# Student and Family Handbook



CCCS BOARD ADOPTED: May 9, 2024

**Table of Contents**

Welcome ..... 3
Background ..... 3
Mission, Vision, and Values ..... 3
Academic Honesty ..... 4
Acceptable Use Policy ..... 4
Admissions ..... 6
Attendance ..... 7
Closed Campus ..... 7
Conferences with Parents and Students ..... 7
Discipline ..... 8
Dress Code Policy ..... 12
Due Process Protections and Complaints ..... 13
Electronic Communication Devices Policy ..... 15
Field Trips ..... 15
Grade Advancement ..... 16
Grade Placement ..... 17
Grade Retention ..... 18
Grading Policy ..... 18
Health Information ..... 20
Health and Safety ..... 24
Parent Initiated Dis-enrollment from CCCS ..... 26
Parent Participation and Rights ..... 26
Privacy ..... 28
Pupil Records ..... 28
Release of Directory Information ..... 29
Smoking ..... 29
Students with Disabilities ..... 30
Supervision of Students ..... 31

## Welcome

The staff at CCCS hopes that you had a healthy summer break and are ready to resume your school endeavors. In this handbook, we have provided the revisions and updates to Children's Community Charter School policies, procedures and parent rights. Please take time to review the information and place the handbook in a location that you can use as a reference guide throughout the year

## Background

Established in 1996, Children's Community Charter School has become one of the leading K-8 schools in Northern California and statewide. CCCS was originally founded as a partnership between staff and parents. An academic program that stresses exploration and hands-on learning coupled with parent participation, has resulted in a school culture with elevated academic, social, and professional expectations. Our stakeholder family of students, staff, parents, and community supporters has allowed CCCS to achieve sustainability and continuity despite uncertain budget times.

## Mission, Vision, and Values

Our Mission: To ensure high levels of learning for ALL students. We are committed to academic, behavioral, and social/emotional learning to benefit the whole child.

Our Vision: Fostering a deep partnership with families, every student will be college or career ready through a rigorous academic program delivered in an environment of support, understanding, and emotional safety. Our students are and will continue to be resilient, empathetic, and prepared for life.

Core Values:

- Collaboration
- Growth Mindset
- Life-long learning
- Interdependency
- Accountability
- Empathy

## Academic Honesty

CCCS believes that academic honesty and personal integrity are fundamental components of a student's education and character development. Students, parents/guardians, staff, and administrators shall be responsible for creating and maintaining a positive school climate that encourages honesty. The school will not accept work submitted that is not the original work of the student. When a resource is being cited, care must be given to give credit to the originator of the work. That credit should be stated in a format that is appropriate to the developmental age of the student.

CCCS expects that students, parents, and school staff will not cheat, lie, plagiarize or commit other acts of academic dishonesty. Furthermore, it is expected that any acts of cheating witnessed be reported to a teacher or the principal immediately.

Dishonest acts include but are not limited to:

- lying, stealing, and damaging the work or property of another student
- plagiarism (copying of information from electronic or print resources, works of art, or music without giving credit to the author/source)
- copying the work of another student or allowing another person (tutor, parent, sibling, peer) to copy or complete one's own work
- theft or unauthorized access to an exam or assignment
- use of unauthorized or commercially prepared materials or equipment, including electronic devices, during an exam or assignment
- changing, altering, or fabricating a grade, score, or any other academic record
- unauthorized communication, electronically or in person, with any other person during or about an exam
- tampering with or damaging school computer files, disks, materials, or other school property
- unauthorized copying of software or using the data disk of another student.

Consequences for academic dishonesty may include, but are not limited to:

- Grade of zero for assigned work
- Detention
- Conference with student, parent(s), teacher(s), and/or administrator
- Dismissal from extra-curricular activities
- Suspension from extracurricular school functions
- Suspension from school
- Dismissal from school
- Expulsion from school

## Acceptable Use Policy

Electronic information services (Internet) are available to students and teachers at school programs operated by Children's Community Charter School. CCCS strongly believes in the educational value of such electronic services and recognizes their potential to support curriculum and learning. The goal in providing these services is to promote educational excellence by facilitating research, innovation, and communication. Student access at school will be for educational purposes and under staff supervision.

CCCS is currently making Internet services available through our school-based local area networks. As a member of a school community and as representatives of their school in the global electronic community,

students are expected to abide by a Code of Conduct. Access to the CCCS Internet will be limited to students who have agreed to and signed the provided Code of Conduct.

**Student Code of Conduct for Electronic Use**

**Personal Responsibility**
Students will accept personal responsibility for reporting any misuse of the network to the teacher or system administrator. Students will understand that all the rules of conduct described in the CCCS discipline code apply when on the network.

**Acceptable Use**
The use of assigned accounts will be in support of education and research and will support the educational goals and objectives of Children's Community Charter School. Students are personally responsible for this provision at all times when using the electronic information service. In addition students:

**Network Etiquette and Privacy**
Students understand and will abide by the generally accepted rules of network etiquette. These rules include, but are not limited to, the following:

- May use CCCS' Internet access for academic research and class projects.
- May use other organization's networks or computing resources, and will comply with rules appropriate to that network.
- Will understand that accessing or sending any material in violation of any law is prohibited. This includes, but is not limited to, copyrighted material, threatening or obscene material, or material protected by trade secrets. Will not use CCCS Internet access for commercial activities. Will not use CCCS Internet access for product advertisement.
- Will be aware that the inappropriate use of electronic information resources can be a violation of local, state, and federal laws that the student can be prosecuted for violating those laws.

**Privilege**
Students understand that the use of CCCS' information system is a privilege, not a right, and inappropriate use will result in restrictions or modifications of those privileges. The system administrator(s) may close an account at any time deemed necessary. The administration, staff, or faculty may request that the system administrator modify or suspend specific user accounts.

**Network Etiquette and Privacy**
Students understand and will abide by the generally accepted rules of network etiquette. These rules include, but are not limited to, the following:

- BEING POLITE. Students will not send or encourage others to send abusive Messages
- USING APPROPRIATE LANGUAGE. Students understand that they are representatives of our school and district on a non-private system and that what is said and done can be viewed globally.
- GUARDING PRIVACY. Students will not reveal home addresses or personal phone numbers or addresses or personal phone numbers of other students.
- USING ELECTRONIC MAIL. Students understand that electronic mail (e-mail) sent through CCCS' network is not guaranteed to be private. CCCS reserves the right to monitor or review e-mail sent over the CCCS Internet access system.

  Inappropriate language or advocacy of illegal activity in e-mail messages may result in loss of system privileges and/or other disciplinary measures. Students understand that e-mail via the CCCS Internet connection must be school related and must abide by the guidelines outlined here. Students will immediately report any threatening, obscene, or harassing email to school staff.

**Security**
If students identify a security problem, they will notify the system administrator at once. Students will understand that all use of the CCCS system must be under their own accounts and that any user identified as a security risk will be denied access to the information system.

**Vandalism**
Vandalism in the electronic community is any malicious attempt to harm or destroy data of another user or any other agencies or networks that are connected to the system. This includes, but is not limited to, the uploading, downloading, or creation of computer viruses. Students understand that any vandalism will result in the loss of computer services, disciplinary action, and legal referral.

## Admission, Enrollment, and Exit Policy

Board Approved 8.15.24

CCCS uses an open enrollment admission policy for all California students, and does not discriminate on the basis of residency, gender, gender expression, gender identity, sexual preference, disability, national origin, immigration status, ethnic or racial background, native language, religion or political belief, or any other characteristic that is contained in the definition of hate crimes set forth in Section 422.55 of the Penal Code or any other characteristics described in Education Code Section 220. In addition, CCCS attempts to maintain a balanced grade level configuration. The number of classes per grade level depends on enrollment. Multi-grade classes may be used. CCCS will maintain its status as a tuition-free, nonsectarian public school.

The application process is comprised of the following:

1. Parent/guardian attendance at school orientation meeting with the Principal
2. Completion of Interest/Application Form

Applications will be accepted during a publicly advertised open enrollment period each Spring for enrollment in the following school year. Following the open enrollment period each year applications shall be counted to determine whether any grade level has received more applications than availability. In the event that this happens, CCCS will hold a public random drawing to determine enrollment for the impacted grade level, with the exception of existing students who are guaranteed enrollment the following year.

Admission preferences in the case of a public random drawing shall be given to the following students in the following order:

1. Children of CCCS staff members
2. Siblings of current CCCS students
3. Siblings of CCCS Alumni students
3. Children of CCCS Alumni
4. Residents of the District

At the conclusion of the public random drawing, all students who were not granted admission due to capacity shall be given the option to put their name on a waiting list according to their draw in the lottery. The waiting list will allow students the option of enrollment in the case of an opening during the school year. Waiting lists will not carry over to the following school year.

After admission, families will be required to submit online registration which consists of the items below within 10 business days:

- Student Online Registration
- Release of records
- Home Language Survey
- Completion of Emergency Medical Information Form
- Proof of minimum age requirements, e.g. birth certificate
- Proof of Immunization

Failure to complete the online registration timely will result in the student's place being vacated and the placement offered to the next student on the waiting list.

**Exit Procedures**

If a pupil is expelled or leaves Children's Community Charter School without graduating or completing the school year for any reason, the Charter School shall notify the superintendent of the school district of the pupil's last known address within 30 days, and shall, upon request, provide that school district with a copy of the cumulative record of the pupil, including a transcript of grades or report card and health information. (Education Code Section 47605(d)(3))

Should the student wish to re-enroll in CCCS, if they are/were the only student from the family attending CCCS, they shall be placed at the end of the waiting list. If they are the sibling of a student currently enrolled at CCCS, they shall be placed on the waiting list, behind siblings of current CCCS students, but in a preferential position to other names on the waiting list.

In no event shall any non-enrolled sibling of a dis-enrolled student receive the status of a CCCS sibling unless such status is because of another previously enrolled or graduated sibling or unless and until the dis-enrolled student is re-enrolled per this policy.

Board Approved 8.15.24

**Attendance**

CCCS's Attendance Policy is in accordance with California Ed Code 48205. Regular attendance is a huge component of academic success. Although a student can make up work when absent, they miss out on direct instruction and collaboration that cannot be replicated. We receive our ADA funding based on the student's physical attendance in all classes. According to law, your child may be excused for absence only when it was:

- Due to illness.
- Due to quarantine under the direction of a city or county health officer.
- For the purpose of having medical, dental, optometric, or chiropractic services rendered.
- For the purpose of attending the funeral services of a member of your 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.
- For the purpose of jury duty in the manner provided by law. [E.C. sections 46010, et seq.]
- To attend certain student education conferences.
- Absence for Religious Purposes: With your written permission, your child may be excused to attend religious services away from school. However, your child will be required to complete a certain number of minutes for that day. Such absences are limited to four days per month. [E.C. section 46014]
- Absence for Justifiable Personal Reasons: Upon your written request and approval by the school principal, your child may be excused from school for justifiable personal reasons such as an appearance in court, observation of a religious holiday or ceremony, attendance at religious retreats, or an employment conference. [E.C. section 48205]
- Approved Independent Study Program: With the exception of an approved Independent Study Program, CCCS will not receive any ADA funding even for approved absences.

Please contact the office as soon as possible to verify a student's absence. Students who have excessive unexcused absences and/or tardies will be referred to the county Student Attendance Review Board (SARB). CCCS requires a doctor's note to excuse an absence for illness after the 5$^{th}$ day of school missed due to illness in a school year.

Students must attend school the day of any extra-curricular event (including, but not limited to, dances and athletic events) in order to attend.

**Closed Campus**

Since student safety is our top priority, CCCS is a closed campus. Students may not leave campus at any time unless accompanied by a parent or the parent has provided prior approval and the request has been accepted by the site administration. Neither the CCCS office nor any officer, teacher or employee shall be liable for the conduct or safety of any pupil during such time as the pupil has left the school grounds pursuant to Education Code §44808.5.

**Conferences with Parents and Students**

CCCS is dedicated to a high level of communication among parents, students, and teachers. Parents are encouraged to meet with their child's teacher often. Parent/teacher meetings are designed for parents, students and the teaching staff to get together throughout the year, in order to communicate effectively about the student's progress and make educational changes.

## Discipline

### Student Conduct Plan

Children's Community Charter School strives to educate, support, and encourage students so that they may achieve the highest level of academic excellence while demonstrating responsible behavior.

CCCS works to help each student develop a strong sense of self-esteem balanced by respect and appreciation for others. We expect students to participate in creating a caring, supportive community.

Excellent schools and discipline go hand in hand. Ideally, discipline is self-directed and self-controlled. Schools and parents share the responsibility for helping students develop self-discipline. Academic success is dependent upon many factors, but personal discipline is critical if a student is to realize his/her potential. Likewise, behavioral discipline is necessary to ensure an orderly learning environment in which each student may learn in harmony with others. If self-discipline fails, the school must intercede on behalf of the other students.

It is the goal of CCCS to maintain a positive, safe, and caring school and classroom environment. In order to accomplish this, this school-wide Student Conduct Plan has been developed. It is in effect any time students are in the direct supervision of the school staff or parent volunteers.

Students are expected to conduct themselves in a responsible, mutually respectful manner.

School Wide Behavior Expectations:

- Respecting the rights of others and the physical environment
- Following the directions of ANY adult at school or on school-sponsored events
- Being accountable for behavior and accepting the consequences for one's action
- Using the facilities and equipment safely and appropriately
- Use appropriate language
- Respecting other students' physical space. "Keep your hands, feet, body, and objects to yourself"
- Students must remain on campus until dismissal time unless they have parent permission and are checked out through the office.
- Gum chewing is prohibited.
- Hats and hoods must be removed in the classroom in grades TK-3 - hoods off in grades 4-8.
- Phones and other electronic devices are not allowed during school hours. All electronics (cell phones, smart watches, ear buds, etc.) are to remain in backpacks and turned on silent or off.

Playground Rules:

- Walk in hallways and on blacktop.
- Freeze when the bell rings and then walk to class.
- Use restrooms appropriately.
- Snacks must be consumed at the picnic tables or on the field
- Use playground equipment appropriately.
- Students may not exit the lunch area until they are excused by yard duty.

Students who commit a rule infraction during recess or lunch time will be assigned a special task or sit out the rest of recess. Continued infractions will result in a referral to the classroom teacher.

Student discipline is progressive in nature. All minor infractions are handled by teachers at the classroom level. However, more serious violations, or students who by their actions show that they are either unable or unwilling to behave responsibly will be referred to the principal.

**K-8 Disciplinary System/ PBIS (Positive Behavior Intervention Support)**

- Positive Behavior Interventions and Supports (PBIS) is a proactive approach to establishing the behavioral supports and social culture needed for all students in a school to achieve social, emotional and academic success. The goal of PBIS is to create a positive school climate in which students learn and grow.
- CCCS follows a "Student Behavior Management Process Chart," for further explanation regarding our Discipline System and Process see website at https://paradiseccccs.org/.

**Harassment, Intimidation, and Bullying Prevention Policy**

*Adapted from proposed school district policy by the MT Advocacy Project and MT Human Rights Network*

The policy of the Board of Trustees of Children's Community Charter School is to provide students and staff with a school environment free from harassment, intimidation and bullying. CCCS will not tolerate harassment, intimidation or bullying in any form at school, school-related events, including off-campus events, school-sponsored activities, school buses or any event related to school business.

***Harassment, Intimidation and Bullying include:***

Any gesture or written, verbal or physical act that is reasonably perceived as being motivated either by any actual or perceived attribute such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity, culture, social origin or condition, political affiliation, mental, physical or sensory disability, or by any other characteristic, that a reasonable person knows or should have known:

- will have the effect of harming the person or damaging the person's property; or
- will place a person in reasonable fear of physical harm; or
- will demean any person or group of people in such a way as to disrupt or interfere with the school's educational mission, the education of any student, or the ability of a staff member to perform the essential functions of the staff member's job.

Inciting, aiding, coercing or directing others to commit acts of harassment, intimidation or bullying is also prohibited.

***Reporting***

- CCCS encourages students who believe they are being subjected to harassment, intimidation, or bullying and students who have first-hand knowledge of such harassment, to report the matter promptly to their teacher or any responsible adult who is not involved in the alleged harassment, intimidation or bullying.
- CCCS encourages staff who believe they are being subjected to harassment, intimidation, or bullying by anyone to report the matter promptly to the administration.
- Any adult school employee or adult volunteer who overhears or receives a report, formal or informal, written or oral, of harassment, intimidation of bullying shall report it in accordance with procedures developed under this policy

***Responsibilities***
The Site Administrator is responsible for maintaining a work environment and/or educational environment free of harassment, intimidation and bullying. The Site Administrator shall take appropriate actions to ensure the Harassment, Intimidation and Bullying policy and procedures
are enforced.

These actions include, at a minimum:

- Providing notification in the Student and Staff handbooks of the rights and responsibilities of students and staff regarding harassment, intimidation and bullying;
- Acquainting new employees with this policy;
- Taking prompt action to investigate/report complaints of harassment, intimidation and bullying;
- Taking appropriate disciplinary action as appropriate;
- Instructing employees and students regarding the procedures for reporting harassment, intimidation and bullying within the educational setting.

Children's Community Charter School procedures shall require the following:

- Prompt investigation of incidents which includes:
    - Conducting interviews of all students involved;
    - Conducting interviews of witnesses; and
    - Investigating the circumstances of the incident, including events or incidents that preceded the incident.
- Prompt notification of the parents of all students involved;
- Proper application of consequences consistent with school policy.

***Consequences***
Any person who engages in harassment, intimidation and bullying in the school setting may be subject to disciplinary action. Any student who engages in harassment, intimidation and bullying may be subject to disciplinary action up to and including expulsion. Any staff member who engages in harassment, intimidation and bullying may be subject to disciplinary action up to and including dismissal. Any staff member who permits harassment, intimidation or bullying of students or staff may be subject to disciplinary action up to and including dismissal. Any staff member who receives complaints of harassment, intimidation and bullying and does not act promptly or does not forward the complaint to the administrator shall be disciplined appropriately.

***Retaliation and Reprisal***
Children's Community Charter School prohibits retaliation and reprisal against any person who reports an act of harassment, intimidation or bullying. The consequence and appropriate remedial action for a person who engages in reprisal or retaliation shall be determined by the administrator after consideration of the nature and circumstances of the act, in accordance with district policy. Individuals who intentionally fabricate allegations of harassment, intimidation or bullying may be subject to disciplinary action.

**Release of Student to Peace Officer**
If a school official releases your child from school to a peace officer for the purpose of removing him/her from the school premises, the school official shall take immediate steps to notify you or a responsible relative of your child, except when a student has been taken into custody as a victim of suspected child abuse. In those cases, the peace officer will notify the parent or guardian. [E.C. section 48906]

**Parent Liable Responsibility/Withholding Records**
Parents are liable for all the damages caused by the willful misconduct of their minor children that result in death or injury to other students, school personnel, or school property. Parents are also liable for any school property loaned to the student and willfully not returned. Parents' or guardians' liability may be as much as $10,000 in damages and another maximum of $15,693 for payment or reward, if any. [E.C. §48904]

The school may withhold report cards, diplomas, or transcripts of the student responsible until such damages are paid or the property returned or until completion of a volunteer program in lieu of payment money. [E.C. 48904]

If your child commits an obscene act or engaged in habitual profanity or vulgarity, disrupts school activities or otherwise willfully defies the authority of school personnel, and is suspended for such misconduct, you may be required to attend a portion of the school day with your child. [E.C. §48900.01]

**Student Search**
The school administrator or designee may search the person of a student (including backpack, purse, bag, etc.) if there is a reasonable suspicion to believe the student may have a concealed weapon, narcotics, stolen property, or contraband. Evidence gathered from video surveillance tape systems in posted areas is specifically admissible in discipline hearings, as no one has a reasonable expectation of privacy in those circumstances.

**Suspensions and Expulsions**
The CCCS Pupil Suspension and Expulsion Policy has been established in order to promote learning and protect the safety and well being of all students at the Charter School. In creating this policy, CCCS has reviewed Education Code Section 48900 *et seq.* which describes the non charter schools' list of offenses and procedures to establish its list of offenses and procedures for suspensions and expulsions. The language in our policy closely mirrors the language of Education Code Section 48900 *et seq.* CCCS is committed to annual review of policies and procedures surrounding suspensions and expulsions and, as necessary, modification of the lists of offenses for which students are subject to suspension or expulsion.

When the Policy is violated, it may be necessary to suspend or expel a student from regular classroom instruction. This policy shall serve as CCCS's policy and procedures for student suspension and expulsion and it may be amended from time to time without the need to amend the charter so long as the amendments comport with legal requirements. CCCS staff shall enforce disciplinary rules and procedures fairly and consistently among all students. This Policy and its Procedures will be printed and distributed as part of the Student Handbook and will clearly describe discipline expectations. Corporal punishment shall not be used as a disciplinary measure against any student. Corporal punishment includes the willful infliction of or willfully causing the infliction of physical pain on a student. For purposes of the Policy, corporal punishment does not include an employee's use of force that is reasonable and necessary to protect the employee, students, staff or other persons or to prevent damage to school property.

The CCCS administration shall ensure that students and their parents/guardians are notified in writing upon enrollment of all discipline policies and procedures. The notice shall state that this Policy and Procedures are available upon request at the Principal's office.

Suspended or expelled students shall be excluded from all school and school-related activities unless otherwise agreed during the period of suspension or expulsion.

A student identified as an individual with disabilities or for whom CCCS has a basis of knowledge of a suspected disability pursuant to the Individuals with Disabilities Education Improvement Act of 2004 ("IDEIA") or who is qualified for services under Section 504 of the Rehabilitation Act of 1973 ("Section 504") is subject to the same grounds for suspension and expulsion and is accorded the same due process procedures applicable to general education students except when federal and state law mandates additional or different procedures. CCCS will follow all applicable federal and state laws including but not limited to the California Education Code, when imposing any form of discipline on a student identified as an individual with disabilities or for whom CCSS has a basis of knowledge of a suspected disability or who is otherwise qualified for such services or protections in according due process to such students.

**Grounds for Suspension and Expulsion of Students**
A student may be suspended or expelled for prohibited misconduct if the act is related to school activity or school attendance occurring at any time including but not limited to: a) while on school grounds; b) while going to or coming from school; c) during the lunch period, whether on or off the school campus; d) during, going to, or coming from a school-sponsored activity.

For three or more suspensions, (in house suspensions/ out of school suspensions- refer to "Student Behavior Management Process Chart") a meeting will be required (teacher, parent, student, administration, and support staff) to discuss the current enrollment and possible disenrollment at CCCS. If a student commits an act serious enough to warrant disenrollment (Ca. Ed code 48900 & 48915), the school principal will recommend disenrollment in writing to the Board of Directors and specify relevant conditions and issues. Parent(s)/guardian(s) and the student will be notified in writing of the disenrollment proceedings and their rights. The disenrollment hearing is formal and legal in nature. The parent and student may present the student's case for staying at Children's Community Charter School at that time.

Please see Appendix E in our Charter to view the complete Suspension and Expulsion Policy, including Enumerated Offenses. You may also obtain a copy of this policy in the school office.

**Dress Code Policy**
Students, staff and volunteers who attend CCCS and school related activities are expected to abide by the following dress code. The dress code is provided as a means to best support student learning and safety. It is our desire to have parents be our full partners in encouraging and enforcing appropriate dress. CCCS students, staff, and volunteers will wear clothing that is appropriate in nature while on school grounds and/or involved in school activities. The school staff will make the final determination of what is or is not appropriate to enforce this policy.

**CCCS dress code policy will include:**

- Proper fitting clothing.
- Pants above the hips with use of belt as needed. No pajamas except on spirit days.
- Undergarments are not to be displayed.
- No bare midriff. No see through (sheer) tops.
- No "short" shorts or skirts, hem lines to be a 2 inch inseam. No body parts showing.
- Attire with obscene or vulgar statements or displaying contraband such as cigarettes, alcohol, drugs, etc. will not be allowed.
- No flip flops or sandals without a back strap. Crocs with backstrap only.
- P.E. clothing - appropriate for P.E. Clothing and equipment must be appropriate and well maintained.

- All students need to have sturdy shoes for P.E. class. Middle school students need to wear appropriate shoes for P.E. (tennis shoes with a shoe laces tied and/or velcro). No crocs.

Dress code violations procedures: Teacher will email admin and office staff for every student offense

- 1st Offense: Verbal warning
- 2nd Offense: The student changes or removes article in question, and parents are informed.
- 3rd Offense: The student changes or removes article in question, is assigned lunch detention, and parents are informed.
- 4th Offense: The student changes or removes clothing article in question, is referred to administration and assigned one day of in-school suspension, and parents are informed.

## Due Process Protections and Complaints

### Uniform Complaint Procedure Annual Notice

CCCS has the primary responsibility to insure compliance with applicable state and federal laws and regulations and has established procedures to address allegations of unlawful discrimination, harassment, intimidation, and bullying, and complaints alleging violations of state or federal laws governing educational programs and the charging of unlawful pupil fees.

CCCS shall investigate and seek to resolve complaints using policies and procedures known as the Uniform Complaint Procedure ("UCP") adopted by our local board. Unlawful discrimination harassment, intimidation, or bullying complaints may be based on actual or perceived characteristics of age, ancestry, color, disability, ethnic group identification, gender expression, gender identity, gender, genetic information, nationality, national origin, race or ethnicity, religion, sex, or sexual orientation, or on the basis of a person's association with a person or group with one or more of these actual or perceived characteristics, in any program or activity that receives or benefits from state financial assistance.

The UCP shall also be used when addressing complaints alleging failure to comply with state and/or federal laws in:

- Special Education Programs
- Safety Planning Requirements

A complaint of noncompliance with laws relating to pupil fees may be filed pursuant to the local UCP. A pupil enrolled in a public school shall not be required to pay a pupil fee for participation in an educational activity. A pupil fee includes, but is not limited to, all of the following:

- A fee charged to a pupil as a condition for registering for school or classes, or as a condition for participation in a class or extracurricular activity, regardless of whether the class or activity is elective or compulsory, or is for credit.
- A security deposit, or other payment, that a pupil is required to make to obtain a lock, locker, book, class apparatus, musical instrument, clothes, or other materials or equipment.
- A purchase that a pupil is required to make to obtain materials, supplies, equipment, or clothes associated with an educational activity.
- A pupil fee complaint shall not be filed later than one year from the date the alleged violation occurred.

Complaints of noncompliance with laws relating to pupil fees are filed with a principal of a school. A complaint regarding pupil fees may be filed anonymously if the complaint provides evidence or information to support an allegation of noncompliance with laws relating to pupil fees. Complaints other than complaints relating to pupil fees must be filed in writing with the principal of the school.

Complaints alleging discrimination, harassment, intimidation, or bullying, must be filed within six (6) months from the date the alleged discrimination, harassment, intimidation, or bullying, occurred or the date the complainant first obtained knowledge of the facts of the alleged discrimination, harassment, intimidation, or bullying, unless the time for filing is extended by the superintendent or his or her designee.

Complaints will be investigated and a written decision or report will be sent to the complainant within sixty (60) days from the receipt of the complaint. This sixty (60) day time period may be extended by written agreement of the complainant. The CCCS person responsible for investigating the complaint shall conduct and complete the investigation in accordance with California regulations and in accordance with CCCS's procedures.

The complainant has a right to appeal CCCS's Decision to the California Department of Education ("CDE") by filing a written appeal within 15 days of receiving the Decision. The appeal must include a copy of the complaint filed with the School and a copy of CCCS's Decision.

Civil law remedies may be available under state or federal discrimination, harassment, intimidation, or bullying laws, if applicable. In appropriate cases, an appeal may be filed pursuant to Education Code Section 262.3. A complainant may pursue available civil law remedies outside of CCCS's complaint procedures. Complainants may seek assistance from mediation centers or public/private interest attorneys. Civil law remedies that may be imposed by a court include, but are not limited to, injunctions and restraining orders.

A complete copy of the UCP policy and complaint procedures is posted on the CCCS website and shall be available free of charge in the Main Office.

**Student Sexual Harassment**

Students may be suspended or expelled for sexual harassment. The Governing Board prohibits sexual harassment in the educational environment by any person in any form. Sexual harassment is in violation of federal and state laws, including Title VII of the Civil Rights act of 1964 and Title IX of the Education Amendments of 1982.

Within the educational environment sexual harassment is prohibited between students, employees and students, and supervisors and students. Repeated or unwarranted verbal or physical sexual advances, sexually explicit derogatory statements, or sexually discriminatory remarks made by someone in the educational environment which are offensive or objectionable to the student or which cause the student discomfort or humiliation, or which interfere with the student's performance are prohibited. Action will be taken when necessary to eliminate such practices or remedy their effects.

Students who engage in such harassment may be subject to disciplinary action up to and including expulsion (Education Code sections 212.5; 230; 48900.2). The principal or designee shall discuss the district's sexual harassment policy with his/her students and employees and assure them that they are not required to endure sexually insulting, degrading or exploitative treatment or any other form of sexual harassment. The principal or designee shall provide staff in-service or student instruction and counseling as needed (Title VIII of the Civil Rights Act of 1964; Title IX of the Education Amendments of 1972).

Students and staff are encouraged to immediately report incidents of sexual harassment to the principal or designee. The principal or designee shall promptly investigate each complaint of sexual harassment in a way that ensures the privacy of all parties concerned. In no case shall the student be required to resolve the complaint directly with the offending person.

**Electronic Communication Devices Policy**

The following policy sets guidelines for limited use of electronic communication devices on school grounds and at school-sponsored activities.

Students may possess and use electronic communication devices on school property and at school-sponsored activities subject to the following:

> ***Use of devices on school grounds***:
> All electronic communication devices, MP3 players, smart watches, ear buds, and Cellular Phones, etc., must be turned off and secured in backpacks during the official instructional day, including lunch period. Electronic communication devices may be used outside of CCCS hours (7:30-4:00). If any CCCS staff member sees a student with their electronic device during the day, it may be confiscated and taken to the office. This includes all after school activities as well. Students can pick the electronic device up in the office. ***Student Responsibility*****:** It is the student's responsibility to ensure that their devices are turned off and sin backpacks at all times.

CCCS is not responsible for lost, stolen, or damaged electronic communication devices or any charges incurred as a result.

**Field Trips**

Field trips offer learning possibilities. For all students to benefit from the trip and to help insure the safety of all participants certain safeguards must be noted.

- All field trips must have prior approval by the Principal.
- Only currently enrolled CCCS students may attend field trips. Siblings are not allowed on class field trips due to liability issues. No exceptions!
- Students must have regular attendance and be in good standing, both academically and behaviorally, as determined by the school administration prior to attending a field trip.
- Students not attending the trip, whether by choice or school policy, are required to stay in an assigned alternative classroom and complete work during the time that the class is gone.
- At the beginning of the school year, a universal permission slip will be sent home to be filled out by the parent. An information slip will be sent home for each trip and signed by the parent/guardian by an indicated date.
- All drivers must carry a minimum of $100,000/300,000 liability limits and must provide the school with proof of current insurance and driver's license at least one day prior to departure in order to drive any child, including their own.
- Drivers are responsible for paying for their gas and any tolls or parking fees. Admission to field trip venues will be paid for parents who are driving at least two students. Chaperones are welcome as long as space allows but admission must be paid by the chaperone. Drivers who drive just their own child will also be responsible for paying their own admission.
- Field trips are subject to cancellation or may be rescheduled due to lack of volunteer chaperones and/or drivers, weather conditions, or any other unforeseen circumstances.
- The school standards of conduct will be maintained on all field trips. Students are expected to:
    - Follow the driver's instructions at all times.

    - Remain with the assigned driver at all times.
    - Remain seated, facing forward.
    - Keep all parts of the body inside the vehicle
    - Treat others with respect.
    - Keep the vehicle clean.
    - Talk quietly while in the vehicle
- A booster seat is required for any student under 8 years of age.
- Drivers are responsible for adhering to the following guidelines when transporting students on field trips:
    - Please follow the trip itinerary. No extra stops are permitted for any reason. You must clear any additional stops that need to be taken in an emergency by the teacher in charge.
    - Please ensure that your vehicle has gas prior to the start of the field trip.
    - Do not transport children in your car who do not have a booster seat if under the age of 8.
    - Never leave students unattended while on duty as a driver or chaperone.

**Grade Advancement**

If a student is performing well above his/her grade level, the school encourages parents to seek out assistance in understanding the best course of action for their child. Parents should understand that a large percent of all students score above grade level and that any standardized test scores are not accurate when it places a student two years or more above his/her grade level. A truly gifted child needs to have in-depth enrichment learning experiences. That means extra research, projects, competitions, etc. That usually does not mean acceleration into the next grade. Skill areas (reading, math, writing, etc.) need to be presented at their instructional level but content (i.e. 4th grade California History) should remain at the chronologically appropriate grade or age. However, upon request from a parent to advance a student to a higher grade level, the following factors are considered:

- Academic Achievement: (in the top 1-2% as determined by standardized testing)
    - Standardized testing to determine current ability level of students in the areas of reading, spelling, mathematics, and others as determined necessary
    - Teacher evaluation of ability, interest, and motivation
    - Student support issues such as special education or LEP

- Social and Emotional Maturity
    - Ability to communicate
    - Social adaptability
    - Emotional stability

- Physical Maturity
    - Age
    - Size
    - General health

- Educational History
    - Strengths and weaknesses
    - Grades

The process followed for placement includes:

- The teacher discusses the advantages and disadvantages of accelerated placement and how they apply to the child.

- The principal makes a determination based on the four stated factors. Special consideration will be given to what is in the best educational interest of the student.
- The principal prepares and presents a written recommendation for grade advancement to the Governing Board for action.
- The parent is notified of the board decision. Parents may appeal the board decision by presenting new data and/or information at the next regularly scheduled board meeting.
- If approved, the decision for grade advancement will be reviewed every four months by the principal to determine if the new placement is still in the student's best educational interest.
- If not approved or appealed, the parent may make another formal request in the next school year or after nine months (whichever is longer).

## Grade Placement

### Transitional Kindergarten

Students will be admitted to transitional kindergarten at the beginning of a school year or any time later in the same year provided the kindergarten class is not at full capacity and if the child will have his or her fifth birthday between September 1st and December 1st of that school year.

### Kindergarten

Students will be admitted to kindergarten at the beginning of a school year or any time later in the same year if the child will have his or her fifth birthday on or before September 1st of that school year.

### Kindergarten Early Admission Policy

It shall be the CCCS Board's policy in cases where a parent seeks early admission for their child, that the following criteria shall be used prior to the Board taking any action and that absent completion of such criteria, it shall be the policy that early admission is not in the best interests of the child.

- Early admission shall only be considered for a child whose birthday falls within ten (10) calendar days of the then-current statutory deadline, currently September 1.
- Further, prior to any application being made for early admission, the child shall have been enrolled in an educational day care or pre-K program for at least one academic year.
    - Parents or guardians must provide proof of such enrollment prior to moving forward with the early admission process.
- Prior to the evaluation of the student, both custodial parents or guardians, shall meet with the Kindergarten teacher and/or Principal of the school to discuss the advantages and disadvantages to their child and to the class as a whole of such early admission.
    - At such meeting, the parents or guardians shall be provided with appropriate literature – whether printed or through online resources – to review
- If after review of such information, the parents or guardians wish to proceed with the early admission process, the child shall be evaluated at least twice – once before December 1 and once prior to the Board considering such admission.
    - The evaluation shall be conducted by the Kindergarten teacher in a manner consistent with other such evaluations given to entering Kindergarten children.
    - The results of both evaluations shall be shared with the parents or guardians and with the principal.
- If the student performs at or within one standard deviation below the mean on the second evaluation and the student has shown overall progress between such evaluations, the principal shall take the matter to the Board for approval.
- The Board may, in its reasonable discretion, grant or deny the application.

- Additionally, the Board may condition the approval of the application on a third evaluation within the time frames given to other children admitted to Kindergarten.

**Continuation in Kindergarten**
Students who have completed one year of kindergarten shall be admitted to first grade unless the parent/guardian and the school agree that the student shall continue in kindergarten for not more than one additional year. [E.C. §488011]

**Acceleration from Kindergarten to First Grade**
A student enrolled in kindergarten may be admitted to the first grade at the discretion of the Governing Board and with the consent of the parent/guardian, upon a determination that the child is ready for first grade work. [E.C. §48880]

Admission shall be subject to the following minimum criteria:

- The student is at least five years of age.
- The child has attended a public school kindergarten long enough to enable school personnel to evaluate his/her ability.
- The student is in the upper five percent of his/her age group in terms of general mental ability.
- The physical development and social maturity of the student are consistent with his/her advanced mental ability.
- The parent/guardian of the student has filed a written statement with the school district approving the placement in first grade.

**Grade Retention**
Students shall progress through the grade levels by demonstrating growth in learning and meeting grade level standards of expected student achievement. If these conditions do not occur, retention procedures will be followed. What is in the best interest of the student will always be the determining factor. The final decision of whether to retain or not will be made by the teacher in consultation with the parent and principal.

When a teacher suspects that a student may not be ready to advance to the next grade, he/she shall form a Student Study Team to assess the needs of the student. A report regarding standardized testing scores and analyzes academic, social, and emotional performance of the student will be completed and documented. The teacher then develops an action plan to avert retention. The action plan will be discussed with the parent and actions recommended will be incorporated into the lesson plans for the student. If the action plan is successful, grade retention will be averted. If not, the student will be retained.

**Grading Policy**
CCCS believes that grades serve a valuable instructional purpose by helping students and parents/guardians identify the student's areas of strength and those areas needing improvement. Parents/guardians and students have the right to receive course grades that represent an accurate evaluation of the student's achievement.

The teacher of each course shall determine the student's grade. The Governing Board or Administrator shall not change the grade assigned by the teacher, unless the teacher who determined such grade is given an opportunity to state the reasons for which such grade was given.

Teachers shall evaluate a student's work in relation to standards, which apply to all students at his/her grade level. The principal shall ensure that student grades conform to this system. Teachers shall inform students and parents/guardians how student achievement will be evaluated.

Grades shall be based on impartial, consistent review of the quality of the student's work and his/her mastery of course content and objectives. Students shall have the opportunity to demonstrate this mastery through a variety of methods such as program participation, homework, tests, and portfolios.

If a student misses activities, assignments, and/or meetings without an excuse and does not subsequently turn in homework, take a test, or fulfill other course requirements which he/she missed, the teacher may lower the student's grade for nonperformance.

**Grades for Achievement**
Grades for K – 5th are marked as 1-4 and CCCS uses a Standards Based report card.

Grades for 6th – 8th shall be reported for each marking period as follows:

| Letter Grade | Grade Point Equivalent |
|---|---|
| A | 4.0 Grade Points |
| A- | 3.7 Grade Points |
| B+ | 3.3 Grade Points |
| B | 3.0 Grade Points |
| B- | 2.7 Grade Points |
| C+ | 2.3 Grade Points |
| C | 2.0 Grade Points |
| C | 1.7 Grade Points |
| D+ | 1.3 Grade Points |
| D | 1.0 Grade Points |
| D- | .7 Grade Points |
| F | 0 Grade Points |
| I (Incomplete) | 0 Grade Points |

A grade point average (GPA) is determined by adding up the sum of grade points and dividing by the total number of grades.

HONOR ROLL: 3.0- 3.49
PRINCIPAL'S AWARD: 3.50-4.0

Whenever it becomes evident to a teacher that a student is in danger of failing a course, the teacher shall arrange a conference with the student's parent/guardian or send the parent/guardian a written report. Progress reports will be sent home on a regular basis to maintain a high level of communication and progress towards completion of coursework.

## Health Information

### Excuse from Physical Education

All students are expected to participate in Physical Education. A parent may excuse their child from PE for a medical reason up to three days. On the fourth consecutive day, a doctor's note will be required. Students may be required to complete alternative assignments if they are not participating in PE.

### Illness Policy

Children too ill to participate in normal school activities should not be at school. Not only are they unable to benefit from education when ill, they also may infect other children and staff. Please adhere to the following guidelines when determining whether your child is able to come to school:

- A child with a temperature greater than 100 degrees orally should stay home until the temperature has been normal for 24 hours without the assistance of medication.
- A child who has vomited at least twice in 24 hours or is unable to tolerate normal food and drink should stay home until the vomiting has stopped for at least 24 hours.
- A child with diarrhea (3 or more watery stools in 24 hours) should stay home until the diarrhea has stopped for at least 24 hours. A child with persistent diarrhea should be seen by a doctor.
- A child with a known or suspected communicable disease should stay home until a doctor approves his return to school, (in writing) or the symptoms are no longer present. (Examples of communicable diseases: strep throat, chickenpox, shingles, herpes simplex, hepatitis A, impetigo, fungus skin infections, head lice, scabies, reddened eye with thick mucus or pus draining from it. When a child is diagnosed with such a disease, the school health office should be alerted.)
- A child with a rash of unknown cause should stay home until seen and released by a doctor as being not contagious, or until the rash is gone.
- A child who has undergone a medical procedure requiring general anesthesia should stay home for at least 24 hours following anesthesia.
- A child with an upper respiratory infection (symptoms: persistent nasal discharge that is discolored, elevated temperature, productive excessive cough) should stay home until symptoms are improved at least 24 hours, or school attendance is approved in writing by a physician.
- A child who has been receiving antibiotic medication for at least 24 hours, and is without fever and other otherwise well, may be at school.

### Information for Use in Emergencies

For the protection of your child's health and welfare, we ask that each year you fill out and return the provided Emergency Information Card. [E.C. §49408] Should your emergency information change at any time during the school year, please immediately contact the office with the revised information so that we may update our records.

### Immunizations

On June 30, 2015, Governor Jerry Brown signed California bill SB 277 into law. This law eliminates the personal belief exemption to the immunization requirements for all public and private school students in California under the Health and Safety Code Section 120325(c). SB 277 maintains an exemption to the vaccine requirements for students who have medical necessity.

Under the new law, vaccinations will be required of children first entering public school, or when they enter the seventh grade, after July 1, 2016. However, this law also provides a physician with authority to grant a medical exemption to the vaccination requirement when a physician believes that medical circumstances of the child, in her judgment and discretion, warrant such an exemption. The statute specifically states that the physician may consider the child's family medical history in determining whether to grant the exemption.

To enter or transfer into and public or private school, children under the age of 18 must have immunizations as outlined below.

**Students Admitted at TK/K-12 Need:**

- **Diphtheria, Tetanus, and Pertussis (DTaP, DTP, Tdap, or Td) — 5 doses**
    - (4 doses OK if one was given on or after 4th birthday.)
    - (3 doses OK if one was given on or after 7th birthday.)
    - For 7th-12th graders, at least 1 dose of pertussis-containing vaccine is required on or after 7th birthday.
- Polio (OPV or IPV) — 4 doses
    - (3 doses OK if one was given on or after 4th birthday)
- Hepatitis B — 3 doses
    - (Not required for 7th grade entry)
- Measles, Mumps, and Rubella (MMR) — 2 doses
    - (Both given on or after 1st birthday)
- Varicella (Chickenpox) — 2 doses

These immunization requirements apply to new admissions and transfers for all grades, including transitional kindergarten.

**Students Starting 7th Grade Need:**

- Tetanus, Diphtheria, Pertussis(Tdap) —1 dose
    - (Whooping cough booster usually given at 11 years and up)
- Varicella (Chickenpox) — 2 doses
    - (Usually given at ages 12 months and 4-6 years)

**In addition, the TK/K-12 immunization requirements apply to 7th graders who**:

- previously had a valid personal beliefs exemption filed before 2016 upon entry between TK/Kindergarten and 6th grade
- are new admissions

**Records**

California schools are required to check immunization records for all new student admissions at TK/Kindergarten through 12th grade and all students advancing to 7th grade before entry. Parents must show their child's Immunization Record as proof of immunization.

| VACCINE | REQUIRED DOSES |
|---|---|
| **Polio** | **4 doses** at any age, but 3 doses meet requirements for ages 4 - 6 if at least one was given on or after the 4th birthday; 3 doses meet requirements for ages 7-17 years if at least one was given on or after the 2nd birthday |

| | |
|---|---|
| **Diphtheria, Tetanus, and Pertussis**<br>Age 6 years and under (Pertussis is required) DTP, DtaP or any combination of DTP or Dt aP wi th DT (tetanus and diphtheria)<br><br>Age 7 years and older (Pertussis is not required) Td, DT, or DTP, DtaP or any combination of these 7th grade Td booster | **5 doses** at any age, but 4 doses meets the requirements for ages 4-6 if at least one was on or after the 4th birthday<br><br>**4 doses** at any age, but 3 doses meet requirements for ages 7-17 years if at least one was on or after the 2nd birthday. If last dose was given before the 2nd birthday, one more (Td) dose is required **1 dose** |
| **Measles, Mumps, Rubella (MMR)**<br>Kindergarten<br>7th grade<br>Grades 1-6 and 8-12 | **2 doses*** both on or after 1st birthday<br>**2 doses*** both on or after 2nd birthday<br>**1 dose** must be on or after 1st birthday |
| **Hepatitis B**<br>Kindergarten<br>7th grade | **3 doses**<br>**3 doses** ** |
| **Varicella**<br>Kindergarten | **1 dose** on or after 1st birthday or health care provider documented<br>varicella disease or immunity |

***Two doses of measles-containing vaccine required. One dose of mumps and rubella-containing vaccine required; mumps vaccine is not required for children 7 years of age and older.

** Two doses of the 2-dose formulation given at age 11-15 years along with provider documentation that the 2-dose formulation was used for both doses will also fulfill this requirement.

**K-1st Physical Examinations**

Good health is important in your child's academic success. State law requires that for each child enrolled in the first grade, the parent must present a certificate, signed by a physician, verifying that the child has received a physical exam within the last 18 months. You may file with the school a written objection or waiver stating the reasons if you are unable to obtain such services. Your child may be sent home if you fail to provide the certificate or waiver, or if your child is suspected to be suffering from a contagious disease. Your child will also be required to have a dental exam. The school will supply reporting forms.

**Lice Policy**

To better manage and to limit the spread of head lice infestations, staff shall report all suspected cases of head lice to the school nurse or office staff. The office staff shall examine the student. An infestation shall be determined by looking closely through the hair and scalp for viable nits(<= 1cm from the scalp) or live lice.

If nits are found but there are no live (crawling) lice on the hair, the office staff shall re-inspect within 7-10 school days. If live (crawling) lice are found on the hair, the parent/guardian shall be notified by the end of the day via phone, email, and/or a note sent home with the student. The child shall be allowed to remain in the classroom until notification of parent/guardian has been obtained. The parent/guardian shall be provided information on the biology of head lice, methods to eliminate infestation, and directions to examine household contacts for lice and nits. The school nurse or designee may notify parents/guardians in the affected classroom to encourage them to check their children and to treat, if appropriate, and/or examine other students most likely to have had direct head to head contact with the affected student.

Students should return to school within one day after being identified as having live lice. The parent/guardian should bring the child to the office to determine if the child is eligible to return to class. Absences greater than one day shall be considered an unexcused absence.

Affected students shall be discouraged from direct head to head contact with other students.

The nurse shall provide in-service education to staff regarding how to handle nits and/or lice in the classroom.

Information about head lice shall be sent home to all parents/guardians at the beginning of the school year.

Staff shall maintain the privacy of students identified as having head lice.
http://www.cdph.ca.gov/HealthInfo/discond/Documents/headlice2008Eng.pdf.

**Medications**
If your child must take medication during the course of school activities the school must receive a written statement from the physician detailing the method, amount, and time schedules by which the medication is to be taken; and the parent must submit a written statement indicating his/her desire that the school assist his/her child in taking the medication; and parents must sign a release statement. All medications will be locked up. If your child is on a continuing medication regimen for a non-episodic condition, you are required to notify the school of the medication being taken, the current dosage, and the name of the supervising physician. Please contact the office for appropriate forms is any of the above applies to your student. [E.C. 49480]

State law now allows students with doctor authorization to carry and self-administer auto-injectable epinephrine medication. A copy of that authorization should be given to the school for placement in your student's file. Students may also carry and use sunscreen without a doctor's note or prescription, and may also wear sun-protective clothing. [E.C. §35183.5]

**Scoliosis Screening (Curvature of the Spine)**
If your child is enrolled in grades 7 through 12, and is suspected of having curvature of the spine, please notify the school office. If your child is identified at school as having this condition, you will be notified. [E.C. §49452.5]

**Sight and Hearing Test**
Your child's vision and hearing will be checked by an authorized person between grades kindergarten through 8, unless you submit a written denial of consent. [E.C. §49452]

## Health and Safety

### Overview
Children's Community Charter School shall comply with all federal and state health and safety codes and requirements. CCCS meets all safety regulations, including adherence to local fire regulations, safety inspections, earthquake drills, and visitor control. A Safety Committee comprised of parents and staff members will be developed, this in order to offer recommendations to the Governing Board regarding necessary changes that ensure a safe campus for all. CCCS will function as a drug-, alcohol-, tobacco-, and weapon-free workplace.

### Child Abuse Reporting
CCCS staff members are mandated child abuse reporters under state and federal law. It is the CCCS policy that all employees shall comply with California state law reporting procedures. Reports of suspected child abuse are to be made to an official child protective agency and local law enforcement agency. Paradise Police Department is not a child protective agency, and should not be the sole point of contact. These policies will be incorporated as appropriate into the school's pupil and staff handbooks and will be reviewed on an ongoing basis in the school's staff development efforts and Governing Board policies.

### Facility Safety
CCCS is housed in facilities that will receive Fire Marshal approval and that have been evaluated by a qualified structural engineer who has determined that the facilities present no substantial seismic safety hazard. The school's facilities will comply with state building codes, federal Americans with Disabilities Act (ADA) access requirements, and other applicable fire, health and structural safety requirements, and will maintain on file readily accessible records documenting such compliance.

### Fingerprinting and Background Check
No employee shall be permitted to commence work at CCCS until clearance has been obtained with the Department of Justice. Prior to employment, each employee of the school shall furnish the school with a criminal record summary, (Ed. Code 44237), and fingerprint clearance.

Confidentiality and professionalism regarding students are addressed with each staff member and with all volunteers.

### Food Services
PUSD is providing all students at CCCS breakfast and lunch at no charge.

### Natural Disasters and Emergencies
CCCS will follow the site-developed safety and emergency preparedness plan. This plan includes:

- Staff training on emergency procedures
- Multiple emergency preparedness exercises each school year
- On-site storage of first aid supplies

All classrooms have the safety and emergency procedures posted next to their doors and are equipped with panic buttons.

### School Safety
CCCS will maintain a Safety Plan. We will enhance school safety by providing a comprehensive and varied response to the safety needs of students, parents, and staff. Below are some components of our Safety Plan:

- CCCS conducts regular Emergency Drills and disaster scenarios

- CCCS has a single school entrance and exit during school hours
- Visitors sign in and are in view of school personnel at all times
- CCCS is a closed campus
- A school wide Attendance Plan assists in keeping all students in class during instruction
- A school-wide Intervention Program maintains a positive student outlook
- Supplemental guidance, and school wide support of an anti-bullying message
- Individual guidance is provided as needed to provide academic and personal crisis guidance
- A Student and Family Handbook has been developed to reinforce school rules and expectations
- A Progressive Discipline system is in place, providing proactive measures and contracts
- Supervision before and after school
- Personnel attend emergency and safety seminars and emergency response trainings
- Designated staff are CPR and First Aid trained
- Staff carefully monitor traffic and new markers and signs are installed in front of the school

**Independent Study Policy**

A student may only be placed on Independent Study due to a family vacation one time in a school year.

See the CCCS website for an updated current Independent Study policy at https://paradisecccs.org/board-policies/.

**Lost and Found**

CCCS is not responsible for loss or damage to personal property and will not be responsible for the replacement of personal items or clothing. Students are encouraged to leave valuable items at home and to label all personal belongings. Items found should be put in the Lost and Found bin near the student bathrooms. Students and parents are encouraged to check the Lost and Found frequently. Items remaining in the Lost and Found at the end of each trimester will be donated to a charitable organization.

**Media Release**

During the course of the school year, you or your student may be photographed, videotaped, or interviewed for productions, performances, staff development, newspaper, website, etc. Use of your student's name, image, voice, photograph, videotape, sound recording, and/or other audio-visual electronic materials for school related purposes (school newspaper, talent show, plays, musical performances, etc.) are permissible with your consent. A form is included in the enrollment packet to either give or deny permission for your student's image reproduction. Please contact the office to submit a new form, should you change your decision at any time during the school year.

**Middle School Academic Policy**

We are committed to excellence in academics at CCCS. We will do everything we can to ensure that students are successful in all of their classes. We expect students to do their part by developing an effective organizational system to manage their assignments, completing all assigned work on time, allotting time each night for homework/studying, and most importantly, asking for help when they don't understand a concept. Students will also want to get into the habit of checking their PowerSchool account regularly to monitor their grades.

Please be aware of the following policies that we strictly adhere to here at CCCS:

- Students must maintain a "C" in every core class or they will be pulled from extra-curricular activities, including sports and student council.
- Students who are failing one or more classes at the time of any field trip or other school activities will not be able to participate.

- 8th grade students who fail two or more classes throughout the school year will be required to have a parent meeting with administration and the entire middle school team. Failing two or more classes may lead to not being able to participate in promotion activities.
- Students will be invited to attend the Middle School Achievement Trips if they meet the following criteria:
    - Positive attitude, strong work ethic and an overall kind human being.

**Parent Initiated Dis-enrollment from CCCS**

In the event that a parent or guardian advises CCCS that they will be dis-enrolling their student, CCCS shall ask for written or emailed notice of the date of disenrollment. Such written notice shall be signed by either custodial parents/guardian. In the event that a child is the subject of a family law order regarding custody, the signature of both legal parents/guardians shall be required.

Upon receipt of said confirmation, the disenrollment becomes effective and irrevocable, and the class opening shall be filled from the waiting list. If no such notice is received, a request for the student's cumulative file from another school shall serve as such notice of disenrollment.

Should the student wish to re-enroll in CCCS, if they are/were the only student from the family attending CCCS, they shall be placed at the end of the waiting list. If they are the sibling of a student currently enrolled at CCCS, they shall be placed on the waiting list, behind siblings of current CCCS students, but in a preferential position to other names on the waiting list.

In no event shall any non-enrolled sibling of a dis-enrolled student receive the status of a CCCS sibling unless such status is because of another previously enrolled or graduated sibling or unless and until the dis-enrolled student is re-enrolled per this policy.

**Parent Participation and Rights**

**Parental Code of Conduct**

As a child's first teacher, a parent has tremendous impact and influence in shaping the child's academic performance and behavioral conduct. We expect all parents and guardians at our school to model appropriate behavior and be good examples to our school community.

Parents shall:

- Be respectful to the staff, students, and other members of the school community at all times.
- Hold their child responsible and accountable for following all school rules, completing all homework assignments, and coming to school every day on time.
- Refrain from using profanity and inappropriate language on campus.
- Refrain from engaging in "gossip" with other parents while on campus.
- Avoid conversations with other parents while working in their child's classroom. Such conversations are disruptive to the learning environment. If you would like to have an extended conversation with another parent, please arrange for this to take place outside the classroom.
- Please silence cell phones while working in the classroom. If you must answer a call or send a text message, please do so outside the classroom.
- Follow the school protocol for handling complaints by first seeking a resolution with the parties involved in a positive and professional manner. If unable to resolve the issue, make an appointment to meet with the principal. If the principal is unable to assist you in resolving the issue, the final step is to take your concern to the CCCS Governing Board.

- Strive to assist the staff and the school community in increasing overall academic achievement and safety of all children at school.

Parents/Guardians who are unable to abide by these expectations will be issued two written warnings and allowed an opportunity to modify their conduct while on campus. If inappropriate conduct continues following the second written warning, the parent/guardian will no longer be allowed to volunteer on campus.

**Parental Rights: Education Empowerment Act of 1998**
The Education Empowerment Act of 1998 establishes various rights for parents, in addition to other rights identified in this Annual Notice. Your rights, as a parent or guardian, include the following:

***Inspection of Instructional Materials***
All primary supplemental instructional materials and assessments, including textbooks, teacher's manuals, films, tapes, and software shall be compiled and stored by the classroom instructor and made available promptly for your inspection in a reasonable time frame or in accordance with procedures determined by the governing board.

***Observation of School Activities***
You have the right to observe instruction and other school activities that involve your child in accordance with procedures determined by the governing board of the school to ensure the safety of pupils and school personnel and to prevent undue interference with instruction or harassment of school Personnel. Reasonable accommodation of parents and guardians shall be considered by the governing board of this school. Upon written request by you, school officials shall arrange for your observation of the requested class or classes or activities in a reasonable time frame and in accordance with procedures determined by the governing board of this school.

***Consent for Evaluations***
Your child may not be tested for a behavioral, mental, or emotional evaluation without your informed written consent.

***Affirmation or Disavowal of Beliefs***
A pupil may not be compelled to affirm or disavow any particular personally or privately held world view, religious doctrine, or political opinion. This law does not relieve pupils of any obligation to complete regular classroom assignments.

***Health Component of Any Program or Class***
Parents may exempt students from the health component of any course or class if that instruction conflicts with a parent or guardian’s religious training or beliefs.

***Dissection of Animals***
If your child chooses not to participate in the dissection of animals, and if the teacher believes that an adequate alternative education project is possible, then the teacher may work with him/her to develop and agree upon an alternative education project for the purpose of providing your child an alternate avenue for obtaining the information required by the class. The school will need a signed note from you indicating your child's objection. [E.C. section 32255]

***Excused from Instruction Due to Religious Belief***
Whenever any part of the instruction in health or family life education conflicts with your religious training and beliefs or personal moral conviction, or those of your child, your child shall be excused from such instruction upon your written request. [E.C. section 51240]

***Other Rights of Parents and Guardians***
These rights include your right:

- To observe in your child's classroom (upon reasonable notice).
- To meet with your child's teacher and the school principal (upon reasonable notice).
- To volunteer your time and resources at the school.
- To be notified on a timely basis if your child is absent from school without permission.
- To be notified concerning your child's classroom and standardized test performance.
- To have a safe learning environment for your child.
- To examine curriculum materials of your child's class.
- To be informed of your child's progress and appropriate school personnel to contact in the event of problems.
- To access student records for your child.
- To receive information concerning expectations for student learning.
- To be informed in advance about school rules, policies, dress codes, and procedures for visiting the school.
- To receive information about any psychological testing of your child and to deny permission for such testing.
- To participate as a member of any school site councils or parental advisory councils at the school, in accordance with governing membership.
- To question, and receive an answer regarding, items in your child's record that appear inaccurate, misleading, or that invade privacy.

**Williams Uniform Complaint Act**
The Education Code 35186 requires that schools provide sufficient textbooks and instructional materials to use in class and to take home to complete work. It also requires facilities to be clean, safe, and maintained in good repair. If you have a complaint about the school regarding these issues, you can file a complaint on forms obtained in the Human Resources Department of the PUSD Superintendent of Schools Office.

**Privacy**
If you believe the school is not in compliance with Federal regulations regarding privacy, you may file a complaint with the California Department of Education or the United States Secretary of Education.

**Pupil Records**
The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age certain rights with respect to the student's education records. These rights are:

- The right to inspect and review the student's education records within 45 days of the day the school receives a request for access. Parents or eligible students should submit to the school principal a written request that identifies the record(s) they wish to inspect. The school official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
- The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate. Parents or eligible students may ask the school to amend a record that they believe is inaccurate. They should write the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible

student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

- The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the consent that FERPA authorizes such disclosure without consent.

  One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the School as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the School has contracted as its agent to provide a service instead of using its own employees or officials (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

  A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

  Upon request the School discloses educational records without consent to officials of another school district in which a student seeks or intends to enroll.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the school district to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

   Family Policy Compliance Office
   U.S. Department of Education 400 Maryland Ave, SW Washington, D.C. 20202

   In addition, parents or eligible students may receive a copy of any information in the records at a reasonable cost per page. School policies and procedures relating to the location of, and types or records, records; kinds of information retained; persons responsible for records; directory information; access by other persons; review; and challenge of records are available through the principal. When a student moves to a new district, records will be forwarded upon the request of the new school district.

**Release of Directory Information**

The law allows schools to release directory information to certain persons or organizations. Directory information may include a student's name, address, telephone information, email, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, and the most recent previous public or private school attended by the student. If you wish that the district withhold any of this information, contact the school principal. [E.C. §49061(c), §49070]

**Smoking**

All smoking or use of tobacco products by anyone on school premises is prohibited.

**Students with Disabilities**

CCCS complies with all applicable state and federal laws in serving students with disabilities, including, but not limited to, Section 504 of the Rehabilitation Act ("Section 504"), the Americans with Disabilities Act ("ADA") and the Individuals with Disabilities in Education Improvement Act ("IDEIA").

The Charter School shall be solely responsible for its compliance with Section 504 and the ADA. The facilities to be utilized by the Charter School shall be accessible for all students with disabilities.

***Services for Students Under the IDEIA***

The specific manner in which special education and related services are provided and funded is set forth in a separate Memorandum of Understanding ("MOU"), which delineates the respective responsibilities of CCCS and the District. An overview of these responsibilities includes, but is not limited to, the following:

- CCCS assures that every reasonable attempt is made to identify students with disabilities and that their needs are evaluated and served in compliance with all applicable laws.
- No student shall be denied admission to CCCS due to the nature, extent, or severity of his/her disability or due to the student's request for, or actual need for special education services.
- CCCS utilizes an SST (Student Study Team) process to help identify appropriate interventions and service.
- CCCS will provide for delivery of on-site services unless the IEP team recommends an alternative solution and/or there is a legitimate educational reason for providing the services elsewhere.
- CCCS will notify PUSD when it enrolls and exits special education students.
- The Charter School shall comply with all state and federal laws related to the provision of special education instruction and related services and all SELPA policies and procedures; and shall utilize appropriate PUSD/SELPA forms.

***Section 504 of the Rehabilitation Act***

CCCS recognizes its legal responsibility to ensure that no qualified person with a disability shall, on the basis of disability, be excluded from participation, be denied the benefits of, or otherwise be subjected to discrimination under any program of CCCS. Any student who has an objectively identified disability which substantially limits a major life activity including, but not limited to learning, is eligible for accommodation by CCCS.

A 504 team will be assembled and facilitated by the Principal and shall include the parent/guardian, the student (where appropriate) and other qualified persons knowledgeable about the student, the meaning of the evaluation data, and placement options, and accommodations. The 504 team will review the student's existing records; including academic, social and behavioral records, and is responsible for making a determination as to whether an evaluation for 504 services is appropriate. If the student has already been evaluated under the IDEIA but found ineligible for special education instruction or related services under the IDEIA, those evaluations may be used to help determine eligibility under Section 504. The student evaluation shall be carried out by the 504 team, which will evaluate the nature of the student's disability and the impact upon the student's education. This evaluation will include consideration of any behaviors that interfere with regular participation in the educational program and/or activities. The 504 team may also consider the following information in its evaluation:

- Tests and other evaluation materials have been validated for the specific purpose for which they are used and are administered by trained personnel.
- Tests and other evaluation materials include those tailored to assess specific areas of educational need, and not merely those which are designed to provide a single general intelligence quotient.
- Tests are selected and administered to ensure that when a test is administered to a student with impaired sensory, manual or speaking skills, the test results accurately reflect the student's aptitude

or achievement level, or whatever factor the test purports to measure, rather than reflecting the student's impaired sensory, manual or speaking skills.

The final determination of whether the student will or will not be identified as a person with a disability is made by the 504 team in writing and notice is given in writing to the parent or guardian of the student in their primary language along with the procedural safeguards available to them. If during the evaluation, the 504 team obtains information indicating possible eligibility of the student for special education per the IDEIA, a referral for assessment under the IDEIA will be made by the 504 team.

If the student is found by the 504 team to have a disability under Section 504, the 504 team shall be responsible for determining what, if any, accommodations are needed to ensure that the student receives a free and appropriate public education ("FAPE"). In developing the 504 Plan, the 504 team shall consider all relevant information utilized during the evaluation of the student, drawing upon a variety of sources, including, but not limited to, assessments conducted by CCCS's professional staff.

The 504 Plan shall describe the Section 504 disability and any program accommodations, modifications or services that may be necessary.

All 504 team participants, parents, guardians, teachers and any other participants in the student's education, including substitutes and tutors, must have a copy of each student's 504 Plan. The Principal will ensure that teachers include 504 Plans with lesson plans for short-term substitutes and that he/she review the 504 Plan with a long-term substitute. A copy of the 504 Plan shall be maintained in the student's health file. Each student's 504 Plan will be reviewed at least once per year to determine the appropriateness of the Plan, needed modifications to the plan, and continued eligibility.

**Supervision of Students**

Whenever possible, parents should accompany their children to classes, field trips, and activities. The activity and lesson should be reviewed and learning reinforced at home.

The campus is closed. Therefore, students are not permitted to leave without a parent or designee. There should never be CCCS pedestrian traffic on Pentz Rd. without adult supervision. Parents are responsible for turning over supervision of their children to a staff member. Parents also need to instruct their children to be within view of a staff member at all times. Students must be picked up promptly at dismissal time. The exception is students waiting for a sibling to be dismissed. Parents/guardians who are habitually late picking up their child/ren(more than 10 minutes late on 5 or more occasions) will be referred to Child Protective Services.

**Student and Parent Signature Page**

We acknowledge receipt of the Student and Family Handbook. We have read the handbook and understand all the information within.

Date: _____

Parent signature: _____

Parent name (please print): _____

| Student name(s) | Grade |
| --- | --- |
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |

**Please sign and return this page only to the office.**