

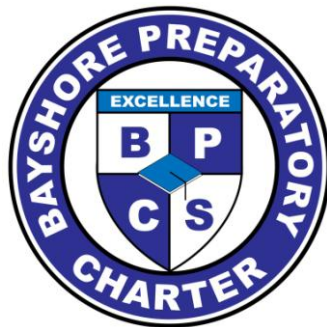
# Student/Parent Handbook 2015-2016

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This handbook is not inclusive of ALL Bayshore Prep policies. Use this handbook in conjunction with the Behavior Code and Annual Packet for a more complete view of policies. Contact Bayshore Prep if you have any questions or concerns regarding policies.

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***“A SCHOOL OF CHOICE WHERE YOU HAVE A CHOICE”***

## MISSION STATEMENT

Our mission at Bayshore Preparatory Charter School (BPCS) is to educate K-12 students through a rigorous college prep curriculum in a flexible, student-centered learning environment. Our goal is to actively partner with students, parents, and the community to support students' academic success and personal goals.

## SCHOOL OBJECTIVES

BPCS's personalized learning program is an alternative to the traditional classroom program. Assigned work follows the California State Standards for each grade level. The education program offered in grades K through 12 includes a course of study that provides an opportunity to meet the requirements necessary for post-secondary admission into advanced learning programs. BPCS offers a rigorous college prep curriculum and is fully WASC accredited. BPCS complies with all applicable state and federal laws regarding independent study instruction.<sup>1</sup>

Students are assigned a teacher who evaluates the course assignments and provides appropriate assessments. These assessments will be evaluated for a percentage grade (i.e.: A=90%-100%, B=80%-89%, C=70%-79%, D=60%-69% and F=59% or below.)

On a regular basis, consistent with the written Personalized Learning Master Agreement, the assigned teacher, student, and parent evaluate the educational program of the student. The assigned, credentialed teacher has the final authority regarding the educational program of the student, with the exception of students who qualify for special education services whose services and outcomes will be determined by an Individual Education Plan (IEP) team, pursuant to state and federal laws.

## ENROLLMENT PROCEDURES

Enrollment packages must be completed in full prior to the student's enrollment appointment.

In addition to the completed enrollment packet, all students must bring a copy of the student's birth certificate, one document that verifies proof of residency, and proof that all state required immunizations are up to date prior to admittance. Per California Health and Safety Code 120335, the following are diseases for which immunizations shall be documented:

Diphtheria	Varicella (chickenpox)	Rubella	Tetanus
Hepatitis B	Poliomyelitis	Measles	Pertussis (Tdap)

For high school students, it is the parent/student's responsibility to provide a transcript and official withdrawal form (and applicable withdrawal grades) from the previous school **PRIOR** to enrollment. BPCS will request an official transcript from the previous school when the student is officially enrolled.

**Parents and students need to inform the school office of any changes that occur during the school year regarding addresses, telephone numbers, email addresses, or alternate emergency contact persons.**

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<sup>1</sup> Education Code Sections 5174.5-5174.9.

## **SPECIAL EDUCATION STUDENTS AND STUDENTS WITH DISABILITIES**

BPCS shall comply with all applicable State and Federal laws in serving students with disabilities.<sup>2</sup>

No individual with exceptional needs, as defined in Education Code Section 56026, may participate in independent study, unless his or her individualized education plan (IEP) specifically provides for that participation.<sup>3</sup> Students entering BPCS with an active IEP may only be enrolled with an interim placement until an IEP meeting is held to determine whether personalized learning/independent study is an appropriate placement.

## **PUBLIC SCHOOL ATTENDANCE ALTERNATIVE**

No student may be required to attend BPCS. Students who reside within SMUSD who choose not to attend BPCS may attend a school within SMUSD according to SMUSD policy or at another school district or school within SMUSD through SMUSD's intra- and inter-district policies. Parents and guardians of each student enrolled in BPCS will be informed on admission forms that the students have no right to admission in a particular school of any local education agency as a consequence of enrollment in BPCS, except to the extent that such a right is extended by the local education agency.

BPCS's Personalized Learning Program is an optional educational alternative that no pupil is required to participate in. Instruction may be provided to a student who is referred or assigned to independent study.<sup>4</sup>

**Charter schools are one option within the public school system and may not be appropriate for all children.**

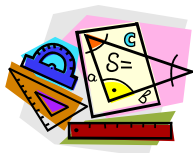
## **ACADEMIC STANDARDS AND PROCEDURES**

BPCS offers curriculum that prepares students for entrance into college. We offer a diploma that meets all of the requirements of the State of California and enables the student to be enrolled in a wide array of colleges, universities, and other institutions that require a high school diploma.

## **COURSE OFFERINGS**

Our classes consist of core curriculum and electives. Students have their records/transcripts evaluated and take assessment tests to determine the appropriate level of instruction. The order in which the instruction is offered is purposely done to maximize learning.

BPCS offers the required core classes necessary to meet all State Standards and graduation requirements according to California State law.



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<sup>2</sup> Section 504 of the Rehabilitation Act, the Americans with Disabilities Act and the Individuals with Disabilities in Education Act 2004, California Education Code, Part 3b.

<sup>3</sup> Education Code Section 51845

<sup>4</sup> Education Code Sections 48915 or 4891.7

BPCS has submitted and received course approval for the following University of California A-G courses:

• Geography	• Common Core Algebra 1
• U.S. Government	• Common Core Algebra 2
• U.S. History	• Common Core Geometry
• World History	• Common Core Pre-Calculus
• Common Core English 9	• Earth Science with lab
• Common Core English 10	• Biology with lab
• Common Core English 11	• Chemistry with lab
• Common Core English 12	• Spanish 1*
• Art 1	• Spanish 2*
• Economics	• French 1*
• Psychology	• French 2*
• Sociology	• Reflections of the Holocaust

Additional classes may be added after printing. See website for a complete and up-to-date list. \*approval pending

## **GRADUATION REQUIREMENTS**

Students are required to successfully complete 230 credits for graduation. The following subjects and credits are requirements for graduation.

<b>Subject</b>	<b>Credits Class of '14 &amp; '15</b>	<b>Credits Class of '16 and future classes</b>	<b>UC/CSU: A-G requirements</b>
ENGLISH	40	40	40
WORLD HISTORY/GEOGRAPHY	20	10	10
U.S. HISTORY	10	10	10
U.S. GOVERNMENT	5	5	5
ECONOMICS	5	5	5
MATH <sup>5</sup>	20	30	30
PHYSICAL EDUCATION	15	15	n/a- state req. 15
HEALTH	5	5	n/a- state req. 5
PHYSICAL SCIENCE	10	10	10
LIFE SCIENCE (Biological)	10	10	10
VISUAL/PERFORMING ARTS OR FOREIGN LANGUAGE	10	10	10 VAPA 20 Foreign Language
ELECTIVES	80	80	10 + 50
<b>TOTAL</b>	<b>230</b>	<b>230</b>	<b>230</b>

## **TRANSCRIPTS**

A high school transcript must be requested at least two weeks prior to the date that it is needed. A parent or student may request a transcript by submitting a Transcript Request Form. If the

<sup>5</sup> California legislation has mandated Algebra I and passage of the high school exit exam (CAHSEE) as a graduation requirement.

transcript is to be sent officially to another school or university, the address of the institution must be included.

### **GRADUATION CEREMONY**

BPCS facilitates a graduation ceremony in June for all graduating seniors. Each Graduation Ceremony celebrates the graduating students and their families. BPCS invites graduating seniors to be candidates for delivering a speech during the graduation ceremony.

### **ATTENDANCE AND CREDIT**

Students must attend school on their scheduled day and time. Independent Study Students who wish to reschedule their appointments, but do not have valid documentation, may not be allowed to reschedule. The student's attendance is based on turning in completed homework assignments at the scheduled meeting; failure to do so will be considered an absence, thus, subject to local truancy laws. In the Independent Study program, students are expected to meet weekly with a credentialed teacher for a minimum of one hour. Additional attendance may be required to support student learning, as directed by the credentialed teacher. In the Blended Learning program, students are expected to be on site four (4) days a week for predetermined, established times.

Students may attend school more often than their scheduled day and time for additional assistance, studying, or tutoring. Please remember the student's assigned teacher may not always be available at these additional attendance sessions to offer the one-on-one assistance that the student's weekly appointment provides. Each core teacher has a day reserved for additional instruction for both groups of students and individuals.

When the student leaves the school during the day, BPCS is no longer liable for the conduct or safety of that student.

**A student will be considered truant if s/he is not regularly attending school.**

### **CONCURRENT COLLEGE ENROLLMENT**

High school students in good standing and who are interested in concurrent enrollment in college classes must receive administrative approval to enroll in these classes. Approved courses taken at the college level are given full college credit and can be transferable for appropriate high school credit. A typical two-three (2-3) unit college course will count as five (5) credits of high school study, and a four-five (4-5) unit college course will count as ten (10) credits of high school study.

Each community college has a concurrent enrollment form for high school students. All forms must be submitted to the Executive Director for approval, **prior** to enrolling in a college course.



## STATE REQUIRED TESTING

BPCS follows the rules and procedures for all State-required testing.

Each student in appropriate grade levels<sup>6</sup> has an opportunity to demonstrate their learning through the California Standardized Testing and Reporting (**STAR**) and the California Assessment of Student Performance and Progress (**CAASPP**) tests that takes place in the spring of each year.

The California high school exit exam (**CAHSEE**) will be offered according to State testing guidelines. Students who have not passed one or both sections of the CAHSEE during tenth grade will be offered the opportunity to continue to test. In addition, supplemental instruction will be available to assist with test prep.

The California English Language Development Test (**CELDT**) is required of all English Language Learners and is administered in September and October.

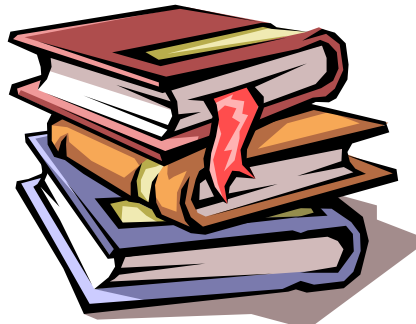
The Physical Fitness Test (**PFT**) is administered to 5<sup>th</sup>, 7<sup>th</sup>, and 9<sup>th</sup> graders between February and May.

The school will follow state and federal guidelines for accommodations and modifications of all tests deemed necessary for students with exceptional needs as determined by the IEP team.

**All students, as determined and required by the state, will take applicable tests such as STAR, CAASPP, CAHSEE, PFT, and CELDT.**

## ASSESSMENTS

Our instructors are required to assess their students often. Every time a student finishes a credit, the student will be assessed to demonstrate his/her ability to move forward academically. At enrollment, all students are assessed in Language Arts, Reading, and Math. The students will reassess upon completion of a semester course in each of these subjects to assess what the student has learned during the course.



## TEXTBOOKS AND SUPPLEMENTAL MATERIALS

BPCS will provide textbooks and supplemental materials for the students' use. If these materials are lost or abused, the student will be charged a replacement cost. The transfer of transcripts and Cume files from other schools may be delayed due to lack of book recovery and fees.<sup>7</sup>

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<sup>6</sup> As determined by the California Department of Education.

<sup>7</sup> Per EC 48904(b)



## **WORK PERMITS**

High School students who are 16 years or older and in good academic standing are eligible to apply for a work permit. Work permit information and forms can be obtained at the front desk. These forms and instructions require the attention of both the parent and student. Please note: To be eligible for a work permit, a student must be in good academic standing with the school. The permit is only good for a specific period of time and will be revoked if the student does not remain in good standing with the school.

BPCS offers Work Experience Education (WEE) that allows students to earn elective credits while employed. Please see your supervising teacher for details.

## **SCHOOL POLICY AND PROCEDURES**

BPCS has the right and responsibility to control access and activities to ensure the safety, physical, and mental well-being of those on campus. Please remember that you, as a student, have enrolled subject to the following conditions. See **BPCS's Behavior Code** for more policies.

### **School Supplies**

- It is the responsibility of the student to provide his/her own pencils, pens, and other supplies for his/her own personal use.

### **School Environment**

- The school is an alcohol, tobacco, drug, and weapon-free environment. The student understands that his/her teachers cannot administer nor provide non-prescription or prescription medications.
- As deemed appropriate, food may be permitted in the educational areas.
- Only beverages with a cap or lid are permitted in the educational areas.
- Loitering is not permitted in or near the school area.
- Cell phones are to be turned off or in airplane mode when the students are in the educational areas.
- The school telephone, provided in the reception area, is not for personal use. However, students needing to make transportation arrangements or with emergencies may use the telephone.

### **Student Behavior**

- The student's behavior must be appropriate or the student will be asked to leave or possibly be dropped from enrollment, depending on the nature of the problem. In the event of any direct threat, violent act, possession of any weapon, narcotics, illegal substance, or any other act considered illegal by the State of California, the student will be suspended and/or expelled from BPCS, and legal charges may be filed against the student. In the case of a student with exceptional needs who has an individualized educational program an IEP team meeting would take place to determine if a change of placement is necessary for the student.

### **Dress Code**

- Students should come appropriately dressed to school.
- Attire that is considered immodest, revealing, gang related, vulgar, or that mocks others on the basis of race, gender, religion, color, or national origin is prohibited.
- Students may be required to wear a uniform as determined by the Governing Board.



## **Suspension/Expulsion**

- A student may be suspended or expelled for the use of language, gestures or actions that are crude, indecent, and obscene or that directly or indirectly contributes to sexual harassment.
- In the case of a student with exceptional needs who has an individualized education program and finds himself or herself suspended and facing expulsion for violations of Education Code 48900, he or she can expect the following steps as part of the due process: suspension conference, parent notification of suspension, parent notification of recommendation for expulsion, IEP meeting, determination of manifestation of identified disability, meeting with a hearing officer, an expulsion hearing by an administrative panel, a decision recommendation and a final decision.
- A student may be suspended or expelled for vandalism.<sup>8</sup> Also the student understands that s/he may be suspended or expelled for demonstrating excessive physical affection on campus. This includes kissing, embracing, or inappropriate touching. This also applies to a student with exceptional needs who has an individualized education program.

## **Safety drills**

- Students will participate in all safety drills and will familiarize themselves with the emergency escape plan posted at the school.

## **Cheating**

- All assignments should be completely free of plagiarism. Plagiarism is defined as “copying another person’s work and representing it as your own, without providing direct reference to the author, original print source, or website.” Be sure to ask your teacher if you have questions regarding citing sources. BPCS teachers have web tools available to check for student plagiarism.
- Any discovered incidents of plagiarized work will result in a zero for the assignment(s) and may result in immediate removal from BPCS.

## **INTERNET CODE OF CONDUCT POLICY**

Access to the Internet has been provided to students for their educational benefit. The Internet allows students to connect to information resources around the world. Every student has a responsibility to use the Internet in an appropriate and productive manner. To ensure that all students are responsible and productive Internet users, the following guidelines have been established for using the Internet.

**Students are prohibited from using BPCS’s computers and Internet services for any non-academic purposes.**

### **Acceptable Uses of the Internet**

While at BPCS, student use of the Internet is for educational purposes only. Students should use the Internet in a responsible, ethical, and lawful manner. Appropriate databases may be accessed for educational information as needed.

### **Unacceptable Use of the Internet**

The Internet should not be used for personal gain or advancement of individual views. Use of the Internet for personal and inappropriate purposes including, but not limited to, downloading

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<sup>8</sup> Education Code 48900

music, visiting pornographic websites, Facebook, chat sites, social networking, etc. is strictly prohibited and will result in school disciplinary action and/or legal action.

### **Software**

To prevent computer viruses from being transmitted through the system there will be no unauthorized downloading of any software.

### **Copyright Issues**

Copyrighted materials belonging to entities other than BPCS may not be downloaded, and students are not permitted to copy, transfer, rename, add, or delete information or programs belonging to others unless given written permission to do so by the owner of the materials or programs.

Failure to observe copyright or license agreements may result in disciplinary action from BPCS or legal action by the copyright owner.

### **Security**

BPCS reserves the right to access and monitor all messages and files on the computer system. Internet messages are public communication and are not private. All files and communications including text and images can be disclosed to law enforcement or other third parties without prior consent of the sender or receiver.

### **Harassment/Bullying**

Harassment or bullying of any kind is prohibited. No communications, either personally or online, with derogatory or inflammatory remarks about an individual or group's race, religion, national origin, physical attributes, or sexual preference will be tolerated. Any discovery of harassment of any kind may lead to removal from BPCS.

### **Violations**

Violations of any guidelines listed above may result in disciplinary action up to and including permanent disengagement from BPCS. If necessary, BPCS will advise appropriate legal officials of any illegal violations.

## **RELEASE OF STUDENT INFORMATION**

The school does not release information or records concerning a student to non-educational organizations or individuals without parent consent except by court order, receipt of a lawfully issued subpoena, or when otherwise allowed by law. The following categories of directory information may be made available to various persons, agencies, or institutions unless the parent or guardian notifies the school, in writing, not to release such information:

Name, address, telephone, date and place of birth, major field of study, class schedule, class roster, photographs, participation in officially recognized activities and sports, weight, and height of members of athletic teams, dates of attendance, diplomas and awards received, and most recent previous educational institutions attended.<sup>9</sup>

## **ATTENDANCE/TRUANCY**

It is unlawful for any minor under the age of eighteen (18) years, who is subject to compulsory education or compulsory continuation education to loiter, idle, wander, or be

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<sup>9</sup>Ed Code ~49060 et seq., 20 U.S.C., 1232g, 34 C.F.R. ~99.7



in or upon the public streets, highways, roads, alleys, parks, playgrounds, public places, public buildings, places of amusement and eating places, vacant lots or any unsupervised place during the hours of 8:00 a.m. and 2:00 p.m. on days when school is in session.<sup>10</sup>

If the student is absent for a total of three (3) unexcused appointments, consecutive or otherwise, or misses three (3) assignments in a semester, as per board policy, an evaluation will be made to determine whether personalized learning is an appropriate academic placement for the student.

For a student with exceptional needs who has an individualized education program, an IEP meeting will be held to make any necessary change of placement. If a student is dropped for absenteeism and later readmitted, s/he may be permanently dropped from BPCS if s/he misses one (1) or more appointments.

Students under 18 years of age will be referred back to their former school. Students 19 years of age or older will not be able to reinstate or resume schooling at BPCS, due to recent California legislation.

### **WITHDRAWAL PROCEDURES**

Any student desiring to transfer to another school is required to return all textbooks and materials, complete a withdrawal form and complete a transcript request form if applicable. Students under 18 years of age will need a parent to accompany them during the withdrawal process. Exit grades and transcripts may be available 24 hours after receipt of a signed withdrawal form. A BPCS student **may not legally enroll** at another public school unless they have formally withdrawn from BPCS.

In the case of an individual with exceptional needs who has an individualized education program, an IEP meeting will be held to determine the change of placement.

### **SCHOOL ADVISORY COMMITTEE**

BPCS has a school advisory committee that represents all of the stakeholders in the school. This committee can consist of up to seven (7) members: three (3) parents of enrolled students, one (1) certificated teacher, one (1) classified staff member, one (1) student, and the Director. The Committee is responsible for making recommendations to the Board of Directors in relationship to school programs and policies. The Committee welcomes ideas and recommendations from parents and students.



<sup>10</sup> Ordinance 1080 1 (part), 1995

## GOVERNING BOARD MEETINGS

BPCS's Governing Board is the governing body of the charter school in accordance with the charter document. Teachers and parents are welcome to attend Governing Board meetings.

Meetings are held once a month on the second Tuesday of the month, as posted. The agenda is posted at the main school entrance and on the school website. If a parent would like to address a topic before the board, he/she must complete and submit a comment card prior to the commencement of the Board meeting. Comment cards are available upon request or prior to the board meeting.



**BAYSHORE PREPARATORY**

A Tuition Free K-12 California Charter School ®

**[www.bayshoreprep.org](http://www.bayshoreprep.org)**

***“Today’s Choice for Tomorrow’s Future”***