ASTRONAUT
José M. Hernández
ACADEMY

STUDENT FAMILY HANDBOOK
2026-2027

Welcome from the Board Chair

Dear El Concilio California Academies Families,

From all of us at El Concilio California Academies, welcome to the 2026-2027 school year! We are excited to have your child in our El Concilio California Academies schools and we are looking forward to a great and successful school year! Our Organization's Philosophy is based on the belief that we are an extension of the family. We are strongly committed to working with children and families. As educators, we believe it is critical for us to understand the needs and values of the community so that we can best serve their children. Our goal is to provide a supportive and nurturing environment by building a culture of belonging among parents, children, staff and community. El Concilio California Academies appreciates and values each and each child, while also recognizing that child's own unique personality, learning style, and potential.

Our educational staff goals are to support and help scholars obtain a high quality level education by providing them with an academically appropriate curriculum, along with age appropriate activities. Teachers guide the interests and needs of children, guide them in being critical thinkers, support them in working in collaborative groups, and also allowing them the freedom to be themselves and continue to develop as unique individuals.

Our curriculum is a project based approach which enables children to be individual learners.
We are here to provide a safe, healthy, culturally, and developmentally appropriate school environment in partnership with parents/guardians. We value to celebrate each child's uniqueness, assisting with academic, social, emotional, cognitive, and physical development. We encourage parents and families to take an active role as their child's advocate and promoter in the life long journey for their love of learning. Please feel free to contact us regarding your concerns or ideas. We have an open door policy with all of our families and welcome parent participation in our program schools.
Wishing you a great and exciting school year. Thank you for your partnership, and let's have a wonderful year!

With gratitude,
Jose Rodriguez
El Concilio California Academies Board Chair

El Concilio California Academies Vision

Every student is prepared to earn a college degree and or to be career-ready.

El Concilio California Academies Mission

To establish small, high-quality charter schools in low-income neighborhoods. Our Mission is to provide high quality education and childcare in a safe, respectful and inclusive environment that builds a foundation for life-long learning. We aim to provide a learning environment with a welcoming atmosphere which creates a sense of belonging amongst the families. We aim to maintain an inclusive environment which acknowledges and respects children from diverse family and cultural backgrounds, which will allow us to:

- Increase the academic performance of underserved students
- Develop effective educators
- Share successful practices with other forward-thinking educators
- Catalyze change in public schools.

Annual Notification and Guidelines

This Student Family Handbook enumerates sections of the Education Code that require annual parent and/or guardian notification.

California state law governs the basic operation of public schools, and the legislature regularly passes new laws affecting the quality and availability of education, as well as laws mandating that local school districts undertake new responsibilities.

These laws often require that El Concilio California Academies adequately inform parents of the opportunities and protection to which they are entitled. El Concilio California Academies complies with this by providing families with this Annual Notification in the Student Family Handbook at the beginning of each school year and by issuing the same publication to new families as they enter El Concilio California Academies schools during the year.

The accompanying Annual Notification includes a summary of state law provisions with which all parents and guardians should be familiar. In some cases, the laws have been summarized, and the precise code number has been provided should parents require more detailed information.

The Student Family Handbook will be published annually. All registered families of El Concilio California Academies will indicate their willingness to be governed by the Student Family Handbook by signing annually a written statement to that effect. The Administration reserves the right to amend the Handbook at any time for just cause. Parents of El Concilio California Academies students will be notified of the changes, in writing, in a timely manner.

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Dear Astronaut Jose M. Hernandez Academy families,

Welcome to the wonderful 2026-2027 school year here at Astronaut Jose M Hernandez Academy! My name is Donita Drulias-Daumer, I want to be the first to welcome our families, staff, and scholars to the AJMHA family! I am incredibly honored that I will have the privilege to serve as the principal of Astronaut Jose M. Hernandez Academy (AJMHA). I am honored to have the opportunity to lead a school with such a rich educational tradition. I am very excited to have the opportunity to Learn, Lead, and Grow with each of you. I look forward to establishing relationships and bonds with my new AJMHA family members that will cause positive impacts throughout the community!

AJMHA Parents: Being a part of this school means that you are now part of the El Concilio California Academies family. This means that everyone that is a part of this family is embraced and supported both in the classroom and in the community. Our school environment is a safe and welcoming atmosphere where your scholar will be supported and encouraged daily. I believe in each and every one of the scholars that will set foot on this campus and know they can be successful. It is my priority to not only meet the academic needs of your child, but also their social and emotional needs. In order to make this year as successful as possible, our teamwork together is crucial. Always remember that we are a team who is working towards the same goal of getting your scholar to be college and career ready! I am very excited about this 2026-2027 school year and I look forward to a great year together!

Choosing Joy,
Mrs. Drulias-Daumer
Principal

School Information and Policies

About the School

Astronaut Jose M Hernandez Academy is a public charter that was established in 2022. We serve around 220 students in the heart of the Central Valley. We are dedicated to the success of each scholar and have made many recent improvements to our campus.

School Site Mission and Vision

Astronaut Jose M. Hernandez Mission:

As a team, we strive to provide high academic achievement, social-emotional learning, and college and career readiness for all AJMHA Rockets.

Astronaut Jose M. Hernandez Vision:

AJMHA believes in providing a safe and inclusive community that values every voice while preparing students for college and beyond.

Campus and Office Operations

School Contact Information

703 E Swain Rd
Stockton, CA 95207
209-803-9219

Office Hours

Monday- Friday, 7:30 am to 4:00 pm

School Site Calendar

Astronaut Jose M. Hernandez Academy
2026-2027 Student Calendar

July 2026

S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

24: Community Outreach & TK/K Orientation
29: First Day of School
31: Back to School Night/Early Release
Instructional Days: 3
Minimum Days: 2

August 2026

S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

Instructional Days: 21
Minimum Days: 4

September 2026

S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

7: Labor Day
28-30: SLCs Early Release
Instructional Day: 21
Minimum Days : 7

October 2026

S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

1-2: SLCs Early Release
2: End of 1st Quarter
5-9: Fall Break
23: Non-Student
Instructional Days: 16
Minimum Days: 5

November 2026

S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

11:Veteran's Day
23-27: Thanksgiving Break
Instructional Days: 15
Minimum Days: 2

December 2026

S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

18: End of 1st Semester/ 2nd Quarter
16-18: Data Analysis: Early Release Day
21-31:Winter Break No School
Instructional Days: 14
Minimum Days: 5

January 2027

S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

1: New Year
4: Non-Student
18: MLK Day
Instructional Days: 18
Minimum Days: 4

February 2027

S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28						

8: Lincoln's Birthday
15: Washington's Birthday
26: Community Outreach
Instructional Days: 18
Minimum Days: 4

March 2027

S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

10-12: SLCs Early Release
12:End of 3rd Quarter
15-19: Spring Break 5
26: Non-Student
29: School Break
Instructional Days: 16
Minimum Days: 5

April 2027

S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

Instructional Days: 22
Minimum Days: 4

May 2027

S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

24-26: Early Release
26: Last day of school/ Early Release
26: End of 2nd Semester/4th Quater
27-28: Non-Student
31: Memorial Day
Instructional Days: 18
Minimum Days: 6

June 2027

S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
21	28	29	30			

1-30: ExL Intersession 19 Days
18: Juneteenth

Total Instructional Days: 182
Total Community Out Reach Days: 2
PD Days: 5
Extended Learning Days: 30
Holidays: 8 School Break: 1

School Hours:
M, Tues, Th, Fri: 8:15 AM - 3:00 PM
Wed: 8:15 AM - 12:40 PM

Board Approved 3/10/2026

Drop Off and Pick-Up Procedures

On time drop off and pick up is important to your child's success. In order to make drop off and pick up as efficient for you, your child and other families, please follow the below procedures.

Drop Off Time:

Campus opens at 7:30am for breakfast. School starts at 8:15 am.

For the safety of students, parents or guardians are not to drop students off, nor are students to arrive at school before the start of breakfast, unless the student is involved in a regular school activity, meeting, or community program. Similarly, it is the responsibility of the parents or guardians to arrange to have their student leave or be picked up right after school, unless the student is involved in a regular school activity, meeting, or community program or is staying at the request of school personnel. In case of emergency, all students should go directly to the school office at any time before or after school. Students who cannot comply with these requirements are placing all those at the school at risk by disregarding safety considerations. Students placing themselves or others at risk by violating the above policies may be subject to disciplinary action.

Pick Up Time:

School dismisses at 3:00 pm on Monday, Tuesday, Thursday, Friday.
School dismisses at 12:40 pm on Wednesday.

Walk Home Policy:

Parents or guardians may grant their student permission to sign themselves in/out of school if:
1. Student Check Out Form is signed and on file with the front office yearly.
*Charter School retains the right to revoke this privilege at any time.

Early Pick-Up Policies and Procedures: Students will not be called to the office prior to the arrival of their parents/guardian. **A student may only leave campus with an adult whose name is listed on the emergency contact information. Adults must have identification with them at their arrival.**

Closed Campus

Each school is a closed campus. All students are required to remain on school grounds during the regularly scheduled school day, including lunch period. It is unlawful for anyone to take a student away from school during the regular school day without a parent and/or guardian permission and notification of the School Office.

Parent/Family Contact Information

Parents are asked to notify the office in writing as soon as any change of contact information (telephone numbers, address, etc.) occurs. This will ensure that all communication will be received without delay or interruption. Every student must have complete and up-to-date Emergency Contact Information, properly signed and on file in the school office. **A student may only leave campus with an adult whose name is listed on the emergency contact information. Adults must have identification with them at their arrival.**

Custody Orders, Power of Attorney or Caregiver Affidavits

We recognize that all families are unique. If you have family situations that involve specific custody or other legal documents, please let the school know so that we can support your child and family. Documents must be on file in the school office.

Telephones and Calls to Students

The office telephone is for school business only. Students using the phones inappropriately will be subject to disciplinary action. If it becomes necessary for you to reach your child during school hours, or if it becomes necessary for your child to reach you during school hours, all communications should be relayed through the main office. **Only emergency messages will be relayed.** As appropriate, the office staff and administration will determine if a message is an emergency.

Medication

If your child needs to take any prescription medications, you must have:

1) a doctor's written and signed note (Parent/Physician Statement) detailing the method, amount, and time schedules for such mediation, **and**
2) a written and signed note (Parent/Physician Statement) from the parent indicating his/her desire that the school assists the student as set forth by the physician in his/her statement.

For safety reasons, children are <u>not allowed</u> to have medicine in their classrooms, lunch boxes, or in their pockets. All medication must be dispensed through the office. You may also come and administer medication to your child if needed. From time to time some parents request that their child be able to take Tylenol or Advil at school. This is permissible only with written parent and doctor permission (Parent/Physician Statement) and the medication must be in its original container.

Enrollment

Parents of all enrolled students will receive an Acceptance letter and either an Enrollment Confirmation form or Registration Packet; enrollment is not considered complete until that Enrollment Confirmation Form or Registration Packet has been completed and returned. Failure to return the Enrollment Confirmation Form or Registration Packet by the specified deadline may result in the spot being given to the next student on the waitlist.

Re-Enrollment

Before new students can be enrolled, current families are asked to complete an Intent to Return Form, indicating whether they plan to return the following school year. AJMHA also holds a priority re-enrollment window for all current AJMHA students. Current AJMHA families are asked to complete an Intent to Return Form, indicating whether they plan to return the following school year. Any current students who do not secure their spot for the following school year during this period may need to re-apply during the open enrollment period and may be waitlisted.

Class Placement

Class placements are carefully considered and created at Concilio California Academies Families, with a goal of balancing classes based on a variety of factors. Parents are welcome to submit a letter describing their child's learning styles and interest, but <u>parent requests for specific teachers are not</u> <u>accepted</u>.

Foreign Exchange Students

Concilio California Academies Families does not accept or enroll foreign exchange students.

Immunization Requirements

Students who do not comply with the vaccination requirements shall be excluded from school, meaning, 'No shots, no enrollment'. State law requires that for unconditional admission to school, all students under 18 shall be fully immunized according to the requirements of the California Department of Public Health. All entering students must be up-to-date with immunizations according to El Concilio California Academies policy and the schedule provided by the California Department of Public Health. As of January 1, 2016, exemptions based on personal beliefs, including religious beliefs, will no longer be an option for the vaccines that are currently required for entry into school in California. If you have a previous personal belief exemption, please reach out to your school to discuss the next steps. Students may be exempted from this requirement for medical reasons only. In the event of an outbreak of a disease for which the child has not been immunized, he or she will be excluded from school for the period of communicability. Beginning in January 2021, the state will be collecting medical exemptions electronically. After January 2021, all medical exemptions must be submitted electronically directly into the California Immunization Registry utilizing a standard form.

Students who do not comply with the requirements shall be excluded from school. The immunization requirements do not prohibit pupils from accessing special education and related services required by their individualized education programs. If you have questions about your child's immunization record and/or admission status, please contact your child's school.

Student Records

In accordance with the law, absolute access to any student records shall be granted to

1. Parents/guardians of students younger than age 18 years, including the parent who is not the student's custodial parent
2. An adult student, or a student under the age of 18 years who attends a postsecondary institution, in which case the student alone shall exercise rights related to his/her student records and grant consent for the release of records
3. Parents/guardians of an adult student with disabilities who is age 18 years or older and has been declared incompetent under state law

Student Records Release To Colleges

Upon request from other K-12 schools, colleges or universities for information pertaining to an applying student's record, El Concilio California Academies' administrators and counselors must honestly and fully disclose the academic records. El Concilio California Academies administrators and counselors will make a reasonable attempt to notify the parent or student, if he/she is over 18, of the request for records at his/her last known address unless the disclosure is initiated by the parent or student over age 18. Additionally, El Concilio California Academies will give the parent or student over age 18, upon request, a copy of the record that was disclosed and give the parent or student over age 18, upon request, an opportunity for a hearing pursuant to the School's pupil record challenge procedures. The administrator and/or counselor will also

encourage students to respond honestly and timely to such requests on their own.

ATTENDANCE

El Concilio California Academies (ECCA) believes that only through daily participation in classroom activities can students achieve success and progress in their academic and social growth. **Regular attendance is also preparation for entry into the world of employment.** All students and parents are accountable for regular class attendance and daily assignments.

EXCUSED ABSENCES

A student not present in class for any reason is considered absent. Students must be excused from compulsory attendance if they are to miss school; a student will be excused for an absence if 1) the reason for the absence is listed below **and** 2) the absence **is communicated to the school within 5 days** of the absence:

(1) Due to the pupil's illness, including an absence for the benefit of the pupil's mental or behavioral health..
(2) Due to quarantine under the direction of a county or city health officer.
(3) For the purpose of having medical, dental, optometric, or chiropractic services rendered with a doctor's note.
(4) For the purpose of attending the funeral services of a member of the pupil's immediate family, so long as the absence is not more than one day if the service is conducted in California and not more than three days if the service is conducted outside California.
(5) For the purpose of jury duty in the manner provided for by law.
(6) Due to the illness or medical appointment of the custodial parent during school hours. Must provide a doctor's note.
(7) For justifiable personal reasons, including, but not limited to, an appearance in court, attendance at a funeral service, observance of a holiday or ceremony of the pupil's religion, attendance at religious retreats (for purposes of this section, attendance at religious retreats shall not exceed four hours per semester), attendance at an employment conference, or attendance at an educational conference on the legislative or judicial process offered by a nonprofit organization when the student's absence has been requested in writing by the parent or guardian and approved by the principal or a designee.
(8) For the purpose of serving as a member of a precinct board for an election pursuant to Section 12302 of the Elections Code.
(9) For the purpose of spending time with a member of the pupil's immediate family, who is an active duty member of the uniformed services, as defined in Section 49701, and has been called to duty for, is on leave from, or has immediately returned from, deployment to a combat zone or combat support position. Absences granted pursuant to this paragraph shall be granted for a period of time to be determined at the discretion of the superintendent of the school district.
(10) For the purposes of attending the pupil's naturalization ceremony to become a US Citizen or appointments needed to obtain citizenship.

MAKE-UP WORK FOR STUDENTS WHO WERE ABSENT

Students who are absent from school for any of the excused reasons stated under "Excused

Absences," as well as suspension, shall be allowed to complete all assignments and tests. Upon satisfactory completion, the student shall be given full credit for completed work. Local school procedures will guide, pursuant to the regulations of ECCA, what assignments the student shall make-up and in what period of time the student shall complete such assignments. The tests and assignments shall be reasonably equivalent to, but not necessarily identical to, the tests and assignments that the student missed during the absence.Students will have no longer than 1 week from the date of return to school to submit make-up work unless otherwise specified by teacher or admin.

General Tardiness and Tardy Procedures

Any student who arrives at school after the opening-school bell has rung or the official start of the school day has begun and is not present and actively engaged in the learning activities at the start of a class period will be considered "tardy." It should be noted that being tardy in any amount of minutes beyond the bell is unacceptable and may result in loss of some school privileges or eligibility for attendance incentive recognitions.

If your child is **tardy**, parents must come to the office to sign their child in for the day and students will obtain a "tardy pass" before going to class. The gate closes and Tardy slips are given out at 8:15 am sharp.

School Site Attendance Policies and Procedures

Regular, on-time attendance is important for your child's success. In the event your child is absent or tardy, please follow the procedures below. If your child is **absent**, please call the school office to **report the absence within 5 days** and ask for makeup work so that your child does not fall behind.

Chronic Absenteeism

Any student who has been absent from school (excused or unexcused) for 10% or more of the total days of attendance for that school year may be required by the school principal to provide an official medical or judicial verification in order to excuse an absence. Students with such an excess of absences will be notified in writing of the official verification requirement.

Any teacher may change the grade of a student who has accrued 10 unexcused absences per semester to a failing grade for their courses during the marking period (grade of "F" or "NC").

Students with excessive absences may be referred to the school's Truancy Abatement Program as a way to remediate the excessive absences. The abatement program may include a weekly study hall.

Excessive excused absences: In our effort to promote satisfactory attendance, parents may receive calls after any absence, and can expect calls or written notification if "excused" absences become in excess of 10% of the school days. If excused absences or tardies due to illness exceed 10% of school days, the administrator may request medical verification of the need for absence.

Withdrawal due to Excessive Unverified Absences (AWOL)[1]

[1]Students not in attendance due to unexcused absences for at least ten (10) consecutive days with no prior notice or without a response to calls, certified letters, or the truancy process may be involuntarily removed from the school pursuant to the procedures described in the El Concilio Academy charter. El Concilio California Academies shall create a process for communication with families who meet the above seat abandonment criteria.

Students disenrolled for the above reason may be placed on the waiting list and readmitted on a space available basis.

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[1] Not applicable to Foster Youth as defined by Education Code Section 48853.5 (a) and Homeless Youth as defined by Section 11434a(2) of Title 42 of the United States Code.

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Truancy

A student is considered truant when the student is:

- absent from school without a valid excuse three school days in one school year,
- tardy or absent for more than any 30-minute period during the school day without a valid excuse on three occasions in one school year, or
- any combination thereof.

Truancy is also for unexcused absences not cleared within 5 days. To avoid truancy, please always inform the office if your child's absence or tardy is for an excusable reason as defined above.

Notifications of Truancy

If your child is classified as truant under State law, you will receive a notification from the school that includes information required by the State. The first notification will come to you once your child has accrued three truancy events. Please reach out to the school on this first notification, as it will allow the school to work with you in support of your child's attendance. You will receive additional notifications after six and then again after seven total truancy events.

First Notification of Truancy or Excessive Absences

- Letter #1 sent regular and/or delivery confirmation mail when a student has accrued **three (3) truancy events.**
- Students may be assigned, with or without parent consent, to the school's truancy abatement program, including, but not limited to, the Attendance Recovery Program.

Second Notification of Truancy or Excessive Absences

- Letter #2 sent regular and/or delivery confirmation mail.
- Student and parent must be notified a **second time** once a student has accrued at least **six (6) truancy events**.
- Students may be assigned, with or without parent consent, to the school's truancy abatement program.

Notification of Determination of Habitual Truancy and SART

Once your child has received the third notification of truancy after accruing a seventh truancy event, State identifies your child as a habitual truant. At this point, the school is required to hold a School Attendance Review Team (SART) meeting with you. At that meeting, an attendance contract, including supports, will be discussed and signed and your child will be assigned to the school's truancy abatement program.

Notification of Determination as a Habitual Truant

- Letter #3 sent regular and delivery confirmation mail. In addition, a parent may be asked to sign the letter in person.
- Student and parent must be notified a **third time** once a student has accrued a **seventh (7) truancy event**. Student is identified as a **Habitual Truant**.
    - SART meeting held with student, parent, teacher advisor, and Principal. If not already on file, an Attendance Contract must be signed at this meeting.

- Student will be assigned, with or without parent consent, to the school's truancy abatement program.
- If the parent and/or guardian fails to respond in 10 days or does not attend the scheduled conference, the matter may be referred to the El Concilio Academies Student Attendance Review Board (SARB).

The school's SARB will consist of:

- The principal;
- The student's teacher from the school in which the student is enrolled; and
- Other relevant members, such as another El Concilio California Academies administrator, an El Concilio California Academies Home Office representative, other teachers or staff as appropriate, counselor, etc.

NOTIFICATION OF CONTINUED TRUANCY AND REFERRAL TO El Concilio California Academies **SARB**

Once a student reaches an 8th truancy event, you will receive notification that the student has been referred to the El Concilio California Academies Student Attendance Review Board process, which is a final attempt to help resolve truancy issues before more stringent consequences are considered, including, but not limited to: referral to the District Attorney.

Notification of Continued Truancy – Referral to El Concilio California Academies **SARB**

- Letter #4 sent regular and registered delivery confirmation mail from the Regional Office. In addition, a parent may be asked to sign the letter in person.
- A student must be notified a **fourth time** once they have reached an **eighth (8) truancy event.**
- Principal refers the student to El Concilio California Academies SARB with required attachments.
- Student will be assigned, with or without parent consent, to the school's truancy abatement program, including, but not limited to, the Attendance Recovery Program.
- If the parent fails to respond within 10 days or attend the scheduled conference, the matter may be referred to the District Attorney's office and other appropriate actions.

The ECCA SARB will consist of:

- The school principal or their administrative designee;
- A teacher from the school in which the student is enrolled;
- The Board Chair's designee from the El Concilio California Academies Home Office; and
- Other relevant members, such as local school district representative, District Attorney representative, special education representative, counselor, local police official, etc.

Academics

Academic Integrity

El Concilio California Academies believes in academic integrity. Students are expected to do their own homework, test without external resources, and submit original work for all assignments. El Concilio California Academies students are expected to deny all requests to copy from their own work.

Consequences for Violating Academic Integrity

1. All test papers, quizzes, or assignments will be taken from the student(s) violating the policy.
2. A student found cheating may receive, at the discretion of the teacher, a grade of "F" or a zero for the test, quiz, or assignment. This may lower a quarter or semester grade substantially.
3. Parents will be notified and a parent conference will be arranged if the teacher deems it necessary.
4. The Principal will be notified.
5. An incident of cheating and or plagiarism will result in removal from the Honor Roll for that quarter.
6. Repeated violations or a single serious violation may lead to more serious disciplinary actions.

Instructional Materials

All instructional materials, including teacher's manuals, films, tapes, or other supplementary material which will be used in connection with any survey, analysis, or evaluation as part of any applicable (instructional) program shall be available for inspection by the parents or guardians of students.

Textbooks and Materials

Students are responsible for all books and school materials issued to them. All textbooks are to be protected with sturdy book covers, no contact (adhesive) or other permanent book covers are allowed. Students will be fined for unusual wear or damage to books. Students will be charged a replacement fee for all lost books, technology, or other school materials issued to them, including library books (Education Code 60411).

Required Restitution

Student grades, diplomas, and transcripts may be withheld from students and parents or guardians when a student has damaged, destroyed, or not returned loaned property of the school and restitution has not been made. The records are withheld from the student and parent and/or guardian, but will not be withheld from a requesting school.

Testing

California students are required by state law to take multiple assessments to measure their progress and mastery of the Common Core State Standards. These include, but are not limited to, the:

- Smarter Balanced Achievement Consortium Tests in grades 3 – 8 and 11
- English Language Proficiency Assessments for California (ELPAC) for English Learners in K-12

- California Science Test (CAST) in 5, 8, and at least one high school grade
- California Alternative Assessment (CAA) for students who qualify based on disability
- Additional benchmark and interim tests are administered for internal purposes including an internal reading diagnostic assessment
- Other federal, state and local tests as required

Family Life/HIV/AIDS Education

In accordance with the California Healthy Youth Act (CHYA), the Family Life Education program is designed to help students understand the biological, psychological, social, moral, and ethical aspects of human sexuality. The program provides information on human growth and development, physical and emotional changes that occur during adolescence, and responsibility. The Charter School shall ensure that all pupils in grades 7 to 8, inclusive, receive comprehensive sexual health education and HIV prevention education from instructors trained in the appropriate courses. Each pupil shall receive this instruction at least once in junior high or middle.

Parents and guardians have the right to excuse their children from comprehensive sexual health and HIV prevention education. Schools are obligated to notify parents at least 14 days before instruction begins, informing them of their right to opt out. Parents wishing to excuse their child must provide a written request to the school.

English Learners

State and federal laws require that all students whose primary language is other than English be assessed for English language proficiency. The English Language Proficiency Assessments for California (ELPAC) is California's designated test of English language proficiency. It is administered each year as an initial assessment (IA) to newly enrolled students whose primary language is not English, as indicated on a home language survey, and as an annual assessment (AA) to students who have been identified previously as English learners.

State and federal law require that schools administer a state test of English language proficiency to: (1) newly enrolled students whose primary language is not English as an IA, and (2) students who are English learners as an AA. For California's public school students, this test is the ELPAC. The ELPAC has three purposes:

1. To identify students who are limited English proficient (LEP)
2. To determine the level of English language proficiency of LEP students
3. To assess the progress of LEP students in acquiring the skills of listening, speaking, reading, and writing in English

At the time of initial enrollment, a home language survey is used to determine the student's primary language. Within 30 calendar days of initial enrollment, each student whose home language is other than English, as determined by the home language survey, and for whom there is no record of results from an English language development test, shall be assessed for English-language proficiency using the state-designated instrument English Language Proficiency Assessments for California.

All students shall have sufficient time to complete the ELPAC as provided in the directions for test administration.

Any student with a disability shall take the ELPAC with those accommodations for testing that the student has regularly used during instruction and classroom assessment as delineated in the student's individualized instruction plan (IEP) or Section 504 plan that are appropriate and necessary to address the student's individual needs.

Reclassifying and Initially Classifying English Learners

The ELPAC assesses student performance in the following areas: Listening, Speaking, Reading, and Writing. In order to be reclassified as fluent English proficient, as indicated in the following chart, students must: (1) meet an ELPAC minimum score 4; (2) meet a minimum CAASPP score 2; (3) receive a grade of a C or better in ELA or a teacher recommendation; and (4) obtain parent approval:

Table 1: El Concilio California Academies' RFEP Policy for **General Education Students**

State Criteria	El Concilio California Academies Policy
Assessment of English Language Proficiency	Overall score of Level 4 on Summative ELPAC
Teacher Evaluation	Teacher agrees the student should be reclassified based on classroom evidence of academic performance
Parent Opinion and Consultation	Parent agrees that student should be reclassified
Comparison of student performance in basic skills against an empirically established range of performance in basic skills based on the performance of English proficient students of the same age.	Scored at or above on <u>one</u> of the following academic indicators: 1. Met level (Level 2) or higher on the ELA CAASPP. 2. Nearly Met level (Level 2) or higher on the ELA ICA 3. Below Grade Level on STAR Ren (Grades 2-12) 4. 80% on composite ERD score in quarter 3 or quarter 4

Table 2: El Concilio California Academies' Redesignated Fluent English Proficient Policy for Students with Disabilities (Students on the Common Core Curriculum - i.e, students who would still take CAASPP)

State Criteria	El Concilio California Academies Policy
Assessment of English Language Proficiency (ELPAC Test Results)	The IEP team must discuss the individualized criteria and write the chosen criteria into the student's IEP, keeping in mind that the student's performance in basic skills may be impacted by his/her/their disability. If a student has in his/her/their IEP that he/she/they does not need to take a section of the ELPAC, then the IEP teams should consider only the sections the student did take in reclassification.
Teacher Evaluation	Ed Specialist and ELA/ELD teacher agrees the student should be reclassified based on classroom evidence of academic performance
Parent Opinion and Consultation	Parent receives notice of reclassification eligibility and is given an opportunity to indicate if they agree or disagree that the student be reclassified

Comparison of student performance in basic skills against an empirically	The IEP team must discuss the individualized criteria and write the chosen criteria into the student's IEP, keeping in mind that the student's performance in basic skills may be impacted by

established range of English proficient students of the same age.	their disability. The range of criteria offered below aims to give students with disabilities several options for demonstrating ability. 1. Nearly Met level (Level 2) or higher on the ELA CAASPP. 2. Nearly Met level (Level 2) or higher on the ELA ICA 3. STAR Ren level at the average of an English Only student with a similar disability, see table 4. 80% on composite ERD score in quarter 3 or quarter 4 5. The IEP team can use results from another valid and reliable assessment that can compare the basic skills of English Learners with disabilities to native speakers of English with similar disabilities of the same grade level to determine sufficient mastery of the basic skills for reclassification. Assessments must be given by appropriately credentialed staff. (ex: WJ, KTEA, WIAT-III)

Table 3: El Concilio California Academies' Redesignated Fluent English Proficient Policy for Students with Disabilities **(Students on an Alternative Curriculum - i.e, students who would take CAA instead of SBAC)**

State Criteria	El Concilio California Academies Policy
Assessment of English Language Proficiency	VCCALPS assessment with a score of 49 or above
Teacher Evaluation	Education Specialist agrees the student should be reclassified based on evidence of academic performance
Parent Opinion and Consultation	Parent receives notice of reclassification eligibility and is given an opportunity to indicate if they disagree that the student be reclassified

Comparison of student performance in basic skills against an empirically	The IEP team must discuss the individualized criteria and write the chosen criteria into the student's IEP, keeping in mind that the student's performance in basic skills may be impacted by their disability.

established range of performance in basic skills based on the performance of English proficient students of the same age.	Basic Skills assessment used in IEP testing (ie., OWLs, WJ or WIAT)

Table 4: El Concilio California Academies' Initial Fluent English Proficient Policy - All Students

State Criteria	El Concilio California Academies Policy
Assessment of English Language Proficiency	(This policy is the same for all students in California) Using ELPAC: 1. Overall score of Level 3 (or higher) 2. Oral Language score and Written Language score of Level 3 (or higher)

Nutrition Education And Physical Activity Goals

The school's physical education programs shall be based on research, consistent with the expectations established in the state's curriculum frameworks and content standards. Nutrition education shall be provided as part of the health education program in grades 6-8 and, as appropriate, shall be integrated into other academic subjects in the regular educational program.

Opportunities for physical activity shall be provided through physical education, athletic programs, and other structured and unstructured activities.

School Culture and Student Life

School Culture Highlights

Astronaut Jose M. Hernandez Academy works hard to create a positive school culture with College for Certain and student success at the center of all that we do. From classrooms named for universities to celebrations that connect our school with students, family, and staff, building community is an important piece of the work we do every day. We care deeply about the health and well-being of the whole child. Through our integration of Positive Behavior Intervention and Supports, we help all students acquire the social-behavior skills and emotional intelligence, and academic skills to have a fulfilling life. In order to achieve this, we are committed to creating environments that are physically and emotionally safe, where teachers can teach, and all students

can learn.

Dress Code

Learning deserves an environment of respect and freedom from distraction. El Concilio California Academies Board policy requires that all students enrolled in El Concilio California Academies comply with the school's uniform policy. Students who are out of uniform will be subject to disciplinary action. All uniforms should be marked with the student's name. Uniforms (including shoes) are to be maintained, appropriately sized, and worn as they are designed to be worn. The uniform reflects a positive pride in self and school.

Dress Code Compliance

All students are expected to adhere to the school's dress code policy at all times. Failure to comply with the dress code will result in disciplinary consequences. These may include verbal warnings, parent contact, being required to change into appropriate attire, detention, or other measures as deemed appropriate by school administration. Repeated violations may lead to more serious disciplinary action. Students are encouraged to review the dress code regularly and reach out to school staff with any questions or concerns

Uniform Policy

The purpose of uniform dress at the school is:

- To focus students on school as a professional workplace
- To focus students away from clothing as a competition
- To symbolize our united effort on the road to college
- To develop and enhance a sense of school pride
- To enhance school safety

Outer garments must be appropriate for the comfort and normal activities of students while in school. All items must be worn in a traditional and appropriate fashion. A top must cover a student's chest and midriff. Bottoms must cover a student's hips and buttocks. All clothing must be worn in the student's appropriate size.

Clothing must be in good condition and cannot be bleached, stained, ripped, torn, frayed, etc. If a color or item of clothing becomes a safety issue or a distraction from learning, the student may be asked to remove the article or substitute it with something more appropriate. This includes accessories such as shoes, shoelaces, hats, scrunches, etc. We reserve the right to update the dress code as needed at any time and provide a copy to families, students, and staff.

School Site Specific Dress Code

Astronaut Jose M. Hernandez Academy requires all students to wear uniforms. Please see the **Astronaut Jose M. Hernandez Academy Uniform Policy 2026-2027 for details.**

Daily Attendance and Participation in Activities

Students must attend school on the day of a school activity or event in order to participate. Students who do not attend school on the day of a school activity or event, even if the event is in the evening, may be denied the privilege of attending school activities or events on that date.

Nutrition Services

El Concilio California Academies shall provide two (2) nutritionally adequate meals to each student who requests a meal without consideration of the student's eligibility for a federally funded free or reduced-price meal, with a maximum of one (1) free meal per meal service (breakfast and lunch) each school day. In order for the Charter School to be eligible for federal reimbursement, households must reapply each school year and it is strongly encouraged that applications be submitted during the first week of school. All applications are processed by the Nutrition Department and notice of eligibility will be mailed home. Applications are made available in the school's main office.

Student Wellness Policy: All stakeholders are able to participate in the development, review, update and implementation of the local School Wellness Policy. A copy of our Student Wellness Policy may be found on the El Concilio California Academies website at https://eccacademies.org/

Birthday Policy

Astronaut José M. Hernández Academy celebrates the joy of our scholars' birthdays while maintaining a focus on health, safety, and academic continuity. To ensure consistency and minimize disruptions to instructional time, we kindly ask all families to adhere to the following birthday celebration policy:

- **One Treat Item and One Drink Limit:** Students may bring **one birthday treat item** (e.g., cupcakes, cookies, brownie bites, donuts, ice cream bars, rice crispy treats) **and one drink** (juice or water) to share with their class.

  All treats must be store-bought, individually wrapped if possible, and must not contain peanuts or tree nuts due to allergy concerns.

- **Pizza Exception:** If a parent/guardian would like to bring **pizza** instead of a sweet treat, they must provide **at least two weeks' advance notice** to the classroom teacher. This allows the school to coordinate with the lunch program and ensure it does not interfere with academic plans.
- **Supplies:** Parents/guardians must also provide all **necessary napkins and plates** for any treat or pizza item.
- **Goody Bags:** Any goody bags brought for classmates will be distributed at the end of the day and taken home to be opened.
- **No Decorations:** In keeping with our focus on academics and a distraction-free learning environment, party decorations, or themed birthday parties are not permitted during school. **NO BALLOONS**

We appreciate your cooperation in making birthday celebrations enjoyable, safe, and manageable for all.

Expanded Learning/Afterschool Programs

El Concilio California Academies' expanded learning program during afterschool hours provides our students with additional academic support and access to enrichment activities such as music, art, sports, and other club extracurricular activities. Academic support focuses on English Language Arts and Math intervention for students performing below grade level, as well as daily homework assistance and college readiness support for older students. Enrichment activities are designed to foster creativity, teamwork and physical activity, while reinforcing key academic skills and giving students opportunities to explore their interests and talents – and have fun. If you have questions about your school's afterschool program, please contact the school office.

Extra-curricular Involvement: Student Organizations Policy

El Concilio believes that encouraging students to organize according to a wide variety of interests is part of accomplishing its mission statement. No student organization shall be denied based solely on its topic or subject. However, no student organization shall be formed that, through its bylaws or practices, excludes or harms any member of the student body on the basis of the characteristics listed in Education Code Section 220 (actual or perceived disability, gender, gender identity, gender expression, nationality, race or ethnicity, religion, religious affiliation, sexual orientation, immigration status, or any other characteristic that is contained in the definition of hate crimes set forth in Section 422.55 of the Penal Code, including immigration status, or association with an individual who has any of the aforementioned characteristics) and Education Code Section 221.5, or that in philosophy or practice does not comply with the mission, expectations, and rules of El Concilio California Academies or the school.

Extra-curricular Involvement: Student Expression And Media Policy

All students are entitled to enjoy the rights protected by the Federal and State constitution and laws for persons of their age and maturity in a school setting. Students should exercise these rights reasonably and avoid disrupting school activities or violating the rights of others. For example, protected freedom of expression does not include acts or threats of violence, harassment or hate speech. Students who violate the rights of others or violate school policies or rules may be subject to disciplinary measures, as the circumstances warrant.

Freedom of expression shall include the right to present a point of view; the right to dissent; and the right to silence and privacy. Student freedom of expression shall be limited only as allowed by law in order to maintain an orderly school environment and to protect the rights, health, and safety of all members of the school community.

STUDENT FEES

No student shall be required to pay a fee, deposit, or other charges for his or her participation in an educational activity that constitutes an integral fundamental part of El Concilio Academy's educational program. This general prohibition against student fees, unless authorized by law, shall not restrict El Concilio Academies from soliciting for voluntary donations, participating in fundraising activities, and providing prizes or other recognition for participants in such activities and events. However, El Concilio California Academies shall not offer or award to a student any course credit or privileges related to educational activities in exchange for voluntary donations or participation in fundraising activities by or on behalf of the student and shall not remove, or threaten to remove, from a student any course credit or privileges related to educational activities, or otherwise discriminate against the student, due to a lack of voluntary donations or participation in fundraising activities by or on behalf of the student.

Legally Authorized Fees and Prompt Payment

Students often accrue legally authorized fees during the year in various ways (e.g., lost textbooks, damaged computer equipment, damage to school property). A record of such fees are kept in Aries.

Students are expected to pay any accrued fees promptly, without constant reminders. Unpaid fees may limit participation in extracurricular activities including, but not limited to dances, field trips, and prom. Students should always request a receipt when paying any bills. All services, goods, and bills paid by check are subject to a returned check fee.

A student's grades, diploma, and transcripts may be withheld, after affording the student his or her due process rights when a school's real or personal property has been willfully cut, defaced, or otherwise injured or damaged, or whose property is loaned to a pupil and willfully not returned, until the pupil or the pupil's parent or guardian has paid for such damages.

Additionally, notwithstanding Section 1714.1 of the Civil Code, the parent or guardian of a minor pupil who willfully cuts, defaces, or otherwise injuries or damages in any way any real or personal property of the School, or personal property of any School employee, shall be liable for all damages caused by the minor child. The liability of the parent or guardian may not exceed $10,000 (ten thousand dollars) or the fair-market value of the item at the time of its loss. The parent/guardian shall also be liable for all property belonging to the School that is loaned to a

minor student and not returned upon proper request.

Married, Pregnant, Or Parenting Teens

Pregnant or parenting students, regardless of their marital status, have the right to attend El Concilio California Academies and to participate in any program or activity for which they would otherwise qualify in an environment free from discrimination or harassment. Classes, programs, and materials offered to pregnant and parenting students must be equal to those offered to other students and students must be provided access to those classes needed to complete their course of study.

Pregnant and parenting students have a right to full participation in school classes, programs, and activities and it is the school's responsibility to make reasonable accommodations to keep pregnant students safe on campus and facilitate their continued participation. Such accommodations may include but are not limited to: additional time for use of facilities and class changes and homeschooling during absences due to pregnancy-related illness or recovery. Students should not be checked out from a school-based on their pregnancy or parenting status. A pregnant or parenting pupil is entitled to 8 weeks of parental leave and during this leave, absences will be marked as excused.

Student Behavior and Discipline

Notice of Regulations

The El Concilio California Academies' administration shall ensure that students and their parents/ guardians are notified in writing upon enrollment of all discipline policies, rules, and procedures from the School Wide Positive Behavior Management Plan Handbook. This handbook satisfies this requirement by describing expectations for student behavior, plans for managing student behavior, and consequences for not adhering to expectations.

Positive Behavior Support Systems

Astronaut Jose M. Hernandez Academy is committed to supporting all students through the implementation of systems that build positive school culture. This includes both overarching intervention frameworks as well as specific culture and positive behavior-building programs. Some specific systems we use include:

Multi-tiered Systems of Support (MTSS):

MTSS is the next evolution of Response to Intervention, which focuses much more on the whole child and creates a tiered system of supports that takes into account not just academic or behavioral needs, but also the impact of environment on these needs.

Trauma-Informed Practices:

We recognize the real impact trauma has on individual students and our broader community. Astronaut Jose M. Hernandez Academy strives to use trauma-informed practices, including creating classrooms that are predictable and consistent so that our students' environment is a safe space for learning.

Restorative Practices (RP):

RP promotes positive relationships and community building while providing meaningful opportunities for members of the school community to share the responsibility for making our schools a safe and nurturing environment. Restorative Practices are used throughout all tiers of support and intervention to create positive school culture, alternative discipline, and change.

Social-Emotional Learning (SEL)

Our approach to Social and Emotional Learning (SEL) is to create a positive school climate and culture and foster the social and emotional growth of our scholars and teammates through adopting an intentional focus on the integration of SEL throughout our entire instructional pyramid and beyond. El Concilio California Academies will be moving forward with a TK-12 adoption and rollout of SEL principles and programming. Our Social and Emotional Learning Program is a key element in advancing our Equity efforts at El Concilio California Academies, by ensuring each scholar is receiving the types and appropriate level of support they need to reach their potential.

El Concilio California Academies is committed to supporting our students' social and emotional development to be caring and productive citizens. We engage in culturally responsive and equitable practices in our communities of students, families, and teammates to cultivate the following lifelong skills in each El Concilio California Academies scholar and educator:

- Managing emotions and behaviors
- Feeling and expressing empathy and compassion for others
- Making responsible decisions
- Setting and achieving positive goals

Astronaut Jose M. Hernandez Academy utilizes proven SEL programs and other techniques to include SEL in our regular day program. This program is in addition to the many other cultures and skill-building opportunities occurring at your child's school.

RULER: RULER (Recognizing, Understanding, Labeling, Expressing, and Regulating emotions) is a PreK-12 approach to social and emotional learning that builds emotional intelligence in students and adults and prepares adults to model these skills and create a supportive and healthy emotional climate for students.

Behavior Management Cycle

Staff shall enforce disciplinary rules and procedures fairly and consistently among all students. These rules and procedures will clearly describe the El Concilio California Academies' discipline expectations, and they will be printed and distributed as part of the annual notifications that are sent to each student at the beginning of the school year. Discipline includes, but is not limited to, advising and conferring with students, conferring with parents/ guardians, detention during and after school hours, use of alternative educational environments, suspension, and expulsion.

Corporal punishment shall not be used as a disciplinary measure against any student. Corporal punishment includes the willful infliction of or willfully causing the infliction of physical pain on a student. For purposes of these regulations, corporal punishment does not include an employee's use of force that is reasonable and necessary to protect the employee, students, staff, or other persons or to prevent damage to school property.

Behavior Expectation Guidelines

Students must remember that they are responsible for their own actions and will have to abide by the consequences, both positive and negative, of those actions. Students will be held accountable for their behavior in school and during any school-sponsored activity. The staff will be responsible for positive reinforcement, consistency, and modeling appropriate behavior. Students will learn to be effective decision-makers and problem-solvers who demonstrate elements of self-direction, responsibility, and self-discipline. This entire process is built on respect with every adult and student viewed as a person who has dignity and worth as an individual.

This school will be a safe and orderly place for our students to receive a quality education. Students, parents, and school staff must share equal responsibility for creating the best possible educational setting. Open, honest communication with students, parents, and school staff is the best way to achieve this goal.

In order to reach the goals and objectives of this school, you are expected to:

- Be Responsible, Be Respectful, and Be Safe by carrying yourself with respect and showing respect to others.
- Follow the RESILIENT character traits
- Abide by all Federal, State, County, and City Laws.
- Follow additional discipline procedures contained in the Student Family Handbook and as developed by the School Site Council (previously Advisory School Council).
- Follow rules that apply to specific classes and subjects. These rules will be made known to students and parents, in writing, at the beginning of the school year.

The following are not allowed:

- Possession, use, distribution or being under the influence of drugs (illegal or prescription) or alcohol.
- Possession, use, or distribution of tobacco products or cigarettes.
- Possession or use of firearms, weapons, explosives, fireworks, or any other item capable of harming any person or property (or any items that could create the impression of such harm).
- Gang related activities, such as “throwing signs” and group intimidation.
- Fighting, horsing around, hitting, loud noise, or threats towards any person or group, even if intended to be playful or a joke.
- Wasting, damaging, defacing, or destroying any school property or property belonging to another person. Graffiti is prohibited. Do not destroy or write on school buildings, grounds, or property.
- Littering on school property and keeping food, drinks, and gum out of classrooms and hallways. Eat only in approved areas and have only water in classrooms.
- Use of hate speech and language, inclusive of the N word, homophobic comments, and derogatory references to a group by their race or ethnicity.
- Sexual harassment or misconduct
- Bullying, inclusive of what is posted on social media

School-wide Expectations for Student Success

Each school has adopted common rules that apply across all classrooms and at all times. These

common rules are:

1) Follow directions of all staff at all times.
2) Look professional at all times. Please review the dress code section if you have questions.
3) Use positive language: No teasing, bullying, profanity, insults, etc.
4) Keep hands, feet, and objects to yourself: No provoking or fighting, etc.
5) Take care of the school and other people's property: No littering, gum chewing, or defacing of property. Eat only in approved areas and have only water in classrooms.

Alternatives to Suspension

Suspension shall be imposed only when other means of correction fail to bring about proper conduct. However, a pupil, including an individual with exceptional needs, may be suspended for any of the reasons enumerated in the Charter School's charter upon a first offense, if the principal determines the pupil's presence causes a danger to persons.

At the discretion of an administrator, a student can complete any combination of (but not limited to) the following alternatives to suspension listed below:

- Research Project
- Presentation
- Campus Beautification
- Family Meeting or Shadow
- Community Service
- Check-In/Check-Out

The alternative to suspension must be completed during the time frame determined by the administrator.

Behavior Contracts

A behavior contract is an agreement between the administration, teacher, student, and the student's parents that sets limits for student behavior, outlines consequences for poor choices, and supports students in developing and maintaining positive behavior.

Suspension

Suspension is the temporary removal of a student from class instruction for adjustment or disciplinary reasons.

Suspended or expelled students shall be excluded from all school and school-related activities unless otherwise agreed during the period of suspension or expulsion. Students who come to school during the term of their suspension or expulsion may receive further disciplinary action. Except in cases where suspension for a first offense is warranted in accordance with law, each school site shall consider suspension from school only when other means of correction have not been successful or where the student's presence would constitute a danger to persons or property or seriously disrupt the educational process.

Authority to Suspend

1. A teacher may suspend a student only from the teacher's classroom for the day of the suspension plus the following school day.
2. The Principal or the Principal's designee may suspend a student from class, classes, or the school campus for a period not to exceed five school days.
3. The CEO or designee may extend a student's suspension pending a final decision by

the El Concilio California Academies' Administrative Panel on a recommendation for expulsion.

4. A student with an IEP being considered for expulsion may be suspended for ten (10) consecutive days pending assessment and an IEP Team meeting. The suspension may also be extended pending a final decision by the El Concilio California Academies Administrative Panel on a
recommendation for expulsion. In the event that a special education student's cumulative suspensions in the school year exceed 10 days, the LEA is required to provide FAPE during any subsequent days of suspension. The IEP team determines the appropriate offer of FAPE for the student

Jurisdiction

A student may be suspended or expelled for prohibited misconduct if the act 1) occurred on El Concilio California Academies property or at an El Concilio California Academies-sponsored event; 2) is related to an El Concilio California Academies school activity, and/or
3) To or from activities described in #1 or #2.

Grounds for Suspension and Expulsion (CA Education Code)

The following information is provided in order to provide uniformity within El Concilio California Academies in matters of student misconduct requiring disciplinary action. The following offenses constitute grounds for suspension and expulsion:

1. Caused, attempted to cause, or threatened to cause physical injury to another person or willfully used force or violence upon the person of another, except in self-defense.
2. Possessed, sold, or otherwise furnished a firearm, knife, explosive, or other dangerous objects, unless, in the case of possession of an object of this type, the pupil had obtained written permission to possess the item from a certificated school employee, which is concurred in by the principal or the designee of the principal.
3. Unlawfully possessed, used, sold, or otherwise furnished, or been under the influence of, a controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the Health and Safety Code, an alcoholic beverage, or an intoxicant of any kind.
   a) Unlawfully offered, arranged, or negotiated to sell a controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the Health and Safety Code, an alcoholic beverage, or an intoxicant of any kind, and either sold, delivered, or otherwise furnished to a person another liquid, substance, or material and represented the liquid, substance, or material as a controlled substance, alcoholic beverage, or intoxicant.
   b) Committed or attempted to commit robbery or extortion.
   c) Caused or attempted to cause damage to school property or private property.
   d) Stole or attempted to steal school property or private property.
   e) Possessed or used tobacco, or products containing tobacco or nicotine products, including, but not limited to, cigarettes, cigars, miniature cigars, clove cigarettes, smokeless tobacco, snuff, chew packets, and betel. However, this section does not prohibit use or possession by a pupil of the pupil's own prescription products.
   f) Committed an obscene act or engaged in habitual profanity or vulgarity.
   g) Unlawfully possessed or unlawfully offered, arranged, or negotiated to sell drug paraphernalia, as defined in Section 11014.5 of the Health and Safety Code.

h) (1) Disrupted school activities or otherwise willfully defied the valid authority of supervisors, teachers, administrators, school officials, or other school personnel engaged in the performance of their duties.

(2) Except as provided in Section 48910, a pupil enrolled in kindergarten or any of grades 1 to 3, inclusive, shall not be suspended for any of the acts enumerated in this subdivision, and this subdivision shall not constitute grounds for a pupil enrolled in kindergarten or any of grades 1 to 12, inclusive, to be recommended for expulsion.

i) Knowingly received stolen school property or private property.

j) Possessed an imitation firearm. As used in this section, "imitation firearm" means a replica of a firearm that is so substantially similar in physical properties to an existing firearm as to lead a reasonable person to conclude that the replica is a firearm.

k) Committed or attempted to commit a sexual assault as defined in Sections 261, 266c, 286, 288, 288a, or 289 of the Penal Code or committed a sexual battery as defined in Section 243.4 of the Penal Code.

l) Harassed, threatened, or intimidated a pupil who is a complaining witness or a witness in a school disciplinary proceeding for purposes of either preventing that pupil from being a witness or retaliating against that pupil for being a witness, or both.

m) Unlawfully offered, arranged to sell, negotiated to sell, or sold the prescription drug Soma.

n) Engaged in, or attempted to engage in hazing. For purposes of this subdivision, "hazing" means a method of initiation or preinitiation into a pupil's organization or body, whether or not the organization or body is officially recognized by an educational institution, which is likely to cause serious bodily injury or personal degradation or disgrace resulting in physical or mental harm to a former, current, or prospective pupil. For purposes of this subdivision, "hazing" does not include athletic events or school-sanctioned events.

o) Engaged in an act of bullying. For purposes of this subdivision, the following terms have the following meanings:

p) "Bullying" means any severe or pervasive physical or verbal act or conduct, including communications made in writing or by means of an electronic act, and including one or more acts committed by a pupil or group of pupils as defined in Sections 48900.2, 48900.3, or 48900.4, directed toward one or more pupils that has or can be reasonably predicted to have the effect of one or more of the following:

A. Placing a reasonable pupil or pupils in fear of harm to that pupil's or those pupils' person or property.

B. Causing a reasonable pupil to experience a substantially detrimental effect on the pupil's physical or mental health.

C. Causing a reasonable pupil to experience substantial interference with the pupil's academic performance.

D. Causing a reasonable pupil to experience substantial interference with the pupil's ability to participate in or benefit from the services, activities, or privileges provided by a school.

2. (A) "Electronic act" means the transmission, 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:

A. A message, text, sound, or image.
B. A post on a social network Internet Web site including, but not limited to:
   i. Posting to or creating a burn page. "Burn page" means an Internet Web site created for the purpose of having one or more of the effects listed in paragraph (1).
   ii. Creating a credible impersonation of another actual pupil for the purpose of having one or more of the effects listed in paragraph (1).
      (1) "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.
      (2) Creating a false profile for the purpose of having one or more of the effects listed in paragraph (1). "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.

2. B) Notwithstanding paragraph (1) and subparagraph (A), 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.
3. "Reasonable pupil" means a pupil, including, but not limited to, an exceptional needs pupil, who exercises average care, skill, and judgment in conduct for a person of the pupil's age, or for a person of the pupil's age with the pupil's exceptional needs.

t) A pupil who aids or abets, as defined in Section 31 of the Penal Code, the infliction or attempted infliction of physical injury to another person may be subject to suspension, but not expulsion, pursuant to this section, except that a pupil who has been adjudged by ajuvenile court to have committed, as an aider and abettor, a crime of physical violence in which the victim suffered great bodily harm.

In addition to the grounds specified in Section 48900, <u>an El Concilio California Academies student enrolled in any of grades</u> <u>4 to 12</u>, inclusive, may be suspended from school or recommended for expulsion if the CEO,
CEO's designee or the principal of the school in which the student is enrolled determines that the student has:

- Committed sexual harassment as defined in the Education Code section 212.5. [Education Code § 48900.2]
- Caused, attempted to cause, threatened to cause, or participated in an act of hate violence as defined in subdivision (e) of Section 233 of the Education Code. [Education Code § 48900.3]
- Intentionally engaged in harassment, threats, or intimidation, directed against any El Concilio California Academies personnel or students, that are sufficiently severe or pervasive to have the actual and reasonably expected effect of materially disrupting class work, creating substantial disorder, and invading the rights of either school personnel or students by creating an intimidating or hostile educational environment. [Education Code § 48900.4]

- Made terroristic threats against school officials or school property. [Education Code § 48900.7]
- Possessed or used any electronic signaling device that operates through the transmission or reception of radio waves, including, but not limited to, paging and signaling equipment, cell phones, pagers, game devices, lasers, laser pointers, and music playing devices while students are on campus or attending a school-sponsored activity, or while under the supervision and control of any El Concilio California Academies employee. [Education Code § 48901.5(a)]

Procedures in Cases Requiring Suspension

1. Incident Investigation**-** The school site administrator or teacher investigates the incident and determines whether or not it merits suspension.
2. Determination of Length of Suspension- The school site administrator determines the appropriate length of the suspension in conjunction with local school policy and school-specific disciplinary management plans (maximum of five consecutive school days). [Education Code § 48911(a)]
   The total number of days for which a student may be suspended from school shall not exceed 20 school days in any school year. [Education Code § 48903(a)]
3. Legal Notifications-Prior to the suspension or expulsion of any student, the principal or designee shall notify appropriate city or county law enforcement authorities of any student acts of assault that may have violated Penal Code section 245. [Education Code § 48902]
   The principal or designee also shall notify appropriate city or county law enforcement authorities of any student acts that may involve the possession or sale of narcotics or of a controlled substance or possession of weapons or firearms in violation of Penal Code sections 626.9 and 626.10. [Education Code § 48902]
   Within one school day after a student's suspension or expulsion, the principal or designee shall notify appropriate city or county law enforcement authorities, by telephone or other appropriate means, of any student acts which may violate Education Code section 48900(c) or (d), relating to the possession, use, offering or sale of controlled substances, alcohol or intoxicants of any kind. [Education Code § 48902]

When the Principal or other school official releases a student to a peace officer for the purpose of removing the student from the school premises (after the release), the Principal or other school official shall take immediate steps to notify the parent, guardian, or responsible relative of the student regarding the release of the minor to the officer, and regarding the place to where the minor is reportedly being taken. **Note**: The responsibility to notify the parent, guardian, or other responsible relative concerning the release of a student does not apply to the release of a student who has been taken into custody as a victim of suspected child abuse. [Education Code § 48906]

4. Suspension Conference- Suspension shall be preceded, if possible, by a conference conducted by the Principal or designee with the student and the student's parent and, whenever practical, the teacher, supervisor, or school employee who referred the student to the Principal.
5. Notice of Suspension- The Principal or designee must complete a Notice of Suspension form. The parent will be given written notice of the suspension using this form. The Notice of Suspension serves as written notification of the student's suspension and indicates the date of return following suspension. This notice shall state the specific offense committed by the student. In addition, the notice may also state the date and time when the student may return to school.

A copy of this form is stored in the Aeries discipline system– suspension notices should not be placed in the student's cumulative file.

Appeals Process

A student or the student's parents/guardians may appeal those disciplinary actions, other than expulsion, imposed upon a student for the student's school related offenses.

- Appeals must be made first in writing at the school level and should be directed to the principal. The principal or principal's designee will attempt to resolve the appeal with a written response within ten (10) school days.
- After an appeal at the school level, if further appeal is desired, the appeal should be made to the El Concilio California Academies Home Office and should be directed to the CEO or designee (Regional Manager of Student Services) for resolution with a written response within fifteen (15) school days.
- After appeal at the El Concilio California Academies administrative level, if further review is desired, the appeal may be forwarded to theEl Concilio California Academies Executive Committee for resolution with a written response within 20 school days.

If any appeal is denied, the parent may place a written rebuttal to the action in the student's file.

EXPULSION

Expulsion is the involuntary removal of a student from all El Concilio California Academies' schools and programs for acts of specified misconduct.

Except for single acts of a grave nature [enumerated in Education Code section 48915 (a) or (c)], expulsion should only be used when:

- there is a history of misconduct,
- other forms of discipline (including suspension) have failed to bring about proper conduct;
- or when the student's presence causes a continuing danger to other students.

Authority to Expel

A student may be expelled by the El Concilio California Academies Administrative Panel. The Administrative Panel will consist of at least three members who are certificated and neither a teacher or principal of the pupil nor a member of the El Concilio California Academies Board of Directors. The El Concilio California Academies Administrative Panel mayrecommend expulsion of any student found to have committed a suspendable or expellable offense.

While under expulsion, a student cannot enroll in another El Concilio California Academies school without approval of the El Concilio California Academies Board of Directors. At the conclusion of an expelled student's term of expulsion, a student cannot enroll in an El Concilio California Academies school without approval of the El Concilio California Academies Board of Directors through the readmission process.

Educational placement of an expelled student during their term of expulsion is at the discretion of the District of Residence or the authorizing district.

EXPELLABLE OFFENSES

Mandatory Expulsion

The Principal or CEO (or the CEO's designee) shall immediately suspend and shall recommend the expulsion of a student who has been determined to have committed any of the following acts at school or at school sponsored activity while under the school's jurisdiction. The El Concilio California Academies Administrative Panel will also expel the student.

Mandatory Expulsion does not require a second finding of fact. [Education Code § 48915(c)]

- Possessing, selling, or otherwise furnishing a firearm, unless pupil had obtained prior written permission to possess the firearm from a certificated school employee
- Brandishing a knife at another person\Unlawfully selling a controlled substance listed in Health and Safety Code §§ 11053-11058
- Committing or attempting to commit a sexual assault or committing a sexual battery
- Possessing an explosive
- Mandatory Recommendation for Expulsion

The Principal or CEO (or the CEO's designee) shall immediately suspend and shall recommend the expulsion of a student who has been determined to have committed any of the following acts at school or at a school sponsored activity while under the school's jurisdiction. The El Concilio California Academies Administrative Panel may order the student expelled.

Mandatory Recommendation for Expulsion requires a second finding of fact. [Education Code § 48915(a)]

- Causing serious physical injury to another person, except in self-defense [Ed. Code § 48900(a)]
- Possession of any knife as defined in Education Code § 48915(g), explosive or other dangerous object of no reasonable use to the student
- Unlawful possession of any controlled substance, as listed in Health and Safety Code §§ 11053-11058, except for the first offense for the possession of not more than one avoirdupois ounce of marijuana, other than concentrated cannabis [Ed. Code § 48900(c)]
- Robbery or extortion [Ed. Code § 48900(g)]
- Assault or battery upon any school employee as defined in (Penal Code §§ 240 and 242)

- Permissive Recommendation for Expulsion-requires a second finding of fact Upon recommendation of the Principal or CEO (or the CEO's designee), the El Concilio California Academies Administrative Panel may order a student expelled upon finding that the pupil, at school or at a school sponsored activity on or off school grounds, violated any of the suspendable acts listed under suspension.

Suspension and Expulsion of Students with Special Needs: Manifestation Determination

If a student with a disability (IDEA or Section 504 qualified) is suspended for ten or more school days (including both in and out of school suspension) or is recommended for expulsion, procedural safeguards for the student require a team to convene. In School Suspensions are not counted towards the ten days of removal if all three the following conditions apply: 1) The student can continue to progress in the general education curriculum; 2) The student receives the services listed in their IEP; and 3) The student can participate with their general education peers

to the extent dictated by their IEP. The "Manifestation Determination IEP/504 Meeting" will determine whether the misconduct was directly caused by the student's disability and/or whether the IEP or 504 plan was being properly implemented. If it is determined at the meeting that the disability had no direct causal effect on the misconduct, and the IEP/504 was being properly implemented, then the student may be disciplined in the same manner as a non-disabled student.

TITLE IX, HARASSMENT, INTIMIDATION, DISCRIMINATION, AND BULLYING POLICY

Discrimination, sexual harassment, harassment, intimidation, and bullying are all disruptive behaviors, which interfere with students' ability to learn, negatively affect student engagement, diminish school safety, and contribute to a hostile school environment. As such, El Concilio California Academies ("El Concilio" or the "Charter School") 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 mental or physical disability, sex (including pregnancy and related conditions, and parental status), sexual orientation, gender, gender identity, gender expression, immigration status, nationality (including national origin, country of origin, and citizenship), race or ethnicity (including ancestry, color, ethnic group identification, ethnic background, and traits historically associated with race, including, but not limited to, hair texture and protective hairstyles such as braids, locks, and twist), religion (including agnosticism and atheism), religious affiliation,medical condition, genetic information, marital status, age or association with a person or group with one or more of these actual or perceived characteristics or based on any other characteristic protected under applicable state or federal law or local ordinance. Hereafter, such actions are referred to as "misconduct prohibited by this Policy."

To the extent possible, the Charter School 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. El Concilio school staff who witness acts of misconduct prohibited by this Policy will take immediate steps to intervene when safe to do so.

Moreover, the Charter School will not condone or tolerate misconduct prohibited by this Policy by any employee, independent contractor or other person with whom El Concilio does business, or any other individual, student, or volunteer. This Policy applies to all employee, student, and volunteer actions and relationships, regardless of position or gender. El Concilio will promptly and thoroughly investigate and respond to any complaint of misconduct prohibited by this Policy in a manner that is not deliberately indifferent and will take appropriate corrective action, if warranted. El Concilio complies with all applicable state and federal laws and regulations and local ordinances in its investigation of and response to reports of misconduct prohibited by this Policy.

Title IX, Harassment, Intimidation, Discrimination and Bullying Coordinator:

Juan Perez

HR Technician

(209) 644-2635

jper@elconcilio.org

445 N. San Joaquin Street

Stockton, CA 95202

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 or school 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 characteristics listed above. Prohibited Unlawful Harassment under Title IX Title IX (20 U.S.C. § 1681 et seq.; 34 C.F.R. Part 106) and California state law prohibit discrimination and harassment on the basis of sex. In accordance with these existing laws, discrimination and harassment on the basis of sex in education institutions, including in the education institution's admissions and employment practices, is prohibited. All persons,regardless of sex, are afforded equal rights and opportunities and freedom from unlawful discrimination and harassment in education programs or activities conducted by El Concilio. El Concilio is committed to providing a work and educational environment free of sexual harassment and considers such harassment to be a major offense, which may result in disciplinary action. Inquiries about the application of Title IX and 34 C.F.R. Part 106 may be referred to the Coordinator, the Assistant Secretary for Civil Rights of the U.S. Department of Education, or both.

Sexual harassment consists of conduct on the basis of sex, including but not limited to unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct on the basis of sex, regardless of whether or not the conduct is motivated by sexual desire, when: (a) Submission to the conduct is explicitly or implicitly made a term or a condition of an individual's employment, education, academic status, or progress; (b) submission to, or rejection of, the conduct by the individual is used as the basis of employment, educational 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 themselves 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.
- 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 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 a student or employee to unwelcome sexual attention or conduct or intentionally making the student's or employee's performance more difficult because of the student's or the employee's sex. Sexual or discriminatory displays or publications anywhere in the work 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 in the work or 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.
- Displaying signs or other materials purporting to segregate an individual by sex in an area of the work 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 or group of students that may constitute 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:

Placing a reasonable student 1 or students in fear of harm to that student's or those students' person or property. Causing a reasonable student to experience a substantially detrimental effect on the student's physical or mental health.Causing a reasonable student to experience a substantial interference with the student's academic performance.

4. Causing a reasonable student to experience a substantial interference with the student's ability

to participate in or benefit from the services, activities, or privileges provided by El Concilio.

Cyberbullying is an electronic act that includes the transmission of harassing communication, direct threats, or other harmful texts, sounds, video 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 or 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:

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.

Creating a credible impersonation of another actual student 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 student for the purpose of bullying the student and such that another student would reasonably believe, or has reasonably believed, that the student was or is the student who was impersonated.

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

1 "Reasonable student" is defined as a student, including, but not limited to, an exceptional

needs student, who exercises care, skill and judgment in conduct for a person of the student's

age, or for a person of the student's age with the student's exceptional needs.

Fictitious student or a profile using the likeness or attributes of an actual student other than the student who created the false profile.

3. An act of "Cyber sexual bullying" including, but not limited to:

The dissemination of, or the solicitation or incitement to disseminate, a photograph or other visual recording by a student to another student 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.

"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.

Formal Complaint of Sexual Harassment means a written document filed and signed by a complainant who is participating in or attempting to participate in El Concilio’s education program or activity or signed by the Coordinator alleging sexual harassment against a respondent and requesting that El Concilio investigate the allegation of sexual harassment.

Respondent means an individual who has been reported to be the perpetrator of conduct that could constitute sexual harassment.

Bullying and Cyberbullying Prevention Procedures

El Concilio has adopted the following procedures for preventing acts of bullying, including cyberbullying.

1. Cyberbullying Prevention Procedures

El Concilio advises students:

To never share passwords, personal data, or private photos online.

To think about what they are doing carefully before posting and by emphasizing that comments cannot be retracted once they are posted.

That personal information revealed on social media can be shared with anyone including parents, teachers, administrators, and potential employers. Students should never reveal information that would make them uncomfortable if the world had access to it.

To consider how it would feel receiving such comments before making comments about others online.

El Concilio informs Charter School employees, students, and parents/guardians of El Concilio’s policies regarding the use of technology in and out of the classroom. El Concilio encourages parents/guardians to discuss these policies with their children to ensure their children understand and comply with such policies.

2. Education

El Concilio employees cannot always be present when bullying incidents occur, so educating students about bullying is a key prevention technique to limit bullying from happening. El Concilio advises students that hateful and/or demeaning behavior is inappropriate and unacceptable in our society and at El Concilio and encourages students to practice compassion and respect each other.

Charter School educates students to accept all student peers regardless of protected characteristics (including but not limited to actual or perceived sexual orientation, gender identification, physical or cognitive disabilities, race, ethnicity, religion, and immigration status) and about the negative impact of bullying other students based on protected Characteristics.

El Concilio's bullying prevention education also discusses the differences between appropriate and inappropriate behaviors and includes sample situations to help students learn and practice appropriate behavior and to develop techniques and strategies to respond in a non-aggressive way to bullying-type behaviors. Students will also develop confidence and learn how to advocate for themselves and others, and when to go to an adult for help.

El Concilio informs El Concilio employees, students, and parents/guardians of this Policy and encourages parents/guardians to discuss this Policy with their children to ensure their children understand and comply with this Policy.

3. Professional Development

El Concilio annually makes available the online training module developed by the California Department of Education pursuant Education Code section 32283.5(a) to its certificated employees and all other El Concilio employees who have regular interaction with students.

El Concilio informs certificated employees about the common signs that a student is a target of bullying including:

Physical cuts or injuries

Lost or broken personal items

Fear of going to school/practice/games

Loss of interest in school, activities, or friends

Trouble sleeping or eating

Anxious/sick/nervous behavior or distracted appearance

Self-destructiveness or displays of odd behavior

Decreased self-esteem

Charter School also informs certificated employees about the groups of students determined by El Concilio, and available research, to be at elevated risk for bullying.

These groups include but are not limited to: Students who are lesbian, gay, bisexual, transgender, or questioning youth ("LGBTQ") and those youth perceived as LGBTQ; and Students with physical or learning disabilities.

El Concilio encourages its employees to demonstrate effective problem-solving, anger management, and self-confidence skills for El Concilio's students.

Grievance Procedures

Scope of Grievance Procedures

El Concilio will comply with its Uniform Complaint Procedures ("UCP") policy when investigating and responding to complaints alleging unlawful harassment, discrimination,intimidation or bullying against a protected group or on the basis of a person's association with a person or group with one or more of the protected characteristics set forth in the UCP that:

a. Are written and signed;

b. Filed by an individual who alleges that they have personally suffered unlawful discrimination, harassment, intimidation or bullying, or by one who believes any specific class of individuals has been subjected to discrimination, harassment, intimidation or bullying prohibited by this Policy, or by a duly authorized representative who alleges that an individual student has been subjected to discrimination, harassment, intimidation, or bullying; and

c. Submitted to the El Concilio UCP Compliance Officer not later than six (6) months from the date the alleged unlawful discrimination, harassment, intimidation or bullying occurred, or the date the complainant first obtained knowledge of the facts of the alleged discrimination, harassment, intimidation or bullying.

The following grievance procedures shall be utilized for reports of misconduct prohibited by this Policy that do not comply with the writing, timeline, or other formal filing requirements of a uniform complaint. For formal complaints of sexual harassment, El Concilio will utilize the following grievance procedures in addition to its UCP when applicable.

2. Reporting

All staff are expected to provide appropriate supervision to enforce standards of conduct and, if they observe or become aware of misconduct prohibited by this Policy, to intervene when safe to do so, call for assistance, and report such incidents. The Board requires staff to follow the procedures in this Policy for reporting alleged acts of misconduct prohibited by this Policy.

Any student who believes they have been subject to misconduct prohibited by this Policy or has witnessed such prohibited misconduct is encouraged to immediately report such misconduct to the Coordinator:

Juan Perez

HR Technician

(209) 644-2635

jper@elconcilio.org

445 N. San Joaquin Street

Stockton, CA 95202

Complaints regarding such misconduct may also be made to the U.S. Department of Education,Office for Civil Rights. Civil law remedies, including, but not limited to, injunctions, restraining orders, or other remedies or orders may also be available to complainants.

While submission of a written report is not required, the reporting party is encouraged to submit a written report to the Coordinator. El Concilio will investigate and respond to all oral and written reports of misconduct prohibited by this Policy in a manner that is not deliberately indifferent. Reports may be made anonymously, but formal disciplinary action cannot be based solely on an anonymous report.

Students are expected to report all incidents of misconduct prohibited by this Policy or other verbal, or physical abuses. Any student who feels they are a target of such behavior should immediately contact a teacher, counselor, the Executive Director, Coordinator, a staff person or a family member so that the student can get assistance in resolving the issue in a manner that is consistent with this Policy.

El Concilio acknowledges and respects every individual's right to privacy. All reports shall be investigated in a manner that protects the confidentiality of the parties and the integrity of the process to the greatest extent possible. This includes keeping the identity of the reporter confidential, as appropriate, except

to the extent necessary to comply with the law, carry out the investigation and/or to resolve the issue, as determined by the Coordinator or designee on a case-by-case basis.

El Concilio prohibits any form of retaliation against any individual who files a report or complaint, testifies, assists, participates, or refuses to participate in any investigation or proceeding related to misconduct prohibited by this Policy. Such participation or lack of participation shall not in any way affect the status, grades, or work assignments of the individual. Individuals alleging retaliation in violation of this Policy may file a grievance using the procedures set forth in this Policy. Knowingly making false statements or knowingly submitting false information during the grievance process is prohibited and may result in disciplinary action. All supervisors of staff will receive sexual harassment training within six (6) months of their assumption of a supervisory position and will receive further training once every two (2) years thereafter. All staff, and any individual designated as a coordinator, investigator or decision-maker and any person who facilitates an informal resolution process will receive sexual harassment training and/or instruction concerning sexual harassment as required by law.

3. Supportive Measures

Upon the receipt of an informal or formal complaint of sexual harassment, the Coordinator will promptly contact the complainant to discuss the availability of supportive measures. The Coordinator will consider the complainant's wishes with respect to supportive measures, inform the complainant of the availability of supportive measures with or without the filing of a formal complaint of sexual harassment, and explain the process for filing a formal complaint of sexual harassment.

Supportive measures are non-disciplinary, non-punitive individualized services offered as appropriate, as reasonably available, and without fee or charge to the complainant or the respondent before or after the filing of a formal complaint of sexual harassment or where no formal complaint of sexual harassment has been filed. Such measures are designed to restore or preserve equal access to El Concilio's education program or activity without unreasonably burdening the other party, including measures designed to protect the safety of all parties or El Concilio's educational environment, or deter sexual harassment. Supportive measures available to complainants and respondents may include but are not limited to counseling, extensions of deadlines or other course-related adjustments, modifications of work or class schedules, campus escort services, mutual restrictions on contact between the parties, changes in work locations, leaves of absence, increased security and monitoring of certain areas of the campus, and other similar measures. El Concilio will maintain as confidential any supportive measures provided to the complainant or respondent, to the extent that maintaining such confidentiality would not impair the ability of El Concilio to provide the supportive measures.

4.Investigation and Response

Upon receipt of a report of misconduct prohibited by this Policy from a student, staff member, parent, volunteer, visitor or affiliate of El Concilio, the Coordinator (or designee) will promptly initiate an investigation. A third-party investigator may be retained to conduct the investigation. In most cases, a thorough investigation will take no more than twenty-five (25) school days. If the Coordinator (or designee) determines that an investigation will take longer than twenty-five (25) school days and needs to be delayed or extended due to good cause, the Coordinator (or designee) will inform the complainant of the reasons for the delay or extension and provide an approximate date when the investigation will be complete.

At the conclusion of the investigation, the Coordinator (or designee) will meet with the complainant and, to the extent possible with respect to confidentiality laws, provide the complainant with information about the investigation, including any actions necessary to resolve the incident/situation. However, the Coordinator (or designee) will not reveal confidential information related to other students or employees.

For investigations of and responses to formal complaints of sexual harassment, the following grievance procedures will apply:

Notice of the Allegations Upon receipt of a formal complaint of sexual harassment, the Coordinator (or designee) will give all known parties written notice of its grievance process, including any voluntary informal resolution process.

The notice will include:

A description of the allegations of sexual harassment at issue and to the extent known, the identities of the parties involved in the incident,

The conduct allegedly constituting sexual harassment, and the date and location of the alleged incident;

A statement that the respondent is presumed not responsible for the alleged conduct until a final decision is reached; A statement that the parties may have an advisor of their choice, who may be an attorney, and may inspect and review evidence; and A statement that El Concilio prohibits an individual from knowingly making false statements or knowingly submitting false information during the grievance process.

Emergency Removal

- El Concilio may place a non-student employee respondent on administrative leave during the pendency

of a formal complaint of sexual harassment grievance process in accordance with El Concilio's policies.

- El Concilio may remove a respondent from El Concilio's education program or activity on an

emergency basis, in accordance with El Concilio's policies, provided that El Concilio undertakes an individualized safety and risk analysis, determines that an immediate threat to the physical health or safety of any student or other individual arising from the allegations of sexual harassment justifies removal, and provides the respondent with notice and an opportunity to challenge the decision immediately following the removal.

- This provision may not be construed to modify any rights under the IDEA,Section 504, or the ADA.

Informal Resolution

- If a formal complaint of sexual harassment is filed, El Concilio may offer a voluntary informal

resolution process, such as mediation, to the parties at any time prior to reaching a determination

regarding responsibility. If El Concilio offers such a process, it will do the following:

Provide the parties with advance written notice of:

The allegations; The requirements of the voluntary informal resolution process including the circumstances under which the parties are precluded from resuming a formal complaint of sexual harassment arising from the same allegations;

The parties' right to withdraw from the voluntary informal resolution process and resume the grievance process at any time prior to agreeing to a resolution; and Any consequences resulting from participating in the voluntary informal resolution process, including the records that will be maintained or could be shared; and obtain the parties' advance voluntary, written consent to the informal resolution process.

- El Concilio will not offer or facilitate an informal resolution process to resolve allegations that an

employee sexually harassed a student.

Investigation Process

- The decision-maker(s) will not be the same person(s) as the Coordinator or the investigator. El

Concilio shall ensure that all decision-makers and investigators do not have a conflict of interest or bias for or against complainants or respondents.

- In most cases, a thorough investigation will take no more than twenty-five (25) school days. If the

investigator determines that an investigation will take longer than twenty-five (25) school days and needs to be delayed or extended due to good cause, the investigator will inform the complainant and any respondents in writing of the reasons for the delay or extension and provide an approximate date when the investigation will be complete.

- The parties will be provided with an equal opportunity to present witnesses, to inspect and review any evidence obtained that is directly related to the allegations raised, and to have an advisor present during any investigative meeting or interview.
- The parties will not be prohibited from discussing the allegations under investigation or to gather and present relevant evidence.
- A party whose participation is invited or expected at an investigative meeting or interview will receive written notice of the date, time, location, participants, and purpose of the meeting or interview with sufficient time for the party to prepare to participate.
- Prior to completion of the investigative report, El Concilio will send to each party and the party's advisor, if any, a copy of the evidence subject to inspection and review, and the parties will have at least ten (10) days to submit a written response for the investigator's consideration prior to the completion of the investigation report.
- The investigator will complete an investigation report that fairly summarizes all relevant evidence and send a copy of the report to each party and the party's advisor, if any, at least ten (10) days prior to the determination of responsibility.

Dismissal of a Formal Complaint of Sexual Harassment

- If the investigation reveals that the alleged harassment did not occur in El Concilio's educational program in the United States or would not constitute sexual harassment even if proved, the formal complaint with regard to that conduct must be dismissed. However, such a dismissal does not preclude action under another applicable El Concilio policy.
- El Concilio may dismiss a formal complaint of sexual harassment if:

The complainant provides a written withdrawal of the complaint to the Coordinator; The respondent is no longer employed or enrolled at El Concilio; or The specific circumstances prevent El Concilio from gathering evidence sufficient to reach a decision on the formal complaint or the allegations therein.

- If a formal complaint of sexual harassment or any of the claims therein are dismissed, El Concilio will

promptly send written notice of the dismissal and the reason(s) for the dismissal simultaneously to the parties.

Determination of Responsibility

- The decision-maker(s) will not be the same person(s) as the Coordinator, the investigator or the

decision-maker(s) for the appeal.

- The standard of evidence used to determine responsibility is the preponderance of the evidence standard.
- Determinations will be based on an objective evaluation of all relevant evidence and credibility determinations will not be based on a person's status as a complainant, respondent, or witness.
- El Concilio will send a written decision on the formal complaint to the complainant and respondent simultaneously that describes:

The allegations in the formal complaint of sexual harassment; All procedural steps taken including any notifications to the parties, interviews with parties and witnesses, site visits, and methods used to gather other evidence; The findings of facts supporting the determination; The conclusions about the application of El Concilio's code of conduct to the facts; The decision and rationale for each allegation; Any disciplinary sanctions the recipient imposes on the respondent, and whether remedies designed to restore or preserve equal access to the education program or activity will be provided to the complainant; and the procedures and permissible bases for appeals.

5. Consequences

Students or employees who engage in misconduct prohibited by this Policy, knowingly make false statements or knowingly submit false information during the grievance process may be subject to disciplinary action up to and including suspension and/or expulsion from El Concilio or termination of employment. The Coordinator is responsible for effective implementation of any remedies ordered by El Concilio in response to a formal complaint of sexual harassment.

6. Right of Appeal

Should the reporting individual find El Concilio's resolution unsatisfactory, the reporting individual may, within five (5) business days of notice of El Concilio's decision or resolution, submit a written appeal to the President of the El Concilio Board, who will review the investigation and render a final decision.

The following appeal rights and procedures will apply to formal complaints of sexual

harassment:

The complainant and the respondent shall have the same appeal rights and El Concilio will implement appeal procedures equally for both parties.

Within five (5) business days of El Concilio's written decision or dismissal of the complaint, the complainant or respondent may submit a written appeal to the Coordinator.

The decision-maker(s) for the appeal will not be the same person(s) as the Coordinator, the investigator or the initial decision-maker(s).

The complainant and respondent may appeal from a determination regarding responsibility, and from El Concilio's dismissal of a formal complaint or any allegations therein, on the following bases:

- Procedural irregularity that affected the outcome of the matter;
- New evidence that was not reasonably available at the time the determination regarding responsibility or dismissal was made, that could affect the outcome of the matter; and
- The Title IX Coordinator, investigator(s), or decision-maker(s) had a conflict of interest or bias for or against complainants or respondents generally or the individual complainant or respondent that affected the outcome of the matter.

El Concilio will notify the other party in writing when an appeal is filed. The decision-maker(s) for the appeal will: 1) give both parties a reasonable, equal opportunity to submit a written statement in support of, or challenging, the outcome; 2)issue a written decision describing the result of the appeal and the rationale for the result; and 3) and provide the written decision simultaneously to both parties.

7. Recordkeeping

All records related to any investigation of complaints under this Policy are maintained in a secure location. El Concilio will maintain the following records for at least seven (7) years: Records of each sexual harassment investigation, including any determination of responsibility; any audio or audiovisual recording or transcript; any disciplinary sanctions imposed on the respondent; and any remedies provided to the complainant. Records of any appeal of a formal sexual harassment complaint and the results of that appeal. Records of any informal resolution of a sexual harassment complaint and the results of that informal resolution. All materials used to train Title IX coordinators, investigators, decision-makers, and Any person who facilitates an informal resolution process. Records of any actions, including any supportive measures, taken in response to a report or formal complaint of sexual harassment

EL CONCILIO CALIFORNIA ACADEMIES TITLE IX, HARASSMENT, INTIMIDATION, DISCRIMINATION, AND BULLYING POLICY TITLE IX, HARASSMENT, INTIMIDATION, DISCRIMINATION & BULLYING COMPLAINT FORM

Your Name: _____ Date: _____

Date of Alleged Incident(s): _____

Name of Person(s) you have a complaint against: _____

List any witnesses that were present: _____

Where did the incident(s) occur? _____

Please describe the events or conduct that are the basis of your complaint by providing as much factual detail as possible (i.e., specific statements; what, if any, physical contact was involved; any verbal statements; what did you do to avoid the situation, etc.) (Attach additional pages, if needed):

_____

_____

_____

_____

I hereby authorize El Concilio to disclose the information I have provided as it finds necessary in pursuing its investigation. I hereby certify that the information I have provided in this complaint is true and correct and complete to the best of my knowledge and belief. I further understand that providing false information in this regard could result in disciplinary action up to and including suspension and/or expulsion or termination of employment.

_____ Date: _____

Signature of Complainant

_____

Print Name

To be completed by the Charter School:

Received by: _____ Date: _____

Searches

A student's attire, personal property, vehicle or school property, including books, desks and school lockers, may be searched by a principal or a principal designee who has reasonable suspicion that a student possesses illegal items or illegally obtained. These may include illegal substances, drug paraphernalia, weapons or other objects or substances which may be injurious to the student or to others. **Illegally possessed items shall be confiscated and may be turned over to the police.**

School Jurisdiction: Agency and Police Interrogation

Protection of student rights shall be balanced with El Concilio California Academies' responsibility to cooperate with local police and agency officials in the investigation of unlawful activities. Inherent in the process of cooperation is recognition of the function of the schools and respect for the civil and constitutional rights of students. When appropriate, school personnel will attempt to call parents/guardians to notify them of interrogation in advance.

In matters involving threats to the safety of the students or staff, law enforcement officers specifically summoned by administrators or asked to remain on school premises by administrators are authorized to act as agents of the school, unless such authority is explicitly and specifically withdrawn. When acting on behalf of El Concilio California Academies, the officers will have the full scope of authority in dealing with students that the Principal would have in such situations.

Response to Immigration Enforcement

The Board of Education is committed to the success of all students and believes that every school site should be a safe and welcoming place for all students and their families irrespective of their citizenship or immigration status.

No outsider—which would include immigration-enforcement officers—shall enter or remain on school grounds of El Concilio California Academies during school hours without having registered with the principal or designee. El Concilio California Academies shall adopt measures for responding to outsiders that avoids classroom interruptions, and preserves the peaceful conduct of the school's activities, consistent with local circumstances and practices. El Concilio California Academies shall post signs at the entrance of its school grounds to notify outsiders of the hours and requirements for registration. El Concilio California Academies personnel shall report entry by immigration-enforcement officers to any on-site school police or other appropriate administrator as would be required for any unexpected or unscheduled outside visitor coming on campus.

Parental Notification of Immigration-Enforcement Actions Policy

El Concilio California Academies personnel must receive consent from the student's parent or guardian before a student can be interviewed or searched by any officer seeking to enforce the civil immigration laws at the school, unless the officer presents a valid, effective warrant signed by a judge, or presents a valid, effective court order. El Concilio California Academies personnel shall immediately notify the student's parents or guardians if a law-enforcement officer requests or gains access to a student for immigration- enforcement purposes, unless such access was in compliance with a judicial warrant or subpoena that restricts the disclosure of the information to

the parent or guardian.

Responding to the Detention or Deportation of a Student's Family Member
El Concilio California Academies shall encourage that families and students have and know their emergency phone numbers and know where to find important documentation, including birth certificates, passports, Social Security cards, doctors' contact information, medication lists, lists of allergies, etc., which will allow them to be prepared in the event that a family member is detained or deported. El Concilio California Academies shall permit students and families to update students' emergency contact information as needed throughout the school year, and provide alternative contacts if no parent or guardian is available.

El Concilio California Academies shall ensure that families may include the information of an identified trusted adult guardian as a secondary emergency contact in case a student's parent or guardian is detained.

El Concilio California Academies shall communicate to families that information provided within the emergency cards will only be used in response to specified emergency situations, and not for any other purpose.

In the event a student's parent/guardian has been detained or deported by federal immigration authorities, El Concilio California Academies shall use the student's emergency card contact information and release the student to the person(s) designated as emergency contacts. Alternatively, El Concilio California Academies shall release the student into the custody of any individual who presents a Caregiver's Authorization Affidavit on behalf of the student. El Concilio California Academies shall only contact Child Protective Services if El Concilio California Academies personnel are unsuccessful in arranging for the timely care of the child through the emergency contact information that the school has, a Caregiver's Authorization Affidavit, or other information or instructions conveyed by the parent or guardian.

Possession of Weapons or Dangerous Objects

It is a violation of state law and El Concilio California Academies policy for any person to carry a firearm, weapon, or other dangerous object of no reasonable use to that person on school premises, school provided transportation or areas of other facilities being used for school activities

Drug, Alcohol, and Tobacco Free Schools Policy

El Concilio California Academies schools are 100% drug, alcohol, and tobacco) free campuses. El Concilio California Academies' Drug/Alcohol Policy ensures a drug and alcohol free campus while enabling students who are struggling with drug and/or alcohol abuse to receive the treatment they need. The school-site administrator has the discretion to recommend expulsion for students involved with drugs/alcohol or enter such students into a disciplinary probation period. It is recommended that expulsion not be a school's recommendation on first time offense of possession of marijuana (except in cases of quantities that makes it reasonable to conclude possession with intent to distribute).

Other Prohibited Items

Students are not allowed to bring any games, toys, or trading cards to school for use during class. Cell phones, MP3 players, personal handheld devices, and dice are also subject to being taken away. Prohibited items will be returned only to a parent and/or guardian after the first offense. Repeated offenses will result in items being taken away and not returned until the end of the school year.

Personal Responsibility for Items

Students are responsible for maintaining personal items. El Concilio California Academies is not responsible for the loss or breakage of student's personal items at school unless said items are in the possession of an El Concilio California Academies staff member at the time they are lost, stolen or broken.

Student Supports and Protections

Section 504 Plan

Section 504 of the Rehabilitation Act of 1973, states that no otherwise qualified handicapped individual in the United States . . . shall, solely by reason of his handicap, be excluded from the participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance.

- Compliance monitored by the Office of Civil Rights.
- Applies to all institutions receiving federal financial assistance, such as public schools.
- Schools are obligated to provide a "free appropriate public education" (FAPE) to children with a disability.

Section 504 prohibits discrimination while assuring that disabled students have educational opportunities and benefits equal to those provided to non-disabled students. **If you would like to know more about 504 Plans or other types of assistance available to your student, please contact your Principal.**

Special Education

El Concilio California Academies serves all students, regardless of their disability, and provides Special Education services to students who are found eligible under the Individuals with Disabilities Education Act. Schools are obligated to provide a "free appropriate public education" ("FAPE") in the least restrictive environment ("LRE"). Referral for special education eligibility and services may come from teachers, parents, agencies, appropriate professional persons, and from other members of the public. Special Education referrals will be coordinated with school site procedures for referral of students with needs that cannot be met with modifications of the regular instructional program, including referrals from student intervention teams, such as the Student Study Team ("SST"). A student shall be referred for special education and services after the resources of the regular education program have been considered and, where appropriate, utilized. [For more information on the Special Education referral process, see the section *Child Find and Special Education Notification]*

- **Parent's Procedural Safeguards:** Procedural Safeguards (also known as Parent Rights), must be given to the parents of child with a disability at a minimum (a) Upon initial referral for evaluation; (b) Upon each notification of an IEP meeting; (c) Upon reevaluation of a child; (d) in accordance with disciplinary procedures and (e) Upon receipt of a request for due process.

Child Find and Special Education Notification

Special Education programs for the children in El Concilio California Academies are provided at no cost to you. Our schools offer special education programs and services such as specialized instruction, behavioral services, speech therapy, physical and occupational therapy, and other special education related services. Developmental screening and or comprehensive assessments for children who are suspected of having a disability which could adversely affect their educational development are available at no cost to you.

A student must be evaluated and identified as having a disability under the Individuals with Disabilities Education Act (IDEA) to be eligible for special education programs and related services. Assessment is the process to determine a student's needs and eligibility for an Individualized Education Program. No single procedure is used as the sole criterion for determining an appropriate educational program for an individual with exceptional needs. Assessments must address all areas related to the suspected disability and be conducted by a multidisciplinary team, including the parent. The evaluation will result in a written report consistent with *law*.

Whenever a parent provides a request for assessment, the LEA has 15 days to review the request and respond in writing. If the LEA determines that assessment is appropriate, an assessment plan will be developed and a copy given to the parents. Parents have 15 days to respond to the proposed assessment plan. The assessment will begin upon receipt of the parent's written consent to the Individual Assessment Plan. The assessment must be completed and the IEP meeting held within 60 days of receipt of parent's written consent. If there is denial of the request for assessment, prior written notice will be provided to the parents, providing *rationale* for denial of the request.

If any El Concilio California Academies family has questions or concerns with regard to an enrolled student receiving special education services, you have the right to request assistance in addition to copies of policies, procedures, evaluations, plans and reports by contacting the Special Education office. Appointments or further information can be obtained by contacting the El Concilio California Academies Special Education office by requesting information from your local school principal.

Special Education Complaints

An individual may file a complaint alleging that the school is not in compliance with IDEA policies and procedures. An individual may file the complaint by contacting the El Concilio California Academies Regional Office Director of Special Education, either verbally or in writing. If the complaint is made verbally, the receiving staff should request to have the complaint in writing, and assist the parent to put the complaint in writing, if needed. Within 15 calendar days of receipt of the complaint (tolled for school breaks in excess of 5 days), the parent will be contacted and provided with a copy of Special Education Parent's Procedural Safeguards.

The Regional Director of Special Education will investigate the nature of the complaint by interviewing the parent, school site team and reviewing the student's special education and cumulative file. If an Individual Education Plan meeting is appropriate to address the complaint, it will be scheduled within 30 calendar days (tolled for school breaks in excess of 5 days) of receipt of the complaint.

If the complaint is not resolved by the Regional Office, the individual may contact the Senior Director of Special Education at the El Concilio California Academies Home Office. The Senior Director of Special Education will review the measures taken to address the complaint by the Regional Office, and contact the parent within 5 days of receipt of their complaint (tolled for school breaks in excess of 5 days). The Senior Director of Special Education will discuss the Parent's Procedural Safeguards with the parent, which include the Informal Dispute Resolution process, state complaint procedures and due process procedures, as appropriate.

Homeless Children and Youth (McKinney-Vento Reauthorization of 2002)

As required by Federal law, El Concilio California Academies ensures that homeless children and youth are provided equal access to the same free, appropriate public education as provided to other children and youth. For additional information concerning services for homeless children and youth, please contact the Regional Manager of Student Services. Contact information for the RM may be obtained through your school's main office.

Foster Children and Youth

As required by State law, El Concilio California Academies ensures that all educational decisions for foster youth shall be made to ensure that each foster pupil has the opportunity to meet the same academic achievement standards to which all pupils are held. For additional information concerning services for foster children and youth, please contact the Regional Manager of Student Services. Contact information for the RM may be obtained through your school's main office.

English Learners

El Concilio California Academies provides a variety of programs to help students who need support in their speaking, reading, writing or understanding of English as a result of English not being their home language. If you are interested in these supports for your child, please contact your school's main office.

Gender Diverse Student Supports

El Concilio California Academies is committed to providing a safe and supportive environment for all students and ensuring that all students have equal access to El Concilio California Academies' educational programs and activities. El Concilio California Academies requires that all schools and all personnel promote acceptance and respect among students and staff. El Concilio California Academies is a place where each student's gender identity is accepted and valued as an important part of the whole child. If you are interested in discussing specific supports for your child, please contact your school's main office.

Student Success Team (SST)

The Student Success Team is an efficient and effective way to bring together all resources, human and programmatic, to support students having difficulties in regular classes. This is a

concentrated solution-seeking meeting where all the needed persons, including the student and parent, are present at the same time. The SST is an expression of the school's concern for students and provides a supportive atmosphere for students to become actively involved in determining their own needs and in implementing strategies designed to help them.

Independent Study

Independent Study is an instructional strategy that responds to a student's individual needs. It is an alternative to classroom instruction consistent with El Concilio California Academies' course of study and is not an alternative curriculum.

Acceptable reasons for requesting Independent Study include excused or warranted absence from school for five (5) or more consecutive school days. Written requests for independent study should be directed to the principal at least two weeks before the anticipated departure.

Permission to grant Independent Study is up to the discretion of the principal. For pupils in all grade levels, if the pupil is on independent study for 3 or more weeks, failure to complete (3) assignments during the IS period will result in the Principal or his or her designee to conduct an evaluation to determine whether it is in the best interest of the pupil to remain in independent study. If the student has been on Independent Study before and has not completed the work as assigned, it is up to the Principal as to whether he or she should be allowed to participate in the program again. The maximum length of time that may elapse between the time an assignment is made and the date by which the pupil must complete the assigned work shall be (5) school days, unless otherwise extended by the supervising teacher.

Social-Emotional School Counseling Programs

This section provides general information about the counseling services at El Concilio California Academies. It is not intended to be an exhaustive list of the particular requirements for counseling at a specific school nor do all El Concilio California Academies schools have the capacity to provide counseling services. Please contact the school's main office to determine specific protocols at this school site.

School-based, social-emotional counseling is available on a limited basis through our school counseling department. However, the scope of practice for a school counselor is much more limited than that of an outside therapy agency or provider. School counselors' work with students focuses on issues that are present during the school day, specifically working to ameliorate presenting problems' impact on a student's educational achievement. **Counseling in the school setting is not meant to replace therapeutic interventions or treatment from outside agencies or providers for mental health concerns.** Parents should not expect the level of counseling at a school site to be sufficient to support the needs of students with significant mental health issues. Additionally, school counseling services are only available during regular school days and times.

Counseling services are not guaranteed for students. Students referred for services may be placed on a waiting list until such time as the counseling staff has an opening. Students may be moved on the wait-list based on school discretion and applicable State and Federal laws. As stated above, however, school counseling resources are limited and counseling services are not guaranteed for every referral received.

Emergency Medical Care

All students must have an emergency information card filled out and signed by the parent or guardian at the beginning of each school year. This card delineates what care the parent desires for their child in the event of an emergency, along with noting the current medical and emergency information.

Student Accident

El Concilio California Academies is committed to the safety of all students while they are in school. However, student accidents may occur during the school day. These situations are unfortunate and we try our best to support the student and family when these accidents occur. Student accidents are documented and reported to our insurance. The school will also provide families with a claim form for accidents that are considered "severe". If your child has an accident at school that you consider severe and would like to submit a claim, please contact your school's Business Manager as soon as possible.

*Our student accident policy is secondary to parent's primary medical insurance (including Medi-Cal). Our insurance may cover deductibles or copayments that are not covered by your primary insurance. All required documentation must be submitted in order to process a claim.

Steps to submit a student accident claim:

1. School fills out top portion of claim form and gives to parent
2. Parent fill out and completes claim form
3. Parent provides documentation that is requested on the claim form:
    a. Itemized bill
    b. Explanation of Benefits from your insurance
    c. or Statement of No Insurance
4. Parent submit completed claim form along with supporting documents to insurance (school can assist if needed/requested)

Contagious or Infectious Disease

A child may be sent home, if for a good reason, he or she is believed to be suffering from a recognized contagious or infectious disease. The child shall not be permitted to return until the school authority is satisfied that any contagious or infectious disease does not exist.

Emergency Preparedness at El Concilio California Academies

El Concilio California Academies is committed to maintaining safe and secure campuses for our students and staff. We work diligently to make sure that students and staff are prepared for emergencies. To that end, every school has a comprehensive school safety plan that covers El Concilio California Academies' policies and expectations regarding the practices of each school in maintaining the security of the in campus, responding appropriately to emergencies, increasing the safety and protection of students and staff, and creating a safe and orderly environment that is conducive to learning. Every school conducts regular emergency drills that at a minimum, meets the state mandated requirements. These drills include: Fire, Earthquake, and Lockdown/Shelter in Place.

Parents are asked to make sure that their students actively participate and take emergency drills seriously. These drills help make sure students are well prepared in the event of an emergency. Each school also stocks emergency supplies to sustain students and staff. These supplies include the following: water, food, first aid supplies, search and rescue supplies, and sanitation items. These supplies are checked regularly by school staff.

Parents should be familiar with the school's emergency procedures and update contact information whenever it changes. Keep your cell phone with you to receive recorded updates on the emergency. Knowing where to go to pick up your child will save time and reduce anxiety. Parents should remember that schools have emergency procedures in place to protect all the students and that schools will follow these procedures during an emergency.

Child Abuse Reporting

Any teacher, or other staff member, who suspects that a student has been subjected to physical injuries, neglect, sexual abuse or emotional maltreatment, is mandated by the Child Abuse Reporting Law to notify the proper authorities. For additional information about California's child abuse reporting requirements for teachers and other school staff, please contact the front office.

SUICIDE PREVENTION POLICY

The Board of Directors of El Concilio California Academies ("El Concilio" or the "Charter School") recognizes that suicide is a major cause of death among youth and should be taken seriously. To attempt to reduce suicidal behavior and its impact on students and families, the Board of Directors has developed prevention strategies and intervention procedures.

In compliance with Education Code section 215, this policy has been developed in consultation with El Concilio and community stakeholders, El Concilio school-employed mental health professionals (e.g., school counselors, psychologists, social workers, nurses), administrators, other school staff members, parents/guardians/caregivers, students, local health agencies and professionals, the county mental health plan, law enforcement, and community organizations in planning, implementing, and evaluating El Concilio's strategies for suicide prevention and intervention. El Concilio must work in conjunction with local government agencies, community-based organizations, and other community supports to identify additional resources.

To ensure the policies regarding suicide prevention are properly adopted, implemented, and updated, El Concilio shall appoint an individual (or team) to serve as the suicide prevention point of contact for El Concilio. The suicide prevention point of contact for El Concilio and the Principal shall ensure proper coordination and consultation with the county mental health plan if a referral is made for mental health or related services on behalf of a student who is a Medi-Cal beneficiary.

This policy shall be reviewed and revised as indicated, at least annually in conjunction with the previously mentioned community stakeholders.

Staff Development

El Concilio, along with its partners, has carefully reviewed available staff training to ensure it promotes the mental health model of suicide prevention and does not encourage the use of the stress model to explain suicide.

Training shall be provided for all school staff members. It may also be provided, when appropriate,

for other adults on campus (such as substitutes and intermittent staff, volunteers, interns, tutors, coaches, and afterschool staff). Training shall include the following:

1. All suicide prevention trainings shall be offered under the direction of mental health professionals (e.g., school counselors, school psychologists, other public entity professionals, such as psychologists or social workers) who have received advanced training specific to suicide. Staff training may be adjusted year-to-year based on previous professional development activities and emerging best practices.
2. At least annually, all staff shall receive training on the risk factors and warning signs of suicide, suicide prevention, intervention, referral, and postvention.
3. At a minimum, all staff shall participate in training on the core components of suicide prevention (identification of suicide risk factors and warning signs, prevention, intervention, referral, and postvention) at the beginning of their employment or annually. Core components of the general suicide prevention training shall include:
a. Suicide risk factors, warning signs, and protective factors.
b. How to talk with a student about thoughts of suicide.
c. How to respond appropriately to the youth who has suicidal thoughts. Such responses shall include constant supervision of any student judged to be at risk for suicide and an immediate referral for a suicide risk assessment.
d. Emphasis on immediately referring (same day) any student who is identified to be at risk of suicide for assessment while staying under constant monitoring by staff member.
e. Emphasis on reducing stigma associated with mental illness and that early prevention and intervention can drastically reduce the risk of suicide.
f. Reviewing the data annually to look for any patterns or trends of the prevalence or occurrence of suicide ideation, attempts, or death. Data from the California School Climate, Health, and Learning Survey (Cal-SCHLS) should also be analyzed to identify school climate deficits and drive program development. See the Cal-SCHLS Web site at http://cal-schls.wested.org/.
g. Information regarding groups of students judged by the school, and available research, to be at elevated risk for suicide. These groups include, but are not limited to, the following:
i. Youth affected by suicide.
ii. Youth with a history of suicide ideation or attempts.
iii. Youth with disabilities, mental illness, or substance abuse disorders.
iv. Lesbian, gay, bisexual, transgender, or questioning youth.
v. Youth experiencing homelessness or in out-of-home settings, such as foster care.
vi. Youth who have suffered traumatic experiences.

4. In addition to initial orientations to the core components of suicide prevention, ongoing annual staff professional development for all staff may include the following components:
a. The impact of traumatic stress on emotional and mental health.
b. Common misconceptions about suicide.
c. Charter School and community suicide prevention resources.
d. Appropriate messaging about suicide (correct terminology, safe messaging guidelines).
e. The factors associated with suicide (risk factors, warning signs, protective factors).

f. How to identify youth who may be at risk of suicide.
g. Appropriate ways to interact with a youth who is demonstrating emotional distress or is suicidal. Specifically, how to talk with a student about their thoughts of suicide and (based on El Concilio guidelines) how to respond to such thinking; how to talk with a student about thoughts of suicide and appropriately respond and provide support based on El Concilio guidelines.
h. Charter School-approved procedures for responding to suicide risk (including multi-tiered systems of support and referrals). Such procedures should emphasize that the suicidal student should be constantly supervised until a suicide risk assessment is completed.
i. Charter School-approved procedures for responding to the aftermath of suicidal behavior (suicidal behavior postvention).
j. Responding after a suicide occurs (suicide postvention).
k. Resources regarding youth suicide prevention.
l. Emphasis on stigma reduction and the fact that early prevention and intervention can drastically reduce the risk of suicide.
m. Emphasis that any student who is identified to be at risk of suicide is to be immediately referred (same day) for assessment while being constantly monitored by a staff member.

Employee Qualifications and Scope of Services
Employees of El Concilio must act only within the authorization and scope of their credential or license. While it is expected that school professionals are able to identify suicide risk factors and warning signs, and to prevent the immediate risk of a suicidal behavior, treatment of suicidal ideation is typically beyond the scope of services offered in the school setting. In addition, treatment of the mental health challenges often associated with suicidal thinking typically requires mental health resources beyond what schools are able to provide.
Parents, Guardians, and Caregivers Participation and Education
1. Parents/guardians/caregivers may be included in suicide prevention efforts. At a minimum, the Charter School shall share this Policy with parents/guardians/caregivers by notifying them where a complete copy of the policy is available.
2. This Suicide Prevention Policy shall be easily accessible and prominently displayed on the El Concilio Web page and included in the parent handbook.
3. Parents/guardians/caregivers should be invited to provide input on the development and implementation of this policy.
4. All parents/guardians/caregivers may have access to suicide prevention training that addresses the following:
a. Suicide risk factors, warning signs, and protective factors.
b. How to talk with a student about thoughts of suicide.
c. How to respond appropriately to the student who has suicidal thoughts. Such responses shall include constant supervision of any student judged to be at risk for suicide and referral for an immediate suicide risk assessment.

Messaging about suicide has an effect on suicidal thinking and behaviors. Consequently, El Concilio along with its partners has carefully reviewed and will continue to review all materials and resources used in awareness efforts to ensure they align with best practices for safe messaging about suicide. Suicide prevention strategies may include, but not be limited to, efforts to promote a

positive school climate that enhances students' feelings of connectedness with El Concilio and is characterized by caring staff and harmonious interrelationships among students.

El Concilio's instructional and student support program shall promote the healthy mental, emotional, and social development of students including, but not limited to, the development of problem-solving skills, coping skills, and resilience. The instruction shall not use the stress model to explain suicide.

El Concilio's instructional curriculum may include information about suicide prevention, as appropriate or needed. If suicide prevention is included in the Charter School's instructional curriculum, it shall consider the grade level and age of the students and be delivered and discussed in a manner that is sensitive to the needs of young students. Under the supervision of an appropriately trained individual acting within the scope of her/his credential or license, students shall:

1. Receive developmentally appropriate, student-centered education about the warning signs of mental health challenges and emotional distress. The content of the education may include:

a. Coping strategies for dealing with stress and trauma.

b. How to recognize behaviors (warning signs) and life issues (risk factors) associated with suicide and mental health issues in oneself and others.

c. Help-seeking strategies for oneself and others, including how to engage school-based and community resources and refer peers for help.

d. Emphasis on reducing the stigma associated with mental illness and the fact that early prevention and intervention can drastically reduce the risk of suicide.

2. Receive developmentally appropriate guidance regarding El Concilio's suicide prevention, intervention, and referral procedures.

Student-focused suicide prevention education can be incorporated into classroom curricula (e.g., health classes, orientation classes, science, and physical education).

El Concilio will support the creation and implementation of programs and/or activities on campus that raise awareness about mental wellness and suicide prevention (e.g., Mental Health Awareness Week, Peer Counseling, and National Alliance on Mental Illness).

Intervention and Emergency Procedures

El Concilio designates the following administrators to act as the primary and secondary suicide prevention liaisons:

1. School Psychologist
2. Principal

Whenever a staff member suspects or has knowledge of a student's suicidal intentions, they shall promptly notify the primary designated suicide prevention liaison. If this primary suicide prevention liaison is unavailable, the staff shall promptly notify the secondary suicide prevention liaison.

The suicide prevention liaison shall immediately notify the Principal or designee, who shall then notify the student's parent/guardian as soon as possible if appropriate and in the best interest of the student. Determination of notification to parents/guardians/caregivers should follow a formal initial assessment to ensure that the student is not endangered by parental notification.

The suicide prevention liaison shall also refer the student to mental health resources at El Concilio or in the community.

When a student is in imminent danger (has access to a gun, is on a rooftop, or in other unsafe conditions), a call shall be made to 911.

When a suicide attempt or threat is reported on campus or at a school-related activity, the suicide prevention liaison shall, at a minimum:

1. Ensure the student's physical safety by one or more of the following, as appropriate:

a. Securing immediate medical treatment if a suicide attempt has occurred.

b. Securing law enforcement and/or other emergency assistance if a suicidal act is being actively threatened.

c. Keeping the student under continuous adult supervision until the parent/guardian and/or appropriate support agent or agency can be contacted and has the opportunity to intervene.

d. Remaining calm, keeping in mind the student is overwhelmed, confused, and emotionally distressed.

e. Moving all other students out of the immediate area.

f. Not sending the student away or leaving him/her alone, even to go to the restroom.

g. Providing comfort to the student, listening and allowing the student to talk and being comfortable with moments of silence.

h. Promising privacy and help, but not promising confidentiality.

2. Document the incident in writing as soon as feasible.

3. Follow up with the parent/guardian and student in a timely manner to provide referrals to appropriate services as needed and coordinate and consult with the county mental health plan if a referral is made for mental health or related services on behalf of a student who is a Medi-Cal beneficiary.

4. After a referral is made, El Concilio shall verify with the parent/guardian that the follow up treatment has been accessed. Parents/guardians will be required to provide documentation of care for the student. If parents/guardians refuse or neglect to access treatment for a student who has been identified to be at risk for suicide or in emotional distress, the suicide prevention liaisons shall meet with the parent to identify barriers to treatment (e.g., cultural stigma, financial issues) and work to rectify the situation and build understanding of care. If follow up care is still not provided, El Concilio may contact Child Protective Services.

5. Provide access to counselors or other appropriate personnel to listen to and support students and staff who are directly or indirectly involved with the incident at El Concilio.

6. Provide an opportunity for all who respond to the incident to debrief, evaluate the effectiveness of the strategies used, and make recommendations for future actions.

In the event a suicide occurs or is attempted on the El Concilio campus, the suicide prevention liaison shall follow the crisis intervention procedures contained in El Concilio's safety plan. After consultation with the Principal or designee and the student's parent/guardian about facts that may be divulged in accordance with the laws governing confidentiality of student record information, the Principal or designee may provide students, parents/guardians, and staff with information, counseling, and/or referrals to community agencies as needed. El Concilio staff may receive assistance from El Concilio counselors or other mental health professionals in determining how best to discuss the suicide or attempted suicide with students.

In the event a suicide occurs or is attempted off the El Concilio campus and unrelated to school activities, the Principal or designee shall take the following steps to support the student:

1. Contact the parent/guardian and offer support to the family.

2. Discuss with the family how they would like El Concilio to respond to the attempt while minimizing widespread rumors among teachers, staff, and students.

3. Obtain permission from the parent/guardian to share information to ensure the facts regarding the crisis are correct.

4. The suicide prevention liaisons shall handle any media requests.
5. Provide care and determine appropriate support to affected students.
6. Offer to the student and parent/guardian steps for re-integration to school. Re-integration may include obtaining a written release from the parent/guardian to speak with any health care providers; conferring with the student and parent/guardian about any specific requests on how to handle the situation; informing the student's teachers about possible days of absences; allowing accommodations for make-up work (being understanding that missed assignments may add stress to the student); appropriate staff maintaining ongoing contact with the student to monitor the student's actions and mood; and working with the parent/guardian to involve the student in an aftercare plan.

Supporting Students during or after a Mental Health Crisis

Students shall be encouraged through the education program and in El Concilio activities to notify a teacher, the Principal, another El Concilio administrator, psychologist, El Concilio counselor, suicide prevention liaisons, or other adult when they are experiencing thoughts of suicide or when they suspect or have knowledge of another student's suicidal intentions. El Concilio staff should treat each report seriously, calmly, and with active listening and support. Staff should be non-judgmental to students and discuss with the student, and parent/guardian, about additional resources to support the student.

Responding After a Suicide Death (Postvention)

A death by suicide in the school community (whether by a student or staff member) can have devastating consequences on the school community, including students and staff. El Concilio shall follow the below action plan for responding to a suicide death, which incorporates both immediate and long-term steps and objectives:

The suicide prevention liaison shall:

1. Coordinate with the Principal to:
a. Confirm death and cause.
b. Identify a staff member to contact the deceased's family (within 24 hours).
c. Enact the Suicide Postvention Response.
d. Notify all staff members (ideally in-person or via phone, not via e-mail or mass notification).

2. Coordinate an all-staff meeting, to include:
a. Notification (if not already conducted) to staff about suicide death.
b. Emotional support and resources available to staff.
c. Notification to students about suicide death and the availability of support services (if this is the protocol that is decided by administration).
d. Share information that is relevant and that which you have permission to disclose.
3. Prepare staff to respond to needs of students regarding the following:
a. Review of protocols for referring students for support/assessment.
b. Talking points for staff to notify students.
c. Resources available to students (on and off campus).

4. Identify students significantly affected by suicide death and other students at risk of imitative behavior.
5. Identify students affected by suicide death but not at risk of imitative behavior.
6. Communicate with the larger school community about the suicide death.
7. Consider funeral arrangements for family and school community.

8. Respond to memorial requests in respectful and non-harmful manner; responses should be handled in a thoughtful way and their impact on other students should be considered.
9. Identify media spokesperson if needed.
10. Include long-term suicide postvention responses:
a. Consider important dates (i.e., anniversary of death, deceased birthday, graduation, or other significant event) and how these will be addressed.
b. Support siblings, close friends, teachers, and/or students of deceased.
c. Consider long-term memorials and how they may impact students who are emotionally vulnerable and at risk of suicide.

Student Identification Cards
Charter School will include the telephone number for the National Suicide Prevention Lifeline (1-800-273-8255) and the National Domestic Violence Hotline (1-800-799-7233) on all student identification cards. El Concilio will also include the number for the Crisis Text Line, which can be accessed by texting HOME to 741741 and a local suicide prevention hotline on all student identification cards.

School Employee Code of Conduct with Students

Employee Interactions with Pupils

El Concilio California Academies recognizes its responsibility to make and enforce all rules and regulations governing student and employee behavior to bring about the safest learning environment possible.

Professional Boundaries

El Concilio California Academies' *School Employee Code of Conduct With Students* is intended to guide all El Concilio California Academies employees in conducting themselves in a way that reflects the high standards of behavior and professionalism required of employees who interact with students and to specify the boundaries between students and staff.

Professional Boundaries: Staff/Student Interaction Policy

El Concilio California Academies ("El Concilio") recognizes its responsibility to make and enforce all rules and regulations governing student and employee behavior to bring about the safest and most learning-conducive environment possible.

Corporal Punishment

Corporal punishment shall not be used as a disciplinary measure against any student. Corporal punishment includes the willful infliction of, or willfully causing the infliction of, physical pain on a student.

For purposes of this policy, corporal punishment does not include an employee's use of force that is reasonable and necessary to protect the employee, students, staff or other persons or to prevent damage to property.

For clarification purposes, the following examples are offered for direction and guidance of School personnel:

A. Examples of PERMITTED actions (NOT corporal punishment)

1. Stopping a student from fighting with another student;

2. Preventing a pupil from committing an act of vandalism;

3. Defending yourself from physical injury or assault by a student;

4. Forcing a pupil to give up a weapon or dangerous object;

5. Requiring an athletic team to participate in strenuous physical training activities designed to strengthen or condition team members or improve their coordination, agility, or physical skills;

6. Engaging in group calisthenics, team drills, or other physical education or voluntary recreational activities.

B. Examples of PROHIBITED actions (corporal punishment)

1. Hitting, shoving, pushing, or physically restraining a student as a means of control;

2. Making unruly students do push-ups, run laps, or perform other physical acts that cause pain or discomfort as a form of punishment;

3. Paddling, swatting, slapping, grabbing, pinching, kicking, or otherwise causing physical pain.

Acceptable and Unacceptable Staff/Student Behavior

This policy is intended to guide all School faculty and staff in conducting themselves in a way that reflects the high standards of behavior and professionalism required of school employees and to specify the boundaries between students and staff.

Although this policy gives specific, clear direction, it is each staff member's obligation to avoid situations that could prompt suspicion by parents, students, colleagues, or school leaders. One viable standard that can be quickly applied, when you are unsure if certain conduct is acceptable, is to ask yourself, "Would I be engaged in this conduct if my family or colleagues were standing next to me?"

For the purposes of this policy, the term "boundaries" is defined as acceptable professional behavior by staff members while interacting with a student. Trespassing the boundaries of a student/teacher relationship is deemed an abuse of power and a betrayal of public trust.

Some activities may seem innocent from a staff member's perspective, but can be perceived as flirtation or sexual insinuation from a student or parent point of view. The objective of the following lists of acceptable and unacceptable behaviors is not to restrain innocent, positive relationships between staff and students, but to prevent relationships that could lead to, or may be perceived as, sexual misconduct.

Staff must understand their own responsibility for ensuring that they do not cross the boundaries as written in this policy. Disagreeing with the wording or intent of the established boundaries will be considered irrelevant

for disciplinary purposes. Thus, it is crucial that all employees learn this policy thoroughly and apply the lists of acceptable and unacceptable behaviors to their daily activities. Although sincere, competent interaction with students certainly fosters learning, student/staff interactions must have boundaries surrounding potential activities, locations and intentions.

Duty to Report Suspected Misconduct

When any employee reasonably suspects or believes that another staff member may have crossed the boundaries specified in this policy, he or she must immediately report the matter to a school administrator. All reports shall be as confidential as possible under the circumstances. It is the duty of the administrator to investigate and thoroughly report the situation. Employees must also report to the administration any awareness or concern of student behavior that crosses boundaries or where a student appears to be at risk for sexual abuse.

Examples of Specific Behaviors

The following examples are not an exhaustive list:

Unacceptable Staff/Student Behaviors (Violations of this Policy)

(a) Giving gifts to an individual student that are of a personal and intimate nature.

(b) Kissing of any kind.

(c) Any type of unnecessary physical contact with a student in a private situation.

(d) Intentionally being alone with a student away from the school.

(e) Making or participating in sexually inappropriate comments.

(f) Sexual jokes.

(g) Seeking emotional involvement with a student for your benefit.

(h) Listening to or telling stories that are sexually oriented.

(i) Discussing inappropriate personal troubles or intimate issues with a student in an attempt to gain their support and understanding.

(j) Becoming involved with a student so that a reasonable person may suspect inappropriate behavior.

Unacceptable Staff/Student Behaviors without Parent and Supervisor Permission

(These behaviors should only be exercised when a staff member has parent and supervisor permission.)

(a) Giving students a ride to/from school or school activities.

(b) Being alone in a room with a student at school with the door closed.

(c) Allowing students in your home.

Cautionary Staff/Student Behaviors

(**These behaviors should only be exercised when a reasonable and prudent person, acting as an educator, is prevented from using better practice or behavior. Staff members should inform their supervisor of the circumstance and occurrence prior to or immediately after the occurrence)**

(a) Remarks about the physical attributes or development of anyone.

(b) Excessive attention toward a particular student.

(c) Sending emails, text messages or letters to students if the content is not about school activities.

Acceptable and Recommended Staff/Student Behaviors

(a) Getting parents' written consent for any after-school activity.

(b) Obtaining formal approval to take students off school property for activities such as field trips or competitions.

(c) Emails, text, phone and instant messages to students must be very professional and pertaining to school activities or classes (Communication should be limited to school technology).

(d) Keeping the door open when alone with a student.

(e) Keeping reasonable space between you and your students.

(f) Stopping and correcting students if they cross your own personal boundaries.

(g) Keeping parents informed when a significant issue develops about a student.

(h) Keeping after-class discussions with a student professional and brief.

(i) Asking for advice from fellow staff or administrators if you find yourself in a difficult situation related to boundaries.

(j) Involving your supervisor if conflict arises with the student.

(k) Informing the Headmaster about situations that have the potential to become more severe.

(l) Making detailed notes about an incident that could evolve into a more serious situation later.

(m) Recognizing the responsibility to stop unacceptable behavior of students or coworkers.

(n) Asking another staff member to be present if you will be alone with any type of special needs student.

(o) Asking another staff member to be present when you must be alone with a student after regular school hours.

(p) Giving students praise and recognition without touching them.

(q) Pats on the back, high fives and handshakes are acceptable.

(r) Keeping your professional conduct a high priority.

(s) Asking yourself if your actions are worth your job and career.

Family and Community Engagement

School-Home communication

At school we depend on our parents and guardians to work as our partners in supporting their children's education. It is always best to first contact your child's teacher to address any concerns which you may have. All staff at El Concilio California Academies can be reached by email and phone provided by the school site.

Family Engagement Activities

Children learn best when their parents are engaged every step of the way, creating a bridge of learning from the classroom to the home. Below are some examples of what El Concilio California Academies does to help parents and guardians become great coaches for their children. A charter school may encourage parental involvement, but shall notify the parents and guardians of applicant pupils and currently enrolled pupils that parental involvement is not a requirement for acceptance to, or continued enrollment at, the charter school. In order to ensure that parents understand that there is no volunteering requirement, information will be sent home via ParentSquare in English and in Spanish. Additionally, the print out of the ParentSquare message will be printed in English and Spanish and sent home with each student. Further, at each meeting that parents attend, this announcement will be reiterated.

Guidance for At-home Support: El Concilio California Academies coaches parents on how to structure reading at home (20+ min per day K-5), providing the right level of help with homework, participating in projects, and playing games that reinforce learning.

Participation in School Decision-making: El Concilio California Academies includes two parent representatives on the School Site Council (previously Advisory School Council) of each school, as well as parent participation on the school's Teacher Hiring Committee.

Family Engagement Program:

School-Home Connection:

At school we depend on our parents and guardians to work as our partners in supporting their

children's education. It is always best to first contact your child's teacher to address any concerns you may have. All staff at El Concilio California Academies can be reached by email and phone provided by the school site.

Family Engagement Activities:
Children learn best when their parents are engaged every step of the way, creating a bridge of learning from the classroom to the home. Below are some examples of what El Concilio California Academies does to help parents and guardians become great coaches for their children:

> **Guidance for At-home Support:** El Concilio California Academies coaches parents on how to structure reading at home, providing the right level of help with homework, participating in projects, and playing games that reinforce learning.
>
> **Participation in School Decision-Making:** El Concilio California Academies includes two parent representatives on the School Site Council (SSC). The SSC's main purpose is to ensure school goals, strategies and expenditures are in place to improve student success. The English Language Advisory Council Meeting (ELAC) advises the principal, SSC, and school staff on programs and services for English learners. Parents of English learners (ELs) together with other parents, staff and community members meet to learn about services and programs for ELs and offer advice to improve the education of ELs at our school.

Visitor Policy
Guests are welcome. Any visitor entering the school grounds must register in the Office, identify themselves and the nature of their business, and receive a Visitor's Pass.
Parents and guardians are encouraged to visit school sites and classrooms to observe and support the work of the schools. This is one of the essential vehicles for a school-parent partnership. Each school has various ways to engage with parents and make them comfortable in the school including Saturday Schools, School Site Councils (previously Advisory School councils), volunteer opportunities and site specific events.

All visitors to a school site must report to the office when entering and receive authorization to visit elsewhere in the school site. A principal or designee may direct a visitor to leave the school and not return for a designated time if it is determined that the visitor has interfered with the good order or peaceful conduct of the school. Additionally, no electronic listening or recording devices may be used in the classroom without the prior consent of the teacher and principal of the school.
Unauthorized persons will not be permitted in school buildings or on school grounds. School principals or designees are authorized to take appropriate action to prevent such persons from entering buildings and from loitering on grounds. Such persons will be prosecuted to the full extent of the law.Visitor Guidelines.

All campus visitors must have the consent and approval of the principal/designee. Permission to visit must be given at the time requested if at all possible or within a reasonable period of time following the request. Children who are not enrolled at the school are not to be on the campus unless prior approval of the principal has been obtained.

Visitors may not interfere with, disrupt or cause substantial disorder in any classroom or school activity, including, but not limited to, lunch, recess or after-school.

Visitors are expected to:

- Follow the established school policy in requesting a classroom visitation
- Complete a visitor's permit upon arrival at the site
- Enter and leave the classroom as quietly as possible
- Not converse with the students, teacher and/or instructional aides during the visitation
- Not interfere with any school activity
- Keep the length and frequency of classroom visits reasonable
- Follow the school's established procedures for meeting with the teacher and/or principal after the visit, if needed
- Learn and follow the school-wide behavioral expectations
- Return the visitor's permit to the point of origin before leaving the campus.

Any individual who disrupts a school site or fails to follow school rules and/or procedures is subject to removal from the school site and may be further restricted from visiting the school.

Volunteers

Volunteers help enrich students' education and provide extra assistance for teachers and school staff. Volunteers are typically on campus for longer periods or with larger amounts of responsibility than standard visitors are. Because of this, there are additional requirements for volunteers beyond those for basic visitors and key volunteer requirements are discussed below, but please review the full volunteer handbook for a complete list of requirements.
Potential volunteers are urged to contact the school if they can offer time or services to help with any part of the school program. **Volunteers are placed with teachers or other staff members who have requested volunteer assistance. Schools reserve the right to assign volunteers to classrooms/activities as needed and to decline a volunteer's services at any time.** All visitors, including volunteers, must sign in at the front desk and receive a "Visitor Badge" as identification. They must also sign out when leaving the premises. This is for the safety of the children and staff as well as the visitor in case of an emergency. For the safety of all students, all volunteers must have:

- A negative TB risk assessment or, if necessary, examination on file in the school office within the past four years before starting to work with students.
- A background check, if working with students in unsupervised settings. Unsupervised volunteers who need to be fingerprinted include coaches, after school program staff, business mentors, tutors, and chaperones on field trips – anyone who is working with a student(s) without supervision. The results of the background check are **confidential** and will not be discussed with other staff members and or parents.

El Concilio California Academies Family Rights and Responsibilities

Notice for Directory Information

Under FERPA, El Concilio California Academies must get parents' or eligible students' written consent prior to the disclosure of personally identifiable information from students' records. However, El Concilio California Academies may disclose designated "directory information" (as defined below) without prior written consent, unless a parent or eligible student has advised El Concilio California Academies that the parent or student does not want such "directory information" disclosed. Every parent and eligible student must be notified about what information constitutes "directory information," must be informed that they may opt-out of having this information provided about the student, and must provide El Concilio California Academies with the decision to opt out within a reasonable amount of time from when the "directory information" notice was provided. At the start of every school year, parents and eligible students will be provided this "directory information" notice and will be provided a reasonable period of time to opt-out.

Directory information, if released, is generally not considered harmful or an invasion of privacy. El Concilio California Academies defines directory information to include:

- Student's full name
- Grade enrolled
- Degrees, honors and awards received
- Club participation
- Sports participation, including athlete's height and/or weight

The primary purpose of directory information is to allow El Concilio California Academies to include information about students in certain school publications, such as but not limited to:

- Yearbooks
- Graduation programs
- Honor roll and other awards/recognition lists
- Club activity announcements
- Sports activity rosters, which may include height and weight of athletes

Additionally, federal laws require El Concilio California Academies, because we receive assistance under the Elementary and Secondary Education Act of 1965 (ESEA), to provide military recruiters, upon request, with three directory information categories – names, addresses, and telephone listings – unless parents or eligible students have advised El Concilio California Academies that they do not want this information disclosed without their prior written consent.

If you do not want El Concilio California Academies to disclose any or all directory information, as defined above, from your child's education records (or your educational records, if you are 18 years old or older) without your prior written consent, you must notify El Concilio California Academies in writing. El Concilio California Academies provides an "Opt- Out" form at the start of every school year, as part of its annual FERPA/Directory Information Notification. You may use this form or you may submit other written notification within a reasonable amount of time from the date you were informed of what is included as "directory information."

El Concilio California Academies Student Data Privacy Policy

El Concilio California Academies is committed to protecting the privacy of our student data. As an organization, we believe that data is a powerful tool and utilize data extensively to monitor and improve student outcomes. We recognize that there are risks in the collection and usage of this data and in order to protect the privacy of our students, we have enacted the following

policies:

- El Concilio California Academies limits the collection, usage, and sharing of student data to only those data points which are required by law or useful in improving student outcomes.
- Student data is only made available to parties that have an immediate, legitimate need to access the data.
- El Concilio California Academies ensures that both our internal systems and the systems of our vendors use proper technological safeguards to protect student data and are legally bound to prevent the use of student data for marketing or sales purposes.
- When El Concilio California Academies ends our relationship with a student data vendor, we ensure that the data is removed from their systems.
- We abide by all state and federal student data regulatory laws including:
    - Family Educational Rights Privacy Act (FERPA)
    - Protection of Pupil Rights Amendment (PPRA)
    - Children's Online Privacy Protection Act (COPPA).

For more information about our student data policies, please contact the El Concilio California Academies Home Office at 209-644-2600

Family Educational Rights to Privacy Act

The Family Educational Rights and Privacy Act (FERPA), a federal law, affords 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 5 days of the day the El Concilio California Academies receives a request for access. Parents or eligible students should submit to the El Concilio California Academies principal a written request that identifies the record(s) they wish to inspect. The El Concilio California Academies principal 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 amendment** of the student's education record that the parent or eligible student believes is inaccurate or misleading. Parents or eligible students may ask El Concilio California Academies to amend a record they believe is inaccurate or misleading. They should write the El Concilio California Academies principal to 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 El Concilio California Academies principal will notify, in writing, the parent or eligible student of the decision and advise them of their right to a hearing with the El Concilio California Academies Director 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 El Concilio California Academies as an administrator, supervisor, instructor, or support staff member

(including health or medical staff and law enforcement unit personnel); a person serving on the El Concilio California Academies Board of Directors; a person or company with whom El Concilio California Academies 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 the official's tasks.

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

Upon request, El Concilio California Academies discloses education records without prior written consent to officials of another school district in which a student seeks or intends to enroll. Student records shall be released to another school district where the student has enrolled or intends to enroll, upon official request from that district. If such transfer of education records is made, El Concilio California Academies will make a reasonable attempt to notify the parent or eligible student of the records request.

At the time of transfer of records, the parent/guardian, custodian or adult-age student may receive a copy of the records at his her expense ($0.25 per page), if requested, and shall have an opportunity to challenge the contents of the records.

4. **The right to file a complaint** with the U.S. Department of Education concerning alleged failures by El Concilio California Academies to comply with the requirements of FERPA. The name/address of the office that administers FERPA and receives grievances is:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-5901

USDA Civil Rights Statement

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (found online at: http://www.ascr.usda.gov/complaint_filing_cust.html, and at

any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

(1) Mail: U.S. Department of Agriculture
Office of the Assistant Secretary for Civil
Rights 1400 Independence Avenue, SW
Washington, D.C. 20250-9410;

(2) fax: (202) 690-7442; or

(3) email: program.intake@usda.gov

This institution is an equal opportunity provider.

Every Student Succeeds Act Notification

You have the right under Federal law to request information specific to teacher qualifications. In addition, *Every Student Succeeds Act (ESSA)* places an emphasis on the parents' right to know about the professional qualifications of their child's classroom teachers. Parents have the right to request the following information about the instructional staff working with their child:

(1) Whether the teacher has met State qualifications for grade levels and subject areas in which the teacher provides instruction;
(2) Whether the teacher is teaching under emergency or other professional status that the State has waived;
(3) Whether the teacher is teaching in the field of discipline of the certification of the teacher; and Whether the child is provided services by paraprofessionals and if so their qualifications. El Concilio California Academies is committed to providing quality instruction for all students. It does so by employing the most qualified individuals to teach and support each student in the classroom. If you would like to receive any of the information listed above, please contact the El Concilio California Academies Human Resources department at 209-644-2600.

Public Meeting Notice

The public is invited to attend El Concilio California Academies public meetings. If you require any reasonable accommodation to enable you to attend and or participate, please contact the El Concilio California Academies Home Office 209-644-2600, 48 hours prior to the meeting.

Family Concern Process

If you have concerns at a school site, please see below for the Parent Concern Process that should be followed for your site.

El Concilio California Academies encourages students, parents, and staff to discuss their concerns and complaints through informal conferences with the appropriate teacher, principal, or other campus staff.

Concerns should be expressed as soon as possible to allow early resolution at the lowest possible

administrative level.

Step 1- Meeting/discussion with the specific staff member
Step 2- Meeting/discussion with the person's supervisor (if applicable)
Step 3- Meeting/discussion with the Principal Phone: 209-830-9219
Step 4- Meeting/discussion with the Board Chair

-----Contact information available from the school office-----

If an informal conference regarding a concern fails to reach an outcome that is satisfactory to the staff member, student, or parent, he/she may initiate the formal process by filing a written complaint. The form is available at the end of this handbook. Even after initiating the formal complaint process, students and parents are encouraged to seek informal resolution of their concerns. A student or parent whose concerns are resolved may withdraw a formal complaint at any time. UNIFORM COMPLAINT PROCEDURES (UCP) POLICIES AND

PROCEDURES

Provided by the California Department of Education
Categorical Programs Complaints Management Office
1430 N Street, Suite 6308, Sacramento, CA 95814-5901
916-319-0929

Astronaut Jose M Hernandez
Academy
703 E Swain Rd
Stockton, California 95207
209-803-9219

UNIFORM COMPLAINT PROCEDURES (UCP)

This document contains rules and instructions about the filing, investigation and resolution of a Uniform Complaint Procedures (UCP) complaint regarding an alleged violation by Astronaut Jose M. Hernandez Academy of federal or state laws or regulations governing educational programs, including non-compliance with laws relating to pupil fees and our **Local Control and Accountability Plan (LCAP)**.

This document presents information about how we process UCP complaints concerning particular programs or activities that are subject to the UCP.

A UCP complaint is a written and signed statement by a complainant alleging a violation of federal or state laws or regulations, which may include an allegation of unlawful discrimination, harassment, intimidation, bullying or charging pupil fees for participation in an educational activity or non-compliance with the requirements of our LCAP.

A complainant is any individual, including a person's duly authorized representative or an interested third party, public agency, or organization who files a written complaint alleging violation of federal or state laws or regulations, including allegations of unlawful discrimination, harassment, intimidation, bullying and non-compliance with laws relating to pupil fees or non-

compliance with the requirements of our LCAP.

If the complainant is unable to put the complaint in writing, due to a disability or illiteracy, we shall assist the complainant in the filing of the complaint.

The Responsibilities of Astronaut Jose M. Hernandez Academy

We shall have the primary responsibility to ensure compliance with applicable state and federal laws and regulations.

We shall investigate and seek to resolve, in accordance with our UCP process, any complaints alleging failure to comply with applicable state and federal laws and regulations including, but not limited to, allegations of discrimination, harassment, intimidation, or bullying or noncompliance with laws relating to all programs and activities implemented by Astronaut Jose M. Hernandez Academy that are subject to the UCP. El Concilio California Academies developed the Uniform Complaint Procedures (UCP) process with policies and procedures adopted by our governing board.

According to state and federal codes and regulations, the programs and activities subject to the UCP are:

- Adult Education
- After School Education and Safety
- Agricultural Career Technical Education
- American Indian Education Centers and Early Childhood Education Program Assessments
- Bilingual Education
- California Peer Assistance and Review Programs for Teachers
- Career Technical and Technical Education; Career Technical; Technical Training (State)
- Career Technical Education (Federal)
- Child Care and Development
- Child Nutrition
- Compensatory Education
- Consolidated Categorical Aid
- Course Periods without Educational Content
- Economic Impact Aid
- Education Of Pupils In Foster Care, Pupils Who Are Homeless, Former Juvenile Court Pupils Now Enrolled In A School District, and Pupils Of Military Families
- Every Student Succeeds Act / No Child Left Behind (Titles I–VII)
- Local Control and Accountability Plans (LCAP)
- Migrant Education
- Physical Education Instructional Minutes
- Pupil Fees
- Reasonable Accommodations to a Lactating Pupil
- Regional Occupational Centers and Programs
- School Safety Plans
- Special Education
- State Preschool
- Tobacco-Use Prevention Education

The programs and activities subject to the UCP closed in which El Concilio California Academies implements are:

- After School Education and Safety
- Child Nutrition
- Compensatory Education
- Consolidated Categorical Aid
- Education Of Pupils In Foster Care, Pupils Who Are Homeless, Former Juvenile Court Pupils Now Enrolled In A School District, and Pupils Of Military Families
- Every Student Succeeds Act / No Child Left Behind (Titles I–VII)
- Local Control and Accountability Plans (LCAP)
- Physical Education Instructional Minutes
- Pupil Fees
- School Safety Plans

Special Education

The following complaints shall be referred to other agencies for appropriate resolution and are not subject to our UCP process set forth in this document unless these procedures are made applicable by separate interagency agreements:

Allegations of child abuse shall be referred to County Department of Social Services (DSS), Protective Services Division or appropriate law enforcement agency.

Health and safety complaints regarding a Child Development Program shall be referred to the Department of Social Services for licensed facilities, and to the appropriate Child Development regional administrator for licensing-exempt facilities.

Employment discrimination, harassment, intimidation or bullying complaints shall be sent to the State Department of Fair Employment and Housing (DFEH).
Allegations of fraud shall be referred to the Legal, Audits and Compliance Branch in the California Department of Education (CDE).

The Local Control and Accountability Plan

The LCAP is an important component of the Local Control Funding Formula (LCFF), the revised school finance system that overhauled how California funds its K-12 schools. Under the LCFF we are required to prepare an LCAP, which describes how we intend to meet annual goals for our pupils, with specific activities to address state and local priorities identified pursuant to law

e staff member, position, or unit responsible to receive and investigate UCP complaints and ensure our compliance in our agency is knowledgeable about the laws and programs assigned to investigate.

Unlawful discrimination, harassment, intimidation or bullying complaints shall be filed no later than six months from the date the alleged discrimination, harassment, intimidation or bullying occurred, or six months from the date the complainant first obtained knowledge of the facts of

the alleged discrimination, harassment, intimidation or bullying.

All complainants are protected from retaliation.

We advise complainants of the right to pursue civil law remedies under state or federal discrimination, harassment, intimidation or bullying laws.

UCP Complaint Resolution

If El Concilio California Academies merit in a complaint regarding Pupil Fees, Local Control and Accountability Plans (LCAP), Education of Pupils in Foster Care, Pupils who are Homeless, former Juvenile Court Pupils now enrolled in our school district and pupils in military families, Reasonable Accommodations to a Lactating Pupil, Course Periods without Educational Content (grades nine through twelve), and Physical Education Instructional Minutes (grades one through eight), we shall provide a remedy.

The remedy shall go to the affected pupil in the case of complaints regarding

- Course Periods without Educational Content,
- Reasonable Accommodations to a Lactating Pupil, and/or
- Education of Pupils in Foster Care, Pupils who are Homeless, former Juvenile Court Pupils now enrolled in our school district and pupils of military families.

The remedy shall to go all affected pupils and parents/guardians in the case of complaints regarding

- Pupil Fees,
- Physical Education Instructional Minutes and/or
- Local Control and Accountability Plans.

A pupil fees complaint may be filed with the principal of a school or our superintendent or his or her designee.

A pupil fees complaint and/or an LCAP complaint may be filed anonymously if the complaint provides evidence or information leading to evidence to support an allegation of noncompliance. A pupil fees complaint shall be filed no later than one year from the date the alleged violation occurred.

We ensure an attempt shall be made in good faith to engage in reasonable efforts to identify and fully reimburse all pupils, parents and guardians who paid a pupil fee within one year prior to the filing of the complaint.

We will provide an opportunity for complainants and/or representatives to present evidence or information.

Refusal by the complainant to provide the investigator with documents or other evidence related to the allegations in the complaint, or to otherwise fail or refuse to cooperate in the investigation or engage in any other obstruction of the investigation, may result in the dismissal of the complaint because of a lack of evidence to support the allegations.

Refusal by El Concilio California Academies to provide the investigator with access to records and/or other information related to the allegation in the complaint, or to otherwise fail or refuse to cooperate in the investigation or engage in any other obstruction of the investigation, may result in a finding based on evidence collected that a violation has occurred and may result in the imposition of a remedy in favor of the complainant.

The complaint will be investigated and a written report with a decision will be issued to the complainant by us within 60 days from the date of the receipt of the complaint, unless the complainant agrees in writing to an extension of time.

This report will contain the following elements:

- The findings of fact based on the evidence gathered.
- Conclusion of law.
- Disposition of the complaint.
- The rationale for such a disposition.
- Corrective actions, if any are warranted.
- Notice of the complainant's right to appeal our Decision to the CDE.
- Procedures to be followed for initiating an appeal to CDE.

An appeal is a request made in writing to a level higher than the original reviewing level by an aggrieved party requesting reconsideration or a reinvestigation of the lower adjudicating body's decision.

A complainant may appeal our Decision of a UCP complaint regarding all specified federal and state educational programs subject to the UCP.

UCP Complaint Appeal Process

To appeal a UCP complaint Decision the complainant must file a written appeal within 15 days of receiving the Decision to CDE. This appeal to the CDE must fully explain the basis for the appeal, stating how the facts of our Decision are incorrect and/or the law is misapplied.
In addition the appeal shall be sent to CDE with: A copy of the original locally filed complaint; and

1. A copy of our Decision of this original locally filed complaint.

Student Family Handbook Acknowledgement Form

Our signatures below indicate that we have received, read for understanding, and agree to follow the policies and guidelines found in the Student Family Handbook 2026-2027.

Student Name (please print)	Grade Level	Date
Student Name (please print)	Grade Level	Date
Student Name (please print)	Grade Level	Date
Student Name (please print)	Grade Level	Date

Parent/Guardian Signature

Date