

**STUDENT HANDBOOK 2023-2024**



**Lassen-Antelope Volcanic Academy  
(LAVA)**

The philosophy of the Board of Trustees is that children are our focus and as such deserve the opportunity to progress academically to their fullest potential.

This handbook serves to introduce parents and the community to the Lassen-Antelope Volcanic Academy. As a Charter of the Antelope School District, LAVA has student/parent policies that are unique in relation to the other schools within the district.

We welcome parents and community members to all Board meetings, School Site Council meetings, and school functions.

The Board feels that your participation in these activities is an excellent way to assist your children in their education. We strive to maintain a very enjoyable and safe school atmosphere while providing educational experiences that will benefit all our students.

2023-2024

## BOARD OF TRUSTEES

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## **District Mission Statement**

*The Antelope Elementary School District staff, Trustees, students, parents, and community are committed to providing a safe learning environment that promotes academic excellence, responsible citizenship, and a lifelong desire for learning. We will work together in order to ensure the success of all our students.*

## **LAVA’s Mission Statement**

*Our mission is to provide students and their parents with an academically challenging educational experience that has relevance to 21st Century Learners. We will strive to create an environment that offers choice, variety, and hands-on learning.*

*Students learn best when freed of the constraints of the regimented practices of the past. By employing inquiry-based, thematic units of study and hands-on fieldwork opportunities, our school will allow students to progress at a rate that is commensurate with their skills, and interests. Furthermore, our model allows for students to accelerate their learning beyond typical, teacher centered, classroom instruction.*

## **ATTENDANCE**

Showing up for school has a huge impact on a student’s academic success starting in kindergarten and continuing through high school. Even as children grow older and more independent, families play a key role in making sure students get to school safely every day and understand why attendance is so important for success in school and in life. Research shows:

- Children chronically absent in kindergarten and 1<sup>st</sup> grade are much less likely to read at grade level by the end of 3<sup>rd</sup> grade.
- By 6<sup>th</sup> grade, chronic absence is a proven early warning sign for students at risk for dropping out of school.
- By 9<sup>th</sup> grade, good attendance can predict graduation rates even better than 8<sup>th</sup> grade test scores.

## **Expectations**

According to state law, attendance at school is compulsory until the eighteenth birthday or until graduation from high school - whichever comes first. Students will be expected to be in class on time daily in order to receive maximum benefits from instructional programs and to develop habits of punctuality, self-discipline, and responsibility. **If a student is absent from school for any length of time, a parent/guardian must call the school office to provide the reason for the absence.**

## **LAVA's Hybrid ISP**

Students enrolled in the Hybrid ISP attend class 3-5 days per week from 8:00 AM to 12:20 PM. Students who do not meet the minimum attendance will be transitioned to Traditional ISP or an alternate program. Students must commit to regularly attending class at LAVA. A parent conference can be held upon request to determine a schedule that best fits the student and family needs. Once a schedule is in place students are expected to maintain regular attendance, another meeting can be held if changes to their schedule are necessary.

## **Full Time ISP**

Students on our full time independent study program must have regularly scheduled meetings with their teacher(s) on a sufficiently frequent basis for the teachers to provide needed instruction, adequately judge student progress, and make appropriate modifications. Weekly interactions are required for updates on student progress, whether in person or by electronic means.

## **Our School Day**

School begins promptly at 8:00. Students are expected to stay for their core classes 8:00 to 12:20. If students choose to stay for electives, Lunch takes place from 12:20 to 12:55 while electives run from 12:55 to 2:40. All students staying for electives should be picked up at 2:40. Students staying for only core classes should be picked up at 12:20.

## **Tardiness**

Students who arrive late for school are at a disadvantage over those who are in their seats, ready to learn at the bell. Furthermore, these students disrupt the education of their peers by causing the

teacher to stop a lesson reteach what is missed. Students are expected to be in class on time and are subject to consequences for tardiness which can range from exclusion from sports and other extracurricular activities.

**Students who arrive late to school must check in at the main office.**

## **Our Tardy Policy**

- 1st-4th tardy: Student will receive a warning from the office.
- 5th tardy: Student will receive a nutrition break detention.
- 10th tardy: Student will receive a nutrition break detention and a Lunch Detention, during lunch detention they will be not be asked to complete a tardy essay.
- 15th tardy: A parent conference will be held to look at possible solutions to the problem.

*Policies From A-Z (Subject to Administrative review, discretion, and/or change at any time)*

## **Accidents**

Student accidents should be reported immediately to the teacher or supervisor on duty. Immediate first aid will be given. The nurse will be notified when available. Parents will be notified in case the school staff feels a physician should be consulted. Arrangements for the services of a physician shall be the responsibility of the parents.

## **Bikes/Scooters/Skateboards**

These items ridden to school are to be parked or stored in the designated area when you arrive. Bikes are to be locked in the bike rack with your own lock, scooters and skateboards are to be stored in the designated area. State law requires that minors must wear a helmet when riding these items. The bike area is out of bounds throughout the school day. Do not leave bikes at school overnight. These items are not to be ridden on school grounds.

## **After School Activities**

### **Dances and Social Activities**

A number of dances and social events for 6th to 8th graders will be held. School dress code will apply. Students with discipline referrals may be excluded from attending. Dances end promptly and students are expected to be picked up within 5 minutes of the dance ending. If students are not picked up within that time frame, they may be excluded from attending future dances.

### **Extra-Curriculars, Athletics, Clubs, Etc**

There are several opportunities for students to participate in after school sports activities. There are one or two games during each week for sports. Sports that may be offered are soccer, volleyball, track, cross-country, basketball, softball, and baseball. In order to be eligible for all

sports, you must maintain a 2.0 GPA with no “F’s” on bi-weekly grade checks. Exceptions may be made on rare occasions, according to the director in conjunction with the Coach/Athletic Director. You must have adequate health insurance to participate. After school sports builds a sense of community within the school and a competition between schools is meant to be fun and challenging.

All participating students are reminded that they represent the school and the community and their actions and behavior must be a credit to both. All school rules apply to extra-curricular activities.

### **Scholastic Eligibility**

Each athlete will maintain a minimum 2.0 GPA with no F’s as established by grade checks, mid-term grades and trimester grades. A bi-weekly grade check will be conducted. Any athlete receiving a failing grade and/or falling below a 2.0 GPA during the season, will be placed on Academic Probation, a two-week period in which the student will have the opportunity to raise his or her grades. Two or more F’s on a grade check will result in immediate removal from the team. During Academic Probation, players may be eligible to participate at the discretion of the coach; however, they will not be able to participate in any competitive events/games. If the student athlete meets a 2.0 GPA and has no F’s by the end of Academic Probation, they will be reinstated to regular status. If the student athlete does not return to regular status within the 2-week period, he/she will be dropped from the team. A student athlete may only be placed on Academic Probation once per sport season. A season is defined as a time period between the 1 st tryout/meeting through the end of the last competitive event/game.

### **Behavior Eligibility**

Student athletes must demonstrate personal responsibility and good citizenship throughout the season. Students with behavior issues inside or outside the classroom will be subject to school discipline, and may be subject to additional discipline from the extra-curricular leader, such as the Athletic Director, coach, and/or advisor. This discipline may include the removal from the extra-curricular activity. A student may be removed or suspended from an athletic team or other extra-curricular activity for behavior or conduct that violates school rules, civil, or criminal laws. All students are subject to the school rules.

### **Documentary Eligibility-Sports**

Parent consent forms, insurance forms, and other forms shall be recorded and on file in the School Office before any participation or practice is allowed. A signature by a parent or legal guardian is required. Student athletes must provide an emergency contact that is available at all times. Complete the Statement of Responsibility for Athletic Insurance.

### **Documentary Eligibility- Non-Sport Extra-Curricular Activities**

Appropriate parent permission forms and emergency consent forms must be on file in the School Office. A parent or guardian signature is required. The extra-curricular advisor shall determine rules concerning appropriate conduct for the specific activity.



## **Absence From School**

Students are required to be present at school at least 4 hours that day to participate in practice, games, meets, activities, and/or dances. Players will not participate in games or meets that are scheduled on Saturday unless they have attended school on the previous Friday for the minimum time required to be eligible. The principal or designee may give clearance for the athlete to participate in the event of special circumstances that are communicated before the event and absence. Students who receive school disciplinary actions will be ineligible to participate in extracurricular activities that day.

## **Quitting A Sport or Activity**

Any student who drops a sport or activity before the season of participation ends shall not be allowed to participate in the next sport, activity season.

## **Equipment**

All equipment issued by the school to a student shall be returned at the conclusion of the season or activity. The student to whom the equipment was issued shall pay for equipment that is damaged or not returned. For a student to be eligible for any subsequent sport or activity, all equipment must be turned in or paid for at the conclusion of the season.

## **Transportation**

Parents/Guardians are responsible for arranging the transportation of their child to all games and activities. Parents/Guardians are responsible for making sure the appropriate forms are completed, signed, and on file in the Main Office of the respective school prior to such travel. All students must be picked up by the appropriate individuals within 15 minutes of the end of the event, or the student may be subject to school/extracurricular disciplinary actions, including possible removal from the team.

## **General Rules and Disciplinary Actions**

Use of alcohol, drugs, and/or being under the influence of, or possession thereof will result in the consequences outlined in the school disciplinary procedures and removal from the team or activity for the remainder of the season. Eligibility to participate in sport activities for the remainder of the school year will be at the discretion of school site administration.

# **Solicitation of Funds**

Solicitation of funds from students on school premises by any organization other than a school organization is prohibited.

## **Conduct**

If we are to teach and students are to learn, we must have a safe, orderly environment in which individuals show respect for one another. To achieve this, we will hold students responsible for

their behavior both in and out of the classroom. Teachers, administrators, school staff, and parents must work together as a team with a clear understanding of consistent standards and procedures. We must teach students to be responsible, to make good choices, to respond to each other and to adults in appropriate ways; these are lifelong skills.

In order to provide the best education possible for all students, we require certain standards of behavior. Teachers will set, explain, and post classroom expectations. Students will be recognized on a regular basis for their good behavior.

When a student disrupts the learning process, the parent can expect that the teacher will contact them regarding the specific misbehavior. An individual or team conference may be requested. Teachers may also use a series of interventions that may include restriction or detention. If a student's behavior continues to be unsatisfactory, or is beyond the scope of what the teacher can reasonably be expected to deal with inside the classroom, then the student may be referred to an administrator.

## **8th Grade Promotion Eligibility Policy**

### **LAVA Charter School 8th Grade Promotion Policy**

Students at LAVA will earn 8th grade promotion and activities by meeting academic and behavior guidelines as listed below. Eighth grade promotion activities may include an 8th grade trip, promotion, and an after promotion celebration.

**Academic Guidelines:** Students must maintain Satisfactory Academic Standing during their 8th grade year to participate in the eighth grade promotion activities. Satisfactory Academic Standing is defined as maintaining grades at a "D" level or higher in all core classes. Core classes are History/Social Studies, Math, English Language Arts, and Science.

**Trimester 1:** If a student does not have Satisfactory Academic Standing at the end of the first trimester they will lose one of the promotion activities.

**Trimester 2:** Any student that does not maintain Satisfactory Academic Standing throughout the trimester may be assigned an intervention class. If a student does not have Satisfactory Academic Standing at the end of the first trimester they will lose one of the promotion activities. If they have already lost a promotion activity they will lose a second promotion activity.

**Trimester 3:** Any student that does not maintain Satisfactory Academic Standing throughout the third trimester may result in being assigned an intervention class and if a student ends the third trimester and is not in Satisfactory Academic Standing, one promotion activity will be lost. If a student has already lost one activity, the next additional activity offered will be lost, or if two activities have already been lost, the student will not be able to participate in the promotion ceremony.

**Attendance Periods & Contracts:** If any student earns 4 Student/Parent Contracts For Failure to Maintain Adequate Progress (contracts) during their 8th grade year they will lose one promotion activity. If a student earns 5 contracts during their 8th grade year they will lose two promotion activities. If

a student earns 6 contracts during their 8th grade year they will lose all promotion activities including the promotion ceremony.

**Behavior Guidelines:** Behavior can affect any part of promotion based on lack of compliance with the conduct section outlined in the handbook.

- 3 or more total days of suspension during the school year will result in the loss of an activity.
- 4 or more total days of suspension will result in the loss of two activities.
- 5 or more total days of suspension will result in the loss of all promotion activities including the promotion ceremony.
- Any disciplinary infraction that results in suspension during the month of May and/or June may result in the loss of one, two, and/or all promotion activities.

Parent/guardian will be notified of non-promotion prior to promotion and all activities that are forfeited.

**Non-promotion means loss of participation in promotion ceremonies and activities. Students who do not participate in the promotion ceremony will still be promoted to the 9th grade.**

## Expected Student Behavior

	Classroom	Outdoor Spaces	Cafeteria	Library	Restrooms	School Sponsored Activities
Be Respectful	Use appropriate language.  Take care of property.  Be open-minded.  Treat everyone with dignity and respect.  Follow staff directions.	Use appropriate language & voice volume.  Treat everyone with dignity and respect.	Use appropriate language.  Use appropriate body contact.	Use appropriate language.  Leave your work area clean & return materials used.	Use appropriate language.  Treat everyone with dignity and respect.	Use appropriate language.  Treat everyone with dignity and respect.
Be Responsible	Be on time.  Come prepared.  Complete and submit all work on time.  Follow school dress code.	Move to and from classes on time.  Keep campus clean.	Be accountable for your actions and choices.  Express yourself in a respectful manner.  Keep campus clean.	Complete and submit the Internet Use form.  Use the internet for intended use.  Return books on time.	Use restroom & locker rooms for intended use only.  Take care of school property & secure personal property.  Clean up after self.	Keep facilities clean.

<p><b>Be Safe</b></p>	<p>Resolve conflict peacefully.</p> <p>Keep hands to yourself</p> <p>Report Bullying to an Adult</p> <p>Report unsafe situations and conditions.</p>	<p>Be aware of surroundings at all times.</p> <p>Resolve conflict peacefully.</p> <p>Walk to the right.</p>	<p>Resolve conflict peacefully.</p> <p>Report unsafe situations and conditions.</p> <p>Act in a way that keeps self &amp; others safe.</p>	<p>Report unsafe situations and conditions.</p>	<p>Report unsafe situations &amp; conditions.</p> <p>Act in a way that keeps self &amp; others safe.</p> <p>Harassment, violence, and bullying free.</p>	<p>Stay in the designated seating/standing area.</p> <p>Follow directions of staff and officials.</p>
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## **Discipline**

The Board of Education has adopted uniform policies and procedures for student conduct and discipline with the goal of promoting a positive school atmosphere conducive to learning and to the safety and welfare of students and school staff.

### **Jurisdiction of the school**

Education Code, Section 48900 specifies those acts for which disciplinary action may be taken and prescribes the school’s jurisdiction or area of authority in matters of school attendance or activity as the following:

- (1) While on school grounds,
- (2) While going to or coming from school,
- (3) During lunch period even if off campus,
- (4) At school activities whether on or off campus,
- (5) During, while going to, or returning to school from a school sponsored activity.

Discipline is administered by support staff, teachers, and administrators. Depending on when or where the infraction occurs, the student may be disciplined in the following manner, any step may be applied first:

- Removal from activity or situation until student feels they can return in control of their behavior.
- Time spent sitting away from others until student can demonstrate to teacher or support staff that they understand why their actions were wrong and they have a plan to handle the situation differently if it should occur again.
- Student will spend their recess period indoors with a staff member.
- Office Behavior Referral
- Suspension: 1 to 5 days; Principal/Director approval required
- Students who earn an administrative behavioral referral or a suspension may be placed on a 30 day exclusion list where they will not be allowed to school functions such as dances, sporting events, or other extracurricular activities.

The purpose of the guide below is to help students and parents understand the types of behaviors which may result in disciplinary action. It is provided only as an overview and is not meant to be exhaustive in scope.

## **Categories of Offenses**

### **Category One**

(Part of a teacher's routine classroom management; not normally subject to administration)

- \*Not doing classwork/coming unprepared
- \*Excessive talking or talking w/out permission
- \*Out of seat without permission
- \*Not keeping hands/feet to self
- \*Tardy to class
- \*Writing/texting/passing notes
- \*Gum chewing
- \*Littering
- \*Put downs/disrespect of others
- \*Cheating/forgery

### **Category Two**

(Teacher phone call to parent; may be referred to referral to administration)

- \*Use of profanity
- \*Leaving class without permission
- \*Throwing objects
- \*Rudeness to teacher
- \*Ongoing disruptive conduct
- \*Inappropriate dress
- \*Chewing gum on an ongoing basis
- \*Unauthorized use of personal electronic devices
- \*Unacceptable use of internet/online resource

### **Category Three**

*(Recommend immediate referral to administration on first offense. Student subject to suspension)*

- \*Public Displays of Affection
- \*Throwing objects towards or at another person
- \*Harassment/intimidation/threats
- \*Confronting other students
- \*Possession of lighter/matches
- \*Vandalism/attempted vandalism
- \*Graffiti
- \*Stealing
- \*Racial/gender/religious related insults/incidents
- \*Defiance/disrespect to adults

- \*Profanity/vulgarity directed toward another
- \*Fighting
- \*Retaliation/threats for reporting an inappropriate act
- \*Committing an obscene act
- \*Possession of tobacco/alcohol/drugs/paraphernalia
- \*Possession of a knife

#### **Category Four**

*Requires immediate referral to administration and will result in recommendation for expulsion*

- \*Sale of controlled substances on campus
- \*Use of tobacco/alcohol/drugs/paraphernalia
- \*Possession of an explosive
- \*Possession of a weapon on campus
- \*Possession of a firearm on campus
- \*Brandishing a knife
- \*Arson
- \*Robbery
- \*Extortion
- \*Causing, or attempting to cause, serious physical injury
- \*Terrorist threats against school.
- \*Attempting or committing sexual assault/battery

## **Dress Code**

While clothing may be a personal choice, there are basic standards for dress in the Antelope School District. Students and parents should wear appropriate attire during the school day and at school sponsored activities. The following basic guidelines should be followed:

- All clothing, including hats, must be free of depictions of violence, graffiti, racial comments, crude language, and references to alcohol, drugs, sex, gangs, or tobacco.
- No visible undergarments
- No pajamas/sleepwear or slippers unless worn for a school-sanctioned event.
- Lower body wear (dresses, skirts, shorts) must not be excessively short (as a general rule no shorter than the length of the student's arms at their side).
- Shirts must be long enough to touch the top of the pants while standing. No crop tops.
- Spaghetti strapped tops are not permitted. Straps should measure at least 1 ½" wide.
- Garments or accessories with studs or spikes are not permitted.
- Hats may be worn outdoors only and must be worn forward.
- All clothing should be free from holes, tears, or frayed edges to simulate a hole.

- Shoes must be worn at all times. No flip-flops or shoes without backing
- Pants or shorts must be worn around the waist.
- Non-prescription sunglasses are not to be worn in class.

It may become necessary at the judgment of the site administrator to modify the dress code in order to eliminate any distractions to the educational process.

Noncompliance by any student will result in disciplinary action such as changing clothes, detention, parent conference, or suspension.

## **Transportation**

### **Daily Transportation**

The Lassen-Antelope Volcanic Academy and the Antelope School District do **NOT** provide transportation to, or from, school. Parents/guardians who enroll their children in LAVA's Hybrid ISP, or Traditional ISP programs must provide their own transportation in order to be eligible for our program.

**Bus transportation is a privilege and not a right.**

LAVA and the district may deny this privilege to a student if he/she engages in disruptive or unsafe behavior while boarding, riding, exiting, or waiting for the bus. The following list of student actions constitutes violations of the established rules and regulations:

### **Transportation Safety, Rules, and Regulations**

- Putting any part of the body out of the bus window
- Any movement out of seats while the bus is in motion
- Unauthorized opening, closing, or tampering of any kind with bus doors, emergency exits, and windows
- Any type of damage or defacing of bus.
- Bringing combustibles onto the bus
- Throwing any objects in, at, or out of the bus
- Transporting live animals, reptiles, or insects on the bus Science specimens are to be encased in safe containers (plastic or cardboard). Glass containers are not permitted.
- Eating, drinking, or chewing gum on the bus
- Tampering with the radio or bus controls.

- Using other than the student's regularly designated bus stop.

### **Driver/Rider Safety, Rules, and Regulations**

- Abusive body contact when loading, unloading, or riding the bus
- Using profane language or obscene gestures
- Creating excessive noise that distracts the bus driver
- Failure to obey the driver and/or disrespectful behavior toward the driver
- Riding the bus after receiving a “No Ride” penalty
- Giving improper identification when requested by the driver
- Improper behavior
- Any improper bus stop procedures. Not lining up properly, throwing, playing in roadways, and damaging property are considered improper bus stop procedures.

### **Consequences**

Verbal Warning: Warning will be recorded and dated in writing by bus driver.

1st Notice                      Possible 5 day suspension. Notice to be signed by the parent and returned to school.

2nd Notice                      Possible 30 day suspension. Letter sent to parents and a conference with parent, student, and bus driver will be held prior to the student being allowed to resume riding the bus.

3rd Notice                      Riding privilege suspended for the remainder of the school year.

### **\*\*\*SERIOUS OFFENSES WARRANT IMMEDIATE SUSPENSION OF BUS RIDING PRIVILEGES FOR THE YEAR\*\*\***

### **Student Pick Up**

Students should be picked up between either 12:20 and 12:25 or 2:40 and 2:45 depending on the students' commitment to LAVA’s optional Electives unless otherwise agreed upon by parents and administration.



## **Cafeteria**

LAVA does not offer breakfast for students. We will have lunch available for students each school day. Students who attend LAVA should arrive to school having been properly fed. Student must bring a lunch from home or eat a school lunch to be eligible for afternoon programs.

## **Contact Information**

It is vital for the school to have a current address and phone number(s) for every student. Please notify the office as soon as a change occurs. If there are special circumstances within your family that the school should know in order to provide for your student's safety, please provide the office with the proper legal documentation.

## **Deliveries**

The delivery of balloons, flowers, etc. disrupts the educational process. Please do not bring or send these gifts to school without prior teacher or director contact. If a student receives such gifts, they will be notified to pick them up from the office at the end of the day. Outside deliveries are not permitted.

## **Emergencies**

As part of our district emergency plans, we will periodically practice evacuation and lockdown procedures at all of our campuses.

### **Earthquake Drills**

At the signal for an earthquake drill, which is a long, sustained bell ring, assume a protected, covered position. Maintain this position until the fire drill alarm signals evacuation or a return to studies. Follow the same procedure for evacuation as that for fire drills, making sure there is no talking at all. Students should follow the instructions of the teacher at all times.

### **Fire Drills**

Directions for evacuation of the buildings are posted in each classroom. During a fire drill, there must be no talking or disturbance of any kind. Students shall leave their room single file, walking quickly and quietly, following the designated route shown on the school evacuation map posted in the classroom. Students are to stay in their assigned area with their class and teacher until directed to return to the buildings.

## **Lockdown Drills**

In the event of an intruder on campus, a hazardous environmental situation, or police activity in the vicinity of the school, a loud distinctive blast will be sounded from the office. Students are to immediately enter the classroom or office closest to them and take cover away from the windows. If students are outside, they are to follow the directions of the staff outside. This is not a time for jokes or excessive talking. Take cover and wait for further directions.

## **School Cancellations**

In the event that school must be cancelled due to extreme weather conditions or emergencies, school personnel will send an automated phone call to all households, post notification on the school website, and/or send notice via Remind. Local radio and television stations will provide information by 6:30am (KQMS, KVIP, KSXO, and TV Channel 7). *Please do not call these stations directly as it makes it impossible for staff to get messages to the announcer.*

## **Immunizations**

In order to enroll a child in school, parents/guardians must present an immunization record meeting all California requirements or a Medical Exemption Waiver signed by a registered physician.

## **Lost and Found**

Students should label all personal articles. Any found items are to be given to a teacher or taken to the school office immediately. The school office will provide a receptacle for found items. Students and parents may check the “lost and found” for their own items in order to claim them. Every effort will be made to return items that are labeled with a name. Items will be kept for a reasonable amount of time and then donated to charity.

## **Medication**

Education Code Section 49423 states “any pupil who is required to take, during the regular school day, medication prescribed for him or her by a physician, may be assisted by the school nurse or other designated personnel if the school district receives: (1) a written statement from a physician detailing the method, amount, and time schedules which such medication is to be taken

and, (2) a written statement from the parent or guardian of the pupil indicating the desire that the school district assist the pupil in the matters set forth in the physician's statement."

Please be aware that this education code applies to over-the-counter medications also. A written physician's authorization is necessary for any medications to be given during the school day. This includes ibuprofen, cough syrups, cough drops, decongestants, etc. Parent permission is **not** adequate for over-the-counter medicines. Under no circumstances will any medication be given at school unless the Education Code for administration of prescribed medication for pupils is followed.

Medication authorization forms for physician signature are available in the school office and on the school website. There are very few instances when administration of medications at school is necessary. Even antibiotics that require administration four times a day can be scheduled for home supervision and do not need to be brought to school.

### **Requirements for dispensing of medication at school**

- Proper paperwork is submitted to the school office.
- Medication, both prescription and over the counter, must be in the original container.
- Medication must be delivered to the school office by the parent or guardian.

## **Report Cards, Parent Conferences, and Attendance Signatures**

Each school year is made up of three grading periods. Report cards will be sent home at the end of each trimester.

Parent conferences are scheduled by appointment with the student's homeroom teacher. Parents may request conferences with teachers and the principal at any time.

Per ISP Ed Code, parents/guardians will come into LAVA's office to sign paperwork for attendance days earned. Parents/guardians must come in a minimum of every 20 calendar days to sign.

### **Advisory Committee**

The Lassen-Antelope Volcanic Academy will be directed by its Advisory Board which will operate under the oversight of the Antelope School District Board of Trustees. The LAVA Advisory Board shall be composed of the following: The LAVA Director, the Antelope School District Curriculum Coordinator, one parent designee (chosen by the LAVA Director), and one

Representative of Lassen Volcanic National Park. Its purpose is to examine the school district's overall vision for students, annual goals, and specific actions the district will take to achieve the vision and goals. If you would like to be a part of this collaborative effort, please contact the LAVA Director .

## **Student Email Accounts**

With parental permission, all students will have Google-for-Education email accounts to be used for classroom activities. These password-protected accounts will be accessible both on school computers and home computers with internet connections.

### **Terms of Use**

- School assigned e-mail accounts are to be used only for educational purposes.
- Students are responsible for the appropriate use of their account.
- Email accounts will be monitored by staff, faculty, and administrators.
- Emails are not to be considered private.
- Emails shall not be used in any way that could be considered: damaging to another's reputation, abusive, obscene, sexually oriented, offensive, threatening, harassing, illegal, or contrary to School or District Policy.
- Abuse of e-mail accounts will result in disciplinary action.
- Use of e-mail accounts may be suspended at any time.
- Students shall not attempt to read, delete, copy, or modify emails of others.

Students must immediately report any inappropriate emails or inappropriate use of the e-mail system to his/her teacher or an administrator.

Students are entirely responsible for the confidentiality of their passwords.

Parents may request the termination of their student's e-mail service at any time.

No personal information such as last names, street addresses, phone numbers, Student ID numbers, Social Security numbers of the student or any other student shall be e-mailed or in any way be posted on the Internet.

### **Limitation of Liability**

Antelope School District is extremely concerned about the safe and protected education of your students. Diligent efforts will be made to monitor and safeguard student digital activity. The e-mail service is, however, provided by an outside vendor (Google), which the District cannot

control. Google has sophisticated filters in place, but no automated system is perfect. Antelope School District is not responsible or liable for any threatening, defamatory, obscene, offensive or illegal content or conduct of any other party or any infringement of another's rights.

## School Telephone Use

Office phones are not for student use except in the case of emergencies or as directed by school personnel. Emergencies do not include calling for schoolwork, books, musical instruments, or to make social arrangements.

## Visitors

Adult visitors are welcome at school under the following guidelines:

- All visitors must sign in at the office and obtain a visitor pass when entering school.
- Visitors not related to a student in the classroom must be pre-approved in writing by the parent(s)/legal guardian(s) and school administration.
- Visitors are requested to schedule no more than two (2) thirty minute visits per week in order to maintain the instructional integrity of the classroom.
- All visitors agree to maintain the confidentiality of all students in the classroom.
- Any disruption by a visitor will result in termination of that individual's visits.
- **Any individual 18 years of age or older visiting a classroom for more than two (2) thirty minute occasions per week is considered a volunteer** pursuant to Education Code sections 35021, 45106, 45349, and 49406, and as such, must provide proof that he/she is free of active tuberculosis and obtain a LiveScan fingerprint clearance. See volunteer information below.

## Volunteers

- Volunteers may assist certificated personnel in the performance of their duties, in the supervision of students, and in instructional tasks which, in the judgment of the certificated personnel to which the volunteer is assigned, may be performed by a person not licensed as a classroom teacher. These duties shall not include assignment of grades to students.
- Volunteers may supervise students during lunch, and/or breakfasts, or may serve as non-teaching aides under the immediate supervision and direction of certificated personnel to perform non instructional work which assists certificated personnel in the performance of teaching and administrative abilities.
- Volunteers may work on short-term facility projects pursuant to Governing Board policy and administrative regulation.

- Frequency and duration of volunteer work to be determined by the classroom teacher, principal, and/or superintendent

## **Qualifications**

- A volunteer shall obtain both a Department of Justice and a Federal Bureau of Investigation criminal background check through the district business office.
- Volunteers must submit evidence of an examination within the past 60 days to determine that he/she is free of active tuberculosis. Volunteers who test negative shall thereafter be required to take a tuberculosis test every four years in accordance with Education Code 49406.
- Any volunteer who supervises, directs, or coaches a student activity program is required to obtain an Activity Supervisor Clearance Certificate from the Commission on Teacher Credentialing. Student activity programs include, but are not limited to, scholastic programs, interscholastic programs, and extracurricular activities sponsored by the district or a school booster club, such as cheer team, dance team, drill team, and marching band. This requirement shall not apply to volunteer supervisors for breakfast, lunch, or other nutritional periods or to volunteer non teaching aides under the immediate supervision and direction of certificated personnel pursuant to Education Code 35021.

## **Vendors**

- Vendors are paid employees of LAVA who perform educational tasks under the supervision of Certificated LAVA staff.
- Vendors teach in the after school hours of 1 PM to 3:30 PM unless special arrangements are made.
- Vendor activities are by student & parent choice. No student will be required to participate in a vendor activity.

## **Qualifications**

- A vendor shall obtain both a Department of Justice and a Federal Bureau of Investigation criminal background check through the district business office.
- Vendors must submit evidence of an examination within the past 60 days to determine that he/she is free of active tuberculosis. Volunteers who test negative shall thereafter be required to take a tuberculosis test every four years in accordance with Education Code 49406.

## **Withholding of Student Records**

The principal/director is authorized to withhold a pupil's grades or transcript when the following conditions exist:

1. The pupil has willfully cut, defaced, or otherwise mutilated or failed to return, upon request, district property in the pupil's possession.
2. Damaged textbook(s). Students must pay for any damaged textbook(s). A charge of \$5 per corner will be assessed for severe damage. Total replacement cost will be charged for damage to the spine of the book.
3. Nonpayment of any debt the student has incurred during the school year including meal charges.
4. Student and/or parent has not completed exit documents.

The principal shall notify the parent/guardian in writing of the pupil's alleged misconduct before withholding the pupil's records and shall hold the parent/guardian personally responsible for payment of damaged property.

When, in the judgment of the administration, the minor and parent/guardian are unable to pay for the damages or to return the property, a program of voluntary work for the minor in lieu of the payment of monetary damage may be provided. Upon completion of the voluntary work program designated by the principal, the grades or transcripts of the pupil shall be released.

## Available Forms

The following items are available upon request from the LAVA school office or the Antelope Elementary School District office:

### Forms:

- LAVA Calendar
- Medication Authorization
- Student Email Agreement
- Immunization Exemption Waiver

## LAVA Charter School Student Use of Technology

Antelope Elementary School District authorizes students to use technology owned or otherwise provided by the district as necessary for instructional purposes. The use of district technology is a privilege permitted at the district's discretion and is subject to the conditions and restrictions set forth in applicable Board policies, administrative regulations, and the

Acceptable Use Agreement. The district reserves the right to suspend access at any time, without notice, for any reason.

The district expects all students to use technology responsibly in order to avoid potential problems and liability. The district may place reasonable restrictions on the sites, material, and/or information that students may access through the system.

Each student who is authorized to use district technology and his/her parent/guardian shall sign the Acceptable Use Agreement as an indication that they have read and understand the agreement.

### **Definitions**

District technology includes, but is not limited to, computers, the district's computer network including servers and wireless computer networking technology (wi-fi), the Internet, email, USB drives, wireless access points (routers), tablet computers, smartphones and smart devices, telephones, cellular telephones, personal digital assistants, pagers, MP3 players, wearable technology, any wireless communication device including emergency radios, and/or future technological innovations, whether accessed on or off site or through district-owned or personally owned equipment or devices.

### **Student Obligations and Responsibilities**

Students are expected to use district technology safely, responsibly, and for educational purposes only. The student in whose name district technology is issued is responsible for its proper use at all times. Students shall not share their assigned online services account information, passwords, or other information used for identification and authorization purposes, and shall use the system only under the account to which they have been assigned.

### **Students are prohibited from using district technology for improper purposes, including, but not limited to, use of district technology to**

1. Access, post, display, or otherwise use material that is discriminatory, racist, libelous, defamatory, obscene, sexually explicit, or disruptive.
2. Bully, harass, intimidate, or threaten other students, staff, or other individuals ("cyberbullying")
3. Disclose, use, or disseminate personal identification information (such as name, address, telephone number, Social Security number, or other personal information) of another student,



staff member, or other person with the intent to threaten, intimidate, harass, or ridicule that person

4. Infringe on copyright, license, trademark, patent, or other intellectual property rights
5. Intentionally damage, disrupt, or harm district technology or other district operations (such as destroying district equipment, placing a virus on district computers, adding or removing a computer program without permission from a teacher or other district personnel, changing settings on shared computers)
6. Install unauthorized software
7. "Hack" into the system to manipulate data of the district or other users
8. Engage in or promote any practice that is unethical or violates any law or Board policy, administrative regulation, or district practice
9. Log in, or access student accounts other than their own.

## **Email**

### **Terms of Use**

- School assigned email accounts are to be used only for educational purposes.
- Students are responsible for the appropriate use of their account.
- Email accounts will be monitored by staff, faculty, and administrators.
- Emails are not to be considered private.
- Emails shall not be used in any way that could be considered: damaging to another's reputation, abusive, obscene, sexually oriented, offensive, threatening, harassing, illegal, or contrary to School or District Policy.
- Abuse of email accounts will result in disciplinary action.
- Use of email accounts may be suspended at any time.
- Students shall not attempt to read, delete, copy, or modify emails of others.
- Students must immediately report any inappropriate emails or inappropriate use of the e-mail system to his/her teacher or an administrator.
- Students are entirely responsible for the confidentiality of their passwords.
- Parents may request the termination of their student's e-mail service at any time.
- No personal information such as last names, street addresses, phone numbers, Student ID numbers, Social Security numbers of the student or any other student shall be e-mailed or in any way be posted on the Internet.

### **Limitation of Liability**

Antelope School District is extremely concerned about the safe and protected education of your students. Diligent efforts will be made to monitor and safeguard student digital activity. The e-mail service is, however, provided by an outside vendor (Google), which the District cannot control. Google has sophisticated filters in place, but no automated system is perfect. Antelope

School District is not responsible or liable for any threatening, defamatory, obscene, offensive or illegal content or conduct of any other party or any infringement of another's rights.

### **Social Media**

AESD recognizes that technology in school gives students, parents and teachers greater opportunities to learn, engage, communicate, and develop skills that will prepare them for work, life, and citizenship. We are committed to helping students develop 21st-century technology and communication skills.

However, unsupervised access to these platforms can be counterproductive and even dangerous to students. Therefore, in order to ensure student safety and productivity, AESD will limit access to some, and prohibit access to other social media sites to while students are on campus.

- **Blogging**-Teachers who request, or require student participation on class blogs may utilize this platform at school if the student and parent sign a Blog Agreement Contract.
- **Google Apps**-AESD student may access Google Hangout if directed by the teacher, and if used for educational purposes.
- **Twitter, Facebook, Instagram, SnapChat**-These social media sites are not allowed at AESD.

### **Privacy**

Since the use of district technology is intended for educational purposes, students shall not have any expectation of privacy in any use of district technology.

The district reserves the right to monitor and record all use of district technology, including, but not limited to, access to the Internet or social media, communications sent or received from district technology, or other uses. Such monitoring/recording may occur at any time without prior notice for any legal purposes including, but not limited to, record retention and distribution and/or investigation of improper, illegal, or prohibited activity. Students should be aware that, in most instances, their use of district technology (such as web searches and emails) cannot be erased or deleted.

All passwords created for or used on any district technology are the sole property of the district. The creation or use of a password by a student on district technology does not create a reasonable expectation of privacy.

Do not publish, post, release, or share information that is considered confidential or not public. If it seems confidential, it probably is. Online “conversations” are never private. Do not use your birth date, address, and cell phone number on any public website.

## **Personally Owned Devices**

Students may not use a personally owned device to access district networks unless given access through an approved AESD official (principal or director), and only if given to accommodate a defined learning need.

If a student uses a personally owned device to access district technology, he/she shall abide by all applicable Board policies, administrative regulations, and this Acceptable Use Agreement. Any such use of a personally owned device may subject the contents of the device and any communications sent or received on the device to disclosure pursuant to a lawful subpoena or public records request[JS2] .

## **Reporting**

If a student becomes aware of any security problem (such as any compromise of the confidentiality of any login or account information) or misuse of district technology, he/she shall immediately report such information to the teacher or other district personnel.

## **Consequences for Violation**

Violations of the law, Board policy, or this agreement may result in revocation of a student's access to district technology and/or discipline, up to and including suspension or expulsion. In addition, violations of the law, Board policy, or this agreement may be reported to law enforcement agencies as appropriate.

# **LAVA Policy for Cell Phone Use**

## **Student Expectations:**

1. I understand that having a cell phone is a privilege and I will not take advantage.
2. I will protect my privacy and will not give my cell phone number to anyone with whom I am not familiar.
3. I will follow all school rules regarding the use of cell phones.
4. I will not send inappropriate, harmful or threatening text messages.
5. I will not take, send or post any pictures or videos of anyone without my parent's and the person's permission.
6. I will only use my cell phone with the guidelines that my parents and the school have set.

7. I understand that I am responsible for the safekeeping of my cell phone and will not loan out or let others use my cell phone.

### **Parent Expectations:**

1. I will reinforce the school's cell phone policy with my child.
2. I will monitor my child's use of his/her cell phone.
3. I will ensure my child understands the dangers of texting people they are unfamiliar with, posting pictures and/or videos and posting to social media.
4. I understand and agree that LAVA Charter School is not responsible for the theft, loss or damage to my child's cell phone.

**PLEASE NOTE: LAVA Charter School and school personnel are not responsible for lost, stolen, or damaged phones. Students who bring these items on school premises assume all risks.**

### **Cell Phones**

#### **A. The use of cell phones and other electronics devices at school is subject to the restrictions below:**

- Cell phones may not be used in the classroom unless specified by the teacher.
- Cell phones must remain turned off or on silent.
- Cell phones may not be turned on or used during the administration of any school quiz, test or examination.
- Cell phones may not be turned on or used during school fire drills or other emergency preparedness exercises.
- Cell phones may not be used in bathrooms.
- Cell phones may not be used to contact parents unless the student is physically in the office and has permission to do so.

#### **B. Cell phones may be used as set forth below:**

- Cell phones may be used outside of the school building prior to the start of the day at 8:00 a.m., lunch period, and after 2:40 p.m.

#### **C. Other electronic devices may be used as set forth below:**

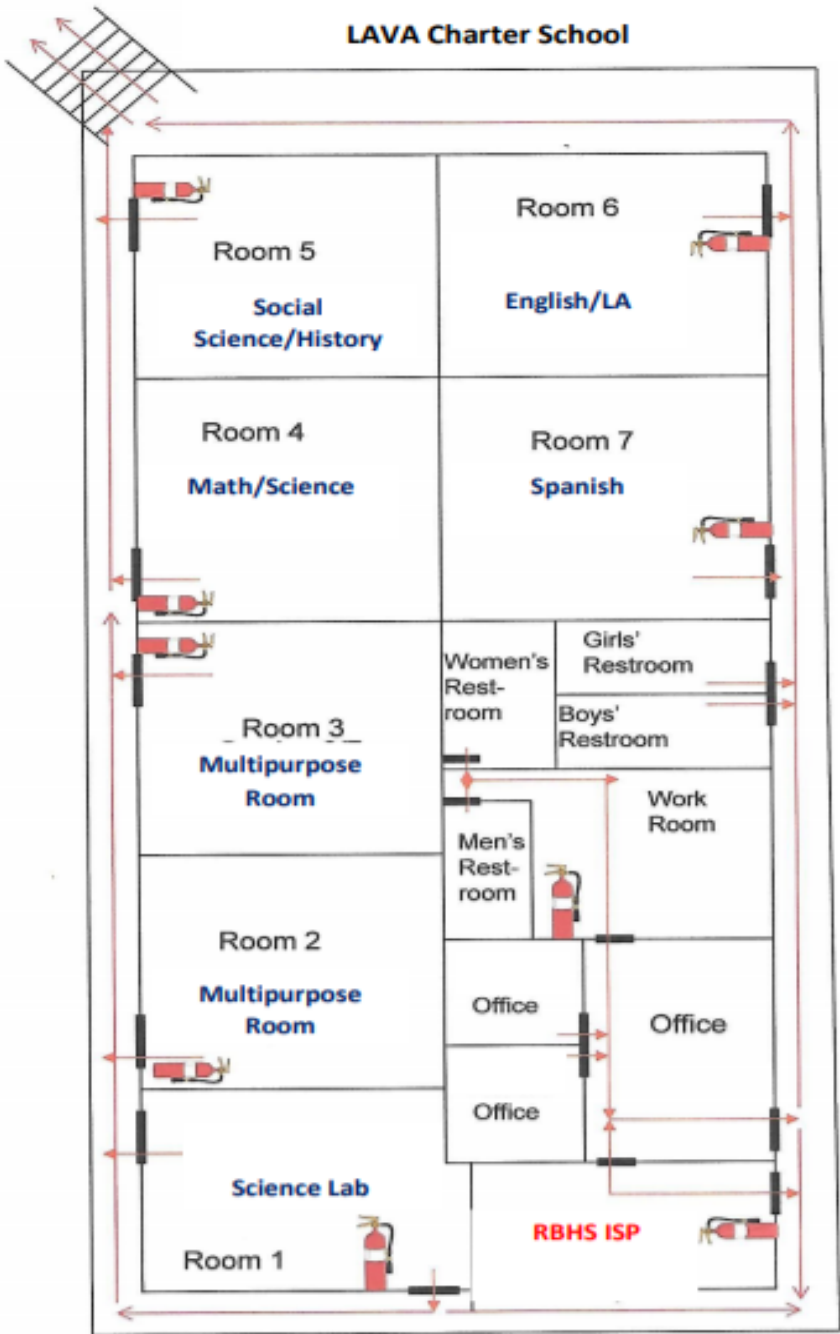
- Other electronic devices such as but not limited to; iPods, MP3 players, PSP ,tablets, and Nintendo DS, should not be brought to school or on to school premises. If a student brings such a device to school, LAVA Charter School is not responsible for the theft, loss or damage to that device. Students who bring such devices to school are subject to the same regulations and the confiscation policy set forth in this agreement.

#### **E. Confiscation and return of cell phones and other electronic devices:**

- Inappropriate usage (cyber harassment, texting, filming or taking pictures without permission, use of non educational social media, etc.) on school premises, buses, or field trips will result with the following consequences:
  - **First Infraction** – Warning

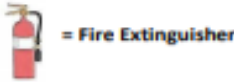
- **Second Infraction** - Confiscation of cell phone by teacher or school personnel. Cell phone will be sent to a school administrator's office. Student's cell phone will be returned at end of school day.
- **Third Infraction** - Confiscation of cell phone by teacher or school personnel. Cell phone will be sent to a school administrator's office. Parents will be notified by the school personnel. The cell phone will be returned **only to a parent or guardian** at end of the school day.
- **Fourth Infraction**- Confiscation of cell phone by teacher or school personnel. student will be required to turn in the cell phone daily to the office and picked up at the end of each school day. If preferable a parent may submit a note explaining that the cell phone will remain at home instead of being stored in the office during the school day.

# Campus Evacuation Plan



## EVACUATION PLAN

1. Remain Calm
2. Each class will stay together with their teacher
3. Teachers will ensure all students have been evacuated by taking roll in the designated area (basketball court)
4. Do not re-enter the building unless authorized by a school official.
5. Remain calm and quiet.
6. In the event of a fire alarm during non-classroom time go immediately to the basketball courts and report to your homeroom teacher.



8/15/16