



STUDENT-PARENT HANDBOOK

Building our School Culture and Expectations

2018/2019 School Year

Within this Student-Parent Handbook, the word “parent” is intended to apply to any caregiver of students enrolled at Trade Tech, including but not limited to parents, guardians, grandparents, aunts, uncles, foster parents, stepparents, etc.

With this Handbook, the word “Advisor” is used to describe a ‘highly qualified’ teacher. Each Advisor will be responsible for up to twenty (20) students in their Advisory. The Advisor will work with each student and his/her parents to develop a Personal Learning Plan (PLP) and will use the PLP to drive decisions about how to personalize learning to meet each student’s unique needs. Each Advisor will work collaboratively with Advisors with other subject-specific credentials to ensure that students get the support needed in each academic content area.

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WELCOME TO TRADE TECH!

Welcome to the 2016-2017 school year! This handbook is your initial guide to North County Trade Tech High School (NCTT). It will show you what we expect of our students and any changes in the rules or laws over the past year. It will also tell you where to go for help. Have a wonderful school year!

MISSION OF TRADE TECH HIGH SCHOOL

To graduate students with a strong blend of academic and workforce competencies necessary for future success in post-secondary education and in the 21st century workforce.

A SNAPSHOT OF TRADE TECH'S PERSONALIZED LEARNING MODEL

Trade Tech accomplishes its goal of personalized learning through a focus on the **3 R's** – **Relationship, Relevance** and **Rigor** to ensure that all students graduate ready for success in life, college and careers.

Relationship: Trade Tech's highly supportive advisory system is designed to build healthy relationships and create a safe and nurturing learning community. Each student will be treated as an individual – *No Child Left Unknown*. Advisors will use a facilitative/coaching style to support students in accomplishing their goals.

Relevance: Relevance begins with Trade Tech's commitment to personalize learning through the development of a **Personal Learning Plan (PLP)** for each student. The PLP will reflect an understanding of each student based on diagnostic assessment of academic skills, preferred learning styles, an understanding of how each student likes to engage with people and tasks, self-perceptions of the degree to which their school experience has promoted student choice, engagement, goal orientation, sense of belonging, and overall optimism and sense of control over their future. Learning through real-world projects and in the context of the building and construction industry will provide students with an answer to the age-old question, "Why do I need to learn this?"

Rigor: Rigor will increase as students increase their ability to clearly articulate expectations for their academic performance and can share where they are on their journey to achieving their goals. Advisors will use a student's PLP as a tool to inform the design of just the right complement of teaching and learning strategies, increasing rigor and ensuring that all students are prepared for life, college and careers. PLPs will inform a student's engagement in real-world projects, academic content seminars customized to meet the specific needs of students, workshops to support *learning how to learn*, and remediation and enrichment to accelerate success and challenge each student to reach his/her full potential. PLPs will help students and Advisors work together to develop goals for a specific period of time: month, semester, year, school experience; and then plan every step needed to guarantee that student's success. PLPs will be a living document that will be monitored on an ongoing basis and modified to meet the changing needs, interests and priorities of a student over time.

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STUDENT, PARENT & STAFF EXPECTATIONS

All members of the North County Trade Tech High School learning community – students, parents, staff and volunteers - work together to achieve the school’s mission. As members of the community, each group must fulfill their expectations.

Student Expectations

Each student is required to meet or exceed the following benchmarks:

- Maintain 95% attendance ratio, including tardies
- Participate in all Trade Tech testing and state testing programs,
- Adhere to all policies at Trade Tech, including: academic, behavior and attendance policies
- Be On Time
- Be Productive
- Be Prepared
- Be Quiet (relative to the task you are doing)
- Be Respectful
- Food and Drink is not permitted in any classroom (clear water bottles okay)
- Hoods and Hoodies shall not be worn in the buildings
- Earbuds/headphones will be put away and out of sight during the school day. They are permissible before and after school and at lunch time. In some cases, a teacher may allow them to be used for classroom activities.
- Cell Phones/Handheld Electronics should remain off during classes or passing periods, unless expressly allowed by the teacher. If you leave the room, the phone should be off and put away.

Parent Expectations

Parents are the most important aspect in a child’s education. Parents/Guardians of Trade Tech students are expected to:

- Work with school to notify in advance of an absence, clear all absences and complete Independent Study forms before an absence occurs,
- Be actively involved in the student’s learning
- Work to have student attend school daily and on time
- Monitor their student’s progress
- Support the expectations of the school and staff
- Complete all school paperwork in a timely fashion
- Be respectful towards all students, parents and staff at Trade Tech
- Read and understand the Student Handbook and General Standards, Policies and Uniform Complaint Procedure

Staff Expectations

Trade Tech staff recognizes that they serve a diverse population of students who have individual learning styles and abilities. Trade Tech staff are expected to:

- Create and maintain an effective and safe learning environment for students
- Communicate with parents as appropriate and keep online grading system and webpage updated
- Create an instructional culture that fosters academic progress and rigor
- Plan, design and implement positive learning experiences for all students
- Engage and support all students in learning

AGE OF LEGAL STATUS FOR SCHOOL RECORDS

Parents **MUST** sign all school documents regardless of the student's age. An 18 year old or older student only has the rights and privileges to sign if they are not living at home with parents or guardians.

This list is not inclusive but an example of occurrences and includes:

- Clearing Absences,
- Excusing Absences,
- Clearing for early dismissals,
- Clearing for late arrivals,
- Signing permission forms,
- Signing school documents.

STUDENT LEARNING OBJECTIVES

Academic Excellence:

Through rigorous instruction and hands-on experiences, students will gain the knowledge and skills necessary to become critical thinkers and life-long learners who can adapt to a rapidly changing world.

Critical Thinking and Problem Solving:

By engaging in real world problem solving, students will gain the skills and knowledge necessary to compete in the 21st century global economy.

College and Career Preparation:

With intentional discussions and relevant opportunities, students will plan and prepare for life beyond high school and acquire skills for continued education.

Productive Citizenship:

Students will develop a greater sense of their standing as a contributing member of a local and global community.

Effective Communication:

Implementing a variety of individual and collaborative formats, students will work effectively to express academic and creative concepts in coursework and on schoolwide projects.

GRADING STANDARDS

Teachers develop their own standards and scales for grading in their classes. The school promotes a consistent grading policy and works to counter “grade inflation” by defining what the work should represent in general to be acceptable for specific grades.

A (Excellent)

- Greatly exceeds expectations and develops in a consistently excellent manner.
- Organizational is evident and clear.
- Work is generally free from errors.

B (Good)

- Exceeds expectations
- Organization good, but could be clearer.
- Work is generally free from errors.

C (Acceptable)

- Meets expectations but does not go beyond them.
- Organization is generally logical.
- Work contains only minor errors, if any.

D (Deficient)

- Does not meet expectations or the terms of the assignment on one or more dimensions.
- Organization may be unclear.
- Work contains many errors.

F (Unacceptable)

- Fails to meet expectations.
- Organization may be unclear.
- Work contains many errors.
- Insufficient development for the requirements of the assignment.
- An assignment at this level may be difficult, frustrating, or confusing to read or follow.
- **A paper will receive an "F" if it is plagiarized in whole or in part.**

HIGH SCHOOL DIPLOMA

Students who are able to complete grade level core curriculum work can earn a high school diploma.

Students must meet the requirement for earning a diploma including:

- 3 years of English (Grades 9, 10, 11)
- 2 years of Mathematics (One must be Algebra 1 or Integrated Math 1)
- 2 years of History (World, US)
- 1 semester of Civics (12th grade)
- 1 semester of Economics (12th grade)
- 2 years of Science (must include Lab Biology)
- 2 years of PE (1 must be in H.S. courses, 1 can be Personal PE)
- 1 year of Fine Arts or Foreign Language (CTE can meet this requirement)
- 1 year of Construction or Engineering
- 1 year of Personal Finance
- Complete a minimum of 220 credits including all above courses

CERTIFICATE OF COMPLETION

Students who require modified instruction below their grade level can earn a certificate of completion.

With a Certificate of Completion, students must still meet the requirement of 220 credits. However, students are not expected to meet all the requirements of a diploma. The intent of the Certificate of Completion is to award a document to a students with special needs who completes the public education program as prescribed by their IEP. A student's plans for completion are designed and agreed upon by the IEP team.

There are many aspects that need to be considered when determining which path is appropriate for individual students. The IEP team considers each student's academic ability, strengths, weaknesses, needs, and goals for adulthood.

The more a student's instruction is modified, the further the student is from satisfying the diploma requirements.

FOUR-YEAR COLLEGE AND UNIVERSITY ADMISSION REQUIREMENTS

Every college or university maintains their own requirements for admission. Students and parents should research and review the institutes of higher learning that they and their child are interested in. Timelines for taking SAT and ACT exams vary between campuses and students and parents should review them to make sure they do not miss important deadlines.

The a thru g requirements used by most UC campuses have become a standard for the minimum guidelines to qualify for admission. Please note that these are just guidelines. Each campus sets its own policies.

Many four-year universities have community involvement standards as well. Please make certain you understand ALL requirements to qualify for the institute desired.

These requirements are not graduation requirements.

Below are the current UC a thru g requirements:

- **History/social science (“a”)** – *Two years*, including one year of world history, cultures and historical geography and one year of U.S. history, or one-half year of U.S. history and one-half year of American government or civics.
- **English (“b”)** – *Four years* of college preparatory English that integrates reading of classic and modern literature, frequent and regular writing, and practice listening and speaking.
- **Mathematics (“c”)** – *Three years* of college-preparatory math, including or integrating the topics covered in elementary and advanced algebra and two- and three-dimensional geometry.
- **Laboratory science (“d”)** – *Two years* of laboratory science providing fundamental knowledge in at least two of the three disciplines of biology, chemistry and physics.
- **Language other than English (“e”)** – *Two years* of the same language other than English or equivalent to the second level of high school instruction.
- **Visual and performing arts (“f”)** – *One year* chosen from dance, music, theater or the visual arts.
- **College-preparatory elective (“g”)** – *One year* chosen from the “a-f” courses beyond those used to satisfy the requirements above, or courses that have been approved solely in the elective area.

GENERAL STANDARDS, POLICIES AND UNIFORM COMPLAINT PROCESS

This is a separate document available on our website at www.tradetechhigh.org in the AboutUs/SchoolBoard section or in the school office.

The topics covered are as follows:

EDUCATIONAL RECORDS AND STUDENT INFORMATION POLICY

HEALTH EXAMINATIONS AND IMMUNIZATIONS POLICY

OTHER HEALTH-RELATED POLICIES

FREEDOM OF EXPRESSION POLICY

FREEDOM OF EXPRESSION PROCEDURES

STUDENT COMPLAINTS POLICY

SEXUAL HARASSMENT POLICY

SEXUAL HARASSMENT PROCEDURES

DISCRIMINATION, HARASSMENT, INTIMIDATION AND BULLYING PROCEDURES

DISPUTE RESOLUTION PROCESS

CONFLICT RESOLUTION STRATEGIES

STUDENT SUSPENSION AND DISMISSAL POLICY

VOLUNTEER POLICY

CODE OF CONDUCT POLICY

STUDENT ORGANIZATIONS & CLUBS POLICY

STUDENT INTERNET USE POLICY

UNIFORM COMPLAINT PROCEDURE

ATTENDANCE POLICY

Tardy to School

Students are required to check in at the attendance office when arriving late to school. Any student without a note from a parent may be assigned a detention and the tardy will be considered a truancy. Three tardies in the same grading period, regardless of the reason, will be considered one day of absence.

Early Release

If you know your student needs to be excused early, please notify the office in advance with a signed note detailing the reason why and stating your relationship to the student. An early dismissal counts in the attendance policy as a tardy or absence, depending upon the amount of class missed. Up to 15 minutes counts as a tardy, 15 minutes or more is considered an absence from that class.

Cleared Absences vs. Truancy

All absences must be cleared by a parent or guardian within 3 days (see Method of Verification below). Any absence not cleared will be considered a truancy. Clearing an absence does not make it "Excused", see below.

Excused Absences

Absence from North County Trade Tech High School will be excused only for health reasons, family emergencies and justifiable personal reasons, as permitted by law or school policy. A student's absence will be excused for the following reasons:

1. Personal illness;
2. Quarantine under the direction of a county or city health officer;
3. Medical, dental, optometric, or chiropractic appointments;
4. Attendance at funeral services for a member of the immediate family:
 - a. Excused absence in this instance will be limited to one day if the service is conducted in California or three days if the service is conducted out of state.
 - b. "Immediate family" will be defined as mother, father, grandmother, grandfather, spouse, son, son-in-law, daughter, daughter-in-law, brother, sister or any relative living in the student's immediate household.
5. Jury duty in the manner provided by law;
6. Participation in religious instruction or exercises in accordance with school policy:
 - a. In such instances, the student will attend at least the minimum school day.
 - b. The student will be excused for this purpose on no more than four school days per month.

In addition, a student's absence will be excused for the following justifiable personal reasons. Advance written request by the parent and approval of the principal or designee will be required for absences for:

1. Appearance in court;
2. Attendance at a funeral;
3. Observation of a holiday or ceremony of his/her religion;
4. Attendance at religious retreats for no more than four hours during a semester;
5. Employment interview or conference.

In addition, if a student is the custodial parent of a child, his/her absence will be excused when the child is ill or has a medical appointment during school hours. After 3 absences, a doctor's note may be required.

Excessive Attendance Issues

NCTT is a project-based, hands-on school. Attendance is critical to your child's success. If the total number of days in school during any grading period falls below 90%, the student may be placed on an attendance contract through the end of the following grading period. If improvements in attendance are not reached under the terms of the contract, your child may be referred to a SARB (School Attendance Review Board) panel, dismissed from NCTT at the end of the grading period, or placed on Independent Study to complete a grading period prior to dismissal. A meeting will be scheduled with the parent and child to review the conditions of the contract. The meeting notice will be mailed out if a parent is not available by phone. Failure to attend that meeting will be noted and the contract will be put into full effect and a copy will be mailed home.

In addition to SARB, if a student has over 10 absences or 30 tardies, or any relative combination (3 tardies is one absence), in a semester, a student may be assigned a grade of "Incomplete" or "Fail" in that class until they have arranged to make up hours with the teacher during their "before or after school tutorial" time. This grade will be due to a lack of hours required to earn a grade in a classroom and/or a lack of work completed.

Method of Verification

When students who have been absent return to school, his or her parent must present a satisfactory explanation verifying the reason for the absence. The following methods may be used to verify student absences:

1. Written note from parent or guardian;
2. Conversation, in person or by telephone, between the verifying employee and the student's parent or parent representative. The employee will subsequently record the following:

- a. Name of student;
 - b. Name of parent or parent representative;
 - c. Name of verifying employee;
 - d. Date or dates of absence; and
 - e. Reason for absence.
3. Visit to the student's home by the verifying employee, or any other reasonable method, which establishes the fact that the student was absent for the reasons stated. A written recording will be made, including information outlined above.
 4. Physician's verification
 - a. When excusing students for confidential medical services or verifying such appointments, school staff will not ask the purpose of such appointments but may contact a medical office to confirm the time of the appointment.
 - b. When a student has had 10 absences in the school year for illness verified by methods listed in #1-#3 above, any further absences for illness must be verified by a physician. Failure to provide a doctor's note may result in referral to the SARB panel.

Insofar as class participation is an integral part of students' learning experiences, parents and students will be encouraged to schedule medical appointments during non-school hours.

Students in grades 9-12, regardless of age, should not be absent from school without their parents' knowledge or consent except in cases of medical emergency or confidential medical appointment.

Student absence for religious instruction or participation in religious exercises away from school property may be considered excused subject to administrative regulations and law.

Unexcused Absences/Habitual Absences/Truancy for Classroom Based Attendance

Unexcused Absences and Tardies include, but are not limited to: absences that are not cleared, vacation, no ride, late getting up, car trouble, etc.

Truancy is any unexcused absence. The Principal, or designee, will implement positive steps to reduce truancy. Students who are habitual truants or habitually insubordinate or disorderly during attendance at School may be referred to the appropriate law enforcement agency as well as other school attendance consequences.

When the student's attendance problems cannot be resolved or the student and parent have failed to respond to directives to correct the problem, a student who has been classified as truant or habitually absent may be referred to a SARB panel (School Attendance Review Board), district attorney or probation officer for truancy mediation. Further, the SARB or probation officer may request a juvenile court petition on behalf of the student. In most cases, the SARB process referral will typically require dismissal from Trade Tech, as determined by site administration.

A student's grades may be affected by excessive unexcused absences in accordance with Board policy.

1. Students will be classified as truant if absent from school without a valid excuse three full days in one school year, or tardy or absent for more than any 30-minute period during the school day without a valid excuse on three occasions in one school year, or any combination thereof. Such students will be reported to the Principal or designee.
The parent of a student classified as a truant will be notified of the following:
 - a. The student is truant;
 - b. The parent is obligated to compel the student to attend school;
 - c. The parent who fails to meet this obligation may be guilty of an infraction of the law and subject to prosecution;
 - d. The parent has the right to meet with appropriate school personnel to discuss solutions to the student's truancy;
 - e. Alternative educational programs are available through the School;
 - f. The student may be subject to arrest by a probation officer, a peace officer, a school administrator, an attendance supervisor or his/her designee under Education Code 48264 if found away from home and absent from school without a valid excuse;
 - g. The student may be subject to suspension, restriction or delay of his/her driving privilege; and
 - h. It is recommended that the parent accompany the student to school and attend classes with the student for one day.
2. Upon his/her third truancy, a student/parent may be given a written warning by the school principal. A record of this warning may be kept at school for at least two years or until the student graduates or transfers from the school. If the student transfers, the record may be forwarded to the new school.
3. Upon his/her 6th truancy within the same school year, a student/parent may be given a second written warning by the principal.
4. Upon his/her 9th truancy within the same school year, a student/parent may be referred to, and required to attend, an attendance review board. This referral may require dismissal from the school as determined by site administrator. One outcome of this review board may be to turn the case over to the county district attorney.
5. If a student in grades 9-12 has been judged by the county juvenile court to be a habitual truant or habitually insubordinate or disorderly at the School, or if a student has been required by the court to attend school as a condition of probation, the School will inform the juvenile court and the student's probation or parole officer, within 10 days, whenever that student is insubordinate, disorderly at school, or truant or tardy without a valid excuse.

INDEPENDENT STUDY (Short term only)

Trade Tech High School does not offer an independent study option in place of physical school attendance.

A parent or guardian may request a short term independent study form if they know their child will be absent from school. These are only valid for up to 10 school days. These agreements will allow teachers to provide work to help student maintain academic progress. As a result, the absences do not reflect on the student's record. Some classes will require students to stay after school or come to school early to make up projects or hands-on instruction.

STUDENT DRESS CODE POLICY

General Guidelines

North County Trade Tech High School (Trade Tech) recognizes the need for students of the school to dress appropriately. Trade Tech is committed to protecting the health, safety, and welfare of the students, and believes that appropriate dress and grooming contribute to a productive learning environment. Trade Tech's decision to adopt **'business casual'** attire is important as business partners and representatives from business and industry are regular visitors at Trade Tech and students will be going to various job sites throughout the school year. Students who repeatedly violate the Student Dress Code Policy may be subject to discipline, including suspension and dismissal from school. Students in violation of the dress code will be expected to remedy their violation immediately, prior to returning to classes.

All clothing must be neat, clean, in good repair, and must fit properly. Inappropriate apparel includes any clothing that compromises safety or is offensive, disruptive and/or distracting to the school environment and instructional process. This includes all ripped or torn clothing. For example, if the sleeves are torn off a shirt.

Dress Code

- General Guidelines
 - ✓ Clothing should not be tight or sheer.
 - ✓ Undergarments should not be visible.
 - ✓ Clothing must cover the waistline.
- Tops:
 - ✓ Shirts that do not have inappropriate or offensive material printed on them (see examples below).
 - ✓ Tops shall not be overly revealing.
 - ✓ Tank tops are never appropriate at NCTT.
- Bottoms:
 - ✓ Style: Students may wear slacks, shorts, skirts or skorts; however, students may not wear baggy pants/shorts.
 - ✓ Shorts/skirts/skorts must be an appropriate length and must fit at the waist.
 - ✓ Sized to fit. Sagging is not permitted.
- Shoes: Closed toe only. No hee-lies or shoes with wheels on the bottom.
- Sun Protective Clothing: When students are out in the sun they may wear sun protective clothing, including hats and sunglasses; however, they are not to be worn inside the building.

- Sweatshirts: Hoods may never be worn with the hood over a student's head while inside a building.
- Accommodations for Cooler Temperatures: Students may wear jackets, sweaters and sweatshirts that comply with the general guidelines. No hoods will be allowed inside the building.
- Gang related: Any clothing identified by law enforcement agencies to be related to any gang will not be allowed to be worn. Students will be required to change into appropriate clothing or be subject to discipline policies.

Dress codes are reviewed and renewed as styles change and as students use clothes to make negative affiliations with outside groups or dress becomes a safety issue. **Administration reserves the right to alter or modify this dress code. Students will be adequately notified of any changes, additions or modifications to the present code.**

Examples of inappropriate dress include:

- Open back tops, halter-tops, tube tops, spaghetti tops, strapless tops, or any garment that causes disruption in the educational setting. This includes clothing which reveals the midriff, cleavage, buttocks or undergarments, torn garments, tank tops, see-through or fishnet clothing, clothing which is extremely tight or baggy.
- References or symbols of racial supremacy, discrimination of any kind, references to drugs, tobacco, or alcohol, sexually explicit messages, weapons, nudity, gangs, vulgarity, or violence.
- Clothing that promotes segregation or stereotyping of any kind.
- Clothing that is customized or identifies the wearer as a member of any organization that is not recognized by the school.
- Clothing promoting affiliation with off-campus groups marked in "tag" or graffiti style (typically Olde English) is not allowed.
- Hair nets, "do" rags or bandana print scarves of any color.
- Tattoos that depict anything prohibited in these rules must be covered at all times.
- Professional team attire may not be allowed on campus if it is determined by the administration, in conjunction with law enforcement, to have a negative impact or gang affiliation.
- College sports attire may not be allowed if it is determined by the administration, in conjunction with law enforcement, to have a negative impact or gang affiliation.
- Belts are to be fit waist size, not hang and have no initials, numbers, or inappropriate symbols.

- Hats and beanies may be allowed at Trade Tech, by approval of individual teachers. Hats must be worn with brim forward. Students may be required to remove hats in particular classrooms, according to teacher's instructions and directives.
- Hoods are not allowed to be worn over a student's head in any class at Trade Tech.
- The principal or designee maintains authority to declare any new specific attire as inappropriate working in conjunction with the local sheriff or other authorities. If any item is added to the dress code list, all students/families will be duly noted (eg. Student bulletin, parent newsletter, website, etc.)

CELL PHONE & OTHER ELECTRONIC DEVICES POLICY*

Cell phones and all other electronic devices are allowed on campus under the following conditions. The use of the electronic device is not permitted during academic time, including passing periods, unless directed by the teacher for instructional purposes only. Texting and calls will NEVER be allowed during instruction time or passing periods. If they cause a disruption they will be confiscated and returned to the parent. Accessing the internet or visiting social media sites during class without explicit permission by the teacher may be considered a violation of academic honesty and as such may be confiscated. Students using the restroom or out of class for any purpose are not allowed to be using their phone or other electronic device.

*** The school holds no liability for lost or stolen electronic devices.**

No students will be allowed out of class to make or take phone calls. Students are not to use their cell phones to call parents if they are ill. They must request a pass from their teacher to the Office. The office will then contact the parent if appropriate.

Students who possess a cell phone or other electronic device will assume responsibility for its care. At no time will the School be responsible for preventing theft, loss or damage to cell phones or other electronic signaling devices brought onto campus.

Possession of a cell phone or other electronic device is a privilege, which may be forfeited by any student who fails to abide by the terms of this Policy, as follows:

- 1st/2nd Offense: Device may be taken away and returned to the student at the end of the school day
- 3rd/4th Offense: Device will be taken away and will only be returned directly to the parent
- 5th Offense: Device will be taken away and student may not have the device at school for the rest of the year.

*** The school holds no liability for lost or stolen electronic devices.**

Failure to adhere to these policies may result in progressive discipline assignment, including detentions and suspensions. If a phone/electric device continues to be a problem at school, the parent will be asked to keep the phone at home.

STUDENT DRIVING, PARKING AND OFF-CAMPUS PASS POLICY

Driving/Parking

Due to the nature of a business park, parking is limited at Trade Tech. In order to accommodate the students who drive their own vehicles to school each day, parking is limited to the upper parking spaces between Trade Tech and the church building and on the north side of the Engineering room. Students may not park anywhere else in the park or are subject to being towed and impounded.

- School administrators and their designees reserve the right to search any vehicle driven by students on school premises. (Trade Tech school premises extend to the entire business park and its associated parking lots.)
- Student parking privileges may be revoked by the administration for unsafe driving, parking infractions on school grounds, or contract violations. Loud music and the use of car alarms are prohibited during school hours.
- Except for siblings and when parents of both students have granted permission in writing to the office, students may never transport other students in their vehicle at any time.
- **Students may not access their vehicles during school, between classes or at lunch.**

Off-Campus Pass Privileges

Off campus privileges are extended to junior and seniors who are at least 16 years old and have no grade below a C in any of their classes and are on Honor Level 1 or 2. In order to gain this privilege, students must fill out an Off-Campus application and return with parent signatures agreeing to the terms of the privilege.

All school rules and discipline policies apply to students who leave campus at lunch with an off-campus pass. If a student is tardy returning after lunch or fails to return after lunch, they will be considered truant and may lose their privilege.

Students may NOT leave in a vehicle with another student without written permission from parents of both the driver and passenger submitted to the office in advance.

EXTRA-CURRICULAR PARTICIPATION POLICY

2.0 and No Fs & Honor Level 1 or 2

In order to participate in extra-curricular events, clubs, activities and athletics, students must maintain a 2.0 GPA and have no Fs at a grade reporting period. In addition, the student must be on Honor Level 1 or 2. If a club or athletic event meets on campus after school, the student may be able to participate, but may not attend any off campus activities until their grades have improved and have satisfied an appeal. Students in extended clubs and athletics may appeal the reporting period by maintaining 2.0 or higher and no Fs for at least two weeks and gaining approval of the Principal or designee. The intent of the appeal process is to allow a chance for students to show and maintain improvement.

Participation in any activity, club or class is optional for all eligible students. No club, activity or class at North County Trade Tech High School discriminates on the basis of race, color, ethnic group identification, national origin, religion, sexual orientation, gender or mental or physical disability.

ACADEMIC POLICIES

Academic Probation

A student who, at the end of a grading period, earns a grade point average below 1.5 and/or are not on track with graduation requirements will be placed on academic probation. An SST (Student Study Team) may be initiated and a meeting may be held with the student by either counseling or administration. During this meeting, a written plan of action will be determined to support the student engaging expectations and commitments from school, student and parent. If parents are unavailable to schedule meeting by phone, a meeting notice will be mailed home. Failure to come to meeting will result in plan being created and mailed home to parent.

Academic Honesty

North County Trade Tech High School (“School”) believes that academic honesty and personal integrity are fundamental components of a student’s education and character development. The School expects that students will not cheat, lie, plagiarize or commit other acts of academic dishonesty. Students, parents, staff and administrators will be responsible for creating and maintaining a positive school climate that encourages honesty. Students found to have committed an act of academic dishonesty will be subject to discipline, up to and including suspension or dismissal from school.

The following is a list of behaviors that are unacceptable, as well as any other behavior deemed academically dishonest by the teacher or administration:

Cheating: Sharing answers, looking on another student’s paper, sharing test information, text messaging or copying another student’s work/test. The student who intentionally shares his/her work with another to copy without teacher permission is also cheating.

Fabrication: Falsifying, inventing, or misrepresenting the actual source from which information is cited.

Unauthorized Collaboration: While working with others is often encouraged, —individual work is not permitted to be shared/copied by other students.

Plagiarism: Any representation of another’s ideas, words, or work as one’s own is unacceptable. Plagiarism includes the misuse of published material, electronic material and/or the work of other students. It includes direct quotations and paraphrasing without adequate citation.

Alteration of Materials/Forgery: Any intentional and unauthorized alteration of student/teacher material or unauthorized signing of another person’s name. The teacher’s professional judgment determines whether academic dishonesty has occurred. Teachers from other classes may confiscate work where cheating may be suspected and contact the teacher who assigned the work.

STUDENT WORK PERMIT POLICY

According to Federal Law, all students who are employed under the age of 18 must have a work permit. When a student finds a job, he/she must go to the Principal or designee to pick up a "request for work permit" form. When the form is completely filled out, return it to the Principal or designee who will check the student's attendance and GPA.

Work permits are only issued to students with a 2.0 or higher GPA and no "F"s on the last six-week grading period. If the student's GPA falls below a 2.0, the work permit may be revoked from the student's place of employment.

Excessive Tardies or Absences may result in a work permit not being issued or may be revoked.

It is illegal for employers to allow students to work when their permit has been revoked.

During the summer, all students age 16 or older are eligible for work permits.

All work permits expire during the first week of school and must be renewed to continue employment.

It is illegal for students to be employed during a student's school hours

STUDENT DRUG/ALCOHOL USE

Trade Tech has zero tolerance policy for student drug/alcohol use on campus, including on the way to or from school in accordance with state law and education code. Parents of students at Trade Tech who bring drugs, illegal drugs or prescription drugs not prescribed to him/her, or alcohol onto campus agree to remove their student from attendance at Trade Tech as a dismissal immediately following the incident and return their students to their home school or find another school of choice. The students will receive a suspension during which time their dismissal will be processed and they will voluntarily make preparations to attend another school.

If a student is distributing drugs on campus, the parents and students agree to the above removal and understand that the Vista Sheriff's Department will be contacted as required by state law and education code. The student will receive a suspension during which time he/she will voluntarily make preparations to attend another school through the dismissal process.

Any student in possession of or using drugs on campus obtained from another student at Trade Tech, understands that they will face immediate suspension and evaluated, on a case by case basis, for dismissal from Trade Tech. The parents and students agree to such dismissal if it is warranted, as determined by the principal or designee. The students will receive a suspension during which time they will voluntarily make preparations to attend another school.

STUDENT TAGGING/DESTRUCTION OF SCHOOL AND PERSONAL PROPERTY

Trade Tech has no tolerance for tagging or destruction of school and the personal property of others. Students caught tagging or otherwise damaging/destroying school and other's personal property will be immediately suspended or dismissed. The items damaged will be assessed and the cost for repair/replacement will be paid by the student or parents of the student who damaged the property. The students and parents understand that their case will be immediately evaluated, on a case by case basis, for removal from Trade Tech. The parents and students agree to such removal if it is warranted, as determined by the principal or designee. If warranted, the student will receive a suspension during which time he/she will voluntarily make preparations to attend another school. (Note: California Law permits the charter school to hold the parents liable for damages up to \$17,593 on any equipment, materials, and/or school property (Civil code 1714.1))

THEFT/POSSESSION OF STOLEN PROPERTY

Trade Tech has no tolerance for theft of school or personal property of others. Students caught stealing or in possession of stolen property, whether school or personal, will be immediately suspended. The items stolen will be assessed and the cost for repair/replacement will be paid by the student or parents of the student who stole or possessed the property. The students and parents understand that their case will be immediately evaluated, on a case by case basis, for dismissal from Trade Tech. The parents and students agree to such dismissal if it is warranted, as determined by the principal or designee. If the dismissal is warranted, the student will receive a suspension during which time he/she will make voluntarily preparations to attend another school.

ALTERNATIVE PLACEMENT FOR DISMISSED STUDENTS

In some cases, students that are dismissed may be given the opportunity to complete the current semester through Independent Study through our online credit recovery system. This placement is only for the completion of the current semester and will not be a continued placement. After the end of the semester, the student's dismissal will be in full effect. Not all classes may be available in Independent Study, but every effort will be made to accommodate a student's current course schedule. Students in Independent Study will NOT be allowed on the campus while other students are present and may NOT participate in any extracurricular activities under any circumstances. For safety reasons, students in Independent Study will be required to arrange to meet bi-weekly with a staff member at Trade Tech when no other students are on campus for follow-up and testing. It is highly recommended that the parent be a part of this process.

PARENT INVOLVEMENT POLICY

In addition to the Parent Expectations on page 5 of this document, the staff at Trade Tech recognizes that parents are an integral part of their child's schooling. North County Trade Tech High School will provide forums for parents to engage with the school in several ways. Parent meetings will be scheduled throughout the year with an agenda to be available in the office. Though there will be an agenda, there will always be time to discuss topics that are not on the agenda through a question and answer format. In addition, grade specific meetings will be held as warranted throughout the year.

Parents will be invited to apply to be on the School Site Committee (SSC). This will be a one-year appointment on the committee intended to review student involvement and the culture of Trade Tech.

In addition, parents are invited to contact a teacher of their child as needed. Most of the time this will involve a phone call or email, but parents are invited to schedule meetings or conferences as needed as well. If there is difficulty contacting a teacher, please reach out to the site administration.

There will be a parent teacher conference during the first semester of the school year. These will be minimum days for students and staff will be available from 1 to 6 pm on these days for you to meet with one, some or all of your child's teachers. There are no appointments during these conferences, they are conducted on a drop-in basis.

Site administration strives to be available to meet with parents if they have unresolved concerns or just need specific information. To schedule such appointments, please call the office and find a mutual time that works to schedule a meeting.

As other needs arise, parents will be invited to participate with the school. Staff will strive to get as much advance notice of activities and events as possible.

STUDENT SCHEDULING POLICY

Every effort will be made to accommodate a parent's/student's preferred schedule, however that may not be possible for a variety of reasons. Students, through the advisory program in the prior school year, will work on creating a schedule that includes as many opportunities for their future as possible. The a – g requirements, future plans and goals will come into play as well as parental approval when determining a student's course selections.

Schedule Changes:

After the start of a semester, students will have two weeks to submit schedule change requests. Submitting a schedule change request form does not ensure that a schedule change will take place. Graduation requirements, pre-requisites, credit recovery and availability (if a class is offered that period or is full) are some of the factors that will affect the feasibility of a schedule

change. Once a schedule has been changed, there will be no further schedule changes allowed that semester. Except for changes of class periods only, parents MUST sign all schedule change forms. No exceptions.

Coordinators

Philip Lutgen, Principal

Title II, Title IX, Title 5

Paula Vessell, Resource Teacher

504 and Special Education