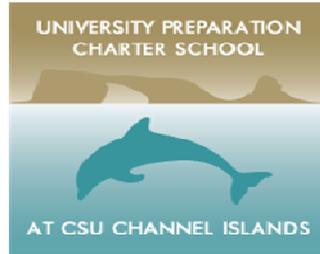


**Student & Parent Handbook  
and Annual Notification**

***Manual para los  
Estudiantes y Padres***



**University Preparation Charter School at CSU Channel  
Islands**

***Escuela Autónoma de Preparación para la Universidad de CSU  
Channel Islands***

**2019-2020**

***School Mission Statement:***

UPCS is a collaborative community of innovative learners who seek out challenges and persevere toward individual and shared goals. We provide multiple opportunities for students to thrive in a diverse and compassionate learning environment.

***Declaración de la Misión de la Escuela:***

UPCS es una comunidad colaborativa de estudiantes innovadores quienes buscan desafíos y perseverar hacia metas individuales y compartidas. Ofrecemos múltiples oportunidades para que estudiantes para prosperar en un aprendizaje diverso y compasivo ambiente.

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*The information printed in this handbook is accurate at the time of printing. On occasion minor changes may occur. Notice of changes will be sent home in letters and newsletters.*

## WELCOME!

Dear Students and Families,

Welcome to University Preparation Charter School at CSU Channel Islands (UPCS)! This is an exciting community that provides high quality education and care. Supportive families, hardworking students, and talented staff are the school's hallmarks.

The experienced staff of educators is dedicated to providing every child with the best education possible. There is a strong emphasis on academic skills in all areas. At the same time, staff works to develop an attitude of respect and life skills in each child. Many special services supplement the regular program as the faculty works hard to provide a variety of opportunities for our students.

Communication and teamwork are key to healthy relationships and a strong academic program. This handbook was created to give you a ready reference of information about our school. Please read and use this reference throughout the school year. Parents are their child's first teachers and are the school's partners in the important job of educating our diverse community. The school has an open door policy, therefore, please come and visit. We take our responsibilities very seriously and sincerely care about the emotional, intellectual and physical well-being of all of our children. Suggestions are welcome. There are a variety of ways to get involved at the school. Watch for special notices and sign-ups. You can start by becoming an active member in the Parent Teacher Student Association (PTSA).

We welcome you to this dynamic learning environment! We firmly believe working together creates the best educational experience and for every child in the school. **Together, families and school make a difference!**

Charmon Evans  
Executive Director

Verónica Solórzano  
Director, Middle School Program

Darlene Hale  
Director, Elementary School Program

## CONTACT INFORMATION

1099 Bedford Drive, Camarillo, CA 93010

School Office .....805-482-4608, 805-484-1872

FAX ..... 805-512-8149

Website ..... <https://universitycharterschools.csuci.edu>

## SCHOOL HISTORY and GOVERNANCE

For more than three decades, Ventura County residents envisioned a public four-year university to serve the region. In fall 2002, California State University Channel Islands (CSUCI) opened and the vision became a reality.

During community meetings in preparation for CSUCI, participants expressed a need for a PreK-8 school to meet the educational needs of students that would be both visionary in its approach to education as well as a professional development school model for educators. In August 1999, a Steering Committee of county-wide educators, community members, and CSU representatives convened to articulate this vision of a "lighthouse" school, formed subcommittees, and assembled the beginning components of a school plan. The vision was ratified and served as the guiding document for development of the school.

The Charter Petition for University Preparation School (UPS) was approved by the Pleasant Valley School District on October 11, 2001. UPS welcomed its first 360 students in September 2002. University Preparation Charter School (UPCS), as we are now named, continues to grow and maintains a waiting list of approximately 150 students from throughout Ventura County each year. UPCS'

current enrollment for preschool-5<sup>th</sup> grade is 560 students. Our middle school site serves 275 students in grades 6<sup>th</sup> -8<sup>th</sup>. As a part of the mission, in collaboration with CSUCI, the school serves as a model professional development school for training of future teachers and other education practitioners and to serve as a model site for action research.

UPCS is governed by the UPCS Board of Directors. This Board executes the responsibility for establishment and ongoing evaluation of policies as set forth in the charter legislation and charter petition regarding personnel, instructional program, budget, student welfare, transportation, dispute resolution, facility oversight, public relations, and community outreach. The experience and expertise of the Board cuts across the areas of curriculum/instruction and education management, finance, law and business. Parents, educators, and other community members serve on the Board. The Board operates the current charter schools as a 501(c) (3).

**The UPCS Board of Directors meets monthly.**

**Please check the school website for information regarding meeting dates/times and a list of Board Members.**

**<https://universitycharterschools.csuci.edu/>**

### **School Site Council (SSC)**

The membership of the School Site Council includes parents, school administration, teachers, classified staff, and a CSU Channel Islands faculty representative. This council assists in budget development and oversight of programs funded with federal funds, the LCAP (Local Control Accountability Program), and the design and implementation of sound programs to ensure accountability for the vision of the school.

### **English Language Acquisition Council (ELAC)**

The focus of the ELAC is to support our English Learner (EL) students. Parents, school administration, and teachers work together to ensure programs are in place to support the students. ELAC assists in budget development and oversight programs funded with federal funds, the LCAP (Local Control Accountability Program), and the design and implementation of sound programs to ensure accountability for the vision of the school.

## **COMMUNICATION**

UPCS maintains an open-door policy of communication with all parents, students, staff, and community. Feel free to contact the school staff. The teachers, office staff, and administration want you to have the information you need to help your child succeed in school and encourage you to contact staff with questions or concerns. Sometimes you simply need to know who to ask:

Talk to the office staff about: registration/enrollment, absences, lost and found, general questions, school calendar, school breakfast and lunch.

Talk to your child's teacher about: your child's progress, special needs, classroom behavior, homework, classroom curriculum, class activities, classroom rules and procedures, volunteering in the classroom, assessment results, enrichment ideas, supporting learning from home.

Talk to the administrators about: school wide programs, school rules and discipline, how your child is assigned to a class, special programs to help your child learn, safety plan, ways you can help and support the school, serving on school committees, special concerns, anything you can't find answers for elsewhere.

Talk to your PTSA or SSC about: parent and student activities, volunteering at school, committees on which you might like to serve, meeting times, school program ideas, fundraising.

Please communicate your questions, concerns, or ideas. Open communication guards against misinformation and strengthens the teams' efforts to improve student achievement. A supportive school community/team sends a message to our children that the process of education is a high priority. The opportunity to work with the staff, students, and parents on the UPCS team is one of the most enjoyable aspects of being part of our community.

## **PARENT CONCERNS/QUESTIONS**

### **General School and Staff Concerns/Questions**

In the event that you have questions or concerns about your child, a program, or classroom expectation, please contact your child's teacher first. If after working with the teacher you have further questions or concerns you may contact the school Administration. It is the responsibility of the school Administration to investigate and/or address each concern or complaint with the appropriate parties and

take appropriate action. Concerns and complaints may, at times, be taken to the Board of Directors by school Administration for their consideration. You may also ask school staff for our “Complaint Policy and Procedures”, or may access it on our website.

#### **For allegations of Non-Compliance or Discrimination / Harassment**

Please ask school staff for the UPCS Uniform Complaint Policy form if you have allegations of non-compliance, discrimination or harassment. For more information, you may also refer to Board Policy #105, #106 OR #518 on the school website.

## **PARENT/TEACHER CONFERENCES**

Teachers will provide opportunities for at least two parent/teacher conferences during the school year. The first conference is to discuss goals for the year and the second conference is to discuss progress toward meeting those goals. Elementary school parents will receive their child’s progress report during each conference and at the end of the year. Middle school parents will receive both mid-trimester progress reports and report cards by mail. On the days that conferences are scheduled, an early student dismissal may be instituted. Notices will be sent home concerning the schedule.

Additional conferences may be scheduled as needed by contacting the teacher to request an appointment. Parents are invited to schedule parent/teacher conferences and are also welcomed volunteers in the classroom. However, please schedule all conferences in advance, and please schedule volunteer times in advance with the teacher as well. Please sign in at the school office before going to the classrooms to volunteer. Teachers will share volunteer needs with parents.

## **ACADEMIC PROGRAM**

UPCS maximizes learning opportunities for their students through a variety of instructional practices and school structures.

The school:

- Optimizes student potential and performance via instructional delivery by teachers who employ school-wide collaboration and articulation to implement the best and most promising research-based pedagogical practices;
- Offers an educational setting in which classrooms reflect the ethnic, linguistic, socio-economic, and diverse special needs of California classrooms;
- Models the best and most promising research-based pedagogical practices for student teachers, other credential candidates, and practitioners;
- Serves as a laboratory for theoretical and action research which will contribute to the body of knowledge regarding curriculum, instruction, assessment, child growth and development, parent/community participation and education, and site administration;
- Creates a positive community environment where students exhibit ownership of their education through self-discipline and high expectations;
- Provides a curriculum that is standards-based, fosters critical thinking skills, encourages collaboration, and builds strong communication skills. It includes instruction in the core subjects as well as in Spanish, technology, and the arts.

#### **Curriculum and Instructional Design:**

Students are flexibly grouped within classrooms to ensure that they may move freely as their skill needs change and as it is deemed developmentally and academically appropriate. Elementary classes are “looped” whenever possible so that students will remain with the same teacher for 2 years to maximize continuous growth unless it proves to be in a student’s best interest to do otherwise.

The instructional program is organized to ensure that each child has rich instruction and experience with all content areas (Reading/Language Arts, Math, History/Social Science, Science, Physical Education/Health, the Visual and Performing Arts). Classroom teachers have primary responsibility for instruction in Reading/Language Arts, Math, Science, and History/Social Science, with an emphasis upon thematic integration of those disciplines. Specialist teachers support the core curriculum and/or develop skills in specialty areas such as drama, fine arts, nutrition, and technology, instrumental and choral music. The specialist classes are subject to change based on the strengths and talents of staff and the interests of the students.

The attainment of second language proficiency in basic conversational skills is an instructional objective for UPCS. Toward that end, Spanish language instruction is provided to promote school-wide fluency. Two options are available to the students for second language instruction.

Language Enrichment - This program component offers students the opportunity to learn Spanish as a second language or to enrich Spanish for Spanish speakers. Spanish as a second language is taught using natural acquisition methods and Spanish curriculum.

Dual Language - This program is a language strand that offers an exciting opportunity for students to acquire literacy in two languages, English and Spanish. Both languages are learned through instruction in core curricular areas. Bilingualism and bi-literacy are the goals.

### *Core Principles*

The core principles that drive the schedules, activities, and school's organization for instruction include the following:

- Faculty focuses on the whole child when developing curriculum.
- Students and teachers are engaged in appropriately challenging, meaning-centered, standards-based curriculum.
- Curriculum is research-based and is shared with others in the field.
- Students are engaged and responsible for their own learning.
- Students learn to communicate effectively.
- Assessment informs instruction and is a driving force for the instructional program.
- Intervention is provided as early as possible.
- Faculty, staff, and students exemplify life-long learning.
- Parents are integral partners in the education of their children.
- Adults continuously model what is expected of students.
- Technology is infused throughout the curriculum.
- Decisions are made collaboratively with input from staff, students, parents, board members, and community members.

## PARENT VOLUNTEER HOURS

Parents are asked to do an average of **2 hours per week** of volunteer work to support the UPCS program. Volunteer hours can be accomplished in a variety of flexible options including participation in school governance or committees, classroom help, lunch sports club/organization, fundraising activities, etc. (see below). We recognize that many parents have limited availability and may not be able to volunteer on site during the school day. In this case, you may consider helping behind the scenes from home or after hours. You may also consider donating funds in place of donating your hours. Our schools can use the support in a variety of ways! Examples of volunteer activities:

- Committee member (PTSA, SSC, Board of Directors)
- Classroom Volunteer
- Fieldtrip Chaperone
- Preparation work for class projects
- Yearbook or book fair
- Fiesta, Harvest Festival
- Volunteer for an after-school program
- Coach a team
- Library
- Planning or assisting with a school fundraiser
- Helping coordinate Camarillo Academic Olympics
- Helping with school directory
- Helping with Fun Run, Photo Night, etc.

## HOMEWORK

Homework is assigned by the teacher for skill practice and is essential to the learning program. Students in grades K-8 have approximately 10 minutes of homework daily for each year in school. In addition, all parents are encouraged to read to or be read to by their child for a minimum of 30 a day every day. Homework amounts will vary from grade to grade, from teacher to teacher, and from day to day. We encourage all students to plan ahead and to utilize the school-provided agendas (grades 3 - 8).

## EXTRA CURRICULAR ACTIVITIES

Students are encouraged to participate in the school's extra-curricular activities, which are important and exciting opportunities for

students to attain social skills, leadership qualities, success, and excellence. Clubs, art activities, and sports programs are open to all students and are often run by our wonderful parent volunteers. Participation in the programs require that students attend meetings and practices for the duration of the activity or season, and that they be present in school on the day of the activity. Academic, attendance and behavior eligibility requirements apply. Sponsors and coaches inform the students of the standards of behavior and grades expected during the course of the program or activity. Clubs, activities, and sports begin and end at various times throughout the school year. Check the school newsletter, website, and calendar for specific dates and times.

## FIELD TRIPS

Classes take a variety of field trips days that support and enrich the curriculum. PTSA and donations support class field trips. In every case, students are required to have signed permission slips.

## ATTENDANCE & ABSENCES

Regular attendance and punctuality are essential!

All absences from class are classified as excused or unexcused. According to California Education Code, students are **only excused** for the following reasons:

- ✓ **Illness**
- ✓ **Death of close family member**
- ✓ **Court appearance**
- ✓ **Religious observation**
- ✓ **Doctor's appointment**

Schools are mandated by state law to enforce the regular attendance of students. It is very important that we verify each child's safe arrival at school and that we accurately record each student's daily attendance. Please call the absence hotline, (805) 482-4608 to verify your child's attendance - UPCS policy allows for parents to call in or write a note to excuse their students for **illness** for two consecutive days or a combined total of ten days. Three or more consecutive days and/or after a combined total of the ten days for the school year, student absences must be verified through a doctor's note. Once the 11-day mark is reached or a student has three unexcused absences, parents will receive a letter from the school stating that their student has an attendance problem. This letter is forwarded to the School Attendance Review Board (SARB).

No pupil shall have his or her grade reduced or lose academic credit for any excused absence or absences, if missed assignments and tests that can reasonably be provided are satisfactorily completed within a reasonable period of time.

*We want your child in school every day that he/she is able to do so. Keep your child home if he/she has a fever, continued diarrhea, or is vomiting.*

When a student is absent from school for any reason (whether excused or unexcused), he/she must, upon returning to school, present to the office a written excuse signed by a parent or guardian or call on the absence hotline.

A student may not be permitted to participate in after school activities if he or she was absent from school full or partial day.

Parents picking up children during the school day **must** come to the office first. The child will be called from the classroom and parents will sign the child out in the office. **No student will be allowed off the school premises without the parent or guardian or emergency contact listed in the child's record.** In the case of an emergency contact picking up a student, the school must have permission from the parent/guardian for that person to pick up during the school day. Parent pick-ups for a doctor's appointment require a doctor's note to be marked as an excused absence.

## TARDINESS

Students must arrive at school on time to receive a quality instructional program. Being on time is important and helps students to become responsible. All students should be in their classroom ready to learn by 8:00 am. Middle School students must also be on time to all of their classes within the day. Excessive tardies and early pick-ups can be violations of state attendance laws and administration will follow up accordingly by initiating the SARB (School Attendance Review Board) process, which may include summoning parents and students to a meeting, creating a contract, and/or ultimately a hearing before representatives from local law enforcement and the District Attorney's office.

The following are *excused* reasons for being late and require a note from parent or doctor:

- ✓ Doctor or dental appointment
- ✓ Illness
- ✓ Death of a close family member
- ✓ Religious observation
- ✓ Court appearance

### EARLY PICK-UP:

We encourage you to always schedule your child's doctor and dental appointments around school hours. If this is not possible, **you must come to the office first to sign your child out. For the safety of all children, if someone other than the parent signs the child out, that person must have written permission from the parent before the child will be permitted to leave the building.** Upon return to school, please provide the office staff with a note from the doctor to verify the excused absence.

### INDEPENDENT STUDY CONTRACT

If you plan to travel during the school year, please be sure to arrange for an independent study contract with your child's teacher and the office as far in advance of your departure date as possible (a minimum of 3 full school days in advance is required.) Independent Study is an option for any student who will be absent for a minimum of one to a maximum of ten consecutive school days, unless otherwise approved by the Director(s) or designee. Independent Study requires advance approval from the Director(s) or designee in writing. A student may participate in a maximum of two Independent Study programs per academic year unless otherwise approved by the Director(s) or designee. In an extenuating circumstance (i.e., serious illness or injury) the Director(s) or designee may approve additional Independent Study days following conference with the parents and teacher. The independent study contract provides for continuity of education, maintains the student's place in the school, and enables the district to collect funds for attendance. An Independent Study contract will allow the absences to be excused if all work is completed with a passing grade.

## ACADEMIC HONESTY

### Students' Right:

All students have the right to keep - their materials, homework, tests and expressions which they create through their efforts confidential.

### Students' Responsibility:

Students shall not misrepresent examination materials, research assignments, class work and homework assignments as their own, when in fact they are the work of someone else. Students shall not share their homework, class work or test information with other students, unless permission is expressly given by the teacher. Students will follow classroom test protocol as set by each teacher, including, but not limited to: keeping eyes on his/her own paper and refraining from communication of any kind.

### Consequences

#### *First Referral:*

Teacher conference with student.  
Grade of Fail given for that assignment.  
Teacher will notify parent.  
Citizenship grade may be lowered in that class  
Teacher will send a referral to the administrator noting the details of the incident.

#### *Second Referral:*

All "first referral" consequences.  
Parent Conference.  
Citizenship grade lowered to U in that class.  
Loss of Citizenship /Dolphin Program points  
Further Progressive Discipline.

## SCHOOL HOURS

You can help us reach our learning goals! UPCS students are invited to have breakfast each morning beginning at 7:15am. Please also help our safety and security efforts by making sure that students are off of the UPCS campus and supervised no later than 10 minutes after dismissal. Exceptions are students who are involved in supervised and pre-planned activities, meetings, practices, etc.

Please also help our safety and security efforts by making sure that students are off of the UPCS campus and supervised no later than 10 minutes after dismissal. Exceptions are students who are involved in supervised and pre-planned activities, meetings, practices, or sporting events.

## Daily Schedule 2019-2020



Classes at UPCS begin at 8:00 a.m. We ask that students arrive at school no later than 7:55a.m.

7:15	Gates Open for Breakfast
7:15-7:50	Breakfast Served - All Welcome
7:45	Gates Open for those not having breakfast
7:55	Line Up Bell & Classes Picked Up
8:00	Class Begins
9:15-10:10	<u>Nutrition/Brain Break</u>
	EY—9:15-9:30
	MS—9:30-9:45
	PY—9:40-9:55
	IY—9:55-10:10
10:50-12:54	<u>Lunch</u>
	EY— 10:50-11:35
	PY—11:20-12:05
	IY—11:45-12:30
	MS—12:09-12:54
9:47-1:50	<u>Specialists</u>
	MS—9:47-10:37
	IY—10:55-11:45
	PY—12:05-12:55
	EY—1:10-2:00
<u>Dismissal</u> Monday, Tuesday, Wednesday	
2:10	EY & PY
3:00	IY & MS
<u>Dismissal</u> Thursday	
1:10	Dismissal for ALL K-8 students.
<u>Dismissal</u> Friday	
2:10	ALL K-8 students

Key
EY = Early Years, Grades K and 1
PY = Primary Years, Grades 2 and 3
IY = Intermediate Years, Grades 4 and 5
MS = Middle School, Grades 6, 7, 8



## MIDDLE SCHOOL BELL SCHEDULE 2019-2020

MONDAY / TUESDAY / WEDNESDAY.....8:00am - 2:55pm  
THURSDAY.....8:00am - 1:10pm FRIDAY.....8:00 a.m.-2:10 pm

MONDAY / TUESDAY / WEDNESDAY				THURSDAY			
Per. 1/2	8:00 - 9:30	Block 1	90 min	Per. 1/2	8:00 - 9:30	Block 1	90 min
	9:30 - 9:45	Nutrition	15 min		9:30 - 9:45	Nutrition	15 min
	9:45 - 9:47	Passing	2 min		9:45 - 9:47	Passing	2 min
Per. 3	9:47 - 10:37	Specialists	50 min	Per. 3/4	9:47 - 11:17	Block 2	90 min
	10:37 - 10:39	Passing	2 min		11:17 - 11:19	Passing	2 min
Per. 4/5	10:39 - 12:09	Block 2	90 min	Per. 5	11:19 - 12:09	Character Ed	50 min
	12:09 - 12:54	LUNCH	45 min		12:09 - 12:54	LUNCH	45 min
	12:54 - 12:56	Passing	2 min		12:54 - 12:56	Passing	2 min
Per. 6	12:56 - 1:36	Rotation 1	40 min	Per. 6	12:56 - 1:10	Check in	14 min
	1:36 - 1:38	Passing	2 min	<b>FRIDAY</b>			
Per. 7	1:38 - 2:18	Rotation 2	40 min	Per. 1/2	8:00 - 9:45	Block 1	105 min
	2:18 - 2:20	Passing	2 min		9:45 - 10:00	Nutrition	15 min
Per. 8	2:20 - 3:00	Rotation 3	40 min		10:00 - 10:02	Passing	2 min
				Per. 3/4	10:02 - 11:32	Block 2	90 min
					11:32 - 11:34	Passing	2 min
				Per. 5	11:34 - 12:09	Rotation 1	35 min
					12:09 - 12:54	LUNCH	45 min
					12:54 - 12:56	Passing	2 min
				Per. 6	12:56 - 1:32	Rotation 2	36 min
					1:32 - 1:34	Passing	45 min
				Per. 7	1:34 - 2:10	Rotation 3	36 min

## SAFETY

### DROP-OFF ZONE:

We ask that all families using the drop-off zone use Dunnigan to approach the school. At the four way stop at Bedford and Dunnigan, please watch for students using the crosswalks. Please do NOT come up Bedford from Brentley, this will cause an unnecessary traffic jam in the front of the school. There will be NO left turns from Bedford into the drop-off zone. When entering the drop-off zone we ask that you pull forward as far as possible before stopping. Students will be entering the school using the gate near the logo painted on the MPR. Do not allow students to exit the car until it is at a complete stop. Please be patient and considerate with safety as a priority. When exiting the parking lot, it is a right turn only. Same rules apply at pick up time.



### PARK and WALK:

If you choose to park and walk your child in, please be considerate of our neighbors and do NOT block driveways. We want to be considerate neighbors to our Bedford community.

### GATES OPEN:

**Morning:** The front gate will open daily at 7:15 for students having breakfast. The gate by the MPR logo mural, will be the ONLY gate open until the Dunnigan gate opens. At 7:45, the Dunnigan gate will open for those parking and walking into the school.

**Afternoon:** Students will be walked out to the front of the school at dismissal. If you are walking up to pick up your child, please wait until the teacher has the class lined up and then let the teacher know you are taking your child. If you are using the pick-up zone, the supervisors will dismiss your child to your car.

### BUS SAFETY:

All pupils in pre-kindergarten, kindergarten, and grades 1 to 6, shall receive written information on school bus safety. Prior to departure on a school activity trip, all pupils riding on a school bus or school activity bus shall receive safety instruction that includes, but is not limited to, location of emergency exits, and location and use of emergency equipment. Instruction also may include responsibilities of passengers seated next to an emergency exit.

Students who participate in the bussing to the Boys and Girls club should refer to the contract for transportation. Students riding the Boys and Girls Club bus will be supervised by school and/or Boys and Girls Club staff and must be using the bussing to attend Boys and Girls Club. Students will be escorted off the bus into the Boys and Girls Club. There will be no eating on the bus, students must remain seated, and follow all school rules or they will lose the privilege of riding the bus. There is a three strikes and you are out policy.

## SCHOOL VISITORS and CLASSROOM VISITS

All visitors, volunteers, parents, guests or anyone else coming on campus must sign in at the office and wear a visitor's badge. This is for the safety of the children as well as for your safety. If we were to have an emergency, we know whom to look for by the sign-in book.

While UPCS encourages parents/guardians and interested members of the community to visit and view the educational program, UPCS also endeavors to create a safe environment for students and staff. Additionally, parents volunteering in the classroom can be extremely helpful to our teachers and valuable to our students. We thank all parents for their willingness to volunteer in this manner.

To minimize any disruption to the instructional plans and the educational process, classroom visits must be arranged twenty-four hours in advance by calling the school or teacher to establish a time for the visit. Please see our Board Policy #102 for more information and details. Thank you!

## BIKES and SKATE BOARDS

All students are expected to walk bikes, scooters, and skateboards on the sidewalk in front of school and lock them securely in the bike rack in the courtyard. Please make sure your child has a safety helmet. It is mandatory. Students will not be allowed to ride their bikes, skate boards, scooters home if they do not wear a helmet. Students who ride on campus or otherwise demonstrate dangerous or irresponsible behavior will lose the privilege of riding to school and/or these items will be confiscated and surrendered only to a parent or guardian. Campus includes the parking lot, sidewalks within the parking lot, front walkways, grass areas and anywhere between the street sidewalks and the perimeters of the school campus. The school is not responsible for the theft of parts or damage to bikes/skateboards while they are parked in the bike rack or on campus. Shoes with wheels are not allowed at school for safety reasons.

## EMERGENCIES

Evacuation, Fire and Drop, and Shelter in Place Drills are held on a regular basis. Every student is instructed on correct behavior for emergencies. When evacuating the classroom, students are to walk silently to the assigned areas of the playground, turn around and face the buildings and wait quietly for teachers to take roll call. During an earthquake drill, students are to drop to the floor under a table or desk, cover their back and neck with one arm, and hold onto the legs of the table with the other arm. Following the drill, students are to respond immediately to instructions given by the adult in charge.

In the event of an actual disaster, students will be held at school until released to an authorized adult, as listed on the emergency card. It is critical that parents make arrangements to have someone available in case of emergencies. Staff works with the PTSA to provide materials and equipment to insure the safety of all of the students in case of any emergency.

### EMERGENCY CARD INFORMATION

It is extremely important that each student's emergency card be kept up to date. Please be certain there is always someone listed on the card with a current telephone number in the event we have to notify someone regarding an emergency or accident. If there are changes or additions during the year, please notify the office immediately. **When a student is sent home early from school, only contacts listed on the emergency card will be permitted to take the child.**

## SCHOOL HEALTH SERVICES

### HEALTH TECHNICIAN AND STUDENT SUPPORT

The Health Technician's office is located in the UPCS main office. The Health Technician is the consultant for students concerning health problems. Contagious illnesses are quickly and easily spread at school. If your child has a sore throat, or any other illness, please keep him/her at home.

When children complain of illness at school, their temperature is taken. If the student has a fever, parents will be called to come take the child home. If parents cannot be located, an alternate name listed on the emergency card will be called.

Hearing screenings are mandated by the state for grades K, 2, 5, 8, students who are new to California, and by teacher referral. You will be notified by the school when this is to occur.

Vision screenings are mandated for students in grades K, 2, 5, 8 students who are new to California, and by teacher referral.

Scoliosis screening is mandated for each female student in grade 7 and each male student in grade 8.

Oral Health Assessment must be completed in the 12 months prior to entry or by May 31<sup>st</sup> of the pupils first school year. Record of a dental assessment done by a dental professional is required for all kindergarteners and first graders attending public school for the first time.

If you **DO NOT WANT** your child to receive any or all of the screenings provided free of charge during the school year, please send a signed note to school, addressed to the Health Office. Please include your child's grade and specific screening (hearing, vision, scoliosis) you do not want. A **"DO NOT SCREEN"** note from the parent/guardian is needed each school year.

Immunization Review - The physical exam can be done by your physician, or if eligible, by a Health Department Clinic. The Pleasant Valley School District and University Charter Schools require that immunizations be verified by the school secretary or health technician at school before a child can enter school. To verify the dates of immunizations, you must bring with you the health card from your doctor, Health Department, or an International Health Card which lists the immunization dates. It is the responsibility of the parent to keep immunization records current.

Medication - The state law and our school policy state that your child may never bring **any type of medication** to school without parent and doctor permission. Parents must request an Authorization to Administer Medication form from the school office, which must then be completed by a physician. All medication is stored and administered by the administrative assistant, clerk, or health technician. Medication must be kept in the pharmacy labeled container. This includes all types of pills, inhalers, over the counter medication and/or prescription medications.

### Concussion and Head Injuries

A concussion is a brain injury that can be caused by a bump, blow, or jolt to the head, or by a blow to another part of the body with the force transmitted to the head. Even though most concussions are mild, all concussions are potentially serious and may result in complications including prolonged brain damage and death if not recognized and managed properly. A school

district, charter school, or private school that elects to offer an athletic program must immediately remove from a school-sponsored athletic activity for the remainder of the day an athlete who is suspected of sustaining a concussion or head injury during that activity. The athlete may not return to that activity until he or she is evaluated by, and receives written clearance from, a licensed health care provider. If the licensed health care provider determines the athlete has a concussion or head injury, the athlete shall also complete a graduated return-to-play protocol of no less than 7 days in duration under the supervision of a licensed health care provider. On a yearly basis, a concussion and head injury information sheet must be signed and returned by the athlete and the athlete's parent or guardian before the athlete initiates practice or competition. This requirement does not apply to an athlete engaging in an athletic activity during the regular school day or as part of a physical education course.

### **Sudden Cardiac Arrest**

Sudden cardiac arrest (SCA) is when the heart stops beating, suddenly and unexpectedly. When this happens, blood stops flowing to the brain and other vital organs. SCA is not a heart attack; it is a malfunction in the heart's electrical system, causing the victim to collapse. The malfunction is caused by a congenital or genetic defect in the heart's structure. SCA is more likely to occur during exercise or sports activity, so athletes are at greater risk. These symptoms can be unclear and confusing in athletes. Often, people confuse these warning signs with physical exhaustion. If not properly treated within minutes, SCA is fatal in 92 percent of cases. In a school district, charter school, or private school that elects to conduct athletic activities, the athletic director, coach, athletic trainer, or authorized person must remove from participation a pupil who passes out or faints, or who is known to have passed out or fainted, while participating in or immediately following an athletic activity. A pupil who exhibits any of the other symptoms of SCA during an athletic activity may be removed from participation if the athletic trainer or authorized person reasonably believes that the symptoms are cardiac related. A pupil who is removed from play may not return to that activity until he or she is evaluated by, and receives written clearance from, a physician or surgeon. On a yearly basis, an acknowledgement of receipt and review of information regarding SCA must be signed and returned by the pupil and the pupil's parent or guardian before a pupil participates in specific types of athletic activities which generally does not apply to those conducted during the regular school day or as part of a physical education course.

## CAFETERIA SERVICES

Lunch and breakfast menus will be sent home the first week of school. Forms for Free/Reduced meals are in the August mailing and available in the office. Please read the important letter that explains the benefits of filling out this form. All families are requested to turn in one form.

The school offers healthy meals every school day because children need healthy meals to learn. Free or reduced-price lunches are available at school for pupils whose parents or legal guardians qualify, based on annual household income, and complete the required application form. Pupils participating in the program will not be identified, and the information on the application will be kept confidential. Applications may be submitted at any time during school hours. Applications are available online or you can pick one up in the school office. Each family will receive one in the welcome back packet, but if your situation changes you can resubmit to see if you qualify.



### **Breakfast Club—Start the Day Right!**

Breakfast Club begins each morning at 7:15. UPCS students are invited to eat breakfast at school. Breakfast will cost \$2.00. Students who qualify for free/reduced lunch automatically qualify for free/reduced breakfast (reduced breakfast is \$0.30). Milk is also available by itself for \$0.50 cents.

### **Morning Nutrition & Brain Breaks!**

UPCS classes take a morning brain break or nutrition that includes a snack time. Some elementary classes organize their snacks through the individual classroom. The teacher will send information home the first week of school. Other classes have their students bring their own snack or purchase a snack from the kitchen. Snacks are similar to the food served at breakfast and also cost \$2.00. If a student qualifies for free/reduced lunch, they can choose either breakfast or snack. UPCS students can bring a snack or purchase one from the kitchen.

### **Lunches—Prepay is the Easy Way!**

Lunch costs \$3.50 (reduced cost is \$0.40 cents.) We encourage students to bring in money to put on their account and do preorders. If your child is absent, the order carries over to another day. Many families find it convenient to pay by the month. Prepayments can be sent in envelopes available in the office or an envelope from home with all of your child's information. You or your child can also stop by the kitchen to put money into the account. If you have any questions, contact the office or kitchen at UPCS.

## LUNCHTIME AND PLAYGROUND BEHAVIOR

During lunch, all food is to be eaten at the lunch tables. In order to maintain a safe and healthy school environment, please observe the following: Students are expected to:

1. Exercise good table manners and clean up after themselves.
2. Be responsible for bringing or buying his or her own lunch.
3. Stand in line and make his or her own lunch purchases.
4. Never play contact games or rough sports (to avoid injuries!).
5. Use equipment as it is intended to be used.
6. Play or visit with classmates in designated areas only.
7. Refrain from throwing rocks or other objects that may cause harm.
8. Be kind and treat others with respect.
9. Contribute positively to a peaceful school environment
10. Use appropriate language.

## WELLNESS POLICY

In an effort to support good health and habits, the Board of Directors of University Preparation Charter Schools has recently adopted a new Wellness Policy to help guide our school-wide efforts. The following information summarizes the school board policy, and will help families and school staff maintain a healthy learning environment and support the well-being of our school community

### INTRODUCTION

The Board of Directors of University Preparation Charter School (UPCS) recognizes the link between student health and academic achievement. It is the goal of UPCS to promote the health of its students by supporting wellness, good nutrition and regular physical activity as vital components of the complete learning environment. In furtherance of this goal, the University Preparation Charter School Board of Directors adopts this School Wellness Policy.

### SNACKS

Food served during the school day or in after-school care or enrichment programs should make a positive contribution to student's diets and health, with an emphasis on serving fruits and vegetables as the primary snacks and beverages that are within the nutritional standards. Students are not to consume caffeinated drinks on campus.

### CELEBRATIONS & EVENTS

UPCS encourage the consumption of healthy foods and beverages at school celebrations and events (including classroom parties). Teachers will limit celebrations that involve food during the school day to no more than one party per class per month. It is strongly recommended that any type of classroom or school sponsored activity which will serve food or beverages take place after the lunch meal period, in order to avoid interference with the lunch program. University Preparation Charter School teachers and staff ask students and parents to refrain from providing sugary, high calorie or high fat foods for group or class celebrations. We ask that families not send foods with added sugar to school for consumption by groups of students or classes. We encourage all families donating snacks to consider donating nut free snacks.

### SHARING OF FOODS AND BEVERAGES:

University Preparation Charter School shall discourage students from sharing their food or beverages with one another during meal or snack times, given concerns about allergies and other restrictions on some children's diets.

## STUDENT BEHAVIOR and RESPONSIBILITIES

### *SCHOOL RULES AND DISCIPLINARY PROCEDURES*

Your behavior is a reflection of your pride towards yourself, your peers, and your school. School-wide and classroom discipline is necessary to ensure your safety and the best possible learning environment. You are, at all times, responsible for your own behavior. Your good behavior and your respect for the feelings of others (students and all school personnel) will help to maintain the positive school climate we all need for a successful school year.

### *Responsibilities and Expectations*

1. Respectful, responsible, and courteous.
2. Prepared.
3. Good listener.
4. Stay on task.
5. Keep myself and others safe.
6. Do your best work always.

### *AUTHORITY OF SCHOOL PERSONNEL*

Every student is under the jurisdiction of all school personnel: teachers, substitute teachers, guest teachers, instructional aides, and office staff. All staff is responsible for monitoring student behavior and safety and may assign appropriate consequences.

### *SCOPE OF SCHOOL RULES*

All school rules and standards for student behavior as specified in this handbook are in effect: on school grounds, to/from school, and at any school sponsored activities or event.

### *UPCS Student Expectations*

Each of the following expectations is in place with the intention of maximizing learning and maintaining an effective learning environment.

1. Follow the directions of all school personnel.
2. Attend and be on time for all your scheduled classes.
3. Gum is not allowed on campus.
4. Glass bottles are not allowed on campus.
5. Respect all personal and school property. Help maintain a clean campus.
6. You are to be on campus only for the scheduled school day unless you are participating in an authorized school activity. You have 10 minutes to leave campus after school unless you are involved in an after-school activity that is supervised by staff.
7. Food is to be eaten only at the lunch tables or, when authorized by school staff in another area such as the multipurpose room or classroom. Caffeinated drinks are not to be consumed on campus.
8. Dangerous objects such as weapons, matches, slingshots, firecrackers and others, considered to cause bodily harm, are not allowed. Correction fluid and permanent markers are not to be brought to campus.
9. Musical instruments may only be brought to school for the purposes of school band, organized school clubs or with permission by school staff.
10. Students are responsible for their own property and for school materials issued to them.
11. Fighting and play fighting are not allowed.
12. Refrain from public displays of affection, including kissing, hand holding and hugging.
13. For the safety of all, we practice a "Hands Off" policy. When you touch others in any way, you are putting yourself at risk for injury, and thus at risk for disciplinary action (including suspension). Keep hands, feet and objects to yourself; no hitting, shoving, running, or horseplay. No "table-topping", "body blows" or "punchlines".
14. Courteous, respectful, and responsible behavior and language is required at all times.
15. Report Bullying!

### *SUBSTITUTE / GUEST TEACHERS*

Students are expected to follow the directions of substitute and guest teachers and be cooperative in class. If you disrupt the educational process, you will be appropriately disciplined.

### *STOP THE GOSSIP!*

Gossip causes heartache and hurt feelings, and generates grief. Before you repeat a story, ask yourself: Is it true? Is it fair? Is it kind? Is it necessary? Is it beneficial to everyone concerned?

*If not, keep quiet please.*

### *POSITIVE DISCIPLINE*

While teaching and practicing the importance of intrinsic rewards and motivation is very important at UPCS, we also have a program of positive reinforcement used to encourage, reward, and recognize excellence. It must be remembered that the vast majority of students

obey all school rules all the time. It is important that to understand the connection between demonstrating self-discipline and the positive results of following the rules. Examples of positive reinforcement activities in place at UPCS include: Various Awards; After-school activities; Student Leadership; Recognition Assemblies; Field Trips; Leadership Privileges; Academic Awards; Extracurricular Activities; Athletic Programs; School Clubs. In order to reward those who work to be contributing members of the school community, UPCS reserve the right to exclude from these programs students who do not maintain minimum standards in academic achievement and/or behavior.

Rules are for the safety and well-being of everyone. Infractions of the rules will lead to certain consequences and disciplinary procedures. Listed below are the procedures that are important to know:

1. Loss of privileges and/or guidance session will result from excessive tardies, class disruptions, incomplete work, lunch problems, etc. This can be assigned before school, at lunch, or after school.
2. Referrals are reports written by school employees about your behavior. A referral usually states that you have an attendance, behavior, and/or academic problem. Referrals are usually handled by the school Director (Principal), or designee. Referrals written for severe infractions or multiple infractions may result in higher levels of progressive discipline.
3. On-Campus Suspension (OCS) may be used in lieu of suspension for certain offenses. OCS is held during the school day. Assignment to OCS is made by an administrator for a period of one to five days. You will remain in OCS during the length of the school day, including lunch period. Restroom breaks are scheduled. When in OCS, you are expected to complete all assignments and service projects provided by your teachers. When you are disruptive in OCS, you are subject to more severe disciplinary action.
4. School Service Projects are for truancy, un-served detention, excessive tardies, and lack of respect or are assigned at the administration's discretion.
5. Suspension and expulsion (see Suspension/Expulsion section below).

## UNAUTHORIZED ITEMS AT SCHOOL

Student and staff efforts during the school day should focus on the learning process. Therefore, many items that interfere with the educational process are not allowed at school. All unauthorized items brought to school will be confiscated by staff and may or may not be returned directly to the student. Possession of unauthorized items may lead to disciplinary action, including but not limited to suspension or expulsion.

Items include but are not limited to: **permanent markers/sharpiers** (except as provided by teachers), **energy drinks**, **water balloons**, **electronic games**, **MP3 players**, iPods, electronic signaling devices, **laser pens/pointers**, silly string, **trading cards**, aerosol cans, weapons or weapon look-alikes, drugs and drug paraphernalia including, but not limited to **alcohol**, **vapes**, pipes, rolling papers, lighters, stink bombs, toys, chains, hobby/collectibles, or other items that are not related to classroom instruction and learning.

Clothing, accessories or other items may not display words, pictures or phrases promoting violence, gang affiliation, profanity, sexual reference, or other categories deemed inappropriate by school personnel.

Parents may recover confiscated items, excluding illegal items held in evidence, upon administrative approval within a reasonable period of time. Items not recovered within a reasonable period of time will be discarded. The school is not responsible for materials confiscated from students while at school. The primary objectives of requiring you not bring restricted materials to school are to ensure that you focus on educational tasks, to assure your safety, and to prevent the loss of or damage to private property.

## *PERSONAL POSSESSIONS*

Toys and other personal items which are used for sharing time or for enhancement of the school's educational program may be brought to school by students if prior approval has been obtained by the teachers. For safety reasons and to protect personal property, all other toys and playground equipment should remain at home. This includes trading cards. If a student brings in a ball for playground use it is to be checked with the teacher or the office and will be available for all students to use. Real weapons and "look alike" weapons are not allowed at school at any time.

## WEAPONS AND DANGEROUS INSTRUMENTS

No student shall bring a weapon, including a firearm, explosive, knife, any dangerous or illegal instrument, or any instrument represented as one of the above items or that reasonably appear to be a weapon to school. No students shall interfere with normal

activities, occupancy, or use of any building or portion of campus by exhibiting, using, or threatening to exhibit or use any weapon or any item that is represented as or that reasonably appears to be a weapon.

Any article which could endanger or be used as a weapon will be confiscated immediately, and depending on circumstances, parents and/or police may be called. - Any student violating the Weapons and Dangerous Instruments Policy shall be (a) suspended; or (b) expelled. (Policy #515)

Weapons and dangerous instruments include, but are not limited to:

1. Firearms - pistols, revolvers, shotguns, rifles, "zip guns," "stun guns", tasers, **laser pen lights**, and any device capable of chemically propelling a projectile. For school purposes, this includes air-guns, CO2 guns, paint guns, BB guns, pellet guns and dart guns, and non-operating devices made to look like a firearm which might be used for intimidation. Penal Code 417.27, 12550, 12556
2. Cutting and puncturing devices, dirks, daggers, legal knives, illegal knives (knives longer than two and one-half inches, folding knives with a blade that locks into place), razors with an unguarded blade and any other device capable of cutting or puncturing.
3. Explosive and/or incendiary devices: pipe bombs, time bombs, tear gas and tear gas weapons, i.e. pepper spray, cap guns, caps, containers of inflammable fluids, and other hazardous devices.
4. Any other dangerous device, instrument or weapon, especially those defined in Penal Code 12020, including a blackjack, slingshot, billy club, nun chucks, and club, sandbag, metal knuckles, or any metal plate with three or more radiating points with one or more sharp edges designed for use as a weapon.
5. Other - any other objects that could be used to inflict harm.

#### **TITLE IX, HARASSMENT, INTIMIDATION, DISCRIMINATION, and BULLYING**

Discrimination, sexual harassment, harassment, intimidation, and bullying are all disruptive behaviors, which interfere with students' ability to learn and negatively affect student engagement, diminish school safety, and contribute to a hostile school environment. As such, University Preparation Charter School at CSU Channel Islands ("UPCS") prohibits any acts of discrimination, sexual harassment, harassment, intimidation, and bullying altogether. This policy is inclusive of instances that occur on any area of the school campus, at school-sponsored events and activities, regardless of location, through school-owned technology, and through other electronic means.

As used in this policy, discrimination, sexual harassment, harassment, intimidation, and bullying are described as the intentional conduct, including verbal, physical, written communication or cyber-bullying, including cyber sexual bullying, based on the actual or perceived characteristics of disability, pregnancy, gender, gender identity, gender expression, nationality, ancestry, race or ethnicity, religion, religious affiliation, sexual orientation, childbirth or related medical conditions, marital status, age, or association with a person or group with one or more of these actual or perceived characteristics or any other basis protected by federal, state, local law, ordinance or regulation. In addition, bullying encompasses any conduct described in the definitions set forth in this Policy. Hereafter, such actions are referred to as "misconduct prohibited by this Policy."

To the extent possible, UPCS will make reasonable efforts to prevent students from being discriminated against, harassed, intimidated, and/or bullied, and will take action to investigate, respond, address and report on such behaviors in a timely manner. UPCS school staff that witness acts of misconduct prohibited by this Policy will take immediate steps to intervene when safe to do so.

Moreover, UPCS will not condone or tolerate misconduct prohibited by this Policy by any employee, independent contractor or other person with which UPCS does business, or any other individual, student, or volunteer. This policy applies to all employee, student, or volunteer actions and relationships, regardless of position or gender. UPCS will promptly and thoroughly investigate any complaint of such misconduct prohibited by this Policy and take appropriate corrective action, if warranted.

#### **Title IX, Harassment, Intimidation, Discrimination and Bullying Coordinator ("Coordinator"):**

Executive Director  
University Preparation Charter School at CSU Channel Islands  
1099 Bedford Drive  
Camarillo, CA 93010

## Definitions

### **Prohibited Unlawful Harassment**

- Verbal conduct such as epithets, derogatory jokes or comments or slurs
- Physical conduct including assault, unwanted touching, intentionally blocking normal movement or interfering with work because of sex, race or any other protected basis
- Retaliation for reporting or threatening to report harassment
- Deferential or preferential treatment based on any of the protected classes above

### **Prohibited Unlawful Harassment under Title IX**

Title IX (20 U.S.C. § 1681 *et. seq.*; 34 C.F.R. § 106.1 *et. seq.*) and California state law prohibit harassment on the basis of sex. In accordance with these existing laws, discrimination on the basis of sex in education institutions is prohibited. All persons, regardless of sex, are afforded equal rights and opportunities and freedom from unlawful discrimination in education programs or activities conducted by UPCS.

UPCS is committed to provide a workplace and educational environment free of sexual harassment and considers such harassment to be a major offense, which may result in disciplinary action.

Sexual harassment consists of sexual advances, request for sexual favors and other verbal or physical conduct of a sexual nature when: (a) Submission to the conduct is explicitly or implicitly made a term or a condition of an individual's employment, academic status, or progress; (b) submission to, or rejection of, the conduct by the individual is used as the basis of employment or academic decisions affecting the individual; (c) the conduct has the purpose or effect of having a negative impact upon the individual's work or academic performance, or of creating an intimidating, hostile, or offensive work or educational environment; and/or (d) submission to, or rejection of, the conduct by the individual is used as the basis for any decision affecting the individual regarding benefits and services, honors, programs, or activities available at or through the educational institution.

It is also unlawful to retaliate in any way against an individual who has articulated a good faith concern about sexual harassment against him/her or against another individual.

Sexual harassment may include, but is not limited to:

- Physical assaults of a sexual nature, such as:
  - Rape, sexual battery, molestation or attempts to commit these assaults and
  - Intentional physical conduct that is sexual in nature, such as touching, pinching, patting, grabbing, brushing against another's body, or poking another's body
- Unwanted sexual advances, propositions or other sexual comments, such as:
  - Sexually oriented gestures, notices, remarks, jokes, or comments about a person's sexuality or sexual experience
  - Preferential treatment or promises of preferential treatment to an individual for submitting to sexual conduct, including soliciting or attempting to solicit any individual to engage in sexual activity for compensation or reward or deferential treatment for rejecting sexual conduct
  - Subjecting or threats of subjecting an employee to unwelcome sexual attention or conduct or intentionally making performance of the employee's job more difficult because of the employee's sex
- Sexual or discriminatory displays or publications anywhere in the workplace or educational environment, such as:
  - Displaying pictures, cartoons, posters, calendars, graffiti, objections, promotional materials, reading materials, or other materials that are sexually suggestive, sexually demeaning or pornographic or bringing or possessing any such material to read, display or view at work or the educational environment
  - Reading publicly or otherwise publicizing in the work or educational environment materials that are in any way sexually revealing, sexually suggestive, sexually demeaning or pornographic, and
  - Displaying signs or other materials purporting to segregate an individual by sex in an area of the workplace or educational environment (other than restrooms or similar rooms)

The illustrations of harassment and sexual harassment above are not to be construed as an all-inclusive list of prohibited acts under this Policy.

## Prohibited Bullying

**Bullying** is defined as any severe or pervasive physical or verbal act or conduct, including communications made in writing or by means of an electronic act. Bullying includes one or more acts committed by a student group or group of students that may constitute as sexual harassment, hate violence, or creates an intimidating and/or hostile educational environment, directed toward one or more students that has or can be reasonably predicted to have the effect of one or more of the following:

1. Placing a reasonable pupil\* or pupils in fear of harm to that pupil's or those pupils' person or property.
2. Causing a reasonable pupil to experience a substantially detrimental effect on his or her physical or mental health.
3. Causing a reasonable pupil to experience a substantial interference with his or her academic performance.
4. Causing a reasonable pupil to experience a substantial interference with his or her ability to participate in or benefit from the services, activities, or privileges provided by UPCS.

\* "Reasonable pupil" is defined as a pupil, including, but not limited to, an exceptional needs pupil, who exercises care, skill and judgment in conduct for a person of his or her age, or for a person of his or her age with his or her exceptional needs.

**Cyberbullying** is an electronic act that includes the transmission of harassing communication, direct threats, or other harmful texts, sounds, or images on the Internet, social media, or other technologies using a telephone, computer, or any wireless communication device. Cyberbullying also includes breaking into another person's electronic account and assuming that person's identity in order to damage that person's reputation.

**Electronic act** means the creation and transmission originated on or off the school site, by means of an electronic device, including, but not limited to, a telephone, wireless telephone, or other wireless communication device, computer, or pager, of a communication, including, but not limited to, any of the following:

1. A message, text, sound, video, or image.
2. A post on a social network Internet Web site including, but not limited to:
  - a. Posting to or creating a burn page. A "burn page" means an Internet Web site created for the purpose of having one or more of the effects as listed in the definition of "bullying," above
  - b. Creating a credible impersonation of another actual pupil for the purpose of having one or more of the effects listed in the definition of "bullying," above. "Credible impersonation" means to knowingly and without consent impersonate a pupil for the purpose of bullying the pupil and such that another pupil would reasonably believe, or has reasonably believed, that the pupil was or is the pupil who was impersonated
  - c. Creating a false profile for the purpose of having one or more of the effects listed in the definition of "bullying," above. "False profile" means a profile of a fictitious pupil or a profile using the likeness or attributes of an actual pupil other than the pupil who created the false profile.
3. An act of "Cyber sexual bullying" including, but not limited to:
  - a. The dissemination of, or the solicitation or incitement to disseminate, a photograph or other visual recording by a pupil to another pupil or to school personnel by means of an electronic act that has or can be reasonably predicted to have one or more of the effects described in definition of "bullying," above. A photograph or other visual recording, as described above, shall include the depiction of a nude, semi-nude, or sexually explicit photograph or other visual recording of a minor where the minor is identifiable from the photograph, visual recording, or other electronic act.
  - b. "Cyber sexual bullying" does not include a depiction, portrayal, or image that has any serious literary, artistic, educational, political, or scientific value or that involves athletic events or school-sanctioned activities.
4. Notwithstanding the definitions of "bullying" and "electronic act" above, an electronic act shall not constitute pervasive conduct solely on the basis that it has been transmitted on the Internet or is currently posted on the Internet

*Please see board policy #518 for our Grievance Procedures.*

## SAFE PLACE TO LEARN

UPCS is committed to maintaining a learning environment that is free from discrimination, harassment, violence, intimidation, and bullying based on actual or perceived characteristics set forth in Section 422.55 of the Penal Code and EC 220, and disability, gender, gender identity, gender expression, nationality, race or ethnicity, religion, sexual orientation, or association with a person or group with one or more of these actual or perceived characteristics. All school personnel who witness an act of discrimination, harassment, intimidation, or bullying must take immediate steps to intervene when safe to do so. Any student who engages in acts of discrimination, harassment, violence, intimidation, or bullying related to school activity or school attendance occurring within the school may be subject to disciplinary action up to and including expulsion. To report an incidence and/or to receive a copy of the district's antidiscrimination, antiharassment, anti-intimidation, and antibullying policies, please contact Charmon Evans, Executive Director.

## CLASSROOM RULES

Each classroom will have additional rules and expectations that each student will be required to know and follow. A copy of the classroom plan will be reviewed with students and parents at the beginning of the school year.

## SUSPENSION/EXPULSION PROCEDURES

Discipline policies for the UPCS are based on concepts of positive behavioral support and a progressive discipline process that will involve the children, the school staff, and the child's parent(s)/guardian(s). The discipline policies are guided by the view that children should be accountable for their behavior. The climate is one of support, understanding, and respect. Every effort will be made to model appropriate behavior and to be proactive in preventing the need for undesirable behavior.

Underlying this progressive discipline process is the belief that retaining students in their learning environment is essential. If, as students progress through the process, it is determined that UPCS is not considered to be the best educational environment for the child, efforts will be made to find an appropriate match for the student. There is a commitment to providing students an opportunity to experience the benefits of the curriculum in an environment that fosters and promotes their potential, achievement, and well-being. Certain expectations of the students are therefore essential to achieving these aims. Student attentiveness, cooperation, punctuality, an attitude of readiness, and respect for peers, adults and property are manifestations of proper behavior. When there is divergence from these expectations, the staff, the student, and the student's parent(s)/caregiver(s) will seek age-appropriate interventions which re-direct inappropriate behaviors into more successful behaviors with the least disruption to the student(s) educational program and class. A desire of the discipline process is to maintain the child in the learning environment and implement interventions that are least restrictive to the individual(s) involved.

The process developed and described is not discriminatory, arbitrary or capricious. Procedures follow general principles of due process. Pursuant to all state laws and University Charter Schools Policies and Procedures, the following steps may be taken to enforce necessary regulations.

**The listing below of minimum and maximum disciplinary actions does not imply or require that a "step by step" progression of increasing severity be used by school staff in dealing with a violation. In most cases, disciplinary action is dependent upon each individual situation and the previous behavior record of the student.**

***\*\*\* In accordance with state law, all school rules apply on the way to and from school.***

1. Verbal and/or written warnings.
2. Individual teacher consequences.
3. Loss of privileges.
4. Notices to parent(s)/caregiver(s) by telephone, email and/or letter.
5. Parent/staff/student conference.
6. Referral to SARB.
7. Parent to accompany student to school.
8. In lieu of suspension from school where appropriate: alternative in-school placement.
9. Progressive discipline.

Discipline policies conform to federal law regarding all students who attend the school. Students served pursuant to the terms of a special education Individual Education Plan (IEP) may be subject to federal statutory and case law. Disciplinary matters involving these students will be carried out in consultation with staff knowledgeable about the provisions of the Individuals with Disabilities Act (IDEA) and the California Education Code. All decisions affecting the students who attend UPCS will be afforded the rights of due process. The school will notify the child's district of any action that results in the students being moved to an alternative placement. UPCS adhere to the California Education Code as it is currently constituted regarding alternative placement as outlined under Section 47605 (b) (5) (J), the procedures by which students can be suspended or expelled.

***Serious behavior may be grounds for suspension or expulsion from school.*** If a student commits such an act, he/she will be referred to school administration. Possession of weapons or drugs will result in suspension and probable recommendation for expulsion. Students may be suspended for the acts listed below while on school grounds or coming to and from school (Education Code, Section 48900):

- a) (1) Caused, attempted to cause, or threatened to cause physical injury to another person; or

- (2) Willfully used force or violence upon the person of another, except in self-defense.
- b) Possessed, sold, or furnished any firearm, knife, dangerous object, or explosive.
- c) Possessed, used, sold, furnished, or been under the influence of any controlled substance, alcohol or intoxicant of any kind.
- d) Offered, arranged, or negotiated to sell any controlled substance, alcohol, intoxicant, or representation of items thereof.
- e) Committed or attempted to commit robbery or extortion.
- f) Caused or attempted to cause damage to school or private property.
- g) Stole or attempted to steal school or private property.
- h) Possessed or used tobacco or tobacco products.
- i) Committed an obscene act or engaged in profanity or vulgarity.
- j) Offered, possessed, arranged, or negotiated to see any drug paraphernalia.
- k) Disrupted school activities or willfully defied valid authority.(grades 4-8)
- l) Knowingly received stolen school property or private property.
- m) Possessed an imitation firearm.
- n) Committed or attempted to commit a sexual assault, or committed a sexual battery, as defined in the Penal Code.
- o) Harassed, threatened, or intimidated a pupil.
- p) Unlawfully offered arranged to sell, negotiated to sell, or sold prescription drugs.
- q) Engaged in, or attempted to engage in hazing as defined in Section 245.6 of the Penal Code.
- r) Engaged in an act of bullying, including, but not limited to, bullying committed by means of an electronic act directed toward a pupil or school personnel.

Pursuant to Education Code Section 48915, mandatory suspension and a recommendation of expulsion are required of UPCS for the following violations and authorities will be immediately notified:

- a) Possessing, selling, or furnishing a firearm: possession must be verified by school employee
- b) Brandishing a knife at another person: as defined in this section, "knife" means any dagger, or other weapon with a fixed sharpened blade fitted primarily for stabbing; a weapon with a \*blade longer than 2-1/2 inches; a folding knife with a blade that locks into place, or a razor with an unguarded blade.
- c) Sale of drugs
- d) Causing serious physical injury
- e) Possession of any knife, explosive, or other dangerous object (such as airsoft gun).
- f) Possession of drugs
- g) Robbery or extortion

### ***SCHOOL PROPERTY***

The cleanliness of the school buildings and grounds is the responsibility of all students, staff, and parents. Students are expected to respect school property and the property of others. Willfully defacing property, real or personal will result in a disciplinary action from the Student Code of Conduct.

### ***ILLEGAL SUBSTANCES and WEAPONS***

Any student found in possession or use of illegal substances (drugs) or weapons (including pocketknives) is subject to both school consequences and the jurisdiction of the police.

### ***NO USE STATEMENT***

UPCS recognizes that the use of alcohol, other drugs, and tobacco and the problems associated with these are becoming increasingly common in our society and among youth. UPCS also recognize that the use of alcohol, drugs, and tobacco often precedes the development of problems. For that reason, we believe that "no use" of alcohol, drugs or tobacco by students is desirable.

UPCS believes that it is in the best interest of the community for it to take steps to promote, enhance, and maintain a drug-free school system and student body, and that along with parents and other segments of the community it has a role to play in helping students to remain drug-free.

## **DRESS CODE (Dress for Success!)**

All students are expected to demonstrate high standards of appearance and appropriate dress at school and on field trips. The dress code is in place to support safety and a positive learning environment. The dress code may slightly limit personal choice of styles or inconvenience some individuals. However, the rules established for the school will support an atmosphere of learning and are for the good and safety of all. Students and parents should make sure that cleanliness, health and safety are guides to acceptable school attire.

Students will receive one warning about a Dress Code violation and will be required to replace an article of clothing with a loaner from school or may be asked to turn a t-shirt inside out. After a first warning, parents will be called and asked to bring appropriate clothes, accessories or shoes to school. Please see below for specific requirements:

1. **Clothing must not interfere with the student's ability to perform assigned class activities or pose a health or safety hazard.**
2. Students are expected to wear closed-toe shoes at all times and shoes must provide protection and not be a safety hazard during regular school activities. Examples of shoes that are not acceptable are: flip flops, open-toed shoes, bare strap type sandals or dressy shoes with high heels (shoes with a heel higher than 1 inch must be approved by school administration).
3. Shorts and skirts must meet minimum length requirements. Shorts and skirts must be past "fingertip" length when the student's hands are placed straight down with relaxed shoulders and fingers extended. Please be conservative in purchasing shorts and skirts to be worn at school.
4. Holes in pants should be covered, when they are above the fingertips.
5. Clothing that advocates or is considered by school administration to represent inappropriate language, drugs, alcohol, any known gang affiliation or appearance, violence, weapons, demon/death related symbols, or illegal acts will not be allowed.
6. Other inappropriate attire includes open or bare midriffs, cut off "T" shirts, halter tops, and spaghetti strap tops.
7. Clothing that contains sexually suggestive language, rude comments, double meanings, derogatory language directed at a particular gender, race, ethnic group, disability or religion is also prohibited.
8. All clothing must be neat and clean in appearance and in good repair.
9. Clothing must cover undergarments at all times.
10. Pants and shorts must be worn at the waist and be able to stay up without a belt or other support.
11. Wallet chains, chains worn as bracelets or necklaces, large or spiked rings, spike bracelets or necklaces, or other objects deemed by school administration to be potentially dangerous are not permitted.
12. Body piercing jewelry, except for earrings, is not allowed.
13. Cosmetics and jewelry which distracts or calls undue attention are not allowed. Parents are encouraged not to allow students to wear or bring valuable jewelry to school.
14. Sunglasses, caps, hats or hoods are not allowed in the classroom unless needed for medical reasons. Parents must provide a letter indicating the special needs. Hats, caps, and sunglasses may be worn on the playground and at PE for sun protection.

## **CELLULAR PHONES (*and other electronic devices*)**

Ringling and vibrating cell phones are disruptive during class time. Camera phones and text messaging are also major disruptions to instruction. Phones are stolen, loaned to other students, and may be lost or broken. The use of cell phones at school can be detrimental to the academic climate because it takes valuable time away from instruction and creates distractions to the learning process.

*UPCS are not responsible for lost, stolen, or broken cell phones or other electronic devices.*

Due to increasing frequency of lost, damaged, and stolen cell phones; and other electronic devices, the school will generally be unable to investigate stolen items. Their security is the sole responsibility of the student and we therefore strongly urge families to keep electronics and other costly belongings at home. Only in the case of extenuating circumstances will reports of stolen or lost devices be turned over to the police.

All cell phones and any other electronic devices must be turned off and kept in backpacks or lockers at the middle school OR in backpacks or classrooms teachers' technology basket at the elementary school. They must not be visible. Students may not use their cell phones between the hours of 7:55a.m. and the final bell at the end of the day or at any after-school event. Using a cell phone as a clock or saying that it "fell out of my pocket" is not an excuse to have a cell phone out.

We understand the need and convenience of cell phones for students of a particular age. For this reason, a student may use his or her phone before or after the school day. If a student has a matter that requires contacting a parent they must do so under the supervision and with the permission of a staff member using a land line from the main office or with the help of a teacher from the teacher's classroom. Students may not loan their cell phones to other students to use during school hours.

Because of the disruption to the instructional process, if a student is using a cell phone (any of the functions) for any reason during the restricted time, students will be held accountable and the following consequences will be imposed:

- Phone will be taken from the student.

- Discipline will take place (loss of privileges, detentions, suspensions, etc.) at the discretion of school administration.
- The cell phone will be returned only to the Parent/Guardian of the student. The student, sibling, neighbor or relative other than the parent/guardian, may not pick up the phone.

Students who have cell phones confiscated more than two times will be placed on a behavior contract and may be suspended from school for one day for continued defiance. The school may also require the student to check the phone into the office for repeat offenders.

We realize that having to pick up a student's phone may be inconvenient for parents and guardians and therefore we recommend you discuss this policy with your student in order to avoid this problem. We also ask you to keep in mind that the use of cell phones are not only disruptive in class, they are an inconvenience to teachers and staff that must stop what they are doing to correct the problem, label the phone and be responsible for its safe keeping. Confiscated phones will be labeled with the students name and kept in the main office until the parent takes possession.

#### ***PARENT MESSAGES AND TELEPHONE CALLS***

We request your cooperation in limiting phone calls, deliveries, and other classroom disruptions to emergencies only. Because classroom time is valuable, we aim to minimize disruptions. If your child brings a home lunch, please send the lunch with your child in the morning. Lunches, forgotten books and assignments, or other items will be kept in the main office until break time when the student will be notified and may pick up the item(s). Every time a classroom door is opened, concentration and instruction are interrupted. Our teachers thank you for keeping disruptions to a minimum!

## **Student Admission Policies and Procedures**

University Preparation Charter School at CSU Channel Islands will actively recruit an ethnically, linguistically, socio-economic, and special needs diverse student population whose families understand and value the school's mission, are committed to the school's instructional and operational philosophy, and whose children will benefit from the school's design. The University Preparation Charter School at CSU Channel Islands will be nonsectarian in its programs, admission policies, and all other operations, and will not charge tuition nor discriminate against any student based upon any of the characteristics listed in Education Code Section 220.

UPCS shall admit all pupils who wish to attend the Charter School. No test or assessment shall be administered to students prior to acceptance and enrollment into UPCS. UPCS will comply with all laws establishing minimum and maximum age for public school attendance in charter schools. Admission, except in the case of a public random drawing, shall not be determined by the place of residence of the pupil or his or her parent or legal guardian within the state.

UPCS shall require students who wish to attend the Charter School to complete an application form. If the number of applications exceeds the number of spaces available in the school, admission, except for existing students of the School who are guaranteed admission in the following school year, shall be determined by a random public lottery. The random public lottery will be conducted by grade level and will be conducted in the month of March, and a waiting list established, as necessary.

UPCS will give admission preference in the public random lottery to the following students in the following order:

- Siblings of existing students
- Children of the UPCS staff and CSU Channel Islands University faculty
- Students who reside in chartering district (PVSD)
- Students from outside PVSD
- 50% English and 50% Spanish speakers for dual language program at the Charter School

After the deadline for applications has passed and a public random lottery, as needed, has been conducted, parents will be notified, by mail, of their application status. Applications will continue to be received and processed until all available spaces have been filled. Families whose children have been admitted to the school will be required to fill in registration packets and provide all immunization and emergency information.

#### ***Racial and Ethnic Balance***

UPCS shall be non-sectarian in its programs, admission policies, employment practices and all other operations; shall not charge tuition; and shall not discriminate against any pupil on the basis of any of the characteristics described in Education Code Section 220.

In order to establish a student population which mirrors the ethnic, linguistic, socio-economic, and special needs of the Pleasant Valley School District, UPCS will advertise throughout Ventura County communities in Spanish and English.

The process for seeking admission to University Preparation Charter School at CSU Channel Islands will be advertised in a variety of ways. Advertisements will be placed in the local newspaper and Spanish media outlets across Ventura County. Information packets will be available through the school's office and on the website to families and will include the school's mission and vision statements, and descriptions of the school's programs and instructional organization. Information meetings and tours will be regularly scheduled for interested families. Tours and information will be distributed in Spanish and English. Families are highly encouraged to attend an orientation/tour of the program prior to applying to ensure commitment/understanding of the program.

## MISCELLANEOUS

### ***CHILD FIND SYSTEM***

Each school district, special education local plan area (SELPA) or county office of education shall establish written policy and procedures for continuous child find system including children with disabilities who are migrant or homeless or wards of the state and children with disabilities attending private schools. Policy and procedures shall include written notification to all parents of their rights regarding identification, referral, assessment, instructional planning, implementation, review and procedures for initiating referral for assessment.

### ***LOST AND FOUND***

Any lost personal articles or books, which are found, are to be placed in the lost and found receptacle in the UPCS offices. It is the responsibility of students or parents to search lost and found for missing articles. Articles will be removed monthly and donated to charity.

### ***NON-DISCRIMINATION***

UPCS is committed to providing a safe school environment where all individuals in education are afforded equal access and opportunities. The school's academic and other educational support programs, services and activities shall be free from discrimination, harassment, intimidation, and bullying of any individual based on the person's actual race, color, ancestry, national origin, ethnic group identification, age, religion, marital or parental status, physical or mental disability, sex, sexual orientation, gender, gender identity, or gender expression; the perception of one or more of such characteristics; or association with a person or group with one or more of these actual or perceived characteristics. Specifically, state law prohibits discrimination on the basis of gender in enrollment, counseling, and the availability of physical education, athletic activities, and sports. Transgender students shall be permitted to participate in gender-segregated school programs and activities (e.g., athletic teams, sports competitions, and field trips) and to use facilities consistent with their gender identity. The school assures that lack of English language skills will not be a barrier to admission or participation in school programs. Complaints of unlawful discrimination, harassment, intimidation, or bullying are investigated through the Uniform Complaint Process. Such complaints must be filed no later than six months after knowledge of the alleged discrimination was first obtained. For a complaint form or additional information, contact: Charmon Evans, Executive Director.

### ***EDUCATIONAL EQUITY: IMMIGRATION AND CITIZENSHIP STATUS***

All persons in public schools, regardless of their Immigration status, disability, gender, gender identity, gender expression, nationality, race or ethnicity, religion, sexual orientation, or any other specified characteristic, are to be afforded equal rights and opportunities in the schools, and are not to be discriminated against on the basis of these specific characteristics in any program or activity conducted by the school that receives or benefits from state financial assistance or enrolls students who receive state financial aid. School officials are prohibited from collecting information or documents regarding citizenship or immigration status of students or their family members. Schools are to adopt a policy that prohibits and adopt a process for receiving and investigating complaints of discrimination, harassment, intimidation, and bullying based on those actual or perceived specified characteristics. The superintendent of a school district or county office of education and principal of a charter school are to report to the governing board of local educational agency in a timely manner any requests for information or access to the school site by an officer or employee or a law enforcement agency for the purpose of

enforcing the immigration laws in a manner that ensures the confidentiality and privacy of any potentially identifying information. Schools are encouraged, when an employee is aware that a student's parent or guardian is not available to care for the student, to work with parents or guardians to update the emergency contact information and not to contact Child Protective Services to arrange for the student's care unless the school is able to arrange for care through the use of emergency contact information or instructions provided by the student's parent or guardian. Governing boards or schools are to provide information to parents and guardians as appropriate, regarding their children's right to a free public education, regardless of immigration status or religious beliefs. Schools and school districts will adopt by July 1, 2018 model policies created by the California Attorney General, limiting immigration enforcement at public schools ensuring that public schools remain safe and accessible regardless of immigration status.

### ***PESTICIDE PRODUCTS***

To obtain a copy of all pesticide products and expected use at the school facility during the year, and to receive notification of individual pesticide applications at the school at least 72 hours before the application, please contact Charmon Evans, Executive Director. The notice will identify the active ingredient(s) in each pesticide product, the intended date of application an Internet address on pesticide use and reduction, and the Internet address where the school site integrated pest management plan may be found if the school site has posted the plan.

### ***SURVEYS***

Anonymous, voluntary and confidential research and evaluation tools to measure student's health behaviors and risks, including tests, questionnaires, and surveys containing age-appropriate questions about the student's attitudes and practices relating to sex, family life, morality, and religion may be administered to students if the parent is notified in writing that 1) this test, questionnaire, or survey is to be administered, 2) the student's parent is given the opportunity to review the test, questionnaire, or survey, and 3) the parent consents in writing. Questions pertaining to the sexual orientation and gender identify of a student shall not be removed from a survey that already includes them.

### ***LIBRARY***

Elementary students visit the school library weekly. Students receive instruction in the proper use of the library and are responsible for the return of borrowed books. Classes may also take field trips to the public library to take advantage of the excellent community facilities. UPCS students may visit the library after school and on arranged times during the day. Students at both the Elementary and Middle School Sites have access to our online library called "Overdrive". If you have not accessed the library, your child's teacher will be sending information home with your child.

### ***PETS***

Unless requested by a teacher for a specific class project, pets are not allowed on campus. For health and safety reasons pets are not allowed on campus during drop-off and pick-up times.

### ***CLASSROOM VISITATIONS***

Parents are always welcome at UPCS. Many parents regularly volunteer in the classroom or on campus. If you wish to visit your child's classroom for a formal visit or observation, please call and make an appointment at least 24 hours in advance. It is suggested that the length of the formal visit be limited to 20-30 minutes to minimize disruption to the instructional process.

All visitors must sign in and obtain a visitors badge at the office before going to the classroom. If parents want to talk with the teacher regarding their child's progress, please make the appointment for before or after school. Teachers cannot take phone calls during the school day.

### ***HARM OR DESTRUCTION OF ANIMALS***

Any pupil with a moral objection to dissecting or otherwise harming or destroying an animal, or any part thereof, must inform his or her teacher of the objection. Objections must be substantiated by a note from the pupil's parent or guardian.

A pupil who chooses to refrain from participation in an education project involving the harmful or destructive use of an animal may receive an alternative education project, if the teacher believes that an adequate alternative education project is possible. The teacher may work with the pupil to develop and agree upon an alternative education project so that the pupil may obtain the knowledge, information, or experience required by the course of study in question.

### ***FOSTER YOUTH EDUCATIONAL PLACEMENT***

All pupils in foster care are entitled to a meaningful opportunity to meet the challenging state pupil academic achievement standards to which all pupils are held. They shall be placed in the least restrictive educational programs and have access to the same academic resources, services, and extracurricular and enrichment activities that are available to all pupils. Each local educational agency is required to designate a foster care educational liaison. The liaison serves as an advocate for all foster youth that reside within his/her district, and ensures that every foster youth has a proper school placement, transfer of records, and immediate enrolment in school. School enrollment is not contingent upon receipt of a student's academic or medical records. Because school stability is extremely important to a child living in foster care, a foster child is allowed to remain in his or her school of origin and or school system for as long as the youth is in foster care, or until the end of the school year if the child leaves foster care mid-year. The youth retains this right even after changing grade levels or moving out of the area or district. Students who do change schools during the school year are able to receive practical credit for coursework that is satisfactorily completed. If any dispute arises as to the school placement of a foster child, the student has the right to remain in his or her school or origin pending the resolution of the dispute. Each local educational agency is required to have a dispute resolution process in place that relates to the enrollment of foster youth within their school jurisdiction. The local liaison can assist parents or students in the dispute resolution process.

### ***EDUCATION OF HOMELESS YOUTH***

Requires every local education agency to appoint a homeless liaison to ensure parents of homeless pupils are informed of educational and related opportunities available to their children and are provided with meaningful opportunities to participate in education of their children. Unaccompanied youth, such as teen parents not living with their parent/guardian or students that have run away or have been pushed out of their homes, have access to these same rights. Notification may address:

1. Liaison contact information.
2. Circumstances for eligibility (e.g., living in a shelter, a motel, hotel, a house or apartment with more than one family because of economic hardship or loss, in an abandoned building, in a car, at a campground, or on the street, in temporary foster care or with an adult who is not your parent or guardian, in substandard housing, or with friends or family because you are a runaway, unaccompanied, or migrant youth).
3. Right to immediate enrollment in school of origin or school where currently residing without proof of residency, immunization records or tuberculosis skin-test results, school records, or legal guardianship papers.
4. Right to education and other services (e.g., to participate fully in all school activities and programs for which child is eligible, to qualify automatically for nutrition programs, to receive transportation services, and to contact liaison to resolve disputes that arise during enrollment).
5. Right to be notified of possibility of graduating within four years with reduced state requirements, if the homeless student transferred after the second year of high school, is credit deficient, and will not be able to graduate on time with local district requirements.
6. Right for district to accept partial credits for courses that have been satisfactorily completed by the homeless student.

## **PARENT RIGHTS**

University Preparation Charter School at CSUCI has adopted Board Policy #105. Below is Section II of this policy. The full policy and forms can be found on our website and upon request a copy can be made available by office personal.

### ***II Policy for Complaints against Employees***

UPCS requires all employees to observe the highest standard of business and personal ethics in the conduct of their duties and responsibilities. As representatives of UPCS, employees must practice honesty and integrity in fulfilling responsibilities and comply with all applicable laws and regulations.

It is the responsibility of all employees to comply with school policies noted in the Employment Guidelines and to report violations or suspected violations in accordance with this Whistleblower Policy.

Depending on the nature of the complaint, the complainant will be provided information concerning the applicable policy and procedures to be followed. If there is no applicable policy or procedures, the Director(s) (or designee) shall encourage the parties involved to seek an informal resolution of the issues. If this is not possible due to the nature of the complaint or if informal resolution has been unsuccessfully attempted, the Director(s) (or designee) shall undertake a responsible inquiry into the complaint to ensure it is reasonably and swiftly addressed. When appropriate, a written statement of the complaint will be obtained from the complainant.

If the complainant files a written complaint and no other school policy or procedure is applicable, the Director(s) (or designee) shall abide by the following process:

- A. Within 10 working days of the receipt of the complaint, the Director(s) or designee shall use his or her best efforts to talk with the parties identified in the complaint and to ascertain the facts relating to the complaint.
- B. In the event that the Director(s) (or designee) finds that a complaint against an employee is valid, the Director(s) (or designee) may take appropriate disciplinary action against the employee. As appropriate, the Director(s) (or designee) may also simply counsel/reprimand employees as to their conduct without initiating formal disciplinary measures.
- C. The Director(s)'s (or designee's) decision relating to the complaint shall be final unless it is appealed to the Board of Directors of the Charter School. The decision of the Board of Directors shall be final.

#### **Confidentiality**

Complainants will be notified that information obtained from the complainants and thereafter gathered will be maintained in a manner as confidential as possible, but in some circumstances absolute confidentiality cannot be assured.

#### **Non-Retaliation**

Complainants will be advised that they will be protected against retaliation as a result of the filing of any complaints or participation in any complaint process.

#### **Resolution**

The administration will investigate complaints appropriately under the circumstances and pursuant to the applicable procedures, and if necessary, take appropriate remedial measures to ensure effective resolution of any complaint.

#### **The Family Educational Rights and Privacy Act**

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

1. 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 [or appropriate school official] 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.
2. The right to request the amendment of the student's education records that the parent or eligible student believes is inaccurate or misleading. Parents or eligible students may ask the School to amend a record that they believe is inaccurate or misleading. They should write the School principal [or appropriate official], clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. 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.
3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes 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 to perform a special task (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 education records without consent to officials of another school district in which a student seeks or intends to enroll. Therefore UPCS may disclose appropriately designated "directory information" without written consent, unless you have advised the school to the contrary in accordance with School's procedures. The primary purpose of directory information is to allow the UPCS to include this type of information from your child's education records in certain school publications. Examples include:
  - ✓ The annual yearbook;
  - ✓ A program for a show or presentation, showing your student's role;
  - ✓ Honor roll or other recognition lists;

- ✓ Forward directory information to high school district upon promotion;
- ✓ Graduation programs; and
- ✓ Sports activity sheets, such as for basketball
- ✓ Others listed in the paragraph above.

*Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks.*

*If you do not want UPCS to disclose directory information from your child's education records without your prior written consent, you must notify the School in writing by September 1<sup>st</sup>.*

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the School 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 Avenue, SW, Washington, DC 20202-5901