



2012-2013

Student Policy Manual

- Enrollment
- Instruction
- Rights and Responsibilities
- Health and Safety
- Parents
- School Advisory Council



Student Policy Manual

About this Student Policy Manual

The policies set forth in the Green Dot Public Schools Student Policy Manual (the “Manual”) were created to guide employees and families of students enrolled at school campuses managed by Green Dot Public Schools.

We hope this policy manual serves as a common sense tool that provides you with help in making Green Dot a successful workplace. The guidelines in this policy manual are intended to be as “user-friendly” as possible to provided insight into Green Dot’s culture, policies, and philosophies. Every situation is different, however, and individual circumstances often require individual solutions. Accordingly, this policy manual is not a contract. Green Dot may vary from any written guideline in the manual as necessary.

The policies designated with an asterisk* in the Table of Contents are recommended practices. All other policies are mandatory for all Green Dot Public Schools.

Updated April 2012

Policy Manual

Enrollment

Non Discrimination	A. 1.0
Admissions	A. 2.0
Lottery Procedures	A. 3.0
Student Transfers	A. 4.0
Wait List Management	A. 5.0
Homeless Student	A. 6.0
Over Age Students	A. 7.0
Returning Student Policy	A. 8.0
Withdrawal	A. 9.0
Student Records	A. 10.0

Instruction

High School Graduation Requirements	B. 1.0
Distinguished High School Graduation Requirement	B. 2.0
Commencement: High School*	B. 3.0
Middle School Promotion Requirements	B. 4.0
Grading Scale and Failed Courses*	B. 5.0
Grade Changes and Withdrawal Grades*	B. 6.0
Academic Honors*	B. 7.0
Academic Conferences, Progress Reports, and Report Cards *	B. 8.0
Transcripts	B. 9.0
Academic Integrity	B. 10.0
Special Needs	B. 11.0
Textbooks and Instructional Materials	B. 12.0
Required Testing	B. 13.0
English Language Development (ELD) Program: Reclassification	B. 14.0
English Language Development (ELD) Program: High School Placement Criteria	B. 15.0

Rights and Responsibilities

School Jurisdiction	C. 1.0
Attendance, Absenteeism, Truancy and SART	C. 2.0
Accommodations for Student Religious Practices	C. 3.0
Discipline	C. 4.0
Due Process	C. 5.0
Personal Property *	C. 6.0
Agency and Police Interrogation	C. 7.0
Search and Seizure	C. 8.0
Conflict Resolution *	C. 9.0
Solicitation by Outside Organizations	C. 10.0
Harassment and Bullying	C. 11.0
Photo Release and Consent	C. 12.0
Fees *	C. 13.0
Acceptable Use of Technology	C. 14.0
Athletic Eligibility	C. 15.0
Social Organizations	C. 16.0
Student Expression and Media	C. 17.0
Field Trips and Student Travel	C. 18.0
Work Permits *	C. 19.0
Lunch Application	C. 20.0
Uniform	C. 21.0

Health and Safety

Administration of Medication during School Hours	D. 1.0
Illness at School	D. 2.0
Injury and Medical Emergencies	D. 3.0
Communicable and Infectious Disease	D. 4.0
Blood Borne Pathogens	D. 5.0
Emergency Preparedness	D. 6.0
Home and Hospital Schooling	D. 7.0
Emergency Contact Information *	D. 8.0
Administrative Supervision	D. 9.0
Closed Campus	D. 10.0
Visitor Policy	D. 11.0
Barring Disruptive Persons	D. 12.0
Protective Eye Devices	D. 13.0
Immunizations	D. 14.0
Health Insurance and Medical Services	D. 15.0
Psychological and Counseling Services	D. 16.0
Confidentiality	D. 17.0
Child Abuse Reporting	D. 18.0
Comprehensive Sexual Education and HIV/AIDS Prevention Education*	D. 19.0
Condom Distribution*	D. 20.0
Pregnant and Parent Students	D. 21.0
Banned Substances	D. 22.0
Employees Transporting Students	D. 23.0
Classroom Pet Policy	D. 24.0
Wellness Policy	D. 25.0

Parents

Service Hour Requirement	E. 1.0
Student Privacy and Volunteer Confidentiality	E. 2.0
Volunteer Sign in and Verification	E. 3.0
Power School*	E. 4.0
Communication*	E. 5.0
Conflict Resolution: Parent/Guardian	E. 6.0

Governance

SAC Bylaws	F. 1.0
DELAC/ELAC Bylaws	F. 2.0

Physical Education	20 semester credits 2 years	Varies	Not required for UC or CSU admission.
College Prep Elective UC/CSU Requirement G	None	10 Semester Credits See description in UC and CSU Admission Requirement column.	10 Semester Credits (equivalent to one year-long course, or two semester long courses) This requirement may be satisfied in one of two ways: a) completion of one additional UC-approved "a-f" subject course; or b) completion of a course that has been specifically approved for the "g" elective area.
Green Dot Electives	90 Semester Credits May include: Additional College Prep Electives Physical Education Health Advisory College Prep/Readiness Technology Leadership Curriculum Skills/Intervention Other Electives	80 Semester Credits May include: Additional College Prep Electives Physical Education Health Advisory College Prep/Readiness Technology Leadership Curriculum Skills/Intervention Other Electives	Not required for UC or CSU admission.
Community Service	40 Hours (recommended)	40 Hours (recommended)	Not required for UC or CSU admission.
Parent Volunteer Hours	140 Hours	140 Hours	Not required for UC or CSU admission.
CAHSEE	School and State requirement	School and State requirement	Required
Apply to at least 3 4-year colleges	Apply for post high School options such as community college or Trade School	School requirement	Not required for UC or CSU admission.
Senior Project/Portfolio	School requirement (recommended)	School requirement (recommended)	Not required for UC or CSU admission.

Total credits for CA Minimum Requirements: 130 core + 90 electives= 220 credits

Total Credits for Green Dot Graduation requirements: 160 core + 80 electives=240 credits

Parent Policy

E. 1.0

Policy: Parent Service Hours

Parents of Ánimo students are responsible to contribute 35 hours of service to the school each year. Students may serve these hours. Hours may be set up with the office or completed in one of the many volunteering opportunities listed below.

Families with multiple students enrolled in a Green Dot school are only required to complete a total of 35 hour per year. For parents of students on multiple campuses, we recommend that the hours be split between the sites. Parents and students will be expected to complete 140 hours by graduation.

A record of parent service hours will be kept in the Power School system and an update on completed hours will be sent home each semester.

Volunteering

There are a number of ways parents can volunteer and demonstrate their commitment to the school. Parent volunteer service hours are earned by directly supporting the school and by supporting your child academically.

Possible volunteer activities to support the school include:

- Office support
- School Events (Back to School Night and Open House)
- Fundraising activities
- Breakfast and lunch distribution
- Field trip assistance and supervision
- Special events assistance
- Arrival and dismissal supervision
- Yard supervision
- Donating school supplies
- Educational hours outside the classroom
- Outstanding student participation and behavior
- Completion of stakeholder feedback surveys
- Civic Engagement
- Leadership activities such as serving as the parent representative for the School Advisory Council, PTSA, or participating in other school committees

Possible volunteer activities to support your child academically include:

- Classroom visits
- Classroom support
- Tutoring support
- Serving as a parent mentor

Green Dot Public Schools appreciates your participation as a parent volunteer and will make every attempt to match your interests and skills with projects or tasks that you are comfortable with.