



American Indian Public Charter School

3637 Magee Ave.

Oakland, CA 94619

Family Handbook



A Guide to Conduct and Expectations for AIPCS Families

2009-2010 School Year

3637 Magee Ave.

Oakland, CA 94619

Tel. 510.482.6000

Fax 510.482.6002

www.aipcs.org

“A School at Work”



AIPCS Mission Statement and Credo

Mission Statement

The American Indian Public Charter School serves 200 inner-city students in fifth through eighth grade. The focus of AIPCS is excellent student attendance (99.5%), which helps to ensure the academic needs of American Indian students and others who are interested in attending our school. We will provide them with an education to enhance their academic skills in reading, writing, spelling, mathematics, science, social science, business, and humanities in order to compete and be productive members in a free market capitalistic society. This will be a collaborative effort between school, family, and community.

Credo

The Family:

We are a family at AIPCS.

The Goal:

We are also working for academic and social excellence.

The Faith:

We will prosper by focusing and working toward our goals.

The Journey:

We will go forward, continue working, and remember we will always be part of the AIPCS family.



Commitment to your Child, Family Responsibilities, and Attending a Charter School

At AIPCS, we make educating your child our highest priority, and we require that families make the same commitment. That often requires our staff and volunteers to make themselves available above and beyond the traditional school hours. In addition, families should be committed to supporting the efforts of the school by having their child attend school daily, on time, ready to learn. Students who miss school will be required to make it up during Saturday school. At AIPCS, we also recognize that learning must take place year-round; therefore, we require participation in an approved summer school program or course of study. We institute these policies because our students need this support to excel. Although, at times, it may be inconvenient for staff and families, our student's success makes the inconveniences worthwhile. Follow & support our model and your child will be prepared to graduate from college.

AIPCS is a public charter school of choice and has its own unique programs and policies. While OUSD has granted our charter and oversees our operations, AIPCS is governed by its own School Board and policies. If families have suggestions for the school or complaints about it, the school's staff and then the Board of Directors should be the first points of contact. We work to create a family atmosphere at AIPCS, and like most families, there may be disagreements, arguments, and heated emotions at times. In those cases we ask that all members of the school community work to resolve issues cooperatively and keep in mind the best interests of the students and school. We focus on students who reside in the Fruitvale and Laurel communities. Students who reside outside the community may also apply. Those students who do not live in Oakland will be given consideration; however, they too must adhere to a strict code of conduct. If they are disrespectful to the directives of the staff, they will not be allowed to attend AIPCS.



School Directory and Welcome Policies

John Glover	Director of American Indian Model (AIM) Schools
Sophath Mey	AIPCS Site Administrator
Mrs. Greene	Administrative Assistant
Ms. Bennett	6 th Grade Teacher
Ms. Zavala	6 th Grade Teacher
Ms. Kwon	6 th Grade Teacher
Ms. Ku	7 th Grade Teacher
Ms. Merino	7 th Grade Teacher
Ms. Guarino	7 th Grade Teacher
Ms. Woepse	8 th Grade Teacher
Mr. Wong	8 th Grade Teacher
Mrs. Olazaba	8 th Grade Teacher
Mr. Eng	Health Educator
Ms. Wang	Mandarin Specialist
Ms. Truong	Resource Specialist
Mr. Klughaupt	Resource Specialist
Dr. Ben Chavis	Advisor Emeritus

All families and community members are encouraged to visit our school. You must sign in with the administrative assistant. You are welcome to sit in class and observe any lesson. Please do NOT interrupt the teacher while he or she is teaching. We encourage parents to select from various books in our library to read, observe teachers' lessons, or take notes while in the classroom. You may walk around the classroom and look over the students' shoulders to observe their work. The students enjoy visitors. But the teachers are working with 25 students per class and cannot be interrupted.

If you need to leave a message for your child, we will ensure that he or she receives it. If you have any questions or

concerns, the Site Administrator or administrative assistant will be happy to meet with you. You may schedule a meeting with the teacher before or after school.



Core Curriculum and Supplemental Programs

The core curriculum is based on academic achievement and success in our society. The curriculum is integrated and designed to enhance our goals of academic and social growth in:

- Language Arts
- Mathematics
- Science
- Social Studies
- Health Education

The goal of American Indian Public Charter School is to prepare all our students to attend college and to make positive choices in life. We have high academic standards of the performance of our students. All students must take algebra in the eighth grade and attend summer school.

To qualify for middle grade promotion, cumulated credits at each level must include required courses. Students who have not passed the core subjects with at least a “C” will not be promoted. In order to progress to the next grade students must complete 60 units of coursework. All students must attend summer school at AIPCS.

The American Indian Public Charter School is sponsored by the Oakland Unified School District as a charter school. We have a partnership with Native American Health Center and the local community.



AIPCS School Policies

Assessment and Grading Policies: Report cards are issued every 9 weeks. Progress reports are issued every three weeks of each quarter to students who have a “C-“ or lower in any subject. Grades are compiled from daily classroom participation, homework, tests pertaining to subject matter, and project work. Report card grades will reflect the effort and work students put forth in these areas. Students complete 60 units per school year.

Change of Address: Families must provide up-to-date contact information to the school and must notify the school of any changes in phone number and/or address as soon as possible.

Closed Campus: Students are not allowed to leave campus under any circumstances once they have arrived on school grounds.

Field Trips: Field trips require parent participation and/or a signed permission slip. All students are expected to be on their best behavior and be good representatives of AIPCS. Each field trip will have a stated departure and arrival time. Parents must provide an emergency telephone number with the child to take on the field trip.

General Maintenance: Students are expected to make every effort to keep all school property neat and clean. As a courtesy and respect for the environment, students must not throw trash on the ground or leave it in the classroom. Payment or replacement of damaged property will be the responsibility of the parents/guardians.

Homework: Teachers will assign homework on a daily basis; it must be completed in full and turned in on time. If homework is not completed, students must stay one hour after school the following day.

Lunch Program: There is no formal lunch program at AIPCS. Students must bring their own lunch with them to school each day. Parents are not allowed to drop off lunches for students.

Physical Education: Students have PE four days a week, Monday – Thursday. Each grade level attends PE at a designated time. PE grades are based on daily participation and homework.

Telephone Use: Students are not allowed to use the school phone. In exceptional cases, students may be allowed to use the phone with staff’s explicit permission. Messages will be given to the students at lunchtime or at the end of the school day.

Transportation: Parents and/or guardians are responsible for providing their children with transportation to and from school. AIPCS will attempt to assist students in utilizing public transit programs.

Visitors: All visitors must sign in and out at the reception desk. Any student visiting from another school must be an active participant in one of our school programs. In order for teachers to concentrate on students and instruction, they cannot be interrupted during the school day.

Volunteers: All volunteers must fill out an information form and sign in and out. The Site Administrator will arrange times and days for volunteer work. Volunteers are also required by law to have a current Tuberculosis test certificate on file with the school as well as a finger print background check. Parents are encouraged to commit to specific tasks and times for volunteer work.



AIPCS Dress Code

All students must adhere to this dress code while on school campus.

Top:

1. Students must wear a **WHITE** shirt with a **COLLAR**. The white collared shirts may be short-sleeved or long-sleeved.
2. The shirts must be completely **PLAIN** with no logos, emblems, or designs of any kind.
3. Students cannot wear colored shirts underneath their white shirts.
4. Tank tops are not permitted.
5. Shirts cannot be revealing or inappropriate in any way.
6. All males must tuck in their shirts.

Bottom:

1. Students must wear **KHAKI** pants that are completely **PLAIN** with no colorful designs or details (including stripes, patches, flashy stitching, etc.)
2. No jeans, shorts, capri pants, or athletic pants (sweatpants, nylon jogging pants, etc.) are permitted.
3. Skirts are permitted as long as they are below the knee.
4. Pants can have a maximum of four pockets: two in the front and two in the back. The pockets need to be near the waistline—not down the leg of the pants.
5. **NO SAGGING PANTS** are permitted.
6. Students cannot rubber band the bottom of their pants.

Sweaters/Sweatshirts:

1. All sweaters and sweatshirts must be plain white.
2. **NO HOODS** are allowed.
3. A collared white shirt must be **VISIBLE** underneath students' sweater or sweatshirt.

Jackets:

1. Only plain white jackets can be worn on campus.
2. **NO HOODS** are allowed.

Accessories/Make-up:

1. Coloration of hair and fake nails are not permitted.

2. No make-up, including lip gloss and nail polish, is allowed.
3. Jewelry is not permitted and will be confiscated until the end of the school year if worn. This includes watches, rings, bracelets, chains, earrings, etc.
4. Students cannot wear sunglasses, hats, head bands, bandanas, beanies, colorful hair ties, ribbons, or anything with bright color in their hair. Simple barrettes, clips, and elastic hair ties that are black, brown, or white are permitted.
5. Only black and brown leather belts are permitted. Belts cannot have studs, stripes, flashy buckles or any other kind of ornamentation.
6. Colorful socks should not be visible.
7. HOODS are never allowed. On rainy days, students may use an umbrella.

Shoes:

1. Students cannot wear colorful laces, flip flop/sandals, high heels, fur boots, or shoes that may be distracting.
2. Brightly-colored shoes are not permitted.

If a student does not follow the dress code, the student will receive detention. Parents may be called and asked to bring the proper clothing to school or the school may provide clothing items needed to be in dress code. In cases where students are unable to adhere to this dress code due to economic hardships, alternatives will be taken by the director/teacher. Students who choose not to follow the dress code will be subject to the school's disciplinary policies up to and including suspension and expulsion. **The school will not meet to debate these policies.**



AIPCS Rules and Regulations

Students must be present and on time every day. Although every effort will be made to consider hardship situations, five continual absences are likely to fail their classes. Students with five or more absences in a single semester may be retained.

Absences: If a student will be absent, parent/guardians are responsible for calling the school on the day of the absence before 8:30 a.m. Our phone number is (510) 482-6000. If no one is available, a message should be left. When the student returns, he/she must bring a written note explaining the absence/s. Parents are encouraged to pick up students' homework when they are absent. An absence is defined as missing two or more hours of school on a given day. All students who are absent are required to attend Saturday school to make up missed work.

Confiscated items: School staff has the right to confiscate prohibited items, including but not limited to electronic devices, jewelry, and weapons. All confiscated items will remain the property of the student or family, unless they are abandoned. Confiscated items will be held in a secure place by school staff and may be picked up on the last day of school or when the student transfers, whichever occurs first. Weapons or illegal items may be held indefinitely by the school or turned over to proper authorities where appropriate.

Early Dismissal: A student cannot be dismissed early without written permission by a parent/guardian. The written note must explain the reason and give the name of the person who will pick up the student. If the student will be taking the bus, the parent must give permission for the student to ride the bus. The note must be given to the teacher at the beginning of the school day. We encourage parents to make medical appointments in the afternoon to ensure students receive as much academic instruction as possible. Students will not be released unless a parent/guardian signs them out.

Saturday School: AIPCS may hold an instructional Saturday school to allow students to make up for work missed from absences during the week or to provide optional additional instructional time for students at the request of families or staff.

Summer School: Many of our students lose a great deal of their academic gains during the summer. Therefore, all AIPCS students must successfully complete an approved academic summer school program or course of study. The school will assist families in locating and enrolling in an approved program. The principal or the Board of Directors has the ability to approve particular programs.

Tardies: If a student is tardy, a parent/guardian must write a note explaining the reason. A letter will be sent to the students' home if absences or tardies become a problem. Tardies result in after-school detention the next day to make up work and confer with teachers. Academic probation or grade failure may result if a student misses excessive amounts of class time.

Detentions: Any student who refuses to attend after school detention will get an additional detention.



AIPCS Student Contract

These rules and regulations must be followed at American Indian Public Charter School.

Respect Self:

1. Students must attend school each day on time. This includes summer school and required summer intensive programs like SAIL. This may also include CTY, ATDP, or any other program required by the school.
2. Students cannot miss more than 5 days of school. Students who miss more than 5 days may be retained.
3. An absence is defined as missing two or more hours of school on a given day.
4. Student absences must be made up during Saturday School.
5. Students who are tardy five times during the semester must attend Saturday School.
6. Students who receive two detentions in one week must attend Saturday School.
7. An absence from Saturday School must be made up by attending two Saturday Schools.
8. Students will complete all homework and class work given by the teacher.
9. Students who are absent must submit their missing work and collect new homework on the day of their absence.
10. Students will not use drugs, alcohol, smoke, or chew gum.
11. Students cannot have personal electronic devices (i.e. cell phones, pagers, game boys, iPods, etc.) from the time they leave home for school to the time they return home from school. If any of these items are visible or go off in their possession, they will be confiscated for the remainder of the school year. Cell phones are not permitted on campus.
12. Students must follow the school's dress code.
13. Students who receive a C- or lower in math or language arts may be retained.

Respect Others:

1. Students will not use foul language, put-downs, or fighting.
2. Students will raise their hands to be heard and will not interrupt.
3. Students will follow staff and teachers' directions.

Respect Facility:

1. Students must bring their own lunch. Parents **cannot** bring a student's lunch. Students may not have fast food.
2. Students cannot leave school grounds or campus.
3. Students are not allowed phone privileges.
4. Students are not allowed to have bikes, skateboards, scooters, or cars on campus.
5. Students cannot loiter on school grounds before or after school.
6. Students will not have food or drinks in the classrooms.
7. Visitors must check in at the front office.
8. Students may not leave school without a parent/guardian signing them out.
9. If a student misses school for an appointment, proof of the appointment must be submitted to the office.

Those who choose not to follow these rules will be subject to the school's disciplinary policies up to and including suspension and expulsion. **The school will not meet to debate these policies.**



Consequences for Breaking School Rules

Students must take responsibility for their own actions. The following process will apply to students who violate rules or standards of conduct. Efforts will be made to fit consequences to actions and to work with families to assist students in meeting expectations. The school's goal is to provide a safe and harmonious learning environment for all of our students. Please note the following safeguards regarding disciplinary actions: documentation of all conferences, written notification of disciplinary concerns, and administrative support of classroom teachers with respect to student discipline.

Structure and discipline are an integrated part of AIPCS curriculum. A safe and orderly school environment allows our students to maximize their learning. If a student violates a standard of conduct (talking back to an adult, cursing, refusing to follow a directive, acting disrespectfully, etc.) or disrupts the learning environment, a meeting may be scheduled with the site administrator/teacher and student to address the issue. The consequences may include cleaning of the school or detention. A second incident involving prohibited behavior may result in a meeting after school that includes the student, parent, teacher and site administrator or Director. If necessary an action plan around the student's behavior will be created. The consequences may be the same as the first offense or more stringent.



Board Meetings and Governance Board

Governance board meetings typically occur on the third Thursday of June and December at 7:00 pm. At these meetings, programs are reviewed and actions may be taken on financial, governance, or personnel issues. Every member of the school community has the right to address the Board on any matters within its control, though a three minutes time limit for each person may be imposed. Agenda time may be requested by calling the school and leaving a message for the board chair at least one week in advance. Public comment is always allowable and encouraged for items related to the educational progress of the school.

The responsibilities of the Board of Directors include, but are not limited to, monitoring overall funding, management, and implementation of the school as well as the quality and evaluation of staff, curriculum and programs offered. The school principal reports directly to the school board.

Atiba S. Thomas	3637 Magee Ave., Oakland, CA 94619	President, Educator
Chiu Hing	3637 Magee Ave., Oakland, CA 94619	Secretary, Parent
Rubert Lupe	3637 Magee Ave., Oakland, CA 94619	Business Owner/White Mountain Apache Tribe
Nathan Robles	3637 Magee Ave., Oakland, CA 94619	Community Member/Former Student
Edgar Cervantes	3637 Magee Ave., Oakland, CA 94619	Current Student



Dispute Resolution

Overview

The American Indian Public Charter School Governance Board recognizes that the Board has primary responsibility for ensuring that it complies with applicable state and federal laws and regulations governing educational programs.

The school shall follow the Uniform Complaint Procedures (UCP) when addressing complaints alleging discrimination based on age, ancestry and/or national origin, color, physical or mental disability, race, ethnic group identification, religion, veteran status, sex, gender, marital status, medical condition (cancer related) and/or sexual orientation, in any program or activity that receives or benefits from State and/or Federal financial assistance.

A copy of the UCP can be obtained at the AIPCS, AIPCS II, and AIPHS offices.

The Board acknowledges and respects the experience and judgment of the schools' Director and Site Administrators. As such, it has developed Local Complaint Procedures (LCP) to ensure that all complaints that do not fall under the UCP can be handled at the site level. The final authority for the handling of these complaints lies with the Director.

Complaint Procedures

The following procedures shall be used to address all complaints that do not allege that the school has violated federal or state laws concerning regulations governing educational programs.

Step 1: Filing a Complaint

All complaints shall be presented to the school's site administrator in writing.

If a complainant is unable to put a complaint in writing due to a condition such as illiteracy or disability, school staff shall help him/her to file the complaint. (Title 5, CCR 4600)

If a complaint involves the school's site administrator of the school, the Director or his designee, will receive and investigate the complaint.

Step 2: Investigating a Complaint

Within fifteen school days, the school's site administrator (or other appropriate party as outlined above) will complete an investigation of the complaint. This investigation may include interviews with

involved parties, consultation of student contract, other school policies, review of applicable educational code, and any other means necessary to resolve the complaint in an appropriate manner.

Step 3: Resolution and Notice of Resolution

Once the site administrator has determined the outcome, all parties will be notified by phone or in person. In addition, within 20 school days of receiving the initial complaint, the complainant will receive written notification of the outcome.

Step 4: Procedures for Appeal

The Director or his designee has final authority in determining the outcome of complaints outlined in these procedures. If additional information becomes available, which was not included in the original complaint, the complainant may submit an additional complaint as outlined above.

If the complainant is not satisfied with the outcome of the investigation, he or she may send notice to the AIPCS Governance Board secretary for the Board's review at the next regularly scheduled meeting.

Important Contact Information

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171 12th St
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510-893-8701

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3637 Magee Ave
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510-482-6000

Ms. Chiu Hing
Secretary, AIPCS Board
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