

# School Handbook for Students and Families

**Revised August 2025** 

http://www.credohighschool.org

#### Welcome!

Credo High School is a tuition-free Public Waldorf charter school, authorized by the Cotati Rohnert Park Unified School District, serving students in ninth through twelfth grades.

The policies, procedures, and rules contained in this handbook serve as a guide for students and parents concerning expectations for conduct, academic work, responsibility, and communication. Expectations for self-direction are high.

#### Read the handbook carefully!

This document represents the most recent version of the handbook as of August, 2025. Updates during the school year will be announced to students and parents and can be found on the "live" version of this handbook on our website.

The handbook represents the basic agreements and expectations that guide our community. As part of the enrollment process, each family will sign a Participation Agreement as a way of formally agreeing to abide by school policies.

We look forward to creating a thriving and inspiring educational community together.

Welcome to the Credo High School community!

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# Section 1: Mission, Vision, Goals

# **Mission Statement**

Our mission is to offer a college preparatory high school program that: continues the education of graduates of the North Bay's Alliance for Public Waldorf Education grade schools; is committed to the core principles of public Waldorf education; and teaches and models social, environmental, agricultural, economic and personal sustainability.

#### **Vision Statement**

Credo High School seeks to support the full unfolding of each student's capacity to think, to feel and to act, and will support students to become holistically educated, culturally competent and environmentally responsible lifelong learners, capable of making compassionate, creative and effective contributions to the health and sustainability of the community and the world.

#### **HEAD**

Abstract Thinking:

As students move through adolescence, they are ready for intellectual challenges that are academically rigorous and satisfy the deep human need for real work. In all areas of their education, our students will be encouraged to strive for mastery of abstract and complex concepts.

#### **HEART**

Ethical Judgment:

We will encourage students to build a sense of competence, responsibility, and purpose. Our program is designed to foster an understanding of ethical principles, and to widen students' respect for the environment and deepen their respect and empathy for the communities to which they belong.

#### **HANDS**

*Creative Imagination and Practical Empowerment:* 

We will motivate students to develop their imagination through artistic expression across the curriculum. The development of the imagination promotes increased problem solving ability and flexible thinking. In addition, the practice of artistic expression leads to a sense of confidence and self-efficacy, so that students feel empowered to bring their ideals into the world.

The overarching strategy to address all of these concerns is to create an exemplary school so that we will gain the support of educators, environmentalists, biodynamic farmers, green building leaders, and philanthropic foundations committed to improving public education.

Our intention is to be a model school that:

- completes the existing, high-quality public Waldorf education of the North Bay's K-8 charter schools' students as well as students from other schools who feel an alignment with our focus;
- has at its core the identity of being a transformative learning community—for teachers, staff and parents as well as students;
- addresses the students holistically in a highly academic, arts-integrated way using Waldorf curriculum and main lesson block rotations;
- offers a rigorously academic college preparatory curriculum aligned with University of California admissions standards;
- holds a deep commitment to teaching and modeling environmental and agricultural sustainability through One Planet Principles;
- values conscious community building through trainings, common language and process agreements;
- offers a range of athletics for boys and girls;
- collaborates with regional higher education institutions, including Sonoma State University;
- offers a full range of visual, practical and performing arts;
- cultivates deep community involvement;
- offers students a rich social life with clubs and organizations;

# **Goals of the High School**

Credo High School is committed to fostering academic excellence and guiding students toward meaningful lives. By integrating ethical values and creative exploration into a rigorous college preparatory curriculum, we lead students on their paths to becoming intelligent, self-confident, and socially responsible individuals. Our program encourages students to think imaginatively while instilling in them the confidence and skills to effect positive change in the world.

The goal of the high school is to support developing adolescents in achieving their full humanity intellectually, artistically, emotionally, and socially. A phenomenological approach encourages careful observation and independent thinking in course work. We want our students to know what they think, not what they are supposed to think.

Using a broad, art-imbued curriculum, we strive to inspire our students to become responsible, compassionate, self- confident adults with a sense of global community who will be able to act out of freedom, work with respect for others, and use resources with social consciousness in their lives.

As an Independent Charter School, Credo offers a rigorous college-prep curriculum fully integrated with art and a developing complement of specialty subjects. In addition to college- prep academics, the fully developed course offerings include painting, drawing, sculpture, ceramics, blacksmithing, theater, instrumental music, choral singing, movement and physical education, and biodynamic gardening and farming.

# Section 2: GOVERNANCE & GUIDANCE

#### Governance

The Board of Directors, the Administration, and the Faculty are the three entities that share the responsibility of governance and operations Credo High School.

# **Board of Directors**

The Board of Directors is responsible for the legal and financial aspects of Credo High School. Specifically, the Board focuses on long-range planning, strategic development, and fundraising. The Board typically meets once a month and meetings are open to the public. Board members and contact information are listed on the school website.

# **Administration**

#### **Executive Director**

The Executive Director serves as the head of school, providing leadership and support to all aspects of the school community. The Executive Director is ultimately responsible for the success of the school and as such has the duties and powers to oversee and supervise all operations in accordance with school policy, applicable California Education Code, other state and federal legislation, and the Credo charter.

#### **Dean of Students**

The Dean of Students supports the success of each student by fostering a safe, respectful, and inclusive school environment. The Dean is responsible for guiding the social-emotional and academic growth of students in alignment with Credo's mission and developmental approach. Working in collaboration with faculty, advisors, counselors, and families, the Dean monitors student progress, coordinates support systems, and ensures consistent implementation of behavior expectations and restorative practices.

# **Director of Operations**

The Director of Operations ensures the smooth functioning of the school's non-instructional systems and infrastructure. This role is responsible for overseeing finance, facilities, technology, human resources, compliance, and administrative services in alignment with school policy and the Credo charter. Working closely with the Executive Director and leadership team, the Director of Operations supports strategic planning and manages day-to-day operations to ensure a safe, efficient, and fiscally sound environment that enables teaching and learning to flourish.

#### Office Staff

Office staff oversee the practical implementation of administrative affairs. If you have questions that you couldn't find the answers to in this book or need further information, the office staff will help direct you to the appropriate person or find the information requested.

#### **Faculty**

The Faculty implements the pedagogical life of our Public Waldorf high school. The faculty is charged with the oversight and development of the pedagogy of the school as it pertains to the students, faculty, and administrative affairs. Faculty bios are available on the "Our Team" page of our website. All emails follow: firstname.lastname@credohigh.org

#### Guidance

It is the intention of Credo High School to support each student in their education by providing a number of teachers and other adults who are available to them.

#### **Cohort Guides**

Each cohort of students will have one cohort guide, who is a faculty member and whose function is to support the overall well-being of students under their care. The cohort guide will be available to answer questions, direct students to appropriate resources, and address issues with students, as individuals and as a group. Each guide will lead their cohort in a weekly class called Cohort Advisory.

#### Academic Counselors

There are two academic counselors available to students and their families when questions or concerns arise.

# **College Counselor**

The college counselor drives a comprehensive program that begins in 9th grade with annual college information evenings. In their second semester, juniors have the option to take the College Search elective, during which they learn about the different types of colleges and how to research them, take career and aptitude assessments, do a review of their extracurricular activities, and search for opportunities and other ways to strengthen their applications, and begin brainstorming for their college essays. All juniors are required to have individual family meetings with the counselor to discuss their goals and post-high school options. Seniors have the option to take the College Apps elective during which they continue to research colleges, fill out all sections of the Common Application, the Cal State application, and the UC application in class. The class provides structure and support so that students meet application deadlines and have the opportunity to get individualized attention. Throughout the year, the college counseling department hosts college fairs and sponsors college visits from a range of higher education

institutions, and guest speakers for the Santa Rosa Junior College. Please look for further information on the college counselor's page on our website.

#### **School Therapist**

Credo's School Therapist is available for students in need of short-term one-to-one counseling support. Credo may also have Marriage and Family Therapist (MFT) trainees and interns, supervised by an experienced MFT, providing services to students. Students, parents, and staff may refer a student for counseling by contacting Counselors@Credohigh.org. Counseling is voluntary and confidential.

**Section 3: ATTENDANCE** 

#### **Hours**

School Hours are 8:30 - 2:30 on Monday and 8:30 - 3:30 Tuesday through Friday

Before & After School Hours: 7:30 - 8:30 am & 3:30 - 4:00 pm Students who wish to remain on campus may use on-campus facilities, such as the Commons. All students remaining on campus are expected to uphold the behavioral expectations as outlined in this handbook, whether or not they are under direct supervision.

#### After-school Activities

At the conclusion of extracurricular activities, such as sports practice or drama rehearsal, students should leave the campus or the event location promptly. Students should make arrangements to be picked up or to travel via carpool or mass transit immediately after rehearsal or practice is concluded.

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#### **Attendance**

#### **Punctuality/Tardiness**

For the benefit of individual students as well as the class as a whole, students are expected to be on time to class. The school defines tardiness as arriving at the classroom door after the bell rings. Parents and students should realize that this means that being even one minute late is considered tardy.

Students who have an excused tardy (e.g. medical appointment) must first report to the Attendance Desk with a doctor's office attendance note, where they will be given a pass to class. No consequences are imposed.

Students who accumulate three unexcused tardies in one class or five unexcused tardies across all classes within one semester will earn a detention. Each unexcused tardy thereafter will also result in detention.

The following progressive steps are taken to address student tardiness:

- First unexcused tardy in a class is subject to individual teacher policy. Teachers will include their tardy policy on the class syllabus.
- Second unexcused tardy in a class is subject to individual teacher policy. Teachers will include their tardy policy on the class syllabus.
- The third unexcused tardy (or more) in a given class during one semester may be referred to detention.
- Students who miss more than 25% of instructional time in a course are subject to receiving a failing grade in that course.
- Students who intentionally cut class or who are more than 30 minutes late to class are considered to have an unexcused absence for that class period and will receive a detention. Parents/guardians have 72 hours to clear such an absence.

- Students who intentionally cut class or are more than 10 minutes late to a class will be referred for a detention and their parent/guardian will be notified
- Excessive unexcused tardiness or three or more unexcused tardies greater than 30 minutes may follow the truancy process.

#### **Absences**

#### Reporting an Absence

Please inform the office of an absence by 8:30 in the morning. This is to ensure the student's safety and well being, as well as to simplify record keeping. Contact <a href="https://doi.org/10.2016/j.com/nce/be/4-0600">https://doi.org/10.2016/j.com/nce/be/4-0600</a> or, leave a message at (707) 664-0600 follow the prompts for attendance to report absences.

#### Students may attend school unless the child has one of the following:

- Pain or emotional distress is severe enough that child has difficulty participating in routine activities
- Pain starts after an injury
- Bloody or black stools
- Diarrhea
- Vomiting
- No urine for 8 hours
- Fever of 100.4 or higher
- Difficulty with or rapid rate of breathing Cough is severe or child cannot catch breath after coughing
- For a cough suspected to be associated with asthma: coughing that cannot be controlled by the medications that the child care or school has been instructed to use
- Yellow skin/eyes (jaundice)
- Pink eve
- Inability to swallow
- allow
- Looks or acts very ill. (can be assessed by school administrative staff, doctor, parents.)

#### **Excused and Unexcused Absences**

Absences will be excused if:

- The student is ill. Illness lasting longer than four days must be accompanied by a doctor's note including but not limited to physical illness, or for the benefit of mental or behavioral health..
  - Note: If there are 10 or more excused absences due to illness, or 10 percent or more of school days, by California State Law, EC60901(c)(1), any further absences due to illness will have to be verified by a note from a physician, the school nurse or an administrator.

- Without this verification, the absence will be recorded as unexcused.
   These unexcused absences will follow the truancy process, which may result in a referral to the School Attendance Review Board.
- Due to quarantine under the direction of a county or city health officer.
- For the purpose of attending the funeral services of a member of the pupil's
  immediate family, so long as the absence is not more than one day if the
  service is conducted in California and not more than three days if the service
  is conducted outside California. "Immediate family" means the parent or
  guardian, brother or sister, grandparent, or any other relative living in the
  household of the pupil.
- For the purpose of jury duty in the manner provided for by law.
- For justifiable personal reasons, including, but not limited to, an appearance in court, attendance at a funeral service, observance of a holiday or ceremony of the pupil's religion, attendance at a religious retreat (not to exceed 4 hours per semester), attendance at an employment conference, or attendance at an educational conference on the legislative or judicial process offered by a nonprofit organization, when the pupil's absence is requested in writing by the parent or guardian and approved by the principal or a designated representative pursuant to uniform standards established by the governing board of the school district.
- For the purpose of serving as a member of a precinct board for an election pursuant to Section 12302 of the Elections Code.
- For the purpose of spending time with a member of the pupil's immediate family who is an active duty member of the uniformed services, as defined in Section 49701, and has been called to duty for, is on leave from, or has immediately returned from, deployment to a combat zone or combat support position. Absences granted pursuant to this paragraph shall be granted for a period of time to be determined at the discretion of the superintendent of the school district.
- For the purpose of attending the pupil's naturalization ceremony to become a United States citizen.
- For the purpose of participating in a cultural ceremony or event.

All other reasons will be marked *unexcused* in the student's permanent record *unless prior permission is obtained* by following the planned absence procedure (see below), which must be *completed* at least 10 school days prior to the absence.

Note: Students may not participate in after-school activities on the day of an unexcused absence or an illness.

Absences due to after school activities are not considered excused.

#### Arriving to campus late or leaving early:

Any student arriving to school late, regardless of the time, must check in with the attendance desk for a late slip (this includes arriving at any break time).

No student may leave the Credo campus, for any reason, without signing out at a kiosk. Students accompanied by a parent/guardian may sign out at the front desk. Students leaving independently MUST sign out at the attendance desk. Prior permission from a parent or guardian is required.

 Requests for students to get a pass to leave early, must be emailed or called into the attendance desk by 8:30 the day of with the exception of emergencies to guarantee timely delivery.

#### **Completing Missed Assignments**

Students are responsible for determining what work was assigned during their absence and for making arrangements with their instructors to complete all assignments. If an absence is unexcused, it will be at the discretion of the student's instructors whether or not making up missed work will be allowed.

Students who miss 25% of a course for any reason, including illness, are at risk of receiving an incomplete or failing grade for the course. Teachers have the ultimate discretion to determine how many absences a student is permitted before the student may receive an Incomplete (I), No Credit (NC), or Fail (F) the course.

#### **Doctor and Dental Appointments**

Medical appointments should not be scheduled during school hours. If unavoidable, please indicate the name of the physician, a contact telephone number, time of appointment, and time the student is required to leave campus.

When possible, provide a doctor note to the attendance desk upon return.

#### **Vacation Scheduling**

Family vacations should not be scheduled on school days. Please see the school calendar on the school website and in Parentsquare for all student holidays and breaks. Note: Vacations are not considered excused absences and will follow the truancy process.

#### **Independent Study**

There are times when a student must miss school because of family obligations, illness, or a rare family travel opportunity that has undeniable educational value. With an approved Independent Study, teachers can provide assignments to guide learning and study while the pupil is absent from class. We encourage families to schedule trips during school breaks and not to take lightly that the student will miss important lessons and shared experiences with their classes during their absence. The curriculum moves on and the student will never hear a particular lecture or be part of a class discussion or play performance. When an absence is unavoidable, there is an Independent Study option.

Please note:

- Not all Independent Study requests will be approved. Labs in Science Main Lesson blocks, for example, may not lend themselves to independent study.
- The student must be in good academic standing for an Independent Study to be approved.
- Credo will only grant an Independent Study for a minimum of 5 missed school days.
- If the student has any prior incomplete Independent Studies on file, they may not be approved for any further requests.
- Students who miss 25% of a course are at risk of receiving an incomplete or failing grade for the course. Teachers have the ultimate discretion to determine how many absences a student is permitted before the student may receive an Incomplete (I), No Credit (NC), or Fail (F) the course.
- Credit issued from Independent Study work is dependent upon teacher approval.
- Students must be in attendance the day prior to and the day after the Independent Study time.
- Independent Studies will not be granted after May 15th of each school year.

When a significant portion of a Main Lesson block or course is missed, the amount of credit earned and grade may be affected.

To request an Independent Study fill out the form below with a minimum of 10 school days advance notice:

- Link to Independent Study Request Form
- Your request will be delivered to the Attendance Desk for review. You will be notified of next steps within 3 school days.

#### **Off Campus College Visit:**

It is best to plan college visits on non-school days - during summer, holidays or pupil-free days. Credo High School, however, allows as a courtesy to students and their families, up to **six days** per school year to be excused for college visits when going during non-school days is not practicable. In order to excuse an absence of this kind, the parent must verify the visit.

#### Requirements:

- The notification must be made in writing via email to attendance@credohigh.org by a parent guardian prior to the absence.
- Written documentation from the college or university such as a tour schedule, hotel/airline receipt, brochure, agenda or other prospective student material must be attached.
- The parent can request an Independent Study for this time if there will be 5 days missed.

• The student is responsible for contacting teachers and keeping up with their work if no Independent Study is requested/approved.

#### **Accidents**

An accident that requires medical or first aid attention should be reported immediately to the office. First aid supplies for minor accidents are available in the office. Parents will be notified, and paramedics will be called if needed.

#### **Illness at School**

Students who are ill should notify their teacher, and then report to the Office Manager, who will make arrangements for the student to be picked up by a parent or other designated emergency contact. Sick students may not leave the campus without approval from the office staff and signing out at the attendance desk kiosk. Failure to do so will result in a cut class.

#### **Truancy**

Here at Credo, we do follow California Education Code guidelines for Truancy:

The California Legislature defined a truant in very precise language. In summary, it states that a student missing more than 30 minutes of instruction without an excuse three times during the school year must be classified as a truant and reported to the proper school authority. This classification and referral help emphasize the importance of school attendance and is intended to help minimize interference with instruction.

The law further requires that after a student has been reported as a truant three or more times in one school year and after an appropriate school employee has made a conscientious effort to hold at least one meeting with the parent and the student, the student is deemed a *habitual* truant. The intent is to provide solutions for students who failed to respond to the normal avenues of school intervention.

When a student is a *habitual* truant, or is irregular in attendance at school, or is habitually insubordinate or disorderly during school, the student may be referred to a school attendance review board (SARB) or to the county probation department pursuant to *EC* Section 48263. The student may also be referred to a probation officer or district attorney mediation program pursuant to *EC* Section 48263.5. The intent of these laws is to provide intensive guidance to meet the special needs of students with school attendance problems or school behavior problems pursuant to *EC* Section 48320. These interventions are designed to divert students with serious attendance and behavioral problems from the juvenile justice system and to reduce the number of students who drop out of school.

# **Section 4: Communication**

# **Values**

Credo High School values open, honest, respectful, and timely communication between all community members, faculty, staff, students, and parents.

# **Email**

Email is a primary means of communication between school, students, and parents. It is essential that students and parents access their email on a regular basis to stay current with school related matters. All faculty members, administration, and staff are accessible via email. firstname.lastname@credohigh.org

# **Parentsquare**

Credo Administration and Office Staff will use Parentsquare to communicate important information to the student and parent community. Each student and parent/guardian should have access to the Credo/Parentsquare app. Please see individual teacher syllabi for information on communication from specific teachers.

# **Aeries Student Information System**

Student information pertaining to class schedules, course assignments, gradebooks, grades, and transcripts can be found in the Aeries Student Information System. Students and parents are provided with portal accounts so that they can access this information. It is imperative that parents/guardians have access to Aeries and check it regularly.

# **Google Classroom**

Google Classroom is an online platform that provides a virtual classroom space where teachers post assignments and announcements for their courses. Teachers may also instruct students to submit their assignments via this platform.

# **Issue Resolution**

Issues and concerns should first be addressed to the primary party(ies) involved. If students or parents have an issue or concern that they are not able to resolve with the person most directly involved, or if they do not feel safe doing so, they should contact the Executive Director.

# Section 5: ACADEMIC RESPONSIBILITIES

At Credo, students are expected to take full responsibility for their education and in particular, their academic work. The discussions in this section give a clear picture of the expectations concerning academic responsibility. A student having academic difficulties or falling behind in a course should contact the course teacher as soon as possible. Parents are also encouraged to contact their student's teachers via email. Students experiencing ongoing academic challenges should contact one of the academic counselors.

# **Academic Honesty**

It is expected that students will be responsible and honest about completing their own work and generally taking responsibility for their education. Plagiarism is the act of taking someone else's work or ideas without attributing credit to the original source. When a student cheats by giving or receiving assignment or test answers, they are violating the trust and honor established between them, other students, and the faculty. When a student plagiarizes another person's words or ideas without acknowledging the source, it is also a violation of trust. Plagiarism is the use of another person's language, thoughts, ideas, or expressions as if they were one's own. Students must clearly give credit to any work that is not their own by appropriately citing the source. Teachers will guide students in accepted standards of citing the work of others. It is perfectly legitimate to use the words and thoughts of others once they have been reflected upon and reconstructed by the student.

Please see the classroom syllabus regarding teacher policies for plagiarism or cheating. Instances will likely result in the student(s) involved receiving no credit on the assignment. A second instance of plagiarism or cheating may result in a failing grade for the course. Incidents will be reported to parents and will become part of the student's academic record. This may have the impact of disqualifying them from recognitions such as "Graduation with Distinction". Incidents may also be reported to schools on college applications. Note: This includes the student(s) providing the plagiarized work

# **Graduation Requirements**

Our goal is to set the bar high, with graduation minimums that meet or exceed University of California "a-g" requirements. In order to meet these requirements, the university demands that students must achieve a grade of "C-" or better in all "a-g" courses. Consequently, Credo does not give "D" grades. A listing of Credo's graduation requirements can be found on the school website at Credohigh.org.

# **World Language Credit Policy**

In alignment with our educational philosophy, Credo High School has made a commitment to the languages we offer and their significance in fostering students as global citizens. Consequently, starting Fall '23 we will not permit students to take world language courses outside of Credo instead of our in-house offerings. Our deliberate selection of Spanish and Mandarin as our language offerings mirrors our mission, which emphasizes the importance of these two widely spoken languages on a global scale.

For transfer students, it is important to note that if they have not completed at least one full year of high school world language (other than Spanish or Mandarin), they will be required to complete three full years of Mandarin or Spanish at Credo. To accommodate mid-year transfer students, a grace period until August 1st is provided for them to achieve an equivalent of a full year of their alternative language. Should students be unable to meet this requirement, they will be scheduled into Spanish 1 or Mandarin 1 at Credo.

# **Senior Graduation Requirements Tracking**

In the spring of junior year and the fall of senior year students will be notified by an Academic Counselor of any credit deficiencies and will be given a contract identifying coursework and dates by which the work must be completed in order to graduate in June of their senior year. This includes reminders about such tasks as returning textbooks, returning (or paying for lost) athletic uniforms, returning art and music equipment, and completing community service hours.

#### **Class Work**

Students are expected to participate fully in all classroom activities, discussions, and field trips. A significant part of the final evaluation for each class will be based on classroom participation. If a student fails to submit a homework assignment on the due date, the teacher may require the student to attend academic make-up sessions, which may occur after school.

# **Homework**

Students are responsible for completing all assignments on time and for understanding what is expected. Questions about any assignment should be taken to the teacher and resolved well before the assignment is due. All teachers are available by email.

# Assessment

#### Class Assessments

Teachers will assess their students' knowledge and skill development throughout their courses. Students will be prepared for any assessments if they have kept up with their homework assignments and participated fully in class work. Teachers may elect to give a final exam for any block or track class.

# **Standardized Testing**

Credo participates in all state-mandated standardized testing including:

Ninth Grade	Physical Fitness
Tenth Grade	Vision and Hearing
Eleventh Grade	CAASPP (California Assessment of Student Performance and Progress) for English and Math
Twelfth Grade	CAASPP (California Assessment of Student Performance and Progress) for Science

#### **PSAT and SAT/ACT**

Credo provides opportunities for students to participate in the PSAT/NMSQT in the fall of 11th grade, and SAT School Day in March.

Participation in other SAT testing dates and/or ACT is at the discretion of the student and their parents/guardians.

#### **Advanced Placement Tests**

#### **AP Policy**

At Credo High School, we do not offer traditional AP courses because we believe in a more holistic, student-centered approach to education, which strongly emphasizes critical thinking, creativity, and meaningful learning experiences. We value the flexibility of independent AP exams, allowing students to pursue their interests while meeting rigorous academic standards.

#### **Policy Details:**

Exam Limitation: Starting in the 10th grade, students may take a maximum of 3 AP exams in each academic year.

Grade-Level Restriction: A restriction exists for 9th-grade students; they are limited to taking AP exams exclusively in their native world language.

Academic Requirement: Students pursuing independent AP exams must maintain a minimum average of B+ (equivalent to a 3.3 GPA on a 4.0 scale) in the specific discipline corresponding to the AP exam they intend to undertake. In cases where students express interest in AP exams in disciplines not offered within our curriculum, such as psychology or computer science, administrative approval and

endorsement from a teacher in a related discipline are required. This additional step ensures that students are adequately prepared for these exams.

Resources for Exam Preparation: Students are required to list at least two resources they will use to prepare for each AP exam. This information will help us ensure that students are adequately prepared for their chosen exams.

Teacher Support: Students with aspirations to take AP exams in disciplines where they do not meet the B+ average requirement can seek a teacher's endorsement within that field. This support can provide guidance and additional resources to help students succeed in their chosen AP exams

#### **Music Program and Lessons**

Music is an integral part of the Waldorf curriculum and all Credo students study music for at least three years with the option to continue in year four. American Music and Orchestra may require auditions and music teachers make the final decisions concerning the qualifications of their students.

#### Athletics and Extracurricular Activities

When a student participates in after-school activities, such as sports or drama, he or she is responsible for maintaining good academic standing and completing all assigned work. To be eligible to participate in athletics, a student must:

- Have a minimum GPA of 2.0
- Have passed all classes during the prior grading period
- Maintain good academic standing during the playing season
- Maintain progress toward graduation requirements

If a student is ineligible for athletics, they should consult with an Academic Counselor to help them improve their academic work in order to participate in the activities that they enjoy. Students should never hesitate to seek help in such a situation.

Note: Students may not participate in after-school activities on the day of an unexcused absence or an illness

# **Accreditation and Transfer of Credit**

Credo is fully accredited by the Western Association of Schools and Colleges (WASC). Coursework completed at Credo is transferable to other high schools.

#### **Dual Enrollment**

At Credo High School, students are encouraged to prioritize their in-house education. It's crucial to note that external courses cannot replace Credo courses. To be eligible for dual enrollment during the school year, students must maintain a minimum GPA of 2.0, and pre-approval must be obtained via an Off campus Course agreement from both an administrator and a School Counselor.. Dual enrollment

courses should be scheduled outside of regular school hours. Additionally, we are pleased to provide dual enrollment study halls exclusively for 11th and 12th grade students, further supporting their academic pursuits. This policy ensures that students can make the most of their educational journey at Credo High School while benefiting from external learning opportunities.

# Section 6: Evaluations, Grades, and Awards

# **Commitment of Faculty**

The Credo faculty and staff are committed to ensuring that every student is given the best opportunity to succeed academically. Students are also responsible for their own academic progress, particularly for communicating with teachers when they are experiencing difficulties. If students have difficulty keeping up with the requirements of a course, they should speak with their teacher(s) or an Academic Counselor about arranging the help needed to get back on track.

#### **Grades**

Credo grades students on a scale of 0-4.33, with 97-100 earning a 4.33. A grade of 69.5 is required to pass, and no "D" grades are given. Beginning in grade nine, all graded subjects, whether passed or failed, are included in the computation. There are no weighted classes. Grades are recorded on the transcript, and GPA is computed in January and June.

# **Grade Reports**

Student progress reports are provided at the end of each quarter. Grade reports are sent out at the end of each semester and include reports for morning lessons and track classes that concluded during that term. Contact the teacher of the class with any questions about evaluations and grades. This information is maintained in Aeries and is accessible through the student and parent portals.

# **Incompletes**

When a student is unable to complete all of the work for a class or has too many absences in a particular class, the teacher has the discretion to issue an Incomplete rather than a failing grade. Students and teachers must create a signed contract with appropriate due dates to receive a grade in the course by completing the specific work needed by the date required. If the work is not completed by this date, the Incomplete becomes either an "F" or an "NC" as determined by the teacher.

# **Unsatisfactory Work**

The Credo faculty believes that all courses in the curriculum contribute in a significant way to the overall formation of our graduates. Although we recognize that our students all possess a variety of learning strengths and challenges, we sincerely believe that every student benefits from giving their best effort in any class, and in so doing that every student is capable of passing every course in the curriculum.

If a student fails a course (anything lower than 69.5%), the following options should be discussed with an Academic Counselor:

- working with the appropriate teacher to remediate the grade, or
- taking an online class that has been approved by an Academic Counselor, or
- re-enrolling in the course in the following term/year.

The coursework that is being made up must be successfully completed by the commencement of school in August. Certificates of Completion for online courses need to be submitted to the Student Services Director to receive school credit.

# **Academic Probation**

A student may be placed on academic probation when he or she has not demonstrated the expected responsibility required in his or her academic work, most particularly when they fail one or more classes during a semester. During academic probation, the student may be expected to make up work. The privilege to participate in extracurricular activities such as athletics and social events may be withdrawn during Academic Probation.

# **Transcripts**

Unofficial transcripts are sent to parents and students upon request. Unofficial transcripts may also be viewed through the parent or student portal in Aeries. For official transcripts required by other institutions, follow their instructions. Requests for official transcripts must be submitted to the Registrar at least five business days in advance of any deadline.

Once a student turns 18 years old or begins attending a postsecondary institution (such as a college or university), regardless of age, their educational rights under the Family Educational Rights and Privacy Act (FERPA) transfer from the parent to the student. The student themselves must request their own educational records, unless consent is provided by the student to the parent.

# **Retention Policy**

At Credo High School, we prioritize the developmental stage of young adolescents over their academic capabilities. In alignment with the principles of Waldorf education, we refrain from retaining students, even in cases of significant credit deficiencies. Instead, students will be enrolled in classes that correspond to their grade level, with the aim of helping them fulfill Credo's graduation requirements, facilitating their progression and growth within an age-appropriate curriculum. This philosophy underscores our commitment to respecting the distinctive developmental needs of every student and fostering an educational environment that nurtures their holistic development as individuals.

# **Section 7: STUDENT SERVICES**

# **Educational Support & Individualized Learning**

Individualized education plans (IEPs) and 504 Plans are created for students with special learning needs. Faculty, outside tutors, parents, and educational consultants will work together to evaluate a student's needs, develop a learning plan, or recommend an educational assessment.

# Section 8: Student Behavior and School Policies

# **Personal Electronics Policy**

In partnership with families, Credo High School aims to create responsible digital citizens. Students are expected to use electronics for academic purposes according to teacher guidance and classroom expectations. Parents/guardians are encouraged to monitor the use of electronics and media at home.

Credo High School has long valued a smartphone-free environment at school. Guidance through research and California legislation (Phone-Free School Act, AB 3216) affirm the necessity to provide students with an environment free from personal electronic devices. Credo's stance is aligned with Waldorf principles that emphasize experiential learning and nurture the whole child. By removing personal electronics for the whole school day at Credo, we aim to improve:

- Academic Focus Students engage more deeply in lessons and demonstrate improved comprehension and information retention when personal electronics are not present.
- Meaningful Relationships Face-to-face interactions and collaborative projects create authentic relationships and increase empathy among students
- Mental Well-Being Students are more present and mindful. Reducing screen time has been strongly linked to reduced anxiety and stress.

Personal electronics **are not** allowed to be used inside the school building during school hours. Cell phones/personal electronics/wearable devices must be turned off and stored in the student's backpack. Before school and after school, students may use their devices outside the school building. If students need to use a phone to make a necessary call to a parent or professional, they may ask to use the phone in the school office.

Students found using personal electronics at school will be required to turn their device(s) over to administration. In order to reacquire the device(s), the student will need to pick up the device from the office manager/campus administration after school, starting at 3:40. The student will need to demonstrate a clear understanding of the personal electronics policy in order to get the device(s) back. On the third occurrence, an in-person meeting will be held between the student, their parent/guardian, and school administration. Students who continue to demonstrate difficulties adhering to the personal electronics policy will be subject to progressive disciplinary procedures which may impact their ability to participate in school activities.

Personal laptops may be used during classes, with the express permission of the teacher and solely for academic purposes. They also may be used during a student's

free period solely for academic purposes. Students are not allowed to have personal computers out during lunch in general, but if they need to work on an assignment they can check in with the front desk for permission and will be provided a place to sit and work near that desk. Students found to be using personal laptops or school Chromebooks for non-academic purposes will be required to turn them over to administration. A meeting with the campus administration will be required to retrieve the device and reinstate the privilege of using it at school.

All electronics brought to school are the sole responsibility of the student. Credo High School is not responsible for lost, damaged or stolen items.

#### **Food Delivery Service**

Students may not have food or items delivered to campus by any online service/app. Any attempt will lead to turning the device over that was used to order food along with parent contact and potential progressive disciplinary procedures.

# **Dress Code**

Credo's dress code is designed to reflect and support the academic environment of the high school, with moderation as the general guide. Students should consider the high school campus as being similar to a workplace environment and dress accordingly. We understand that students express themselves through the clothing they wear, but it is important that clothing doesn't interfere with participation in educational activities. Students may be asked to remove or cover up clothing that is deemed not acceptable by administration.

#### **Allowable Dress & Grooming**

Students must wear clothing including both a shirt with pants or skirt, or the equivalent and shoes. Shirts and dresses must have fabric in the front and on the sides and shirts must not resemble a bra or bralette. Clothing must cover undergarments; waistbands and bra straps excluded. Clothes must be worn in a way such that genitals, buttocks, and nipples are fully covered with opaque fabric. However, cleavage should not have coverage requirements. Fabric covering all private parts must not be see-through.

Hats and other headwear must allow the face to be visible and not interfere with the line of sight to any student or staff. Hoodies must allow the student face and ears to be visible to staff.

Clothing must be suitable for all scheduled classroom activities including physical education, science labs, wood shop, and other activities where unique hazards exist. Specialized courses may require specialized attire, such as sports uniforms or safety gear.

# Non-Allowable Dress & Grooming

Clothing may not depict, advertise or advocate the use of alcohol, tobacco, marijuana or other controlled substances. Clothing may not depict pornography, nudity or sexual acts. Clothing may not contain profanity or use or depict hate speech

targeting groups based on race, ethnicity, gender, sexual orientation, gender identity, religious affiliation or any other protected groups.

Clothing, including gang identifiers, must not threaten the health or safety of any other student or staff.

If the student's attire or grooming threatens the health or safety of any other person, then discipline for dress or grooming violations should be consistent with discipline policies for similar violations.

# **Driving and Parking**

Impact on the planet is a primary concern of ours, and so in keeping with our core One Planet Principles, we encourage families to be thoughtful about transportation to and from school. Public transportation and carpools are strongly encouraged.

#### **Student Carpools**

Students who travel from outside the city are often part of a student-driven carpool. Parents should be aware that California law states that new drivers under the age of 18 are prohibited from carrying passengers in their vehicle for twelve months from the date of receiving their license if they are unaccompanied by an adult driver. Credo assumes no liability for student transportation to and from school or school events.

#### **Student Drivers**

Due to school liability issues, students may not drive themselves to school-sponsored field trips in which they are participating, even if these occur after normal school hours.

# Skateboards, Bicycles

- Skateboards, scooters, and bicycles may be used for transportation to and from school only and may not be used during school hours.
- Bicycles must be kept in the outdoor bike rack and should always be chained or locked when in the rack.

All transportation items brought to school are the sole responsibility of the student. Credo High School is not responsible for lost, damaged or stolen items.

# **Off-Campus Privileges**

Credo is a closed campus. Ninth through eleventh grade students are not permitted to leave campus during the school day. Seniors may earn off campus privileges during lunch and free periods. In order to access those privileges, both students and guardians must agree to the terms of this privilege. The opportunity to access off-campus privileges will begin approximately two weeks into the school year once the parent and student have signed the "off campus privileges contract" and it has been reviewed and approved by school administration.

Seniors must follow the rules throughout the year to maintain these privileges including but not limited to:

Signing out/in at the attendance desk when leaving and returning. Safely driving on and off campus Being present and on time for each class.

# **General Conduct**

Cooperation and respect for everyone in our community are two of the core values of Credo High. Students, faculty and staff work together in a relationship of respect, trust, and honesty. All student work and activities should reflect this commitment to cooperation and respect for everyone in our community. For example, foul language is considered disrespectful and unacceptable. Respect extends to all school facilities and property as well as the property of fellow students. When an infraction of good conduct occurs, the faculty will assess the seriousness of the behavior and determine the appropriate consequence or disciplinary action.

#### Search and Seizure

School officials may conduct searches of students, lockers and vehicles, without a warrant, based on a reasonable suspicion that the student or students are, or have been, in violation of a school rule or regulation or a criminal law. School officials may seize any weapons, drugs or paraphernalia discovered in the search. (Ed Code 49050)

#### **Class Attendance/Cutting**

Students are required to attend all scheduled classes. During the school day, if a student feels unable to attend their scheduled class, they must immediately notify the front desk for assistance.

- Students who intentionally cut class or who are more than 30 minutes late to class are considered to have an unexcused absence for that class period and will receive a detention. Parents/guardians have 72 hours to clear such an absence.
- Students who intentionally cut class or are 10 minutes late to a class will be referred for a detention and their parent/guardian will be notified

#### **Break Time Conduct**

Be considerate of others, including our SOMO neighbors, during break. Do not leave defined school grounds.

# **Care of Our Campus**

Students, faculty, and staff participate in keeping our campus clean and orderly. Respect for school property and care of our facility and grounds are important student responsibilities. Recycling and composting are important practices.

- Clean up desks and leave classrooms in an orderly fashion before proceeding to the next class or break.
- Clean up and help store materials at the end of each day.

- Recycle all paper products, cans, bottles, glass, and plastic containers in the appropriate receptacles, and avoid the use of polystyrene products and other disposable containers that cannot be recycled.
- Put food scraps and compostable containers/utensils in the compost bins.
- Help eliminate the use of plastic bottles on campus by using stainless steel thermoses or canteens and filling at our hydration station.

#### **Public Displays of Affection**

Intimate displays of affection are not permitted and should be reserved for personal time away from the high school campus and school events. Students should consider the high school campus as being similar to a workplace environment and temper their behavior accordingly.

#### **Conduct at Athletic Events**

Good sportsmanship from our students and parents is essential at all sports events. Your enthusiasm and support should be directed toward positive encouragement of our team and our opponents. If a student, parent, or guest engages in negative behavior, including comments directed toward officials or opponents, they may be required to leave the premises. Repeated offenses may result in a ban from all future events.

#### **Conduct in Car Pools and on Public Transportation**

Students are expected to exemplify good behavior at all times, particularly in car pools and on public buses to and from school and in the surrounding neighborhood. In these situations, students should give special attention to safety, language, courtesy and helpfulness.

#### **School Dances**

Credo Student Council hosts three dances per year: Homecoming, Winter Semi-formal, and Spring Prom for juniors and seniors.

- Guests must be pre-registered, and only students on the guest list will be admitted.
- The number of allowed guests per student is stipulated for each event.
- Bags and backpacks will be checked at the door.
- No smoking, drinking, or use of any drugs prior to, during, or after the dance will be tolerated. Students will not be admitted if drug or alcohol use is suspected, and they will be subject to serious disciplinary action.
- All school rules apply, including the dress code. Observe the best standards of decorum.

#### Personal Items

Students should keep personal items with them as they move from place to place on campus. Musical instruments may be stored at the front desk or west wing desk. Classrooms and hallways are not storage areas. Credo is not liable for the loss or theft of a student's personal property. Students are discouraged from leaving property unattended.

# **Drugs and Alcohol Policy**

Drug use has an impact on brain chemistry and development, general physical health and sleep patterns, and affects motivation, organizational abilities, and social interactions. We expect our students to be at the top of these abilities in the classroom, at all school events, and in the evenings and on weekends as they pursue their homework assignments and extracurricular activities. We expect our students to avoid the use of alcohol, nicotine and other illegal drugs, including steroids and other performance enhancing substances.

Students who use drugs, whether outside of school or during the school day, are:

- putting their physical health at risk;
- placing unintentional pressure on their peers to participate in drug use;
- violating the law;
- creating negative consequences to those around them, including parents and their fellow students.

Nicotine, drugs and alcohol are not permitted on the school grounds, at any school-sponsored function, or at any event at any other school. This includes transit to and from our school events and those at other schools. Possession or use includes being under the influence of alcohol or drugs, even if the actual consumption of alcohol or the drug took place elsewhere.

Our preferred approach to supporting a drug-free campus is a proactive one in which students, their families, and the school work together appropriately to solve students' substance problems where they exist. The school must and will take strong disciplinary measures against students who are found to be using drugs during school. A student who is in possession of illegal substances or under the influence of drugs or alcohol during school is subject to mandatory drug counseling, suspension and possible expulsion.

A student making the decision to sell or distribute drugs or alcohol may be expelled from the school.

A convergence of indicators may cause the school to suspect that a student is using drugs. These indicators include hearsay or reports from other students or parents; a change in grades, study habits, or work completion; a change in deportment or attitude, including inattention, acting out or falling asleep at school. If the school sees a confluence of indicators as articulated above or has another reason to believe or suspect that a student has been using drugs or alcohol at school, or has an ongoing drug problem that is interfering with his or her achievement at school, the school may call a meeting with parents and require the student to submit to drug testing as a condition of remaining at the high school. The school may check a student's possessions at any time if possession of illegal substances is suspected.

Students who are using drugs, and who seek help from any teacher or administrator will not be disciplined for admitting their drug use. They will be recommended for counseling and helpful intervention to the extent that the school is able to provide it.

Their involvement in counseling will not protect them from disciplinary action if they are found to be using drugs or alcohol during school.

Students concerned about another student's possible drug use should speak with their cohort guide, a teacher, or any other adult. The purpose of the high school's drug policy is to provide a drug-free learning environment for all students, and to assist students who have a problem with drug use. The two aspects of the policy–treatment and discipline–work together to serve this dual purpose.

#### **Prescription Drugs**

Students who need access to prescription drugs during the day MUST have this form on file and the medication(s) must be kept with the office manager. Students found with prescription drugs will face disciplinary action.

# Harassment/Bullying/Physical Fighting Policy

Students will refrain from physical violence, taunts, threats, verbal harassment and any other forms of bullying whether in person or via electronic means including social media platforms.. This rule specifically includes hazing, racial and sexual harassment, and the use of insults relating to race, religion, sex or sexual orientation.

#### **Harassment Policy**

It is the policy of Credo to provide a school environment free from all forms of harassment, including sexual harassment, and to maintain an environment in which all students and adults are treated with dignity and respect. Therefore, no student shall be subjected to harassing overtures or conduct (sexual or otherwise), whether verbal, visual, or physical, which is intimidating, hostile, offensive, or unwelcome.

Violation of this policy will constitute cause for disciplinary action. Specific disciplinary action shall be related to the severity of the incident and/or the degree to which repeated incidents have occurred. Such disciplinary actions for employees may include, but are not limited to, verbal warnings, letters of reprimand, suspension with or without pay and dismissal, along with possible reporting to police if actions mandate. Such disciplinary actions for students may range from counseling to suspension or dismissal. There are due process procedures that provide a person accused of sexual harassment the opportunity to respond to allegations and to provide an appropriate defense and administrative regulations that will ensure adequate communication of this policy to all students, parents and employees and to provide appropriate complaint and resolution procedures.

#### **Administrative Procedures for Sexual Harassment Policy**

- Dissemination: ensuring that students, employees, and parents know that all forms of sexual harassment are prohibited at Credo.
- Confidentiality: every effort shall be made to protect the privacy of parties involved in any complaint. Files pertaining to complaints handled under this process are confidential and therefore will only be discussed on a need-to-know basis as a means of investigating and resolving the matter.

• No Retaliation: the school forbids retaliation against anyone who reports sexual harassment.

#### **Examples of Conduct That May Be Considered Inappropriate**

- Verbal or written conduct: making derogatory comments, including epithets, slurs, jokes, etc.; sexual propositions including requests for nude images; graphic commentary about an individual's body; sexually degrading words used to describe an individual; suggestive or obscene letters, notes or invitations; spreading sexual rumors.
- Visual conduct: leering; making sexual gestures; displaying sexually suggestive objects, pictures, books, magazines, posters or cartoons.
- Physical conduct: inappropriate touching or impeding one's movement; assault, engaging in a physical altercation that was physically possible to retreat from
- The filming/posting and/or encouraging physical altercations on campus
- The failure to report physical altercations or dangerous activity

#### **Procedures for Complaints and Resolutions**

- Step One Students who feel aggrieved because of conduct that may
  constitute sexual harassment should directly inform the person engaging in
  such conduct that such conduct is offensive and must stop. If students do not
  feel comfortable doing this or are unable to do so, they shall make their
  concerns known to a teacher or administrator, who will inform the person
  that the offensive behavior must stop.
- Step Two If actions taken by the student or school official do not cause the
  offensive behavior to cease or if the behavior is of a severe nature or if the
  offensive behavior is from an adult to student, the school official shall
  immediately inform the Executive Director, who will undertake an
  investigation. If the investigation confirms the allegations, prompt corrective
  actions will be taken. If appropriate, the school will consult with the Child
  Protective Services about the allegations and the investigation prior to taking
  corrective action. The student's parents/guardians shall be notified.

#### **Physical Fighting Policy**

Fighting (hitting, pushing, kicking or any physical aggression) is strictly forbidden. If a student is targeted, they must attempt to de-escalate, withdraw, or seek adult help. Any student who chooses to fight back instead of disengaging will be deemed to be engaging in mutual combat, and *all participants* will face disciplinary action, regardless of who initiated it.

#### Aiding, Abetting & Recording

Students who film, record, cheer on, or share footage of a fight, either in person or online, are also subject to discipline for aiding and abetting. Encouraging or documenting a fight is equivalent to instigation and will result in in-school or out-of-school suspension.

#### **Restorative Mediation & Agreement Process**

Whenever possible, students involved in conflict are encouraged to participate in restorative mediation, or healing circles, to address the root of the issue, understand its impact, and make agreements to repair harm . This process emphasizes accountability, empathy, and community healing, and may be used in conjunction with appropriate disciplinary consequences.

#### **Vandalism**

If a student participates in vandalism on the school grounds, disciplinary action will include detention, cleaning or replacement of furniture, fixtures, or any other damaged school property at the student's expense. Offenses can trigger suspension and lead to dismissal and legal action.

# **Weapons Policy**

Any student found with a weapon at school will be automatically suspended for at least one day pending investigation and the consideration of further disciplinary action, including expulsion and arrest. This includes possessing dangerous object of no reasonable school use including but not limited to: fire-crackers, fireworks, lighters, utility (swiss army) knives, razor blades, laser pen, novelty shock items, poppers, bomb bags, stink bombs, paint guns, projectiles, etc., or items of no reasonable use that do not pose an immediate and significant threat to others.

48900(b) Possessed, sold, or otherwise furnished a firearm, knife, explosive, or other dangerous object, unless, in the case of possession of an object of this type, the pupil had obtained written permission to possess the item from a certificated school employee, which is concurred in by the principal or the designee of the principal.

# Section 9: DISCIPLINARY PROCEDURES

If a disciplinary problem arises in the class, the student and teacher should first attempt to work the problem out after class. If this effort is not successful, the Executive Director should be contacted and every effort made to resolve the problem at this level. Parents may contact the teacher to help resolve or express concern about any disciplinary problem. Parents may be informed of behavioral problems through an email, or through a phone call. Certain disciplinary cases may be referred to the faculty as a whole and to the administration. The faculty carries awareness of students' individual behavioral issues and progress.

#### **Detention**

Violations of school rules or policies may result in after-school detention. Detention will be scheduled by an administrator and the time/date will be communicated to the parent/guardian. Further detention will result if this requirement is not fulfilled.

#### **Disciplinary Probation**

In the case of a student's repeated behavioral problems, they may be given a specific period of time to improve, during which time he or she will be placed on Disciplinary Probation. During this time, the student may be asked to perform specific remedial tasks that are relevant to the situation. If the student does not fulfill their agreement to remediate the situation, they may be dismissed from the school. The privilege to participate in extracurricular activities and social events may be withdrawn during Disciplinary Probation.

#### Suspension and Dismissal

Credo High School follows the policies and regulations of California Education Codes 48900-48927 related to student discipline, suspension and expulsion. Some examples of behaviors that cannot be tolerated are hitting, spitting, kicking, inappropriate use of language, harassment or intimidation, sexually-oriented behaviors, stealing, bringing a weapon or controlled substance to school, etc. A student may be suspended from school for the remainder of the day or longer if they display such poor behaviors or is defiant and disobedient despite efforts by adults to guide and rectify the situation.

Parents are urged to consult California Education Code 48900 for further details about suspension and expulsion in the charter school realm. Copies of the code may be found online, or can be obtained in the school office.

# **Section 10: ATHLETICS**

# Commitment

Athletes must be disciplined, committed and responsible students. Students who participate in any sports team understand that it takes a substantial commitment to be a student athlete. Student athletes make a commitment to attend all practices and games, support teammates, become team players, follow the directions of the coach, and set an example of good sportsmanship for the entire student body. This commitment also extends to academic work. In addition to the GPA and other requirements noted above, our students must strike a balance between their athletic involvement and their ability to complete all academic work. Athletes must maintain a 2.0 GPA and must have passed all classes in the semester prior to the commencement of their sport to continue participation in athletics. The Athletic Director, in consultation with faculty and/or administration, has the authority to suspend an athlete's practice or game participation based on current academic standing.

# **Physicals**

California State Law requires each student who participates in a CIF-sponsored sport to undergo a complete physical examination and submit documentation, signed by the physician, to the office.

# **Transfer Students**

After ninth grade, students who transfer into Credo and who have participated in sports at their previous school are allowed only limited eligibility for one year, unless the reason for their transfer is because both of their parents have moved from another area, and this is the primary reason for their transfer. If a transfer student is interested in playing a sport, they must notify the Athletic Director, who will complete the appropriate forms to determine their eligibility. If a student athlete transfers for any reason other than the move of an entire household, their eligibility will be limited to non-varsity participation for one year from the date of their transfer, as stipulated by the CIF and the North Coast Section.

# **Drug Abstinence Contract**

Student athletes are required to sign the Drug Abstinence Contract for Credo Athletes. The contract stipulates: "As a participant in the Credo Sports Program and as a declaration of my own positive lifestyle choices, I agree to avoid the use of drugs according to the guidelines and policies [stated in the contract]."

# Signing Up

Students who are interested in participating in league sports should fill out an Athletic Packet which is available at 1.Credohigh.org.

# **Driving to Practices and Games**

Liability issues prevent the school from permitting student athletes to drive themselves and others to games or practices. Although we understand the inconvenience caused in some instances, this rule must be strictly enforced.

# **Section 11: STUDENT LIFE**

#### **Email & Parent Square**

The school distributes regular communication through Parent Square, providing important information about upcoming school events and activities.

#### **Online Resources**

Credo's website <u>www.credohighschool.org</u> and <u>1.credohigh.org</u> are sources of much information

#### **Organizations and Clubs**

All students are encouraged to participate in ongoing organizations, like Student Council, and clubs that may come and go based on student interest, like Debate Club or Film Club. To initiate a new club, a leading student should identify other student interest, secure a faculty sponsor, and bring a proposal to the Student Advisor for consideration.

#### **Leadership Class and Student Government**

Juniors and Seniors are eligible to run for Student Government positions and enroll in the Leadership Elective. For more information, please contact the Leadership Teacher or Student Advisor.