



Chartwell High School

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Family Handbook
2017-2018

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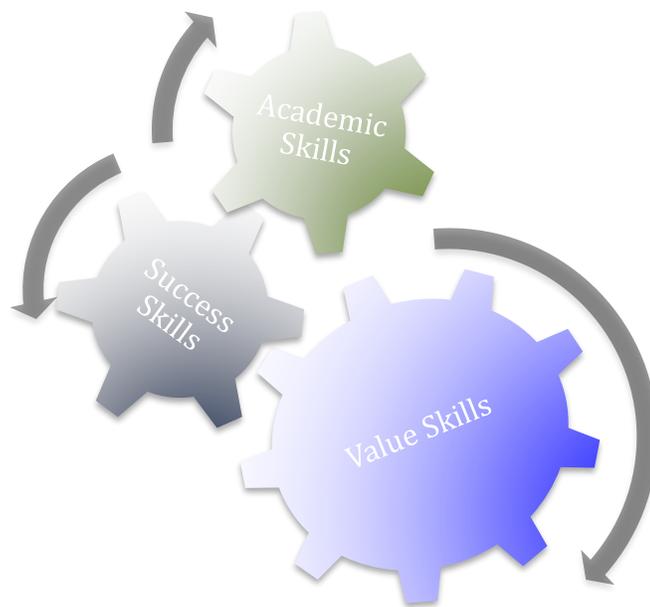
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Philosophy

Chartwell High School represents a complete rethinking of the high school experience; it's a school designed for the students it serves. Our purpose is to foster the potential of students who, despite their hard work and talents, may have struggled in a traditional educational setting. The school's innovative approach and structure and its unique combination of conceptual rigor and integrated skills instruction provide an educational environment in which students can build ongoing success.

Mission

Chartwell empowers bright students, K-12, with language-based learning disabilities, including Dyslexia, to prepare these exceptional thinkers to thrive in college and careers.



The keystones of education at Chartwell High School are:

- **Value Skills;** Respect, Honesty, and Responsibility
- **Success Skills;** Communication, Collaboration, Creativity, Critical Thinking.
- **Academic Skills;** Timeliness, Organization, Study Skills, Acquisition and Expression of Information, Self-Knowledge, Advocacy.

Expected School-Wide Learning Results

By integrating keystone skills and approaching content through Project Based Learning, students are exposed to highly relevant and age appropriate material. In doing so, their academic skill levels are commensurate with potential and appropriately matched for educational expectations. Students, as a result of Chartwell's approach and methodology, will see learning as important and fun, be intrinsically motivated, demonstrate intrigue, sophistication, be self-aware, socially and emotionally competent, and confident in their ability to be independent thinkers, learners, and participants in the world.

Calendar

CHARTWELL HIGH SCHOOL 2017-2018

August 2017							Days=16	February 2018							Days=19
S	M	T	W	T	F	S		S	M	T	W	T	F	S	
		1	2	3	4	5	2 Teachers Return 9 Students Return PP1 Starts 11 2 PM Dismissal	4	5	6	7	8	9	10	2 2 PM Dismissal 9 2 PM Dismissal
6	7	8	9	10	11	12		11	12	13	14	15	16	17	16 2 PM Dismissal
13	14	15	16	17	18	19	18 2 PM Dismissal	18	19	20	21	22	23	24	19 NO SCHOOL Presidents' Day Observed 23 2 PM Dismissal
20	21	22	23	24	25	26	24 Family BBQ 4 PM 25 NO SCHOOL - In-service 26 Super Sixties Saturday 5 PM at Holman Ranch Tavern	25	26	27	28				26 - 2 Conference Week 12:30 PM Dismissal
27	28	29	30	31											
September 2017							Days=20	March 2018							Days=16
S	M	T	W	T	F	S		S	M	T	W	T	F	S	
					1	2	1 Annual All-Nighter					1	2	3	26 - 2 Conference Week 12:30 PM Dismissal
3	4	5	6	7	8	9	4 NO SCHOOL - Labor Day 8 2 PM Dismissal	4	5	6	7	8	9	10	5 NO SCHOOL - In-service 9 2 PM Dismissal
10	11	12	13	14	15	16	15 2 PM Dismissal	11	12	13	14	15	16	17	16 2 PM Dismissal
17	18	19	20	21	22	23	22 2 PM Dismissal	18	19	20	21	22	23	24	23 Last Day of PPIII
24	25	26	27	28	29	30	29 2 PM Dismissal	25	26	27	28	29	30	31	26 - 6 NO SCHOOL - Break
October 2017							Days=15	April 2018							Days=15
S	M	T	W	T	F	S		S	M	T	W	T	F	S	
1	2	3	4	5	6	7	5 Last Day of PPI 6 2 PM Dismissal	1	2	3	4	5	6	7	26 - 6 NO SCHOOL - Break
8	9	10	11	12	13	14	9 - 13 NO SCHOOL - Break	8	9	10	11	12	13	14	9 NO SCHOOL - In-service 13 2 PM Dismissal
15	16	17	18	19	20	21	16 NO SCHOOL - In-service 17 PPIII Begins 20 2 PM Dismissal	15	16	17	18	19	20	21	19 Parent Tea 4 PM 20 2 PM Dismissal
22	23	24	25	26	27	28	26 Parent Tea 4 PM 27 2 PM Dismissal	22	23	24	25	26	27	28	27 2 PM Dismissal
29	30	31					30 - 3 Conference Week 12:30 PM Dismissal	29	30						
November 2017							Days=18	May 2018							Days=22
S	M	T	W	T	F	S		S	M	T	W	T	F	S	
			1	2	3	4	30 - 3 Conference Week 12:30 PM Dismissal			1	2	3	4	5	4 2 PM Dismissal
5	6	7	8	9	10	11	10 NO SCHOOL Veterans Day Observed	6	7	8	9	10	11	12	11 2 PM Dismissal
12	13	14	15	16	17	18	17 2 PM Dismissal	13	14	15	16	17	18	19	18 2 PM Dismissal
19	20	21	22	23	24	25	22 - 24 NO SCHOOL Thanksgiving Break	20	21	22	23	24	25	26	25 2 PM Dismissal
26	27	28	29	30				27	28	29	30	31			28 NO SCHOOL Memorial Day Observed
December 2017							Days=16	June 2018							Days=6
S	M	T	W	T	F	S		S	M	T	W	T	F	S	
					1	2	1 2 PM Dismissal						1	2	1 2 PM Dismissal 1 PPIV Ends
3	4	5	6	7	8	9	8 2 PM Dismissal 9 Pear Tree Fundraiser 6PM at Tehama	3	4	5	6	7	8	9	6 - 8 Retrospective Week 8 Last Day Retrospective and Graduation
10	11	12	13	14	15	16	15 2 PM Dismissal	10	11	12	13	14	15	16	
17	18	19	20	21	22	23	21 Last Day of PPIII 22 Dorothy's Kitchen Event	17	18	19	20	21	22	23	18 Summer School Begins
24	25	26	27	28	29	30	25 - 5 Holiday Break	24	25	26	27	28	29	30	
January 2018							Days=16	July 2018							Days=9
S	M	T	W	T	F	S		S	M	T	W	T	F	S	
31	1	2	3	4	5	6	2 NO SCHOOL - In-service 3 PPIII Begins 5 2 PM Dismissal	1	2	3	4	5	6	7	4 NO SCHOOL Independence Day Observed
7	8	9	10	11	12	13	8 NO SCHOOL - In-service 11 Parent Tea 4 PM 12 2 PM Dismissal	8	9	10	11	12	13	14	
14	15	16	17	18	19	20	15 NO SCHOOL - MLK Day 19 2 PM Dismissal	15	16	17	18	19	20	21	13 Summer School Ends
21	22	23	24	25	26	27	26 2 PM Dismissal	22	23	24	25	26	27	28	
28	29	30	31					29	30	31					

Total School Days: 180
Academic Weeks: 39

Green—School Functions
Red—No School/Vacation
Blue—Early Dismissal

Daily Schedule

Chartwell High School Weekly Schedule 2017-2018

Monday	Tuesday	Wednesday	Thursday	Friday	
Morning Meeting 9:00-9:10	Morning Meeting 9:00-9:10	Morning Meeting 9:00-9:10	Morning Meeting 9:00-9:10	Morning Meeting 9:00-9:10	
Period 1 9:15-10:00	Period 1 9:15-10:00	Period 1 9:15-10:35	Period 5 9:15-10:35	Field Experiences and Project Work	
Break 10:00-10:15	Break 10:00-10:15	Break 10:35-10:55	Break 10:35-10:55		
Period 2 10:15-11:00	Period 2 10:15-11:00	Advisory 10:55-11:50	Advisory 10:55-11:50		
Period 3 11:05-11:55	Period 3 11:05-11:55	Lunch 11:50-12:30	Lunch 11:50-12:30		
Lunch 11:55-12:30	Lunch 11:55-12:30	Clubs 12:30-1:15	Flex 12:30-1:15		
Advisory 12:30-1:15	Advisory 12:30-1:15	Period 2 1:20-2:30	Period 3 1:20-2:30		
Period 4 1:20-2:05	Period 4 1:20-2:05	Break 2:30-2:45	Break 2:30-2:45		
Break 2:05-2:20	Break 2:05-2:20	Period 4 2:45-3:55	Period 6 2:45-3:55		
Period 5 2:20-3:05	Period 5 2:20-3:05				
Period 6 3:10-3:55	Period 6 3:10-3:55				
Optional After School Study Hall 4:00-5:00					

Graduation Requirements

The graduation requirements for a Chartwell High School diploma meet the U.C. graduation requirements with the exception of foreign language. Credit is awarded for a grade of C- or above.

Chartwell High School Graduation Requirements

Years	Course
4	English/Literature
3	Social Studies (World History, U.S. History and Government/Economics)
3	Mathematics (Algebra, Geometry and Advanced Algebra)
3	Science (2 years of a lab science)
1	Health
1	Visual and/or Performing Arts
2	Fitness
2	Electives/Project Work
2	Foreign Language *if recommended

In certain circumstances, and upon the recommendation of the Head of School, the Executive Director may evaluate and modify Chartwell High School graduation requirements in favor of requirements for graduation set forth by California Education Code.

California Graduation Requirements (EC 51225.3)

Years	Course
3	English/Literature
3	Social Studies (World History, U.S. History and Government/Economics)
2	Mathematics (Algebra 1)
2	Science (Biological and Physical Science)
1	Health
1	Either Visual or Performing Art
2	Fitness

Communication

Chartwell High School believes a strong partnership with parents/guardians is a fundamental aspect of each student's education. A positive and constructive working relationship between the school representative and parents/guardians is essential to fulfill the school's mission. The strongest partnerships are founded on honesty, trust, courtesy, and respect. To this end, the school expects that all communications between parents/guardians and representatives of the school be conducted with these principles in mind. Thus, the school reserves the right to discontinue enrollment or not to re-enroll a student if a parent/guardian makes such a positive and constructive relationship impossible or otherwise seriously interferes with the school's ability to accomplish its mission or jeopardizes the learning experience of any student.

We encourage communication from students and parents/guardians, and we shall make every effort to respond promptly and effectively. All staff and faculty will attempt to respond to phone and email within 24 hours during the week. Emails or messages left with teachers after 4:30 p.m. will be returned the following school day.

Please refrain from calling or texting your child during instructional periods. Please call or text during lunch or break times. If your child is sick and needs to go home during the school day, be assured that the school will contact you. In case of emergency, contact the school office at 394-3468 and a message will be delivered immediately.

Parents/guardians can keep up to date on news and events through a weekly bulletin sent via email every Thursday during the school year. If you are not receiving the bulletin or wish to receive it in paper form, please contact the school office at 394-3468.

A student contact roster will be provided to each family for purposes of facilitating school related business (e.g. arranging carpools, coordinating school events, etc.). This information is private and should not be used to solicit anyone in the school community for an outside business or personal cause. Please do not share this information outside our school community.

We maintain an open door policy whenever possible. While family members are welcome to drop by when on campus, it is best to make an appointment to ensure ample time with teachers or administrators. If you will be on campus as a volunteer, please sign-in and collect a badge from the front office.

For questions and information about classes, the first line of communication should be with the teacher involved. Administrative matters should be addressed appropriately to the staff.

Parent Tea Dates			
August 24th (BBQ)	October 26th	January 11th	April 19th

At the beginning of every project period, parents/guardians are welcome to attend an informational session with Billy Swift and other parents from 4:00-5:00 p.m. to discuss the upcoming project period and other school related items.

ATTENDANCE AND PUNCTUALITY

Students are required to arrive to school, classes, and field experiences on time with all the necessary materials needed to fully participate. Drop off time is between 8:45 and 8:55 a.m. as attendance is taken at 9:00 a.m. daily. Students may arrive early or stay late, but parents/ guardians should be aware that there is no guaranteed high school supervisor on campus prior to 8:30 a.m. or after 5:00 p.m. The campus is closed and secured on weekends and after 6 p.m. each weeknight. Access to campus, buildings, or lockers is not available when the campus is closed.

Much of the work done during project-based learning cannot be duplicated outside the classroom. Field experiences and the beginning and end of each project period are particularly important. Unexcused absences or missing school excessively for any reason may jeopardize credit accumulation.

Because class attendance and participation are vital in an academic program, excessive absences and lateness for whatever reasons are likely to result in poor performance. At Chartwell High School, field experiences are considered vital aspects of coursework and attendance is required. When absences or tardiness are chronic, it is detrimental to both student and school.

Unexcused absences and frequent tardiness are a particular problem for both students and teachers. Being on time and prepared for class shows respect and professionalism. Instructors take attendance at the beginning of each school day and at the beginning of each class and record any unexcused tardiness. To reinforce the importance of punctuality and to encourage students to manage their time or communicate effectively, students will partake in a 20 minute After School Reflection with the Head of School every time 20 minutes of tardiness occurs within a one month period. Students are encouraged to check-in with their instructor if they plan to be late or should come to class with a note explaining their tardiness. The California Educational Code specifies that credit may not be given for schoolwork missed during an unexcused absence. Students who miss class or are late to class without an acceptable reason may not have the opportunity to make up work and should not expect any special treatment that places an unnecessary burden on the teacher or creates an unfair situation for other students. It is not simply a matter of making up work on the student's own time; teachers deliver lessons with diagnostic instruction in a structured sequence; thus being on time for each class is crucial.

Although students are required to arrive to school between 8:45 and 8:55, there can be unpredictable complications during the morning commute. When students realize that they will be late, or know that they will miss a class, it is the student's responsibility to contact the school immediately. This contact is a courtesy to indicate student whereabouts, but does not always excuse lateness or absence. **In cases where a student is absent,**

A student with absences and tardiness equal to missing 10% (13 hours) of contact time in any class throughout the course of the school year is in jeopardy of not earning credit in that subject area.

a parent/guardian must contact the school prior to the beginning of the school day.

At the beginning of each project period, students are granted three free unexcused tardies to Morning Meeting, which takes place between 9:00 to 9:10 a.m. If a student reaches a total of 120 minutes of late time throughout the course of a project period, s/he will be required to attend a Saturday School Session equaling 120 minutes. Saturday School dates, if needed, are scheduled in October, December, March, and May.

Families should avoid, if at all possible, scheduling vacations that cause students to miss class. The academic year provides many holidays, and the school calendar is published well in advance to prevent these types of absences. Similarly, medical appointments should be scheduled outside school hours whenever possible. If they are scheduled during the school day, please communicate appointment times with the school as soon as possible.

As a matter of health and safety, parents/guardians should contact the school if their child's arrival or departure from school deviates from their normal schedule. Please note that California has very strict provisional driving laws for teenagers. It is the responsibility of students and parents/guardians to know and adhere to these laws. California Law states that for students with Provisional Driver's Licenses, their license comes with restrictions that are released after the license is held for 12 months or until the driver turns 18 years of age. Those restrictions include not being allowed to have any passenger in their car under the age of 20 and they are restricted to drive between the hours of 11 p.m. and 5 a.m.

ABSENCES AND REPORTING

When a student is absent because of illness, the school should be notified before 8:30 a.m. if possible. If a student has not arrived to school by 9:15, parents/guardians will be contacted via phone, text, and/or email. In order for the official transcript to indicate an excused absence, it must be verified by a note or phone call from a parent/guardian, or documentation from a medical professional. In general, when a student is absent from classes, they cannot participate in other school or after school events on the same day without the express permission from school administration.

It is expected that absent students email all of their teachers as soon as possible to ask for assignments.

Students injured or falling ill while at school should notify their supervising instructor at once so assistance may be immediately provided. School personnel will contact parents/guardians directly if a student needs to leave school because of illness or injury. When parents/guardians are out of town, please notify the school and provide alternate emergency contact information.

GRADES AND COMMENTS

Part of Chartwell High School's educational philosophy focuses on the acquisition of skills and meeting of standards rather than on grades. However, as part of preparing students for college, we feel that grade evaluation is useful. After each project period, students will receive an individual evaluation from teachers including content standard and skill

assessments, achievement, effort, and citizenship grades, and a narrative report. The academic year is broken down into two semesters with two project periods for each. Therefore, four times per year, after each project period, students and parents/guardians are given grade equivalents for coursework. These reports are sent home via email. Students receive credit for each class in which they successfully earn a grade of “C-” or higher. On the year-end transcript, students receive semester grades for each subject area, which will become part of the student’s official transcript and academic record. In order to effectively serve our students, all faculty members and counselors have complete access to student grades and records.

A student may be put on academic probation at any point in the year if she/he is not completing homework, is missing class assignments, or is not attending school consistently. If a student does not complete required work or misses more than 10% of contact time at school, s/he will jeopardize accumulation of course credit for the semester and her/his contract for enrollment the following year. In these cases, the student’s team (consisting of parents/guardians, school administration and instructors) will be involved to either get the student back in good academic standing or to find an appropriate, alternative placement.

Planning for transition from Chartwell High School should be made at the earliest possible time—preferably no later than January. The earliest possible notification enables the Chartwell High School staff to prepare the student for a successful transition and allows time to effectively communicate with other schools.

CONFERENCES

Parent/Teacher/Student conferences occur twice a year. Parents/guardians will be given the opportunity to sign-up for a conference time that best suits their schedule. They will be sent an online sign-up form to fill out no less than two weeks before each conference period. All conferences are optional. These conferences, held the first week of November and the first week of March, provide teachers, parents/guardians, and the student the opportunity to discuss progress, relative strengths, areas of need, and anything else related to school and life. Parents/guardians will be given the opportunity to give comments, ask questions, or voice concerns the last 10 minutes of the conference when the student is not present. If parents/guardians would like additional time to discuss their child’s education, they are welcome to schedule a meeting by contacting administration. We welcome the opportunity to talk to families about their child’s education. The Head of School maintains an open-door policy and welcomes visitors at any time.

Standards

At Chartwell High School, the health and safety of every member of our school community is our highest priority. Every successful community involves a high degree of adherence to commonly shared beliefs and practices. Responsibility, respect, and honesty are the value standards that form the bedrock on which our community is built. This section explains some of the ways these value standards have shaped Chartwell High School to be such a dynamic, nurturing, and enriching environment, allowing students to develop character traits that positively impact their lives and those around them. We truly believe students feel their best when they act in a manner in which they are unconditionally responsible, respectful, and honest; and we want them to experience this every day. To be a member of the Chartwell High School community, one is expected to uphold the values, rules, regulations, and policies.

Value Standards



Responsibility – to school, family and peers

Responsibility to school, family, and friends includes behaving in accordance with the rules of the community and abiding by school regulations. Students are expected to be responsible for their own behavior in and outside of the classroom. Among other things, this includes taking care of one's own possessions, cleaning up after oneself, picking up any trash around the campus, and generally being a good steward of the environment. Other forms of responsibility include being prepared for class and communicating one's needs and requests politely and in a timely manner. Students are responsible for appropriate behavior on school computer networks just as they are in other school settings. Chartwell High School believes that by accepting and fulfilling appropriate responsibilities, individuals will come to value rights and privileges.

The following rights and responsibilities have been designed by Chartwell High School to ensure the safety and respect of all individuals at the school. Please review these with your child to help them understand that the surest way to protect his or her individual rights, and those of the school community, is to actively practice associated responsibilities.

Respect – for the rights, welfare and property of others

Chartwell High School is a community in which respect for ourselves and for the rights of others governs our interactions. Therefore, any form of rudeness directed at students or adults will be considered a violation of the principle of respect. Personal insults, profanity, disrespectful behavior or gestures, intimidation, harassment, including sexual harassment, verbal or physical abuse, social isolation or manipulation, talking while others are trying to listen, and graffiti are examples of actions that limit the rights and freedom of others.

These standards hold true whether in person or in writing, on a website, in text messaging, instant messaging, or social media. Internet access is a privilege and entails responsibility.

Respect takes many forms. Some types of respect include the consideration of others' feelings, actions, and opinions. Other ways of being respectful include being on time for class and appointments, being quiet so that others may listen, keeping one's commitments, behaving politely at all gatherings, respectful computer use, and in general being a positive member of the community.

Chartwell High School is committed to providing a safe environment for its students, in which they are free from harassment of any type, including sexual harassment and harassment based upon religious creed, race, physical or mental disability, or medical condition. If any student believes that he or she has been the victim of such harassment, the student should promptly report the incident to a faculty or staff member to whom the student feels comfortable making such a report. Students witnessing harassing or bullying behavior, whether or not it is directed at them, are strongly encouraged to report the incident to a faculty or staff member. Every complaint of harassment or bullying will be promptly and fully investigated. Any student who is found guilty of harassment or bullying will be subject to the school's disciplinary procedures. The policy applies to students on school grounds or during school-sponsored activities, and while traveling to and from school or a school-sponsored activity.

Honesty – in all personal and academic matters

Honesty provides the basis for trust. For a community to be effective, an atmosphere of honesty and trust must prevail. We believe personal integrity is a defining character trait; thus we will not tolerate lying, stealing, or cheating.

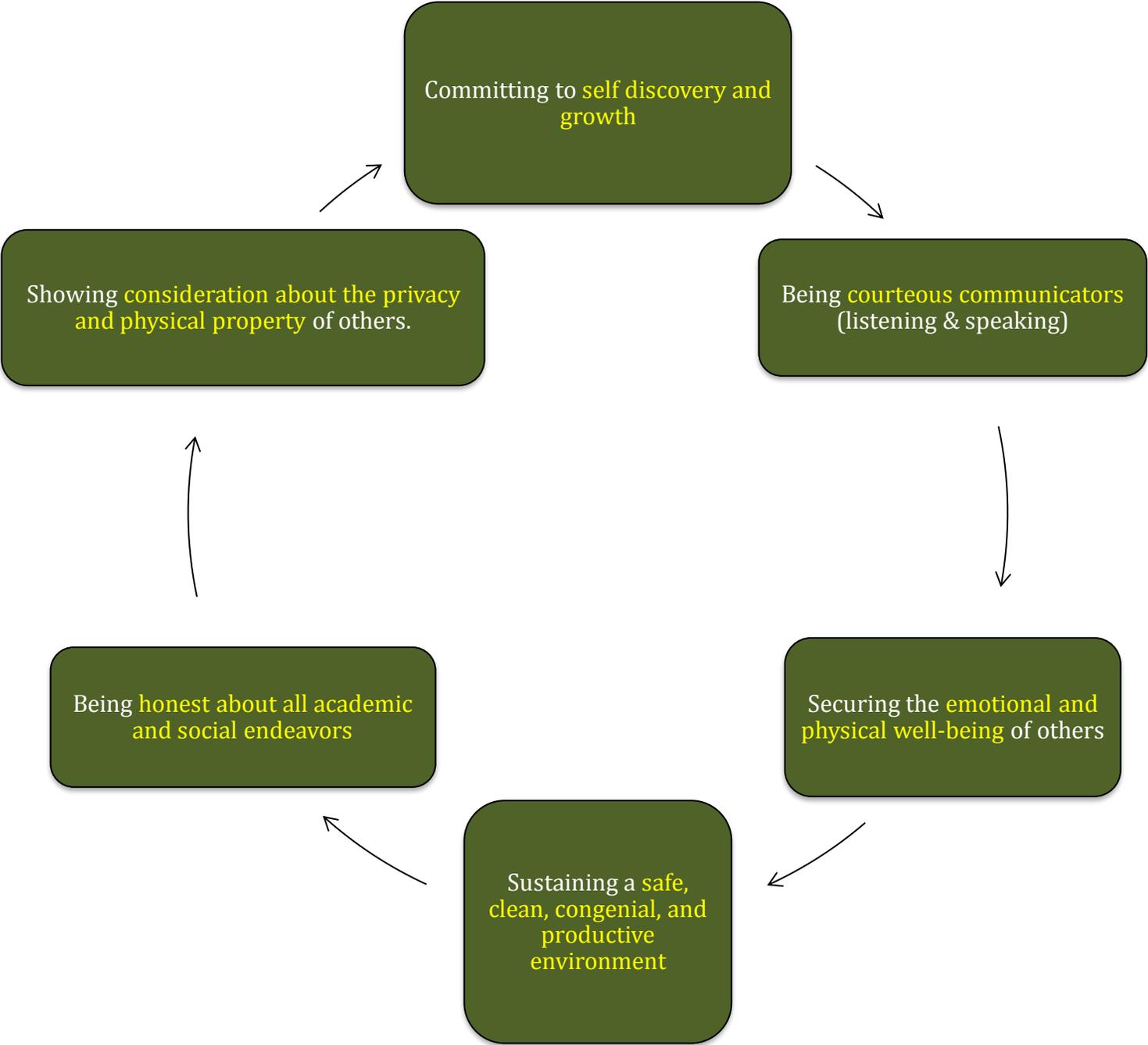
Dishonesty can be extended to academic dishonesty or personal dishonesty. We ask that all students be honest in their communication to avoid confusion, manipulation, or power struggles. Although being dishonest might result in disciplinary action, it is important for the person being dishonest to realize the impact that it will have on their relationships and/or abilities to have greater independence and freedom in the future.

Theft is a serious offense. Beyond taking something that is not theirs and claiming it as their own personal property, stealing also includes using others' possessions without their permission. This includes electronic devices, passwords, files, images, etc.

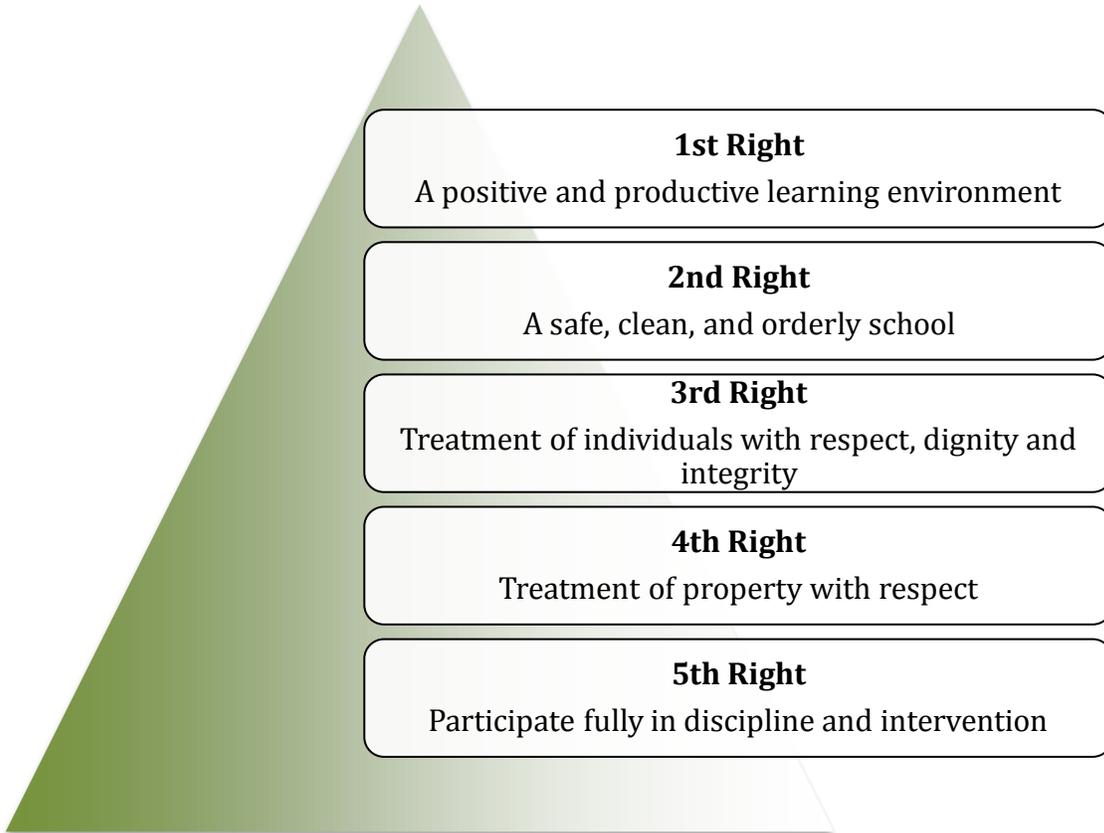
Cheating includes using or providing unauthorized notes or aids, copying another student's work, allowing another student to copy work, or giving or receiving help in any

other unauthorized manner during quizzes, tests, projects, or examinations. Cheating also includes plagiarism: the act of presenting someone else's work or ideas as your own without giving proper credit.

School-Wide Expectations



Rights and Responsibilities



1st Right

A positive and productive learning environment

Responsibilities

- | | |
|---|---|
| <ul style="list-style-type: none">• Engage in behaviors that allow self and others to learn• Ask for help when needed• Accept and respect others' differences• Become an active learner• Cooperate with instructors and peers• Follow all school policies and procedures and accept the consequences• Follow the spirit and guidelines of the Dress Code• Follow all classroom procedures and work cooperatively with others | <ul style="list-style-type: none">• Bring all necessary books and supplies to class• Arrive at school on time• Attend classes on time• Complete all assigned work to the best of ability• Complete all work missed during absences• Submit all assignments on time• Accept feedback from instructors• Contact teachers when absent |
|---|---|

2nd Right***A safe, clean and orderly facility*****Responsibilities**

<ul style="list-style-type: none">• Follow rules and directions at all times• Be courteous to others• Communicate using positive and polite language• Refrain from overt or secretive attempts to physically or verbally intimidate others	<ul style="list-style-type: none">• Work cooperatively with others to keep the school clean, including classrooms, hallways, lunch and recess areas, grounds and restrooms• Report any activities that threaten the health and safety of the school community• Refrain from damaging school property• Follow recycling procedures
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3rd Right***Treatment of individuals with respect, dignity and integrity*****Responsibilities**

<ul style="list-style-type: none">• Accept and respect others' differences• Communicate using positive, polite, respectful language• Refrain from overt or secretive attempts to physically or verbally intimidate others• Avoid behaviors that may distract peers in class	<ul style="list-style-type: none">• Refrain from harassing and intimidating others verbally, physically and/or sexually• Refrain from public displays of affection• Listen courteously to peers and teachers during discussions
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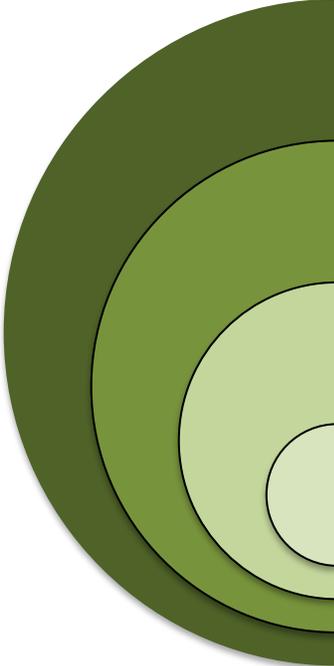
4th Right***Treatment of property with respect*****Responsibilities**

<ul style="list-style-type: none">• Take individual responsibility for personal property• Personal property should contribute positively to the learning environment• Ask permission before using others' property	<ul style="list-style-type: none">• Return property to the rightful owner• Report any damage or loss immediately• Take responsibility for school-owned materials (e.g. laptops, calculators, desks, etc)
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5th Right***Participate fully in intervention and discipline procedures*****Responsibilities**

<ul style="list-style-type: none">• Be honest and complete when communicating information that pertains to the specific incident	<ul style="list-style-type: none">• Cooperate with others
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The Four Part Apology



Say	<ul style="list-style-type: none">• "I am sorry."
Explain	<ul style="list-style-type: none">• why what you did was a problem for the other person
Offer	<ul style="list-style-type: none">• something that you will do to make up for what you did
Make	<ul style="list-style-type: none">• a promise for future behavior

“Life is ten percent what happens to you and ninety percent how you respond to it.” -Lou Holtz

IT IS THE RESPONSIBILITY OF EACH STUDENT TO OBSERVE THE STANDARDS AT ALL TIMES: AT SCHOOL, ON FIELD EXPERIENCES, AT HOME, AND IN THE COMMUNITY.

We expect students to behave in the larger community in a way that upholds and furthers the reputation and well-being of the school. This includes, but is not limited to the online community and text messaging.

It is each student’s responsibility to uphold the standards in this family handbook and to do their best to act with a spirit of positivity that enhances their lives and the lives of those of our community. There is no way that this document can fully outline every conceivable situation that might occur during the school year. In cases of ambiguity, the student is responsible for obtaining further clarification. Violating Chartwell High School’s standards will result in appropriate action determined by the Head of School, Standards Committee Team, or Executive Director.

Students are reminded that violation of city, county, state, or federal laws, on or off the school campus, may provide grounds for disciplinary action.

BULLYING, HARASSMENT, AND DISCRIMINATION POLICY

The diversity of Chartwell High School's community offers a special opportunity to learn and practice understanding, tolerance, and compassion. Impinging on the well-being of others or violating their rights is not tolerated. Chartwell High School is enriched by the diversity of its students; it respects individual differences and believes in each student's right to full participation in the life of the community without harassment. Demeaning statements or material, uninvited physical advances, and hazing or threats undermine a community that seeks to promote diversity and sound emotional, physical, and intellectual development.

In accordance with state and federal law, Chartwell High School does not tolerate actions that create an intimidating, hostile, or offensive environment through bullying, harassment, or discrimination.

Chartwell High School defines bullying as any repeated, negative, aggressive action that is intended to (or should be known to) hurt, humiliate, demean, frighten or exclude someone. This behavior can create an imbalance of power between the people involved.

Chartwell High School is committed to establishing and maintaining a safe, inclusive, equitable, and welcoming learning and working environment for all members of the school community. No one in our community should engage in conduct that is unwelcoming to others.

In order to promote this environment of trust, it is important that every student recognize certain guidelines of appropriate behavior. Physical and/or verbal behaviors, including on-line actions, that are unwelcomed or otherwise disregard the self-esteem or rights of others is unacceptable and will be confronted and addressed. The following factors will be considered in determining whether a behavior constitutes harassment and disciplinary action should be taken:

1. The nature and intent of the behavior itself.
2. The feelings of the person at whom the behavior was directed.
3. The motivation that prompted the behavior (e.g. was it gender-based, racial, etc.).
4. The effects the incident may have had or could have on the larger community.
5. The frequency of the behavior.

Unwelcome and inappropriate behaviors that may constitute harassment include, but are not limited to, the following:

1. Obscene, demeaning, or suggestive remarks, jokes, insults, or verbal and written abuse directed at any person because of their appearance, attitude, ethnicity, country of origin, gender, religion, sexual orientation/preference, disability, age, or socioeconomic status.
2. Uninvited pressure to participate in illicit activities such as smoking or the use of substances, display of explicit, demeaning or offensive notes, pictures, or materials, including sexting.

3. Threats, false accusations of harassment, retaliation toward any person reporting harassment.
4. Cyber-bullying, including online activities, instant messaging and text messaging.

SEXUAL HARASSMENT POLICY

Chartwell High School defines sexual harassment as any unwanted and/or uninvited sexual attention from another person. Sexual harassment is a form of sexual discrimination and may include any of a full range of behaviors from leering and verbal remarks to unwanted sexual contact. Chartwell High School does not tolerate sexual harassment and will deal with each case individually and privately to decide if disciplinary action should be taken.

Inappropriate behaviors that may constitute sexual harassment include, but are not necessarily limited to, the following:

1. Pressure or force, whether explicit or implicit, to participate in or observe sexual activity;
2. Uninvited touching, caressing, pinching, or grabbing;
3. Suggestive or sexual gestures, jokes, looks, or comments, display of sexually demeaning or offensive notes, pictures, or materials including sending such material electronically via computer or cell phone.

Ed Code 48900.2 provides that a student may be suspended or recommended for expulsion if the Superintendent or Principal determines that he/she has committed sexual harassment as defined in Ed Code 212.5. Any student who engages in the sexual harassment of anyone in or from the school may be subject to disciplinary action up to and including expulsion. Any employee who permits or engages in sexual harassment may be subject to disciplinary action up to and including dismissal. Depending on the circumstances, a sexual harassment charge can be addressed as a disciplinary matter, a law enforcement matter, a matter of unprofessional conduct, or a civil rights complaint. Students or staff members need to immediately report incidents of sexual harassment to the Executive Director, Head of School, or other administrator. An investigation will be conducted to determine the following: 1) finding of harassment, 2) non-finding of harassment, and 3) insufficient evidence to make a finding.

If the Head of School or designee does not promptly remedy a situation involving sexual harassment, a complaint of harassment can be filed in accordance with AR 1312.1 - Complaints Concerning School Personnel or AR 1312.3 - Uniform Complaint Procedures. The Executive Director shall determine which procedure is appropriate.

Chartwell High School prohibits retaliatory behavior against any complainant or any participant in the complaint process. Each complaint of sexual harassment shall be promptly investigated in a way that respects the privacy of all parties concerned.

CHILD ABUSE REPORTING OBLIGATIONS

In accordance with California law, school staff is obligated under a penalty of fine and jail term to report to Child Protective Services whenever there is reasonable suspicion of physical abuse, emotional abuse, emotional deprivation, physical neglect, inadequate supervision, sexual abuse, or exploitation. Unlike most other policies related to school procedure, in this very serious and legally narrow area, Chartwell High School will NOT contact parents/guardians in advance of making a report to the legal authorities. Chartwell High School is specifically not drawing conclusions about the factual nature of such claims under the circumstances that lead to mandatory reports, but rather passing along such information as may be relevant to the appropriate agency whose responsibility it is to make such determination. Parents/guardians are advised that based on the seriousness of the crimes listed above, the law mandates that a report of reasonable suspicion of abuse be made directly to the proper legal authorities. Reports will be made with the intent of securing the safety and well-being of the child and will not be modified or withdrawn once tangible and reasonable suspicion has been established.

Bullying is a serious issue and the faculty and staff have been trained to identify the symptoms, to recognize the behavior patterns, and to intervene effectively; however, according to Children's Protective Services, bullying itself does not constitute child abuse and is not a mandated report.

SUBSTANCE USE POLICY

Chartwell High School not only upholds both federal and state laws in regards to illegal substances, but also opposes the use of alcohol, drugs, tobacco, and vaporizers by its students. Possession, use, or being under the influence of alcohol, drugs, tobacco/nicotine, and/or paraphernalia on campus or at any school-sponsored activities such as dances, field experiences, trips, events at other schools, or community service activities when representing the school is regarded as a serious infraction against the health and safety of members of the school community. Students found to be using illegal substances or to be under the influence during school related activities will be referred to the Standards Committee for appropriate action, which may include expulsion.

Substance use is viewed first as a health and safety issue rather than a cause for immediate dismissal. Early intervention is important in preventing addiction, thus our goal is to intervene as soon as possible if someone is suspected of using or is using illegal substances. Similarly, if a student is struggling with addiction, Chartwell High School will make recommendations to the student and his or her family to formulate an appropriate treatment program and to provide support and information for parents/guardians. Parents/guardians and students should be aware that such a program may include recommendations for an independent evaluation and the implementation of a program of random drug testing, at the parents'/guardians' cost, to ascertain the student's continued freedom from substance use. Chartwell High School views substance use and abuse as a problem that is the responsibility of the entire community including the individual, his or

her family, peers, and the school. Only by working together can we create a safe and positive learning environment for our students.

Sale or distribution of illegal substances is regarded as a most serious infraction against the health and safety of members of the school community. Students found to be involved in what is believed to be the sale or distribution of alcohol or other drugs to fellow students, either at school or while on a school-sponsored activity, may be immediately dismissed from Chartwell High School, in addition to facing criminal penalties.

ILLEGAL DRUGS DEFINED

The terms "drug," "illegal drug," and "substance" include any controlled substance not legally obtained, and prescribed drugs not being used in the prescribed dosage or for the prescribed purpose, including drugs prescribed legally, but for someone other than the student. The term further refers to other substances (e.g. mail-order stimulants or pills, nitrous oxide, glue), which are used for other than their intended purposes. Finally, the possession of paraphernalia associated with substance abuse (e.g. tobacco rolling papers, rolling machines, pipes, "roach" clips, vaporizers) will be viewed by Chartwell High School as evidence of a student's intention to use illegal drugs and will be dealt with as a suspected substance use problem.

VOLUNTARY ADMISSION OF A SUBSTANCE ABUSE PROBLEM

The school will support students who voluntarily seek help for a substance abuse problem by assisting the student and their family in formulating an appropriate treatment program, arrange for access to community resources when necessary, and provide support and information for parents/guardians.

While it should be noted that no disciplinary action will be taken in the case of a student asking for help in overcoming a substance problem, the standard policies and procedures outlined will be followed for any substance use following this admission. A student may not voluntarily admit to use as a means to circumvent the disciplinary procedures. An admission and request for assistance must precede a disciplinary investigation.

ABIDING BY STANDARDS - DISCIPLINE

Discipline at Chartwell High School is based on our belief that a structured, caring environment contributes most effectively to the growth of our students. Part of the criteria for admissions is based on the belief that applicants will be able to accept and uphold the standards of Chartwell High School. We believe all our students are capable of achieving the standards without any modification. In keeping with the philosophy of the school, discipline is individualized, and more serious or repeated infractions that break the standards and expectations in Chartwell High School's Family Handbook are dealt with on a case-by-case basis. In cases where infractions would result in disciplinary action, possible outcomes could include a discussion with the Head of School, After School Reflection, community improvement work related to infraction, and/or referral to the Standards

Committee where more serious consequences would be given. Please see Standards Committee information on the next page to learn more about the process.

The focus of discipline includes:

- ensuring that the student recognizes the behavior as inappropriate by providing any needed discussion,
- clarifying alternatives to the behavior,
- assigning consequences to reinforce the importance of proper conduct.

Failing to uphold standards may result in (in order):

- reminders/suggestions/warnings from teachers or staff,
- notice (an electronic documentation of an incident) sent to Head of School about a larger infraction will result in Disciplinary Referral,
- being sent from class for Disciplinary Referral due to constant minor infractions or a major infraction from will result in parents being notified and/or community improvement work related to infraction, and/or After School Reflection, and/or referral to Standards Committee Meeting,
- more serious infractions will immediately result in referral to the Standards Committee which might result in any suspensions (in-house or at home), probationary status, out-of-school program (such as in-patient, out-patient, or other therapeutic program), and/or expulsion.

STANDARDS COMMITTEE

In an attempt to include the student and parents/guardians in any behavioral concerns or possible consequences for behavior, Chartwell High School will work to inform all people affected and, when appropriate, include them in the process of deciding if and what consequences should be given by partaking in a Standards Committee Meeting. The purpose of the Standards Committee meeting is to talk about the incident and devise a plan of action so the behavior will not occur again. Sometimes, this plan of action comes in the form a punishment. Prior to delivering any consequence for behavior that breaks the school's standards, the Head of School will re-evaluate a student's educational profile to determine whether something within the profile may be contributing to or causing the inappropriate behavior. If a Standards Committee meeting is held, this information will be included as the Standards Committee considers its action. The Standards Committee may be composed of the student, the student's parents/guardians or family representative, an advocate for the student (usually the school's counselor), the Executive Director or his designee, the Head of School, and a faculty representative. The decision of the Standards Committee may result in any one or a combination of the following outcomes:

- Reprimands and warnings
- After School Reflection(s)
- Community improvement project
- In-house suspension/At home suspension
- Academic and/or disciplinary probation, including temporary ineligibility for Field Experiences

- Enrollment in off-campus programs for smoking/substance abuse/eating disorders/mental health; including in-patient and outpatient services
- Medical leave
- Expulsion and/or inability to reenroll for the next year

The particular determination of the school's response will not be mandated by the California Education Code except where the code specifically applies to independent schools.

Personal Appearance

The purpose of standards surrounding personal appearance is twofold. First, a certain standard of clothing and personal care signifies respect for oneself and other members of Chartwell High School community. Second, these standards endeavor to ensure that students are always capable of participating fully and safely in whatever activity is required. The following are guidelines for personal appearance, although school administration reserves the right to determine the professional acceptability of student appearance on a case-by-case basis.

Clothing must be appropriate for school, which is a workplace for all. Garments should be clean, neat, in good repair, and in good taste. Clothing that is revealing is not appropriate. Clothing that exposes cleavage, undergarments, or any part of the stomach or backside is inappropriate for the school environment. Clothing or accessories with slogans or symbols that are violent, obscene, defamatory, or display illegal drugs or alcohol should not be worn to school. Clothing that advertises for tobacco related products or portrays any group or individual in a derogatory or oppressive manner is prohibited.

In cases of inappropriate dress, a student will be required to change into school provided apparel. If the student refuses to wear clothes provided by the school, they will be sent home at the parent's expense. Repeated violations of standards surrounding appropriate dress will result in being referred to a Standards Committee Meeting.

Professional Dress Days: During the course of the school year, students will partake in professional events where they are required to be in formal apparel (suit, tie, dress, etc.) and their appearance will be included in the grading rubric.

Some additional guidelines:

Footwear: Students need to wear footwear that is comfortable and easy to walk in each day. During wellness and fitness and field experiences, shoes appropriate for physical activity must be worn (such as sneakers or hiking shoes/boots).

Hair: Hair should be neat, clean, and be kept out of the face, particularly during activities in which students' safety is a factor. Dying of hair natural colors is allowed without consulting the Head of School. Extreme haircuts or styles might be deemed as inappropriate. Students wishing to dye their hair an unnatural color or get a haircut/style their hair in a manner that might be considered extreme should consult administration by providing them with a

photo showing the color of hair, cut, or style desired. Each request will be determined on a case-by-case basis.

Piercings and Tattoos: Piercings will be determined on a case-by-case basis for acceptability. Tattoos are discouraged. No tattoos should be visible during school related activities.

Makeup: Makeup can be worn in moderation and should be appropriate for any business, office, or workplace.

Jewelry: Wearing expensive jewelry at school is discouraged. As with makeup, the goal is a professional appearance.

Dress for Wellness and Fitness: Students are expected have a change of clothing for Wellness and Fitness; such as sweatpants, shorts, sneakers, t-shirts, sweatshirts.

Technology

ELECTRONIC DEVICES: During academic class time, cell phones must be turned off or put on silent mode, placed out of sight, and not used unless authorized by the instructor. Similarly, students must use their computers for academic purposes during class. If a student does not follow these guidelines, their electronic device might be confiscated and returned to them at the end of the academic day.

COMPUTER USE AND CONDUCT POLICY

Technology at Chartwell High School includes but is not limited to computers, networks, servers, personal devices, printers, online accounts, email and Internet access. Technology is provided for educational purposes, consistent with the school's mission, curriculum and instructional goals. Students have no expectations of privacy when using technology including but not limited to computers, computer activities, stored files, email, messaging, and Internet access. These rules provide general guidance concerning the use of technology and do not attempt to describe every possible prohibited activity by students. Students and parents/guardians who have questions about whether a particular activity is allowed are encouraged to contact the Head of School.

Student Responsibilities

Each student is responsible for his/her actions involving the use of any technology.

Students are responsible for the proper care and handling of any school property they use and for any damages or loss resulting from mishandling or neglect of the school's technology. If a student causes damage to another student's technology, the student who caused the damage is responsible for the cost to fix or replace the device. This includes, but is not limited to, damage from liquids and food. Students are also expected to comply with all specific instructions from teachers and other school staff or volunteers when using technology.

Prohibited Uses

Examples of prohibited uses of technology include, but are not exclusive to the following:

1. Accessing, downloading, or displaying offensive, abusive, sexually explicit, and/or illegal materials.
2. Violating copyright laws, copying or sharing any type of copyrighted materials without the owner's permission. The School assumes no responsibility for copyright violations by students.
3. Plagiarizing by representing as one's own work any materials obtained on the Internet. When Internet sources are used in student work, the author, publisher and web site must be identified.
4. A student is not allowed to reveal his or her full name, address, telephone number, social security number or other personal information on the Internet without prior permission from a teacher.
5. Copying, downloading, or installing any software without the authorization of the Technology Department. Downloading, uploading, streaming, or playing games without the consent from a teacher. The school assumes no responsibility for illegal software copying by students.
6. Using school technology, including computers, personal devices, network and Internet access for non-school-related purposes (i.e. accessing prohibited web sites, social networks, gaming sites) not connected with the educational program, assignments or teacher approval is prohibited.
7. Using any technology for illegal activity or in violation of school rules is prohibited. The school assumes no responsibility for illegal activities of students while using school technology.
8. Misuse of passwords, unauthorized access, using others' passwords, or accessing others' files, folders or accounts.
9. Any attempt to breach system security or cause a breach of system security is prohibited.
10. Any malicious use, vandalism, disruption or harm to the school's technology, email and Internet services.
11. Use of technology to mistreat others including students, staff, trustees or school community: cyber bullying, sharing photos videos or giving others personal information without permission. This includes use of non-school devices used off campus that impact our community members, and that demonstrate a conflict with our school policies and code of conduct.

TECHNOLOGY DEVICE TAKE HOME PROGRAM

Students participating in any technological device take home program, sponsored through the school, are responsible for maintaining such devices at all times. Students shall use reasonable care and common sense to ensure such devices are not lost, stolen or damaged. Such care includes but is not exclusive to the following:

1. Store equipment in a safe and secure locked environment when not in use on campus or off campus.
2. Selected storage location should be clean, dry and not exposed to high temperatures.
3. Equipment is not to be left overnight in student lockers.
4. Students are not to lend their devices to anyone.

5. When in use, equipment is to be kept clear of all liquids, food, or other materials that may cause damage.

BRING YOUR OWN MAC PROGRAM

Chartwell High School students are allowed to bring in their own MacBook or MacBook Pro to school in place of a school provided computer. If your child wishes to use their own computer rather than the school's, please request and fill out the Bring Your Own Mac Agreement. Please note that personal computers used at school must be registered with our IT Director, have printers installed, install access points to student servers, and activate software that allows faculty to monitor student laptop use while on campus.

CONSEQUENCES FOR VIOLATION OF COMPUTER USE POLICY AND RULES

Student use of school technology including computers, network and Internet access is a privilege, not a right. Compliance with the school's policies and rules concerning computer and Internet use is mandatory. Students who violate these policies or rules may have their technology privileges limited, suspended or revoked. Such violations may also result in disciplinary action, referral to law enforcement and/or legal action. The student and his or her parents/guardians are responsible for compensating the school for any losses, costs or damages incurred by the school for violations by the student using school technology, including the cost of investigating such violations. The school assumes no responsibility for any unauthorized charges or costs incurred by a student while using school technology. The Head of School shall have the final authority to decide whether a student's privileges will be limited, suspended or revoked based upon the circumstances of the particular case, the student's prior disciplinary record and any other pertinent factors.

Community

VEHICLES ON CAMPUS

For the safety of all members of the School community and to ease traffic congestion, parents/ guardians are strongly urged to use the designated drop off circle when dropping students off or picking them up from school. Benches have been provided for students waiting for pick up. At times when a parent is required to wait for a student or to leave the car, please park in a designated parking space and turn off the motor vehicle. Fumes generated from idling vehicles are unhealthy for everyone. There is a 10-mile per hour speed limit on school grounds.

STUDENT DRIVING

Students may drive to school but must abide by the following rules in addition to all state restrictions on provisional driver's licenses. It is the responsibility of the student and their parents/guardians to know and abide by these rules at all times.

1. Prior to bringing a vehicle on campus, it must be registered with the Head of School. The student must provide a copy of his/her driver's license, vehicle registration and proof of insurance.

2. Students must park in the designated area, which is the staff parking lot located at the entrance of the campus.
3. No speeding; campus speed limit is 10 mph. No reckless driving or stunts are permitted.
4. No student may transport another student in his or her car without written permission from both sets of parents/guardians on file and without the consent of the Head of School.
5. No car should be visited, used or moved, for any reason during the school day, without prior permission.
6. Chartwell High School is not responsible for any loss, damage, or theft to student cars. Students should take normal precautions such as locking the car.
7. Chartwell High School reserves the right to search any student vehicle.
8. When driving on school property, the volume of the vehicle's audio systems should be appropriately modulated so as not to disturb the tranquility of the natural surroundings. Stated simply, keep the volume down.
9. Seatbelts must be worn at all times.

LEAVING CAMPUS

Once on campus for the school day, a student driver may not leave campus unless approved by the administration. Juniors and Seniors who are in good academic standing and have proven their ability to uphold the school's standards, including two weeks of no tardies, will be allowed to leave for lunch. All students leaving campus for any reason must sign out with the Head of School. Students returning to campus or arriving late must sign in with the Head of school as well. This is a vital practice for everyone's safety.

INTERACTIONS WITH LOWER AND MIDDLE SCHOOL STUDENTS

Chartwell High School students should remain aware that one of the responsibilities of being a high school student is to be a positive role model for the younger children on campus. As such, interactions with all Chartwell students should be respectful and age appropriate. High school students should not play on the lower school playground equipment nor enter the Chartwell classrooms without the express permission of the teacher.

PERSONAL AND SCHOOL PROPERTY

Any student who damages, defaces, or destroys school property or the property of others, through carelessness or by playful or malicious intent, will be disciplined and may be assessed up to the full cost of repairs or replacement. School property includes library books, desks, computers, vehicles, etc. The school is not responsible for damage or loss of personal property, so valuable items should be insured by family's homeowner's insurance policies.

THINGS TO LEAVE HOME

Anything that disrupts the learning environment may not be brought to school. Law prohibits any item that can cause serious injury or that resembles a weapon. Items such as skateboards, roller blades, or bicycles may not be used on campus either during the school day without permission or at school-sponsored events for reason of safety. If bicycles are

used for transportation to and from school, they need to be kept locked during the day. Personal stereos, iPods or MP3 players may be used with headphones, and during school hours, only with the permission of a teacher. Cell phones may be used during school hours only for educational purposes, with the permission of the teacher, and must not have an audible ring, including the sound of vibrations or flashing notifications, during the school day. Handheld video game devices are not appropriate for the school environment.

WEAPONS

“Any person who brings or possesses a weapon of any kind on school grounds will be subject to arrest” (Penal Code 626.9/626.10). Possession or use of any kind of weapon constitutes a serious offense and any item resembling or brandished as a weapon is forbidden.

VALUABLES

The school is not responsible for students' money or other valuables. When valuables have to be brought to school, they should be placed with the Head of School for safe keeping during the day.

STANDARDS FOR DANCES AND OTHER SOCIAL GATHERINGS

- A. For reasons of safety, students must remain in the lighted area of the campus.
- B. Students may not leave an event and then return.
- C. Students may not stand or dance on furniture.
- D. Dance styles should be appropriate for school dances. Offensive, violent, or overly sexual “dancing” will be stopped by a chaperone and offending students may be required to leave the dance. Parents/guardians will be notified.
- E. Students who violate rules or requests from chaperones will be removed from the dance and parents/guardians will be called to pick up the student. In the event that parents/guardians cannot do so, the school may send students home by taxi at the parents’/guardians’ expense.
- F. Policy on guests: Each student may only bring a predetermined number of guests to a dance or event if given permission ahead of time by the administration when the appropriate paperwork is filled out for each guest by the due date assigned. The host student is responsible for the guest’s behavior at all times. Names of guests must be given to the chaperones on arrival.

STANDARDS FOR FIELD EXPERIENCES

- A. Field experiences are an integral part of the academic program, and students must demonstrate an ability to meet behavior standards on a consistent basis in order to maintain eligibility to participate.
- B. Every participant has an obligation not only to behave within the minimum expectations, but also to act positively to help maintain the safety of fellow students and the integrity of the field experience. Everyone must attempt to help make the field experience work!
- C. Rules and guidelines will be backed by clear sanctions and consequences.
- D. The field experience leader bears final responsibility for all aspects of the trip

- and therefore may use personal judgment as needed to redefine rules.
- E. Because of the complexity and greater risks involved with a group activity away from campus, participants must understand that personal choice, individual “rights,” and “due process,” while still important, are secondary considerations to the trip leader’s judgment concerning safety and trip management.
 - F. Students and their families must bear any costs associated with disciplinary action (such as being sent home).
 - G. It is the responsibility of parents/guardians to inform chaperones about any prescription medication used by students.

SAFETY & EMERGENCY PROCEDURES

Parents/guardians will be notified immediately of serious injury or sudden illness that occurs during school or on field experiences. For this reason, it is imperative that we have a completed emergency form from you before the beginning of school and that you notify the school when there is any change of phone number, contact information, or medical information (such as medication changes). It is understood that enrollment in Chartwell High School confers upon the school the obligation to select emergency care providers in the absence of our ability to reach parents/guardians and that no liability would attach to such a decision in the event that the parents/guardians cannot be reached. Remember, too, that in the event of a natural catastrophe, it is imperative that we be able to reach someone to relate the status and well-being of your student at school. In compliance with state and federal laws, Chartwell High School conducts fire, earthquake, and lockdown response drills on a regular basis.

GENERAL RISK AND INDEMNIFICATION ASSUMPTIONS

Parent agrees to own all risk associated with the student participating in any and all Chartwell events, programs and activities whether occurring on or off campus. Parent agrees to release and hold harmless the school, its agents and employees from claims, damages, losses or other liabilities for injuries to the student not from gross or willful negligence by the school, its agents or employees, to the fullest extent permitted by applicable law. Additionally, Parent expressly agrees to indemnify the school for all damages caused in whole or in part by the Parent or Student, unless otherwise prohibited by applicable law. Such damages may include, but are not limited to, damages to/destruction or loss of any property of the school or any other person or entity, physical, emotional or mental injury to any other person, and any other damages incurred by any other person or entity due in whole or in part to any act or omission of Student or Parent.

ACCESS TO OTHER AREAS ON CAMPUS

As a matter of health and safety, students must receive advance permission from a Chartwell employee (faculty or Head of School) to utilize areas of the campus that are outside normal school usage or visually unattended to by a faculty or employee. Students that visit areas of the campus without advance authorization may be subjected to disciplinary action and/or suspension.

SCHOOL MESSENGER

In our efforts to enhance existing safety, security and communication measures, Chartwell High School has implemented an automated alert notification system through the company

School Messenger. This system enables Chartwell to contact all families, via recorded phone messages, email, and text message, in the event of a campus closure or emergency. Whenever the system is activated, parents/guardians will receive an email, text, and phone call containing information from the school. The phone call is voice activated and will deliver its message when the call is answered or when the voice mail message plays. If an individual line is busy or the call is missed, the notification system will retry every three minutes, up to a maximum of ten times. **We will use the phone and email contact information provided on your Emergency Form unless parents/guardians advise otherwise in writing.**

The text message and phone calls will come from Chartwell's designated emergency number provided each August. Parents/guardians should enter this number into their list of contacts as "**Parent Notification-Chartwell School**" to distinguish this number from other phone calls from the school.

MEDICATION/MEDICAL TREATMENT/RISK

California State Law requires that all students entering Chartwell School for the first time must bring a record of immunization in order to be admitted. All required health records and emergency release forms must be in the school office before the first day of school.

Chartwell High School does not have a school nurse and cannot assume liability for students who require medication. If medication must be taken during school or field experiences, students are responsible for their own medication regimen. Parents/guardians must notify (in writing or email) administration of the student's need and possession of medication. This includes medication taken year round or medication taken short term. Medications must be in the original container, and in the case of prescription medication, and be marked with the student's name, physician's name, correct dosage, expiration date, and directions. Students taking medication without prior parental notification may be subject to discipline. Medication may not be shared or distributed between or by students for any reason.

If parents/guardians want their child to have access to pain relief medication during the day, they should give the school a standard container of medication with the student's name marked clearly.

Minor first aid can be administered through the office. Chartwell High School will not supply Tylenol, Advil, aspirin, or any other over the counter medication to students unless it was supplied by the parents and is in the original container and marked with the student's name.

At times, parents/guardians have felt the need to keep vital medical information from the school including information regarding allergies and serious medical conditions. This is not only an unwise practice because of the responsibility you give us in the event of an emergency, but it is also a violation of the California Education Code. Full disclosure is expected. Please be assured that this information will be held in strict confidence. If you are uncomfortable releasing private information, please inform the Head of School of your concerns, particularly in regard to medications.

Full consent and permission is hereby granted for the student to participate in all recreational, athletic, co-curricular, and extracurricular activities as part of the physical education program of the School. Parent acknowledges and understands the student may be subjected to potential serious physical and emotional dangers (such as accidents, illness, threats), up to and including death, which are inherent in those activities and/or unpredictable, and thus impossible for the school or participants to fully control or eliminate. The parent acknowledges the risks associated with enrolling the student in the school and assumes these and all risks on behalf of the student. Parent additionally understands and acknowledges that in the event of an accident the parent's insurance shall be responsible for all injury and costs associated with the student.

Parent hereby releases and forever discharges Chartwell School from any claims whatsoever which arise or may hereafter arise on account of any first aid, treatment, or service rendered to the student while at the school or while participating in school events or activities. Parent understands that, except as otherwise agreed to by the school in writing, Chartwell does not carry or maintain health, medical, or disability insurance for the student; and, the parent is expected and encouraged to obtain medical or health insurance coverage for the student.

Parent hereby grants Chartwell School permission to take whatever action may be necessary in supplying emergency medical services to the student. Parent hereby understands Chartwell School will attempt to contact and follow the instructions of the parent, physician, or other person designated as the student's emergency contact. In the event Chartwell School is unable to contact any of the above persons, parent hereby grants permission to Chartwell School to contact and comply with the advice of an available physician, ambulance personnel, or emergency room personnel. Parent hereby agree to be solely responsible for and will pay any expenses that may be incurred by Chartwell School in making emergency medical treatment available to the student.

FOOD AND NUTRITION

Chartwell High School students will be active during the day and should eat a nutritious breakfast before coming to school. They will need to bring their own lunches and snacks for the school day. We suggest two snacks in addition to lunch. Our focus on wellness and fitness includes encouraging proper nutrition, so please make sure your student packs healthy foods. Please do not send candy, chocolate, carbonated drinks, or drinks with elevated levels of sugar or caffeine. Energy drinks such as Rockstar, Monster, and Redbull are prohibited at school or at any school related activity. The school is not in a position to systematically monitor or enforce a student's dietary intake but will pass along to parents/guardians any observations we make that may indicate a potential problem.

CAMPUS UPKEEP AND APPEARANCE

Students are expected to take pride in the appearance and condition of our campus. Everyone shares the responsibility of keeping the school environment clean and neat. Faculty is not responsible for monitoring each student's cleanliness, and the expectation is that everyone works as an upstanding member of the community by cleaning up trash and messes around school regardless of whether they made the mess or not. If a student is

found defacing or damaging school property, they may be asked to clean, fix the area, pay to have it fixed or replaced, and/or take part in a Standards Committee Meeting to discuss the behavior and possible consequences.

For safety, all entrances/exits to buildings and walking paths in the classrooms must be kept clear of backpacks and other possessions at all times.

FACULTY OFFICE, FACULTY KITCHEN, AND FACULTY BATHROOM

Students may be in the faculty office only with the permission of a faculty member. Students are to knock on the door before entering the faculty office. At times, students might need to visit the faculty kitchen to prepare food. Students are strictly prohibited from being in the faculty kitchen without a faculty member present. Similarly, students are strictly prohibited from using the faculty bathrooms.

FREE TIME

Students are offered free time throughout the day in the form of breaks and lunch. These are crucial mind breaks, and students are encouraged to socialize. Students are only to be in a classroom during free time if a teacher is present and the students have gained permission. If faculty allows students to spend their free time in a classroom, students must be respectful of the room, the materials, and the time of teachers and other students. Faculty members have the right to limit the number of students in their classroom during free time. Students are not to linger on concrete areas between the high school and the lower school during free time as their presence is often a distraction for lower school classes that are typically in session during our breaks. Students are to use designated areas such as behind building 400, the picnic tables, and the field. Juniors and seniors have special privileges and are allowed to be in a classroom, unsupervised, in a designated room. If they cannot maintain a clean and orderly room and uphold standards, this privilege will be revoked. Students who are in good academic standing and who continually uphold the standards of the school are allowed to use the recreation trail during breaks when they receive permission from the Head of School. As a matter of health and safety, students must receive permission each time they use the trail so faculty members know of their whereabouts.

LOCKERS AND BACKPACKS

All students have assigned lockers, which should be kept neat and free of writing, stickers and garbage. Backpacks may be brought to class at the discretion of class teachers and placed as directed. Backpacks may not be left on the ramps leading to classrooms or in classrooms in such a way as to create an obstacle to movement or a safety hazard. Backpacks should be serviceable throughout the year and replaced when damaged.

SEARCH AND SEIZURE

Chartwell High School always assumes that Chartwell community members are making an attempt to uphold the standards of the school and will not bring anything on school grounds that could potentially jeopardize the health and safety of themselves and/or anyone else. We also assume that everyone in the Chartwell community is responsible, trustworthy, and honest; thus, if a student, faculty member, parent, etc., has reasonable

suspicion that someone is in possession of something that violates standards stated in this family handbook, then administration will immediately investigate the issue. If deemed necessary, Chartwell High School retains the right to inspect and confiscate student's personal and/or school property without student or parent/ guardian permission or prior notice. In these cases, parents/guardians will be notified at the earliest possible time. If a student is found in possession of anything that might jeopardize the health and safety of themselves or others, the incident will be addressed through conversations with key team members including parents/guardians, school administration/officials, and/or counselors/therapists. Students might be assigned After School Reflection or be referred to the Standards Committee to discuss appropriate actions, which may include a form of punishment. Depending on the severity of the incident, local law enforcement might be called.

FALSE ALARMS

The law forbids abuse of any alarm system including the 911 emergency number. Any willful act, such as calling a false alarm, which disrupts the normal operation of the school community or threatens everyone's safety, is forbidden by law.

VISITING

Normally, only guests sincerely interested in applying to Chartwell High School may visit during the school day. At least one day's advance permission must be granted by the Head of School to have a friend visit school. All visitors must check in with the Head of School upon arrival. While family members are welcome to drop by when on campus, it is best to make an appointment to ensure ample time with teachers or administrators. If you will be on campus as a volunteer, please sign-in and collect a badge from the front office.

OUTSIDE EMPLOYMENT DURING THE ACADEMIC YEAR

Students are urged to ensure that work hours do not detract from studying or participating in school life and to take outside jobs only when necessary. If the student is under 18 years of age, the State of California requires that a minor have a work permit. Work permits may be obtained (once a student has been hired) from the Head of School.