line with the student's career and college goals.

Graduation Requirements

Graduation Requirements, Honors, and Ceremonies

Graduation is authorized by the Governing Board and diplomas are granted to all students earning a minimum of 220 semester units of credit during grades 9-12 (including the content area requirements) and passing the California High School Exit Exam (CAHSEE). Note: One semester of a block studio class equals one year of coursework. Note: 70 of the 150 total College Preparatory course credits must be completed in the 11th and 12th grades.

Community Service Requirement for All Students

*Every student at Classical Academy High School/Classical Academy Online must complete community service hours as part of his/her graduation requirements. 15 hours = 1 credit. Each year students are required to log 37.5 hours and will be awarded 2.5 credits/year for a total of 10 credits at the end of four years. Students transferring to

CAHS/CAO will be required to complete 37.5 hours of community service for each year attended.

Hours Required by Year:

- 1 year = 37.5 hours or 2.5 credits
- 2 years = 75 hours or 5 credits
- 3 years = 112.5 hours or 7.5 credits
- 4 years = 150 hours or 10 credits

Students Must:

- Perform work for a non-profit or like organization
- Complete the work for no compensation of any type
- List hours and work separately each day
- Have the supervisor sign for the work each day
- Complete the work while a student at CAHS/CAO

UC Required A-G Courses

A - History/Social Science – 2 years required

Two years of history/social science, including one year of world history, cultures and geography; and one year of U.S. history or one-half year of U.S. history and one-half year of civics or American government.

B - English – 4 years required

Four years of college-preparatory English that include frequent and regular writing, and reading of classic and modern literature. No more than one year of ESL-type courses can be used to meet this requirement.

C - Mathematics – 3 years required, 4 years recommended

Three years of college-preparatory mathematics that include the topics covered in elementary and advanced algebra and two and three-dimensional geometry. Approved integrated math courses may be used to fulfill part or all of this requirement, as may math courses taken in the seventh and eighth grades that your high school accepts as equivalent to its own math courses.

D - Laboratory Science – 2 years required, 3 years recommended

Two years of laboratory science providing fundamental knowledge in at least two of these three foundational subjects: biology, chemistry and physics. Advanced laboratory science classes that have biology, chemistry or physics as prerequisites and offer substantial additional material may be used to fulfill this requirement, as may the final

two years of an approved three-year integrated science program that provides rigorous coverage of at least two of the three foundational subjects.

E - Language Other than English – 2 years required, 3 years recommended

Two years of the same language other than English. Courses should emphasize speaking and understanding, and include instruction in grammar, vocabulary, reading, composition and culture. Courses in languages other than English taken in the seventh and eighth grades may be used to fulfill part of this requirement if your high school accepts them as equivalent to its own courses.

F - Visual and Performing Arts (VPA) – 1 year required

*****CANNOT BE TAKEN ONLINE*****

A single yearlong approved arts course from a single VPA discipline: dance, drama/theater, music or visual art.

G - College-Preparatory Electives – 1 year required

One year (two semesters), in addition to those required in "a-f" above, chosen from the following areas: visual and performing arts (non-introductory level courses), history, social science, English, advanced mathematics, laboratory science, and language other than English (a third year in the language used for the "e" requirement or two years of another language).

Graduation Honors

The top scholastic honors of Valedictorian and Salutatorian are determined by final marks for all courses in grades 9-12 through the seventh term and the successful completion of the UC/CSU A- G admissions requirements, including A-G approved coursework. Note: In order to be eligible for Valedictorian and Salutatorian status, a student must be enrolled as a CAHS student for four consecutive terms including their senior year. For students transferring in prior to the first day of their junior year, all grades from accredited classes will be used to determine the GPA unless the student transfers in with a higher GPA than is possible to achieve at CAHS. In such a case, the higher GPA of the transfer student will be adjusted to equal the highest possible GPA attainable at CAHS, prior to their transfer.

The following guidelines **apply to the class of 2013 and beyond**. Students must take the most rigorous course of study possible at CAHS to be considered for Valedictorian/Salutatorian honors (all honors and AP classes that fit in the student's schedule). Community college courses will only be weighted on a 5.0 scale for determining these honors if the community college courses are core academic subjects of a higher level than those offered at CAHS. For example, a Calculus One class at a

Community College would only be weighted on a 4.0 scale since CAHS offers AP Calculus. However, Calculus Two at a Community College would be weighted on a 5.0 scale since it goes above and beyond the highest math level offered at CAHS. If you have questions about which college classes will be awarded extra weight for the Valedictorian/Salutatorian honors, please see the Principal for clarification.

CAHS desires that students achieving the Valedictorian and Salutatorian standing do so by completing our highest level of academic classes offered at CAHS. To equalize the classes offered at a community college to that of CAHS, the point value will be changed due to the fact that our AP classes are yearlong and community college classes are not. It is very important that we value the commitment and achievement of each and every student with a firm understanding that we will evaluate and reward our highest academic achievers by staying true to the aforementioned process.

Grade Point Average (GPA) Calculation

Pass/Fail classes will not count towards GPA calculation. All classes awarded a letter grade will be calculated into a student's cumulative GPA on a 4.0 scale. CAHS/CAO will weight honors and Advanced Placement classes on a 5.0 scale as well as all core academic community college courses beyond the highest level offered at CAHS/CAO and taken for high school credit with the prior approval of the Counselor.

California Scholastic Federation (CSF)

Membership drives for the California Scholastic Federation will be held at the beginning of each term. Please see the CAHS Director of Student Services for more information.

Graduation Ceremonies

Twelfth grade students may participate in the CAHS/CAO graduation ceremonies if the student has completed all graduation requirements.

Participation in graduation ceremonies is a privilege. Violation of conduct codes may result in an immediate withdrawal of this privilege. The student will receive the diploma for completing all graduation course and exam requirements, but the privilege of participating in the ceremonies may be withdrawn at the discretion of the principal.

California High School Exit Exam (CAHSEE)

The CAHSEE is an exam that all California students are required to pass in order to graduate from high school. There are two parts to the CAHSEE: English-Language Arts and Mathematics. The purpose of the CAHSEE is to improve student achievement in high school and to help ensure that students who graduate from California high schools can demonstrate competency in state academic content standards for reading, writing, and mathematics.

Multiple Opportunities to Pass CAHSEE

There are multiple opportunities to pass the CAHSEE. The student's first opportunity is in the spring of 10th grade. Students have multiple opportunities to retake one or both portions of the exam if not passed. All 11th and 12th grade students take the CAHSEE at every opportunity until they have achieved a passing score on both sections. In addition, all 11th and 12th grade students who have not yet passed the CAHSEE must attend the test prep classes. Once a portion of the test has been passed, that portion does not need to be retaken.

The English-Language Arts Portion of CAHSEE

This portion of the exam consists of multiple-choice questions and one essay. The reading and decoding portion covers vocabulary, informational reading, and literary reading. The writing portion covers writing strategies, applications, and conventions. The exam includes a written response to literature, an informational passage or another written response to a writing prompt.

The Mathematics Portion of CAHSEE

This portion addresses state academic content standards through the Algebra 1 level. It includes statistics, data analysis and probability, number sense, measurement and geometry, mathematical reasoning, and algebra. Students also must demonstrate strong computational skills and a foundation in arithmetic, including working with decimals, fractions, and percent. The math exam consists of all multiple-choice questions.