



# Home Handbook

2016-17



## Table of Contents

Welcome! Soo Dhawaada! Bienvenido! Marhaba! .....	6
The Iftin Community .....	7
School Hours: .....	7
Lunch/Breakfast:.....	7
Uniform Policy: .....	7
Attendance Policies .....	8
Child Health and Disability Prevention Program .....	9
Dental Health Exam .....	9
Immunizations .....	9
Parental Rights and Responsibilities .....	9
Parent Rights.....	10
Parent Responsibilities.....	10
Challenging Student Records .....	11
Child Abuse Reporting .....	11
Communication: School-Home .....	11
Discipline Policy and School Rules.....	12
Discipline & Safe Learning Environment .....	12
Discipline Management Plan.....	12
Code of Conduct .....	14
Harassment .....	14
Bullying .....	14
Sexual Harassment Policy .....	15
School Wide Rules .....	15
Conflict Resolution.....	15
Corporal Punishment.....	15
Recess Restriction.....	16
Detention After School .....	16
Community Service .....	16
Field Trip Policy.....	16
Suspension/Expulsion.....	17
Policy Against Plagiarism.....	23
School Disturbances .....	23

Prohibited Activities .....23  
Computer/Internet Use.....24  
School Accountability Report Cards .....25  
Volunteers .....25

## Student Calendar 2016-2017

Month	Date	Days	Activity/Event
Aug.	26	Friday	Kindergarten Orientation
Aug.	29	Monday	First Day of School For Students
Sep.	5	Monday	No School-Labor Day
Sep.	7	Wednesday	Open House (TK-8)
Sep.	12-13	Mon.-Tue.	No School-Non-Instructional Days (Eid)
Sep.	20	Tuesday	**Picture Day**
Oct.	27	Thursday	Minimum Day/Parent Conferences (TK-8)
Nov.	10	Thursday	Award Ceremony
Nov.	11	Friday	No School-Veteran's Day
Nov.	21-25	Mon.-Fri.	Thanksgiving Recess (1 Week)
Dec.-Jan.	19-2	Mon.-Mon.	Winter Recess (2 Weeks & 1 Day)
Jan.	16	Monday	No School-Martin Luther King Jr Day
Feb.	8-10	Wed.-Fri.	Minimum Days/Parent Conferences (TK-8)
Feb.	16	Thursday	Award Ceremony
Feb.	17-20	Fri.-Mon.	No School-Lincoln's Birthday and President's Day Observance
Mar.	15	Wednesday	**Spring Picture Day**
Mar.	22	Wednesday	Open House (TK-8)
Mar.	24	Friday	**Cap & Gown K, 5th, 8th Picture Day**
Mar.	27-31	Mon.-Fri.	Spring Recess (1 Week)
Apr.	3	Monday	Priority Enrollment Begins
Apr.	13	Thursday	Award Ceremony
Apr.	14	Friday	Classified Staff Appreciation Day
Apr.	21	Friday	Administration Appreciation Day
May	1 - 5	Mon. - Fri.	Teacher Appreciation Week
May	26-29	Fri.-Mon	No School-Memorial Day 4 Day Weekend
June	5	Monday	Last Day of Priority Enrollment
June	9	Friday	Enrollment Lottery 2 PM.
June	13	Tuesday	Award Ceremony
June	16	Friday	Last Day of School for Students Volunteer Appreciation Day

Iftin Charter School reserves the right to refine its calendar at any time in the best interest of its students.

Office hours:	Monday-Friday	7:00am-4:00pm
Administration:	Monday-Friday	7:30am-4:00pm
Teachers:	Monday-Friday	7:40am-3:20pm
Full-time employees:	Monday-Friday	7:30am-4:00pm or as assigned
Part-time employees:	Monday-Friday	7:30am-4:00pm or as assigned
Students:	Monday-Friday	8:00am-2:50pm
	Friday	8:00am-12:15pm

# Iftin Charter School

---

## Mission Statement

*“Providing a strong educational foundation to all students who are in need of direction and support in learning English and finding their way in a new culture.”*

**Mission:** Iftin Charter School provides students in grades K-8 an academically rigorous, common core aligned curricula, supplemented with a technology intensive program in a student centered, safe and caring learning environment. ICS addresses the needs of a diverse group of students, their families and communities by building on the strengths of the students’ cultural heritage and life experiences. ICS students are educated and enlightened to become successful, lifelong learners and valuable members of the global community.

Iftin Charter School is nonsectarian and non-discriminatory in all its programs, admissions policies, employment practices and all other operations. Iftin Charter School shall not discriminate on the basis of ethnicity, race, creed, color, national origin, age, gender, actual or perceived sex, sexual orientation, ancestry, mental or physical disability, or on a person’s association with a person or group with one or more of these actual or perceived characteristics, in any program or activity. Iftin Charter School is a tuition free public charter school.

**Iftin Charter School  
5465 El Cajon Blvd  
San Diego, CA 92115  
(619)265-2411**

## Welcome! Soo Dhawaada! Bienvenido! Marhaba!

### Welcome to Iftin Charter School.

We believe that students succeed in a caring-centered school which involves family and community members as partners in the circle of education. We believe that a kind and nurturing environment creates the potential for peaceful elementary school years. We believe that each child has the right to come to school without fear of taunting, teasing, or violence. Teachers have the right to teach in an orderly environment without fear.

Parents have a responsibility to ensure that their child understands and appreciates the standards of behavior that is expected by the School. We draw on time-honored practices and valuable insights into childhood cognitive and developmental processes realized in recent decades. Moreover, we place strong emphasis on the relationship between the school and the home, recognizing the parent's critical role in fostering their children's education.

As allies of the family, we seek to reinforce parents' efforts to guide the intellectual, emotional, and moral development of their children. By providing and enforcing moral and ethical standards, the school prepares its students to accept the privileges and responsibilities of citizenship. Every child is capable of achieving his potential to the fullest extent when afforded respect, fairness, kindness, discipline, and appropriate instruction.

This handbook contains basic information about our school including your rights and responsibilities as a parent, a school schedule and calendar, and other useful information. Read through this handbook and become familiar with ICS. Keep this handbook for ready reference throughout the school year. **Please sign and return the back page to acknowledge that you have read and received this handbook.**

Welcome!

<b>School Hours:</b>	Breakfast:	7:30 am M-F
	Monday – Thursday	8:00 am - 2:50pm
	Friday Minimum Day	8:00 am - 12:15 pm

### **Lunch/Breakfast:**

Iftin Charter School provides free and reduced-price meals for all children served under the National School Lunch Program and School Breakfast Program. Students may be eligible for the program based on the family’s household size and income criteria. For more information regarding eligibility, please call the school office. Families who will provide their student’s lunch should be sure to provide a healthy breakfast before school and send a bag lunch to school with their child.

### **Uniform Policy:**

Students must wear the school uniform Monday through Thursday with free dress on Friday. School Uniform consists of:

- Khaki pant or skirt
- K-5<sup>th</sup> grade: short or long sleeve green top with collar.
- 6-8<sup>th</sup> grade: short or long sleeve navy blue top with collar.
- Closed toe all black tennis or athletic shoe.
- Navy blue hijab (optional)

Parents may opt out of the school uniform requirement by sending a written request to the school office. Economically disadvantaged parents may request assistance in purchasing a school uniform.

Iftin Charter School requires all students to dress appropriately for school every day. Clothes must be modest, clean, safe and in good taste. Clothes must cover the torso and undergarments, and may not be revealing; no sleeveless shirts, no sagging pants, no short skirts or skorts. Footwear must be worn at all times. In the interest of safety and security, open toed shoes, sandals, flip-flops, heellies, heels higher than 1 inch and house slippers are not appropriate. Sleepwear and gloves are not allowed. Hoodies need to be taken off once students are in the building. Religious headwear such as the “kofe” is allowed. Garments, backpacks and accessories must be free from profane, sexually suggestive, obscene, vulgar, disrespectful, gang related, immoral, or otherwise inappropriate pictures or messages. Education Code Section 48950.

Students who come to school without wearing the school uniform or in inappropriate clothing may not be able to participate in all activities that day. Parents will be called to bring appropriate clothing to school and Friday free dress privileges may be lost.

## Attendance Policies

Students are expected to attend school every day and be on time. Students may be excused from attendance when there is a verified illness or quarantine, to receive medical or dental services, for a family emergency or funeral, court appearances, and when the parent requests in writing an excuse for the purpose of attending religious instruction. The student is encouraged to make up all missed assignments and tests that reasonably can be provided. It is recommended that you request an independent study contract for your child when you know in advance your student will be absent. Please contact your child's teacher or the school office for more information.

**Truancy:** Truancy includes absence or tardiness for reasons that are not acceptable to the school nor approved by the parents/guardian; absences where evidence shows that the parent/guardian (a) has misrepresented facts regarding the absence with the intent to have it excused, or (b) has refused to cooperate to keep the student in school as required by law.

### **Absence**

Parents are required to call the school on **each** day the student is absent and give specific reasons for the absence.

### **Tardy Students**

Late students must sign in at the school office and get a pass to enter class. Late attendance falls under the same rules as absences and may be considered excused, unexcused or a truancy accordingly.

### **Exclusion from Attendance**

Students may be excluded from attendance at school if they:

1. Are under the legal age of attendance, except as otherwise provided by law.
2. Do not present evidence of immunization or a parents request for exemption from the immunization requirement.
3. Are reasonably suspected of having active tuberculosis or reside where any contagious, infectious, or communicable disease subject to quarantine exists, or has recently existed, unless written permission of the health officer is provided.
4. Have not had a health screening before or within the first 90 days of attending first grade. Such students may be excluded for up to five days unless the parent/guardian has presented an appropriate waiver or the school has exempted the student from this requirement in accordance with law.
5. Have filthy or vicious habits, or suffer from contagious or infectious diseases, the Governing Board shall periodically review its decisions to exclude students of filthy or vicious habits or suffering from contagious or infectious diseases.

Iftin Charter School is nonsectarian and non-discriminatory in all its programs, attendance and admission policies. Iftin Charter School shall not discriminate on the basis of ethnicity, race, creed, color, national origin, age, gender, disability or other basis prohibited by law.



## Child Health and Disability Prevention Program

Parents of children who enter school in kindergarten have obligation to obtain or waive a health screening for their child before they enter first grade. Free health screenings for low-income children are available under the Child Health and Disabilities Prevention Program. California Law requires that all children must have a health check-up within 18 months before first grade or up to 90 days after starting first grade.

### Dental Health Exam

To make sure your child is ready for school, a new California law (Education Code Section 49452.8), requires that your child have an oral health assessment (dental check-up) or waiver on file by **May 31st** in either kindergarten or first grade, whichever is his or her first year in public school. Dental assessments, completed up to 12 months before your child enters school, also meet this requirement.

### Immunizations

To protect the health of all students and staff, Iftin Charter School requires immunization of all school students against preventable diseases. Students registering for school must present an immunization record that shows at least the month and year of each immunization in accordance with the law. Students shall be excluded from school or exempted from immunization requirements only as allowed by law. Your child needs the following immunizations:

- Polio – 4 doses, 3 doses meet requirement if last dose was after 4<sup>th</sup> birthday
- DPT – 5 doses, 4 doses meet requirement if last dose was after 4<sup>th</sup> birthday
- MMR – 2 doses
- Vericella – 1 (recommended 2)
- All kindergarten children need to have completed or started their Hepatitis B series
- All 7<sup>th</sup> grade students need to have completed or started their Hepatitis B series

California law requires that all students entering 7<sup>th</sup> - 12<sup>th</sup> grades have proof of receiving the Tdap booster shot before starting school. Parents can submit documentation of this shot to their child's school. Tdap booster shots given on or after the 7<sup>th</sup> birthday will meet this requirement.

## Parental Rights and Responsibilities

Iftin Charter School recognizes that parents/guardians of school students have certain rights as well as responsibilities related to the education of their children.

Parents/guardians shall have the opportunity to work with schools in a mutually supportive and respectful partnership and to help their children succeed in school.

Within this framework, the school's primary responsibility shall be to provide a high-quality curriculum and instructional program in a supportive and effective learning environment that enables all students to meet the academic expectations of the school.

## **Parent Rights**

The rights of parents/guardians of school students include, but are not limited to, the following:

1. To observe the classroom in which their child is enrolled please check in at the front office to receive a badge.
2. To meet with their child's teacher and the Principal of the school in which their child is enrolled.
3. To volunteer their time and resources for the improvement of school facilities and school programs, including providing assistance in the classroom with the approval, and under the direct supervision, of the teacher.
4. To be notified on a timely basis if their child is absent from school without permission.
5. To receive the results of their child's performance and the school's performance on standardized tests.
6. To request a particular school for their child and to receive a response from the school.
7. To have a school environment for their child that is safe and supportive of learning.
8. To examine the curriculum materials of the class(es) in which their child is enrolled.
9. To be informed of their child's progress in school and of the appropriate school personnel whom they should contact if problems arise with their child.
10. To have access to the school records of their child.
11. To receive information concerning the academic performance standards, proficiencies or skills their child is expected to accomplish.
12. To be informed in advance about school rules, attendance policies, dress codes and procedures for visiting the school.
13. To receive information about any psychological testing the school does involving their child and to deny permission to give the test.
14. To refuse to submit or to participate in any assessment, analysis, evaluation or monitoring of the quality or character of the student's home life; any form of parental screening or testing; any nonacademic home-based counseling program; parent training; or any prescribed family education service plan.
15. To participate as a member of a parent advisory committee, school site council or site-based management leadership team in accordance with any rules and regulations governing membership in these organizations.
16. To question anything in their child's record that the parent/guardian feels is inaccurate or misleading or is an invasion of privacy and to receive a response from the school.

Iftin Charter School will obtain informed written parental consent before testing any student for a behavioral, mental or emotional evaluation. A general consent, including medical consent used to approve admission to or involvement in, a special education or remedial program or regular school activity, shall not constitute written consent for these purposes.

## **Parent Responsibilities**

Parents/guardians may support the learning environment of their children by:

1. Monitoring attendance of their children

2. Ensuring that homework is completed and turned in on time
3. Encouraging their children to participate in extracurricular and co curricular activities
4. Monitoring and regulating the television viewed by their children
5. Working with their children at home in learning activities that extend the classroom learning
6. Volunteering in their children's classroom(s) or for other school activities
7. Participating in decisions related to the education of their own children or the total school program as appropriate

### **Challenging Student Records**

The custodial parent/guardian of any student may submit to the Principal a written request to correct or remove from his/her child's records any inaccurate, unsubstantiated, uninformed or misleading information concerning the child. A Parent may also request to remove information if it violates the privacy or other rights of the student.

### **Child Abuse Reporting**

Iftin Charter School has a responsibility to protect students by prompt reporting of known and suspected incidents of child abuse and neglect. School employees are obligated to report all known or suspected incidents of child abuse and neglect in accordance with the law. Employees will not investigate any suspected incidents but rather cooperate fully with agencies responsible for reporting, investigating and prosecuting cases of child abuse and neglect.

Mandated reporters include but are not limited to teachers; instructional aides; teacher's aides or assistants; classified employees; certificated pupil personnel employees; administrators, and all other employees of Iftin Charter School.

Reasonable suspicion means that based upon facts, a reasonable person in a similar position, drawing on his/her training and experience, may suspect child abuse or neglect.

Parents/guardians may file a complaint with the Principal or Board of Education, against a school employee or other person whom they suspect has engaged in abuse of a child at a school site.

### **Communication: School-Home**

Because parents/guardians have a right to be informed about their child's academic achievement and may use this information to support student learning, Iftin Charter School encourages frequent communication to parents/guardians about student progress. The Principal and teacher may communicate by means of conferences, class newsletters, mail, telephone, and/or school visits by parents/guardians.

## Discipline Policy and School Rules

Iftin Charter School (ICS) desires to provide an orderly, caring and nondiscriminatory learning environment in which all students can feel comfortable and take pride in their school and their achievements. ICS' discipline policy will be applied to students in a fair and consistent manner; without favoritism or prejudice. ICS believes in a school environment which promotes an atmosphere of teaching and learning. Learning takes place when there are high expectations, encouragement, positive motivation and acceptance. Teachers shall encourage and reward success and achievement, participation in community projects, and positive student conduct.

The school shall prepare students for responsible citizenship by fostering self-discipline and personal responsibility. High expectations for student behavior, effective classroom management and parent involvement can minimize the need for discipline. Staff shall use preventative measures and positive conflict resolution techniques whenever possible.

Clear definition of acceptable student conduct provides the basis for sound disciplinary practices.

### Discipline & Safe Learning Environment

ICS maintains a discipline policy whose goal is twofold. The first is to ensure the right of each student to a safe and orderly learning environment and the second is to help each student develop positive behavior patterns. Our expectations for student behavior are based on respect. We expect students to respect themselves and others as well as the learning environment. Every effort will be made to work with students and their parents to resolve behavioral issues by helping the student learn acceptable boundaries, self-control, problem-solving and effective communication. *Students who are disrespectful of their peers and teachers and continually disrupt the learning environment will be dealt with according to the ICS Discipline Management Plan.*

### Discipline Management Plan

Students are given clear, reasonable expectations as participants in the learning environment. When students disrupt the learning environment or behave in unsafe or unhealthy ways, their choices will have consequences. Teachers will deal with the misbehavior and administer consequences that may range from a warning to immediate removal from the class based on the seriousness of the infraction. A discipline referral, a note, or a phone call will serve as notification to the parents. Infractions include but are not limited to:

- inappropriate or aggressive physical behavior
- foul language
- inappropriate off-task behaviors that disrupt learning
- defacing or vandalizing materials, equipment, or facilities

Referrals are not generally made unless a student has been first warned. *A student may be referred to the Principal for seriously disruptive, disrespectful, or dangerous behavior.* Please see the behavior rubric on the next page that explains consequences for behavior.

Schoolwide Discipline Rubric

INFRACTIONS	1st Offense Consequences	2nd Offense Consequences	3rd Offense Consequences
<b>Mild/Moderate</b>			
1. Arguing Over Game 2. Cutting in Line 3. Littering 4. Misuse of playground equipment 5. Physical annoyance 6. Picking up rocks/sticks/objects/plants 7. Playing in restrooms 8. Running in halls, near classrooms, or office 9. Teasing/name calling 10. Yelling in hallways/lunch area 11. Chewing Gum or littering gum 12. Other:	<b>GRADES K-3</b> Verbal Warning Teacher Notification <b>GRADES 4-8</b> Verbal Warning Teacher Notification	<b>GRADES K-3</b> Parent Notification Teacher Notification 1 recess detention <b>GRADES 4-8</b> Parent Notification Teacher Notification 1 recess detention	<b>GRADES K-3</b> Parent Notification Teacher Notification 2 recess detentions <b>GRADES 4-8</b> Parent Notification Teacher Notification 2 recess detentions Written referral
<b>Serious</b>			
13. Defiant to adult 14. Skipping Class 15. Disruption to learning environment 16. Inappropriate gestures 17. Invading privacy in bathroom 18. Profanity/Obscene language 19. Bullying 20. Play-Fighting 21. Throwing Objects 22. Discriminatory language behavior 23. Copying work or cheating on a test 24. Inappropriate physical interaction (low-level) 25. Other:	<b>GRADES K-3</b> Verbal Reprimand Teacher Notification Parent Notification 1 recess detention Counseling <b>GRADES 4-8</b> Verbal Reprimand Teacher Notification Parent Notification 1 recess detention 1 lunch recess detention Counseling	<b>GRADES K-3</b> Parent Notification 2 recess detentions Counseling <b>GRADES 4-8</b> Verbal Reprimand Teacher Notification Parent Notification 2 recess detentions 2 lunch recess detentions Counseling	<b>GRADES K-3</b> Parent Conference 3 recess detentions 3 lunch recess detentions Counseling Written Referral <b>GRADES 4-8</b> Parent Conference 3 recess detentions 3 lunch recess detentions Lose Computer Lab Counseling
<b>Severe</b>			
26. Extortion 27. Fighting/ Initiating a fight 28. Leaving campus without permission 29. Lewd Behavior/ Sexual Harrassment 30. Stealing 31. Vandalism-Defacing or Destroying Property 32. Verbal or nonverbal threats/intimidation 33. Plagiarism 34. Other:	<b>GRADES K-3</b> Teacher Notification Parent Conference 1 day ISS Counseling Written Referral <b>GRADES 4-8</b> Teacher Notification Parent Conference 1 day OSS Counseling Written Referral	<b>GRADES K-3</b> Parent Conference 2 days ISS Counseling Written Referral <b>GRADES 4-8</b> Teacher Notification Parent Conference 2 days OSS Counseling Written Referral	<b>GRADES K-3</b> Parent Conference 1 days OSS Counseling Written Referral <b>GRADES 4-8</b> Teacher Notification Parent Conference 1 day OSS 1 day Saturday School Counseling Written Referral
<b>Extreme</b>			
35. Drugs/Paraphernalia 36. Sexual Assault 37. Weapons	Administrative Actions      Contact Parent Complete required paperwork		

**4th Severe Offense: Discipline Committee to meet and discuss expulsion**

**4th Infraction in any category will result in movement to next consequence level.**

## **Code of Conduct**

ICS students are expected to be safe, orderly and respectful of the rights of others. All students at Iftin Charter School will:

1. Be courteous and respectful to each other and to Staff Members.
2. Follow directions given by any Staff Member, the first time.
3. Wear clothing that meets the uniform policy.
4. Keep the school building, grounds, furniture, materials, textbooks, and equipment in good condition.
5. Obey all classroom, school, and community rules.

## **Harassment**

Students will express themselves in a polite and non-violent manner and treat each other with dignity and respect. Harassment, bullying, or any form of intimidation or exploitation, is prohibited. Any student who violates this policy will be subject to discipline up to and including expulsion.

## **Bullying**

Discrimination, harassment, intimidation, and bullying are not acceptable ways to treat others. California law prohibits discrimination, harassment, intimidation, and bullying based on a student's actual or perceived disability, gender, gender identity, gender expression, nationality, race or ethnicity, religion, sexual orientation, or association with a person or group with one or more of these actual or perceived characteristics.

Tell a teacher or a school employee if you see or experience discrimination, harassment, intimidation, or bullying. You have the right to file a complaint and to have the school protect you.

## **Cyber Bullying**

Cyber Bullying is strongly prohibited in and out of Iftin Charter School. Any student or staff member affiliated with Iftin Charter School who commits cyber bullying may face serious consequences up to and including expulsion and may be reported to the proper authorities for further investigation.

Steps to Take Immediately:

Don't respond to and don't forward cyber bullying messages.

Keep evidence of cyber bullying: record the dates, times and descriptions of instances when cyber bullying occurred. Save and print screenshots, emails and text messages. Block the person who is cyber bullying.

Use this evidence to report cyber bullying to web and cell phone service providers. Notification of law enforcement officials includes reporting cyber bullying the school, online service providers and notification to law enforcement officials.



### **Sexual Harassment Policy**

Sexual harassment of or by any student or member of the ICS staff shall not be tolerated. The Governing Board considers sexual harassment to be a major offense, which may result in disciplinary action, including dismissal or expulsion, of the offending student or staff member, or other appropriate sanction.

Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when it interferes with an individual's performance at School and/or creates an intimidating, hostile or offensive educational environment. The conduct described above is also sexual harassment when submission to it is made either explicitly or implicitly a term or condition of an individual's access to education.

Sexual harassment regulated by this policy pertains to behavior of a sexual nature while students are under the jurisdiction of the School.

Students may receive age-appropriate training and/or instruction on the prohibition of sexual harassment at the School.

Any student who believes that he or she has been harassed or has witnessed sexual harassment is encouraged to immediately report such incident to his or her teacher or to another school staff member. The Investigator will promptly investigate all such incidents in a confidential manner.

### **School Wide Rules**

1. Attend school daily and be on time.
2. Be prepared.
3. Use appropriate, positive language.
4. Follow the school dress code.
5. Do your best work every day.

### **Conflict Resolution**

The school shall promote nonviolent conflict resolution techniques in order to encourage attitudes and behaviors that foster harmonious relations. ICS may include programs in conflict resolution, including, but not limited to, instruction in effective communication and listening, critical thinking, problem-solving processes and the use of negotiation to find mutually acceptable solutions. Conflict resolution programs shall not supplant the authority of the staff to take appropriate action as necessary to prevent violence, ensure student safety, maintain order in the school, and institute disciplinary measures.

### **Corporal Punishment**

Corporal punishment shall not be used as a disciplinary measure against any student. Corporal punishment includes the willful infliction of, or willfully causing the infliction of, physical pain on a student. Any action that cause the student physical or emotional pain or trauma may be considered a form of corporal punishment (e.g. teasing, confiscation and destruction of student's personal property, adult mocking, teasing, or publicly embarrassing students in front of student peers, etc.) For purposes of this policy, corporal punishment does not include an employee's use of force that is reasonable and necessary to protect the employee, students, staff or other persons or to prevent damage to property.

**Recess Restriction**

A teacher may restrict a student's recess time when he/she believes that this action is the most effective way to bring about improved behavior, subject to the following conditions:

1. The student shall be given adequate time to use the restroom and get a drink or eat lunch, as appropriate.
2. The student shall remain under an employee's supervision during the period of restriction.
3. All teachers must retain Recess Detentions Log.

**Detention After School**

Students may be detained for disciplinary reasons up to 30 minutes after the close of the maximum school day. Student may be assigned detention times greater than 30 minutes per day if a conference with a parent is documented 24 hours before the student is to serve the detention. No student shall serve more than three (3) consecutive days of 30 minute detentions nor a total of five (5) days of detention within any given calendar month without applying any one or more of the following behavioral management tools:

1. A Behavioral Management Plan (BMP);
2. A parent conference with an administrator and teacher;
3. A SST (Student Success Team) Meeting

Whenever possible, detentions shall be supplemented with other forms of *positive consequences* that will ensure that student negative behavior is altered for the benefit of the student and the classroom.

The teacher, Principal, or designee shall notify parents/guardians of the detention at least one day in advance so that alternative transportation arrangements may be made. The student shall not be detained unless the principal or designee speaks to the parent/guardian.

Students shall remain under the supervision of an employee during the period of detention.

**Community Service**

As part of, or instead of disciplinary action, the Board, School Principal, principal or principal's designee may, at his/her discretion, require a student to perform community service on school grounds, or with written permission of the student's parent/guardian off school grounds, during non-school hours. Such service may include, but is not limited to, community or school outdoor beautification, campus betterment, and teacher, peer or youth programs.

This community service option is not available for a student who has been suspended, pending expulsion. However, if the recommended expulsion is not implemented or the expulsion itself is suspended, then a student may be required to perform community service for the resulting suspension pursuant to this section.

**Field Trip Policy**

Iftin sponsors and schedules a number of educational trips during the year. These trips enrich the curriculum taught and are offered to all students. The school assumes a significant responsibility in taking these trips. A student's school behavior prior to the trip must be cooperative and



positive in order to be eligible for the field trip. Students not attending field trips are expected to be at school. The following field trip guidelines have been established:

1. Students with two or more In-school or Out of school suspension within the trimester and/or up to the date of the field trip scheduled MAY NOT participate in the field trip without a parent/guardian (on-file in the office) attending.
2. Students who have demonstrated UNSATISFACTORY behavior within their classroom based on each teacher's classroom management policy within a trimester and/or up to the date of the field trip MAY NOT participate in the field trip without a parent/guardian (on file in the office) attending.

Parents/Guardians will be informed in the event that their son/daughter is in danger of losing the opportunity to participate in a school trip. If parent/guardian is required to attend because of their student's behavior, they may pay the cost (transportation and admission fee) of attending the field trip.

### **Suspension/Expulsion**

ICS regards suspension and expulsion as a last resort. This Students Suspension and Expulsion Policy has been adopted in order to promote learning and protect the safety and well-being of all students at ICS. ICS students and staff are expected to respect others and support teaching and learning. Prohibited behavior includes, but is not limited to offensive language, ignoring a staff request, threats, slander, sexual harassment or misconduct, lying, theft, and fighting. Willfully causing physical or emotional harm to another member of the ICS school community, including bullying and cyber-bullying, will lead to further disciplinary action. Any student who steals from the school, another student, or a staff member will be subject to further disciplinary action.

### **Process for Suspension and/or Expulsion**

#### **Step 1: Informal Conference:**

Suspension shall be preceded by an informal conference by the Principal, with the student and the student's parents. The conference may be omitted if the Principal determines that an emergency situation exists. An "emergency situation" involves a clear and present danger to the lives, safety or health of students or school personnel. If the student is suspended without a conference, the parents are notified of the suspension and a conference is conducted as soon as possible.

#### **Step 2: Notice to Parents**

Parents and students have due process rights with regards to suspensions and expulsions. At the time of a student's suspension, a school employee shall make a reasonable effort to contact the parents by telephone or in person. A written notice will follow the initial contact. This notice states the specific offense committed by the student. In addition, the notice may also state the date and time the student may return to school. If the school officials wish to confer with the parents regarding matters pertinent to the suspension, the notice may note that the parents are

required to respond without delay, and that violation of school rules can result in expulsion from the school.

### **Step 3: Determination of Length of Suspension:**

The length of a suspension, when not including a recommendation for expulsion, shall not exceed five (5) consecutive days per suspension.

### **Step 4: Recommendation for Expulsion**

If the Principal's recommendation is for expulsion, the student and the student's parents is invited to a conference to determine if the suspension for the student should be extended pending an expulsion hearing. The Principal upon either of the following findings makes this determination:

- The student's presence will likely be disruptive to the educational process
- The student poses a threat or danger to others

Upon this determination, the student's suspension will be extended pending the results of an expulsion hearing. Students will be recommended for expulsion if the school leader finds that at least one of the following findings may be substantiated:

- Other means of correction are not feasible or have repeatedly failed to bring about proper conduct
- Due to the nature of the violation, the presence of the student causes a continuing danger to the physical safety of the students or others.

### **Step 5: Expulsion Hearing**

Students recommended for expulsion are entitled to a hearing to determine whether the student should be expelled. The hearing will be held within 30 days after the school Principal determines that an act subject to expulsion has occurred. The hearing may be presided over by the Board of Directors or an administrative panel appointed by the Board. Written notice of the hearing will be forwarded to the student and student's parents at least 10 calendar days before the date of the hearing. This notice will include:

- The date and the place of the hearing
- A statement of the specific facts, charges, and offense upon which the proposed expulsion is based
- A copy of the disciplinary rules that relate to the alleged violation
- The opportunity for the student or the student's parents to appear in person at the hearing
- The opportunity for the student to be represented by counsel
- The right to examine and acquire copies of all documents to be used at the hearing
- The opportunity to cross-examine all witnesses that testify at the hearing
- The opportunity to present evidence and witnesses on behalf of the student

Upon expulsion, the Principal will send written notice to the parents of any student who is expelled. This notice will include the following:

- The specific offense committed by the student for any of the acts listed in “Reasons for Suspension and/or Expulsion.”
- Notice of the student or parent obligation to inform any new district in which the student seeks to enroll of the student’s status with ICS.

In the event of a decision to expel a student, the school will work cooperatively with the district of residence, county and/or private schools to assist with the appropriate educational placement of the student who has been expelled. Any incident of violent and/or serious student misbehavior shall be communicated to the district/school to which the student matriculates.

### **Appeal of Suspension/Expulsion**

Parents shall be notified in advance to enactment of the suspension or expulsion and can appeal a student’s suspension or expulsion.

The suspension of a student will be at the discretion of the Principal or the Principal’s designee. A suspension appeal may be made to the principal within the term of the suspension. Following due consideration, the Principal’s decision regarding student suspension will be considered final.

An expulsion may be appealed within five working days and must be submitted in writing to the principal. The student will be considered expelled until a meeting is convened to hear the appeal (within 10 working days), at which time the parents must attend to present their appeal. A fair and impartial panel of representatives assigned by the Board of Directors will hear the appeal. The decision of the panel of representatives of the Board will be final.

### **Rehabilitation, Interim Placement, and Readmission**

Students who are expelled from ICS shall be given a rehabilitation plan upon expulsion as developed by the charter school’s Board of Directors at the time of the expulsion order, which may include but not limited to, periodic review as well as assessment at the time of review for readmission. The rehabilitation plan should also include a date not later than one year from the date of the expulsion when the student may reapply to the charter school for readmission.

The decision to readmit a student or to admit a previously expelled student from another school district or charter school shall be in the sole discretion of the Board of Directors of the school. With the student and guardian or representative, the Principal and the Board of Directors will determine whether the student has successfully completed the rehabilitation plan and to determine whether the student poses a threat to others or will be disruptive to the school environment. The student’s readmission is also contingent upon the capacity of the charter school at the time the student seeks readmission.

### **Special Education Discipline**

ICS recognizes that disciplinary procedures are different for special education students. Disciplinary action will be taken according to federal, and state policies on special education students. The IEP team and the school leader or designated administrator will be responsible for managing continued violations of school policies by special education students.

While suspended, the student may not loiter on or about any school grounds at any time, nor attend or participate in any School activity at any time, no matter where such activity is taking place. Violation may result in further disciplinary action.

The School shall consider suspension from school only when other means of correction fail to bring about proper conduct or where the student's presence would constitute a danger to persons or property or seriously disrupt the educational process.

A pupil may be suspended or expelled for any acts that are listed in this handbook and related to school activity or attendance that occur at any time, including, but not limited to any of the following:

- While on school grounds
- While going to or coming from school
- During the lunch period, whether on or off the school campus
- During, going to or coming from a school sponsored activity

### **Grounds for Suspension and Expulsion of Students**

Students may be dis-enrolled, suspended or expelled, as appropriate if they or their parents or guardians violate provisions of the ICS Handbook or if students engage in behavior listed in Education Code Sections 48900, 48900.2, 48900.3 or 48900.4.

A student may be suspended or expelled for prohibited misconduct if the act is related to school activity or school attendance occurring at the School or at any other school or a School sponsored event at anytime including but not limited to: a) while on school grounds; b) while going to or coming from school; c) during the lunch period, whether on or off the school campus; d) during, going to, or coming from a school-sponsored activity. Suspensions, when not including a recommendation for expulsion, shall not exceed five (5) consecutive school days per suspension.

### **Cause for Suspension and Expulsion**

A student may be recommended for suspension or expulsion for any of the following reasons, as specified in the Education Code Section 48900:

- Caused, attempted to cause, or threatened to cause physical injury to another person.
- Willfully used force or violence upon the person of another, except in self-defense.

- Possessed, sold, or otherwise furnished any firearm, knife, explosive, or other dangerous object, unless, in the case of possession of any object of this type, the pupil had obtained written permission to possess the item from a certificated school employee, which is concurred in by the principal or the designee of the principal
- Unlawfully possessed, used, sold, or otherwise furnished, or been under the influence of, any controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the Health and Safety Code, an alcoholic beverage, or an intoxicant of any kind.
- Unlawfully offered, arranged, or negotiated to sell any controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the Health and Safety Code, an alcoholic beverage, or an intoxicant of any kind, and either sold, delivered, or otherwise furnished to any person another liquid, substance, or material and represented the liquid, substance, or material as a controlled substance, alcoholic beverage, or intoxicant.
- Committed or attempted to commit robbery or extortion.
- Caused or attempted to cause damage to school property or private property (includes, but is not limited to, electronic files and databases).
- Committed an obscene act or engaged in habitual profanity or vulgarity.
- Possessed or used tobacco, or any products containing tobacco or nicotine products, including, but not limited to, cigarettes, cigars, miniature cigars, clove cigarettes, smokeless tobacco, snuff, chew packets, and betel. However, this section does not prohibit use or possession by a pupil of his or her own prescription products.
- Unlawfully possessed or unlawfully offered, arranged, or negotiated to sell any drug paraphernalia, as defined in Section 11014.5 of the Health and Safety Code.
- Disrupted school activities or otherwise willfully defied the valid authority of supervisors, teachers, administrators, school officials, or other school personnel engaged in the performance of their duties.
- Knowingly received stolen school property or private property (includes, but is not limited to, electronic files and databases).
- Possessed an imitation firearm as used in this section, "imitation firearm" means a replica of a firearm that is so substantially similar in physical properties to an existing firearm as to lead a reasonable person to conclude that the replica is a firearm.
- Committed or attempted to commit a sexual assault as defined in Section 261, 266c, 286, 288, 288a, or 289 of the Penal Code or committed a sexual battery as defined in Section 243.4 of the Penal Code.
  - Harassed, threatened, or intimidated a pupil who is a complaining witness or a witness in a school disciplinary proceeding for the purpose of either preventing that pupil from being a witness or retaliating against that pupil for being a witness, or both.
- Unlawfully offered, arranged to sell, negotiated to sell, or sold the prescription drug Soma.
- Engaged in, or attempted to engage in, hazing as defined in Section 32050.
- Aided or abetted, as defined in Section 31 of the Penal Code, the infliction or attempted infliction of physical injury to another person may suffer suspension, but not expulsion, pursuant to this section, except that a pupil who has been adjudged by a juvenile court to have committed, as an aider and abettor, a crime of physical violence in which the victim suffered great bodily injury or serious bodily injury shall be subject to discipline pursuant to subdivision (a).
- Committed sexual harassment as defined in Section 212.5.

- Caused, attempted to cause, threatened to cause, or participated in an act of, hate violence, as defined in subdivision (e) of Section 233.
- Engaged in harassment, threats, or intimidation directed against school District personnel or students (grade4-12), that is sufficiently severe or pervasive to have actual and reasonable expected effect of materially disrupting class work, creating substantial intimidating or hostile educational environment.
- Made terrorist threat against school officials or school property.

Students may be expelled for any of the following reasons, as specified in the Education Code Section 48915:

- Causing serious physical injury to another person, except in self-defense.
- Possession of any knife, firearm, explosive or other dangerous objects.
- Unlawful possession of any controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the Health and Safety Code, an alcoholic beverage, or an intoxicant of any kind.
- Robbery or extortion.
- Assault or battery, as defined in Sections 240 and 242 of the Penal Code, upon any school employee.
- Committed or attempted to commit a sexual assault or sexual battery as defined Section 48900 of the Education Code.

The above list is not exhaustive and depending upon the offense, a student may be suspended or expelled for misconduct not specified above.

## Policy Against Plagiarism

### Academic Honesty

The Governing Board believes that academic honesty and personal integrity are fundamental components of a student's education and character development. The Board expects that students will not cheat, lie, plagiarize or commit other acts of academic dishonesty.

Students, parents/guardians, staff and administrators shall be responsible for creating and maintaining a positive school climate that encourages honesty. Students found to have committed an act of academic dishonesty shall be subject to discipline, up to and including suspension or expulsion from School.

## School Disturbances

Iftin Charter School has taken steps to be prepared to cope with campus disturbances and to minimize the risks they entail. In the event of a disturbance that threatens students or staff, the Principal has the authority to call in law enforcement personnel for assistance and may dismiss school. Students who participate in disturbances may be subject to disciplinary action.

## Prohibited Activities

1. **Disturbing the Peace:** It is a misdemeanor to intentionally cause or attempt to cause a riot by engaging in conduct which urges a riot or urges others to act forcefully or violently, or to burn or destroy property under circumstances which produce a clear, present, and immediate danger of such acts occurring. Anyone who, in a public place, fights, challenges another to fight, or uses offensive words likely to provoke a fight is guilty of a misdemeanor.
2. **Disruption of School Operations:** Students shall be subject to disciplinary action for any exercise of free expression which so incites students as to create a clear and present danger of the commission of unlawful acts on school premises or the violation of lawful school regulations, or the substantial disruption of the orderly operation of the school, such as may occur when students:
  - a. Organize or participate in unauthorized assemblies on school premises.
  - b. Participate in sit-ins or stand-ins which deny students or employees normal access to school premises.
3. **Refusal to Disperse:** Persons who assemble for the purpose of disturbing the public peace or committing any unlawful act are severally guilty of a misdemeanor if they do not disperse when desired or commanded to do so by a public officer. Persons who remain present at the place of any riot, rout or unlawful assembly after being lawfully warned to disperse are guilty of a misdemeanor.



4. **Boycotts:** Students participating in any protest that involves nonattendance at school or at a school activity where attendance is required shall be identified as truant, regardless of any parental approval of their act.

## Computer/Internet Use

All students affiliated with Iftin Charter School are expected to use good judgment when using computing resources, including Internet access and e-mail. This also includes appropriate personal behavior while using the computers. Iftin Charter School uses the San Diego Unified School District network service. Use of this service by students is a privilege and is limited to specific curriculum goals and objectives.

### Appropriate Use

The use of the SDUSD and Iftin's data communications networks require that users abide by accepted rules of network etiquette. These include, but are not limited to the following.

- a. **Be polite.** Do not send abusive, inflammatory, or obscene messages to others. Use language appropriate for an educational setting.
- b. **Respect privacy.** Do not reveal personal information about students and staff.
- c. **Be considerate.** Do not use the network in a way that it would disrupt the use of the network by others.

### Prohibited Use

- A. Transmission of any material that may be construed as illegal or is in violation of any federal or state law:
  - Any information that violates or infringes upon the rights of any other person.
  - Any defamatory, inappropriate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, or illegal material.
  - Advertisements, solicitations, commercial ventures, or political lobbying.
  - Any information that encourages the use of controlled substances or the use of the system for the purpose of inciting crime.
  - Any material that violates copyright law.
- B. Any Vandalism, unauthorized access, "hacking," or tampering with hardware or software, including introducing "viruses," or pirated software, is strictly prohibited (CA Penal Code 502) . In addition, knowingly disabling or overloading any computer system, circumventing security, or bypassing firewalls is prohibited.

### Privacy

SDUSD and Iftin Charter School reserve the right to monitor Internet/intranet, e-mail, and networked application usage. Students should not have any expectation of privacy. SDUSD and Iftin Charter School reserve the right to inspect any and all files on the schools' computers, connected to the District or Iftin servers, connected to the District or Iftin's networks.

A signed copy of "Network Use Guidelines" must be on file before a student can use District or Iftin computers, servers and networks. Students and parents/guardians must accept responsibility



for abiding by the “Network Use Guidelines” and understand that a violation can result in loss of privileges and disciplinary action, up to and including suspension or expulsion from school.

## School Accountability Report Cards

Public schools throughout California are required to provide information about themselves to the community in the form of an annual SARC. These report cards provide a variety of data to allow the public to evaluate and compare schools in seven major areas:

- Demographic information
- School safety and learning climate
- Academic data
- Class size
- Teacher and staff information
- Curriculum and instruction
- Fiscal and expenditure data

You can view Iftin’s SARC on The SDUSD web site at:

<http://www.sandi.net/cms/lib/CA01001235/Centricity/Domain/121/research/sarcs/2012-13/SARC074.pdf>

## Volunteers

ICS encourages parents/guardians and other members of the community to share their time, knowledge, and abilities with our students. Community volunteers in our schools enrich the educational program and strengthen our schools' relationships with homes, businesses, public agencies, and private institutions. The presence of volunteers in the classroom and on school grounds also enhances supervision of students and contributes to school safety.

To protect the safety of students and adults, all volunteers must submit evidence of a current negative tuberculosis test. Volunteers working with students who are not under the direct supervision of a certificated teacher must submit to fingerprinting, and criminal records checks. All volunteers shall follow school policies, procedures and school rules.

Iftin Charter School is nonsectarian and non-discriminatory in all its programs, admissions policies, employment practices and all other operations. Iftin Charter School shall not discriminate on the basis of ethnicity, race, creed, color, national origin, age, gender, actual or perceived sex, sexual orientation, ancestry, mental or physical disability, or on a person’s association with a person or group with one or more of these actual or perceived characteristics, in any program or activity. Iftin Charter School is a tuition free public charter school.

## Student Computer and Internet Use Agreement

Please read Iftin Charter School's "**Computer and Internet Use Agreement**" before signing this document. This is a contract and must be signed before you will be given access to IFTIN's network and technological resources.

### Reference: Student Handbook/ Computer and Internet Use

I understand and will abide by the above terms and conditions for access to networks and technology resources (e.g., computing hardware, software, electronic information systems, etc.) users must act responsibly and maintain the integrity of the network policy.

I understand access to and use of school's Computer Network is a privilege for the sole purpose of supporting the school's educational mission.

I understand that the signatures at the end of this document are binding and indicate the parties who signed have read the terms and conditions carefully and understand their significance.

I understand my responsibility to comply with computer and Internet use of school, local state and federal laws and regulations. Access is a privilege that can be revoked due to misuse.

Any violation of these regulations is unethical and some actions could constitute a criminal offense. School disciplinary action will be taken against me, and appropriate legal action will be considered.

Student's Name: \_\_\_\_\_

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

---

## Parent/Guardian Network Responsibility and Web Media Release Contract

As the parent/guardian of this student, I have read the terms and conditions outlined in Iftin Charter School's "**Computer and Internet Use Agreement**". All relevant documents can be viewed on student handbook and our website: IFTINCHARTER.NET

If this student has access to the Internet in a setting other than school, I acknowledge that San Diego Unified and the IFTIN Board is not responsible for any material the student may access.

I hereby give my permission for the student named above to have access to IFTIN's Network and technology resources, and have their picture or school work published (separately) on the school's website.

Parent/Guardian (print): \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## ACKNOWLEDGMENT AND RECEIPT OF IFTIN HOME HANDBOOK

- I have received a copy of the ICS Home Handbook. I understand that I am to read and become familiar with the contents and agree to abide by all policies and procedures set forth in this handbook as a condition of enrollment at Iftin Charter School. If I have questions, I understand that I should talk to the Principal, Ms. Amal Hersi.

Parent/Guardian Name (Please Print)		Date
Student's Name	Grade	Signature

Parent/Guardian Signature: \_\_\_\_\_