

**Introduction**

Students are responsible for knowing and following the contents of this handbook. The handbook will be reviewed annually.

The administration reserves the right to make additions and deletions, as it deems necessary, for the safety and/or welfare of all students.

**Parent Signature Page: Please tear out and return to school.**

**Tardy Policy**

RCS has a tardy policy. All students arriving to school after 8:00 a.m. will be counted as tardy. If a student accumulates a total of three tardies, a note will be sent home to the parent. Continued tardiness will result in the family being referred to the School Attendance Review Board and possible dismissal from the school. I have received, read, understand and agree to comply with the tardy policy.

Please Initial: \_\_\_\_\_

**Attendance Policy**

The school day begins officially at 8:00 a.m. Students are expected to arrive at school each day in time to enter the building/front gate and get to their classroom on or before 8:00 a.m.

**Emergency Contact Information**

The school must keep an updated file of the name, address, telephone number and e-mail of the person to contact for each child in the event of an emergency. Please contact the school at 760-375-1010 immediately if any of this information changes for your child after the school year has started.

**Textbook Contract: Parent/Student**

I, as the parent/guardian agree to pay for any and all lost or damaged textbooks, workbooks and library books. Students in grades 4-8 will have their books checked out to them directly through the library. These books are bar coded, and the student will be responsible for the assigned bar coded textbooks. Removal of bar code will result in additional costs.

Parent/Guardian Initial: \_\_\_\_\_

Student Initial: \_\_\_\_\_

**Detention Policy**

Students assigned detention will report to the assigned room at 3:00 p.m. and remain until 3:55 p.m. Students will be given 24 hours notice so that they may make arrangements for transportation. I have read RCS's detention policy and understand the school's detention policy. I will comply with the information herein.

Parent Initial: \_\_\_\_\_

**Photo Release**

I grant permission as the parent/legal guardian, for school use of pictures in which my child is included, and relinquish all title to said photographs, negatives, and reproduction. (Includes public media)

Yes; Please Initial: \_\_\_\_\_

No; Please Initial: \_\_\_\_\_

**Parent Email Contact**

I request to be included in the Email Contact List. This will include school updates and may be used as a tool for teachers to communicate with parents/guardians.

\_\_\_\_\_  
Parent Email Address/Name

**Acceptable Use Policy (AUP)**

**(Student/Parent Technology Agreement)**

**For Student**

I have read RCS's Acceptable Use policy on pages 5 of this School Handbook. I agree to follow all of the rules. I understand that, if I break any of the rules or misuse the technology resources, I may lose the privilege of using the resources either for a short time or for the entire school year. I also understand that I will have to pay for any damage that I cause.

I understand that my use of the technology resources is not private. I understand that school officials may read, delete or change any of my files.

\_\_\_\_\_  
Student Name (PLEASE PRINT) Grade/Class

\_\_\_\_\_  
Signature and Date

*(Must be signed by student; first and last name in cursive. Students in Grades K-2 may print.)*

**For Parent(s)**

I have read the RCS's Technology Use policy on page 5 of this School Handbook and explained it to my child. I understand that violation of these provisions may result in disciplinary action taken against my child, including but not limited to suspension or revocation of my child's access to the school's technology resources. I understand that my child's technology usage is not private and that the school will monitor my child's use of technology resources. I consent to the school's interception of or access to all communications sent, received or stored by my child using the school's technology resources.

I agree to be responsible for any unauthorized costs arising from my child's use of the school's technology resources. I agree to be responsible for any damages incurred by my child.

\_\_\_\_\_  
Parent Name (PLEASE PRINT) Date

\_\_\_\_\_  
Signature of Parent and Date

**Cell Phone Policy**

I have read RCS's cell phone policy and understand the school's cell phone policy. I will comply with the policy on pages 11 of this handbook.

Parent/Guardian Initial: \_\_\_\_\_

Student Initial: \_\_\_\_\_

**Parent/Student Handbook**

I have received and read the RCS Parent/Student Handbook and will comply with the information contained herein.

\_\_\_\_\_  
Student Name and Parent Signature Date

## Attendance Policies

### MANDATED NOTIFICATION TO PARENTS

**Education code 48980 and various other statutes require school districts to give written notification to parents on an annual basis regarding programs, rights, and services.**

Ridgecrest Charter School strongly believes in the value of strong attendance. Policies on attendance are designed to encourage regular attendance and support California Education Laws as defined in ED CODE 48260. School will begin at 8:00 a.m. with students in their class and ready to begin instruction each school day. If a student arrives after 8:00 a.m., he/she will report to the office to receive a tardy slip. Regular attendance at school is essential for academic growth and success. If your student is absent from school for any reason, please call the school office to report the absence and the **reason** for not attending. If you are not able to call, please send a note to the school office about the absence with your student the first day your student returns to school.

**Absences:** According to State law, students will be excused for absence only when it is due to illness; due to quarantine under the direction of a city or county health officer; for the purpose of having medical, dental, optometrical, or chiropractic services rendered; for the purpose of attending the funeral services of a member of his/her immediate family, including a parent, grandparent, spouse, child, or any relative living in the pupil's immediate household, 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 of California; or for the purpose of jury duty in the manner provided by law; for the purpose of attending certain student education conferences. Students' absences are recorded each trimester or quarter on students' report cards.

**Absence For Justifiable Personal Reasons:** A student may be excused from school for justifiable personal reasons, such as appearance in court, observation of religious holiday or ceremony, attendance at religious retreats (not to exceed four hours per semester), or an employment conference, when the parent makes a request in writing and when the request is approved by the principal or designee. A pupil shall also be excused from school when he or she is the custodial parent of a child who is ill or has a medical appointment during school hours. No pupil may have his or her grade reduced or lose academic credit for any absence(s) excused under Education Code Section 48205 when missed assignments and tests that can reasonably be provided are satisfactorily completed within a reasonable period of time

**Absence For Religious Purposes:** After completing a minimum day, students who have written permission from their parents or guardians may be excused from school to attend religious services at a place away from school. Such absences are limited to four days per month.

We need 100% cooperation to assure that all students arrive and depart from school in a safe manner. Parents are encouraged to drop students off and pick students up, on time, at the designated drop-off/pick-up area.

**Absences Due to Illness:** When pupils are absent from school due to illness, parents are asked to phone the school on the day of the absence to report the illness. If prolonged absence will be necessary, the school should be notified so that arrangements may be made for Independent Study Contract (if absence is more than three days) or make-up work (if less than five days) refer to page 6 for a full explanation.

**Absences For Other Than Illness:** If it is absolutely necessary that a pupil miss school for other than illness, send a note to the school in

advance giving the reason and time. If the pupil will be leaving school during the school day and will be met by someone other than the parents, a note should state who that person will be. Every effort should be made to confine doctor and dentist appointments to after-school hours. If family outings and vacations while school is in session are a necessity, prior arrangement should be made with the Records Clerk for an Independent Study Contract (if absence is more than three days) or make-up work (if less than three days).

#### Students on Campus Before/After School

Students are not to arrive on campus before 7:30 a.m., unless requested by a teacher. Once on campus, students are not allowed to leave without permission. The first bell rings at 7:55 a.m. and students must be in class and ready to begin at 8:00 a.m. Students arriving after 8:00 a.m. must report to the office for a tardy slip to keep from being marked absent. School ends at 3:00 p.m. and at 12:15 p.m. on Flex/Minimum Days. Students are to leave campus directly after school, unless they are staying for an authorized activity. If students are staying for an activity they are to remain with their teacher until they are released to the activity.

#### **Irregular Attendance**

RCS's definition of irregular attendance is based on a student having three unexcused or unverified absences. Excessive tardiness contributes to truancy. Irregular attendance will be reported to the School's Director. A student must have a written notice from a physician after three (3) consecutive days of absence when illness occurs.

#### **Attendance Letters**

Attendance letters will be sent to parents on an as needed basis. These letters will notify you of your student's attendance status. The first letter will be sent out if the student has had three (3) unverified or unexcused absences. This will automatically place them in a truant situation. A second letter will be sent after the student has had five (5) unverified or unexcused absences. At this point, the student is considered a habitual truant and the parent will need to sign a Parent/Student Attendance Agreement. A third letter will be sent after the student has had seven (7) unverified or unexcused absences. Consequently, the student will be placed in the School Attendance Review Board (S.A.R.B.) process and given a referral to the Ridgecrest Police Department Truant Officer.

You may receive a first letter if your student has had three (3) excused absences in a week's time without a doctor's note. If the student has had nine (9) excused absences, you will receive a second letter stating they will be required to have a doctor's note every time the student is absent due to illness. Without the doctor's note, the student is truant and referred to the Ridgecrest Police Department Truant Officer.

#### Tardy and Early Check-Out Policy

Like absences, tardies (arriving late) can also be disruptive to your student's education. Please help us help your student and make every effort to have students arrive at school on time. Students are expected to be on time to all classes. Please be aware that three (3) tardies of 30 minutes or more will place your student in a truant status. Students will be referred to SARB for excessive tardies.

Excessive early departures from school can also hinder your child's education. Please do not abuse this privilege. Routine doctor and dentist appointments should be scheduled after school gets out or during vacation breaks from school. Parents must sign their student out in the office every time the student leaves early. Students will be referred to SARB for excessive early departures from school.

### Visitors on Campus

Parents are always welcome and encouraged to visit campus. Parents are required to check in at the office and **pick up a visitor's pass**. Parents are expected to coordinate their visits and/or volunteer requirements with their Room Parent, Teacher, or Volunteer Coordinator prior to arrival on campus. **Passes must be visible at all times**. Parents are also required to sign-out and return their passes. Adult visitors other than parents/guardians must have an approved specific reason for being on campus. No other visitors are allowed on campus. A 24 notification is appreciated for a classroom visit.

### Visitation/Observation

Access to the teachers and the Director of RCS is a vital requirement for the success of the school. An orderly approach to parent/teacher/administrator contact is essential to provide a quality environment in which to carry out the school's mission. Parents of enrolled students are welcome to visit the school anytime.

Please observe the following guidelines:

Contact the teacher through the office to schedule an observation. This will avoid conflicts with testing, etc. 24 hour notice is appreciated; only one (1) observation per classroom will be scheduled at any given time; for safety considerations, when arriving at school for a visit or observation period, parents and visitors are asked to sign in at the office and get a name tag. **For the safety of our students, no one may proceed beyond the office area until allowed to do so. This will be strictly enforced;** observation periods are for observing only. Comments or discussion regarding what is observed will be scheduled as a conference with the teacher or Director at a later time. The teacher and students will not be interrupted during the observation period. To maintain an optimal learning environment, parents are asked not to interact with students unless directed to do so by the teacher; no food or beverages permitted in the classrooms; please turn off all cell phones before entering the classroom; other children are not permitted to accompany an observer in the classroom, nor can they be left in the school office. Arrangements must be made for the care of siblings during the observation period; and observation time is limited to one hour.

### On Campus after Hours

Students are to leave campus directly after school, unless they are staying for an activity. Students are to stay with their teacher until they are told to report directly to the location of the activity. For safety and insurance reasons, students are not to be on campus during non-school hours, unless they are supervised by a staff member.

### Use of the Office Phone

Any student that is not feeling well at any time during the day, including after school, needs to check into the school office. The office will call home and see that care is given until the child is taken home. (Refer to pg. 4-5 "First aid and Illness during school Hours") Students may not use the phone: to see if they can go home with, or bring home, a friend or to have their work or other forgotten items brought to school. Phone calls from parents/guardians to the classroom during the school day are disruptive to the teacher and students and are NOT recommended.

### Lunch

Students are to bring a lunch from home each day. A parent may bring a hot lunch for their student if desired. Students have 40 minutes for lunch. All food must be eaten in designated areas inside the Cafe or outside where tables and benches are provided. No energy or soda drinks are permitted on campus.

Parents are invited to have lunch with students during the student's designated lunch time. **Parents must sign in at the front office and obtain a visitor badge to be worn during their visit.** We strongly suggest that you adhere to a no soda policy as part of your student's lunch. Sugar drinks will make them thirstier and tired as the school day continues. We do sell milk at a minimal price in the office on a daily, weekly and monthly basis. We suggest you provide water or 100% fruit juice boxes in your student's lunch boxes. Please be sure that your student has adequate food for lunch and snacks for the full school day. The school office personnel cannot provide these items for your student.

### Birthday Celebrations

Families should contact the classroom teacher to make arrangements. Parents must sign in at the front office and obtain a visitor badge to be worn during their visit.

### Personal Belongings

Do not leave personal belongings unattended. The school is not responsible for lost or stolen items. Money should always be turned in to the teacher or carried on the person and never put in backpacks or left in the desk or classroom. The school is not responsible for lost money. Please refer to page 10 for a complete list of items not permitted on campus.

### Campus Passes

All students who are out of class must have a pass from a staff member. Students must have a pass to leave designated areas at lunch time, between classes, and before or after school.

### First Aid and Illness during School Hours

First Aid is administered in case of minor injuries. If illness or a serious accident occurs during the school day, every attempt is made to notify the parent/guardian at once. Any student not able to return to class due to illness or injury must be picked up from the school within 60 minutes of parent/guardian or emergency contact notification. If you cannot be reached, our only recourse is to use our judgment in seeking medical attention for your student. In the event you will be out of town during any school day, you must notify the office before school begins and give office personnel an emergency phone number of a person willing to take charge of and pick up your student in the event your student becomes injured or ill.

Every school has a room where an ill or injured pupil can lie down. The school will contact the parent to have the child picked up. An ill pupil cannot be released without parent permission. Every pupil must have on file at the school an emergency information card listing the family's choice of doctor and noting where parents or other responsible adult can be reached in case of emergency. It is very important that this card be returned to the school promptly after the pupil brings it home for his/her parent to complete and sign.

### Medication

Children may take medication, which is prescribed by a physician, and get help from school personnel during the school day if:

1. The district designee has received a written statement from the physician detailing the medication name, method, amount, and time schedules by which the medication is to be taken; and
2. Parent, guardian or caregiver submits a written statement indicating his/ her desire that the school district assist his/her child in taking the medication; and
3. Parent signs a release statement on a special form available from the district. [E.C. 49423, 49480]

Children may carry and self-administer a blood glucose level test and diabetes care, inhaled asthma medication and auto-injectable epinephrine if the rules in one through three above are met. [E.C. 49414.5, 49423, 49423.1, 49480]

If your child is on a continuing medication regimen for a non-episodic condition, you are required to notify the district designee of the medication being taken, the current dosage, and the name of the supervising physician. [E.C. 49480]

Forms are available in the front office; all medication, whether prescription or over-the-counter, must be brought in by the parent/guardian in the original unopened container. The parent/guardian must come into the office to pick up all leftover medication. No medication will be given to students to take home.

The school office may not administer over-the-counter medications, such as aspirin or cough medicine, unless these conditions above are met, but you may come to the site and administer such medications to your child.

**Note: No medication (including Tylenol and Aspirin) will be administered by school personnel without parent and/or doctor's written permission.**

Doctor's instructions must be renewed each year. Any changes in medication, amount, or means of administering require new doctor's instructions. (Education Code Section 35183.5)

RCS recognizes that some students have asthma graded as moderate or severe and may need to carry their own inhalers in order to have immediate accessibility. Parents/guardians who are aware of this need must follow steps 1-3 in the above "Medication" section to allow qualified students to carry inhalers.

RCS recognizes that some students have allergies of such severity that they may require an emergency anaphylactic injection during the course of the school day. Parents/guardians who are aware of this foreseeable need may have the medication stored at the school in accordance with the district medication policy. The medication will be made available for trained school staff, paramedics or parent administration. With appropriate permission from the student's physician and parent/guardian, students may self-inject the medication and/or may be assisted by staff to self-inject the medication.

**Immunizations**

[Health and Safety Code Sec. 120335, 120440; E.C. 49403]

A pupil may not be admitted to school unless he/she has been fully immunized against: Diphtheria, pertussis (whooping cough). Tetanus, poliomyelitis, measles, mumps, rubella, Hepatitis B and Varricella (chicken pox) in the manner and with immunizing agents approved by the State Department of Public Health, except that students who have reached the age of seven are exempted from the requirement of immunization against pertussis or mumps. The required immunizations are available from the County Health Officer or a physician.

Documented proof of immunizations is required upon admission. It is the policy of RCS that there be no "Conditional" admittance to school; immunizations must be up to date before admission to school is granted. This requirement does not apply if a school provided waiver is signed stating that the immunization is contrary to the beliefs of the parent/guardian, or a letter or affidavit from a licensed physician is given stating that the physical condition of the pupil is such that immunization is not considered safe. If an outbreak of a communicable disease occurs at the school, the non-immunized student will be excluded for his/her safety until such time as directed by health officials or school administration.

Kindergarten and First Grade Physicals

State law requires that each student enrolling in the first grade must present a certificate, signed by a physician, verifying that the student has received a physical examination within the last 18 months. Parents may file a written objection (waiver) for the physical but

must understand that the child may be sent home if he/she is suspected to be suffering from a contagious or infectious disease. You may find it convenient to have your child immunized at the same time that the physical examination is conducted. These services may be available to you at no cost through the Child Health and Disability Prevention Program (CHDPP). [E.C. 49450; Health and Safety Code 124085, 124100, 124105, 120475]

Oral Health Assessment [E.C. 49452.8]

Parents or guardians must have their child's oral health assessed by May 31 of the student's first school year (kindergarten or first grade). Assessments within the 12 months before the child enters school also meet this requirement. The assessment must be done by a licensed dentist or licensed or registered dental health professional. By law student health information is confidential.

Many things impact a child's school progress and success, including health. Children must be healthy to learn, and children with cavities are not healthy. Baby teeth are not just teeth that will fall out. Children need their teeth to eat properly, talk, smile, and feel good about themselves. Children with cavities may have difficulty eating, stop smiling, and have problems paying attention and learning at school.

Scoliosis Screening [E.C. 49452.5]

Seventh grade girls and eighth grade boys are screened for scoliosis (curvature of the spine), unless you submit a written denial of consent.

Vision Screening [E.C. 49455, 49452]

Your child's vision will be checked by an authorized person between grades kindergarten through 8, unless you present to the school a certificate from a physician or optometrist verifying prior testing or a letter stating it violates your faith in a recognized religious belief.

Hearing Test [E.C. 49452]

The school district is required to provide for the testing of hearing of each student enrolled in kindergarten and grades 2, 5, 8, and 10, unless you submit a written denial of consent.

Sun Protection [E.C. 35183.5] [E.C. 35291, 35294.6]

Students when outdoors can wear sun protective clothing, including, but not limited to hats. Students may also apply sunscreen during the day without a doctor's note or prescription.

Confidential Medical Services [E.C. 46010.1]

According to the Education Code, school authorities may excuse any student in grades 7 through 12 from school for the purpose of obtaining confidential medical services without the consent of the pupil's parent or guardian. School districts are permitted to grant such excuses, but are not required to do so. RCS does not grant such excuses.

Pesticide Use [E.C. 17610.1]

The District is providing parents the name of all pesticide products expected to be applied at school facilities this school year. That identification includes the name and active ingredients. Only fully certified pesticides can be used on school grounds. Parents and guardians may register with the district if they wish to receive notification of pesticide applications at a particular school or facility, please request an individual pesticide application notification form from RCS Facilities Department. Further information is available from the California Department of Pesticide

CrossX Check Plus	Lesco	Bifenthrin	279-3206-10404
Tempo SC Ultra	Bayer	Beta-cyfluthrin	432-1363
Phantom Termiticide * Insecticide	BASF	Chlorfenapyr	241-392

## Acceptable Use Policy & Digital Portfolios

The future our children will live in depends on their ability to use technology. RCS is providing students with access to and experience with cutting-edge technology. Each student has daily access to technology and receives instruction in the appropriate use of this technology. While RCS regularly updates blocking software to limit access to inappropriate resources and information, it is impossible to restrict access to all controversial materials. Student work is also monitored. Students are to follow all rules and regulations governing technology and Internet conduct. Any violations of these rules and regulations will result in disciplinary action based upon the RCS Discipline Matrix and/or appropriate legal action. Students are responsible for their use of technology and technological resources and must sign an Acceptable Use Agreement annually.

Computers and the Internet are found in every classroom and the Library Media Center of the school. Students use computers for school projects and research. Teachers help students learn to use computers and the Internet properly so they will be prepared for the future. RCS will work to protect students from any dangerous or inappropriate material found on the Internet. It is the student's job to use the computer properly and responsibly. Students must report any vandalism or dangerous and inappropriate material found on the Internet to their teacher or school employee.

**Personal Responsibility:** Students are expected to know that the computer must be used correctly.

1. Students are expected to know that school rules must be followed on the computer network.
2. Students are expected to know that if anything is not right or makes me uncomfortable, I will tell the person in charge.
3. If a student finds something that is not appropriate on the Internet, they are expected to leave it right away and tell an adult.
4. Students are expected to understand that all the rules described in the discipline matrix apply when they are using the computer and/or the Internet.

**Acceptable Use:** Students are expected to understand that computers should be used for learning, research and creating classroom projects. The purpose of using the Internet in our school is to support research and education by providing access to unique resources and the opportunity for collaborative work. Transmission of any material in violation of school policy or any U.S. or state regulation is prohibited. This includes, but is not limited to: copyrighted material; threatening or obscene material; or material protected by trade secrets.

1. If a student copies anything from the Internet or software program and pastes it into their project, they are to give credit to the author.
2. Students are expected to follow the rules of the network.
3. Students are expected to participate in Chat Rooms at school only if told to do so by a teacher or staff member.
4. Students are expected not to try to buy, sell or advertise anything on the school network.
5. Students are expected to understand that the computer belongs to the school district and are not to change the way the computer desktop looks or works.
6. Students are expected not to download any commercial software from the Internet.

**Network Etiquette and Privacy:** Students are expected to abide by the generally accepted rules of network etiquette. The following are not permitted: sending or displaying offensive messages or pictures; using obscene language; accessing personal e-mail; harassing, insulting or attacking others; sharing confidential information (name, personal address, phone number); damaging computers, computer systems or computer networks; violating copyright laws; using others' passwords; trespassing in others' folders, work or files; intentionally wasting limited resources; employing the network for

commercial purposes; downloading of files; and purchasing of items, materials, goods, etc.

**Services:** RCS has no control over the Internet. Teachers and staff will work with students to protect them from inappropriate material on the Internet. They will also teach students how to save and protect their work so that they are successful computer-users.

**Vandalism:** Will result in the cancellation of privileges. Vandalism is defined as any malicious attempts to harm or destroy data of another user, Internet, or any of the networks that are connected to the Internet. This includes, but is not limited to, the uploading or creation of computer viruses, attempts at gaining unauthorized access, or changing online materials without permission.

**Privileges:** Using the computer network is a privilege students must earn and keep. If students don't use the computer correctly, students will face disciplinary action and their parents will be notified.

**Security:** Security on any computer system is a high priority, especially when the system involves many users. If a student feels they can identify a security problem on the Internet, they must notify the teacher/administrator in charge. Students shall not use another student's log in. Attempts to logon to the Internet as anyone but themselves may result in cancellation of user privileges. Any user identified as a security risk or having a history of problems with other computer systems may be denied access to the Internet.

**Updating:** With the rapidly changing nature of technology and information resources, it may be necessary to update and/or modify this Acceptable Use Policy (AUP). Each user will be required to review and sign this policy annually. All users are responsible for notifying the designated system administrator or any RCS staff member of changes in personal information that may compromise the integrity of the user's Acceptable Use Policy.

**Digital Citizenship:** Access to RCS-provided materials and technologies from any location will be subject to RCS discipline guidelines and procedures.

RCS makes no warranties of any kind, whether expressed or implied, for the service it is providing. RCS will not be responsible for any damages you suffer. This includes loss of data resulting from delays, non-deliveries, miss-deliveries, or service interruptions caused by its own negligence or your errors or omissions. Use of any information obtained via the Internet is at your own risk. RCS specifically denies any responsibility for the accuracy or quality of information obtained through its services.

### Standards Based Grading

The following grading system is used at Ridgecrest Charter School for Kindergarten through 8<sup>th</sup> grade report cards in reference to Progress towards Academic Standards:

- 90 - 100% Advanced (5) (A)
- 80 - 89% Proficient (4) (B)
- 70 - 79% Basic (3) (C)
- 60 - 69% Below basic (2) (D)
- 0 - 59% Far Below basic (1) (F)

The following grading system is used at Ridgecrest Charter School for Kindergarten through 8<sup>th</sup> grades in reference to behavior:

- 90 - 100% Outstanding
- 80 - 89% Good
- 70 - 79% Satisfactory
- 60 - 69% Needs Improvement
- 0 - 59% Unsatisfactory

### Academic Performance Standards

Students are expected to perform to grade level standards. If a student receives a grade lower than 70% on any given assessment,

the teacher will send the graded work home in the weekly envelope for parent/guardian signatures. The signed work is to be returned to the classroom teacher the following day.

### Report Cards

Kindergarten through fifth grade will have their first and second trimester report cards sent home in the student's Weekly envelope. The third trimester report card will be mailed home for all students. Sixth, seventh, and eighth grade students will always have their progress reports and report cards mailed home.

### Progress Reports

Progress reports are generated halfway through each trimester to advise the parent of their student's progress. This gives the student the opportunity to improve his/her grade before the report card is issued. Other progress reports may be sent home in addition to this progress report. Parent/teacher conferences are scheduled three times per year. First and third trimester progress reports will be handed out at a mandatory parent teacher conference. The second trimester progress report will be sent home in the Weekly envelope for grades Kindergarten through fifth. Sixth, seventh, and eighth grades, progress reports will be mailed home. If a parent/guardian is unable to attend the scheduled conference, please call to make to make alternate arrangements with your child's teacher. The necessity of other conferences is left to the teacher's or parent's discretion to schedule. However, parents may and are encouraged to schedule times to meet with teachers on a regular basis to discuss their student's progress.

### Honor Roll

Honor Roll is a means of giving recognition to fourth through eighth grade students based on scholastic achievement. To make the Honor Roll a student must have at least a 3.0 GPA with no failing marks; and be working at, or above, grade level content standards. Honor Roll certificates are given out at the end of each trimester and students will have their names published in the local newspaper.

### Awesome Eagles

"Awesome Eagles" is a monthly, student incentive program sponsored by the Parent Teacher Organization. Each student has the opportunity to qualify, participate, and be recognized for this award. The criteria for the award are the "3 E's": Excellent Citizenship (no documented discipline infractions), Excellent Attendance (no unexcused tardies or unexcused/unverified absences), and Excellent Academics (no more than 2 missing assignments).

Students must earn two Awesome Eagles per school year to qualify for the end of the year swim party. Students must earn at least one Awesome Eagle during at least two of the three trimesters (at least one award per trimester for any two trimesters).

### Attendance Recognition Program

Classes with perfect attendance and having the most students to school on time will receive special monthly recognitions during the school year. Every student will be encouraged to develop good school attendance habits. A Perfect Attendance Banner bearing the school mascot will be presented to the class achieving the highest percentage of student attendance during the preceding month. The Perfect Attendance Banner will rotate each month to the class which has earned the honor. There will also be a banner for the class which has the "Most Students on Time" during the month.

Individual attendance certificates will be awarded to students with perfect attendance throughout the school year. Regular and prompt

attendance increases instructional time in the classroom, minimizes classroom interruptions, and fosters good lifelong habits.

### Homework/Make-up Policy

Homework is an integral part of the education program at RCS. It is an extension of the classroom lessons and should directly relate to class work. Homework reinforces skills and concepts that are taught and helps develop good study skills and habits. It also informs parents what is being taught in the classroom. Some guidelines for the assignment of homework follow:

RCS students should spend time each day studying, whether or not homework is assigned. If no homework is assigned, students are encouraged to review math facts, practice writing, study spelling words, or read a book. This approach helps students develop good study habits.

The following guide is the minimum recommended amount of time students should spend studying each evening and 20 minutes of family reading at least four times a week:

- Kindergarten:** 10 minutes + 20 minutes of reading
- Grade 1:** 15 - 20 minutes + 20 minutes of reading
- Grade 2:** 20 - 30 minutes + 20 minutes of reading
- Grade 3:** 30 - 40 minutes + 20 minutes of reading
- Grade 4:** 40 - 50 minutes + 20 minutes of reading
- Grade 5:** 50 - 60 minutes + 20 minutes of reading
- Grade 6:** 60 plus minutes + 20 minutes of reading
- Grade 7:** 70 plus minutes + 20 minutes of reading
- Grade 8:** 80 plus minutes + 20 minutes of reading

### Independent Study Contracts

If parents know that their student(s) will be away for three (3) or more consecutive days, an Independent Study Contract **may be requested**. Independent Study Contracts allow students to complete their class work and homework assignments away from the school campus and students are not considered absent during these days. By contacting the school office personnel, parents may request an Independent Study Contract if their child is going to be absent three (3) or more days. Parents must allow **at least 48 hours** for teachers to be notified and assignments collected. Parents can get the necessary paperwork from the school office. Any school work completed by students during Independent Study Contract **MUST** be returned to the classroom teacher on the student's **first day back** in class, or the contract will be void and the days the student was out will be changed to unexcused absences with zero marks for the work.

#### Absences and Make-Up work

Students are responsible for making up work covered or assigned during his/her excused absence. All make-up work will be assigned no later than the day the student returns from the absence. The student is given two days to complete the work for each day absent. However, if a student is absent the day a previous assignment was due, that work is due the first day the student returns to school. For any unexcused absence, the student will be given a zero for the work assignment.

**It is the responsibility of the student to turn in the work on the day it is due and to request work from absences.**

### Academic Honesty

To be successful in school, all students are expected to do their own work. In the event a student or group of students chooses to cheat on an assignment or test, the following policy will be followed:

First incident: student(s) involved receive a warning and the teacher calls the parents.

Second incident: student(s) receives a zero on the assignment or test, parents are called, the teacher writes a disciplinary referral, and a consequence is given.

Third incident: student(s) face possible suspension and recommendation of expulsion according to the guidelines in the zero tolerance policy.

### **Student Study Team (SSTs)**

The Student Study Team (SST) process is used at RCS as a tool to help students that are in danger of failing, having behavior issues, and/or attendance problems, which impedes his or her success during the school year. The SST is made up of the student's teacher(s), one or several other teachers, an administrator or designee, the parents and the student. In grades four and above it is important that the student be part of this team and attend the meetings. The team works to assess the learning modes of the student and devises interventions to help them be more successful. During the meetings, the student's strengths and weaknesses are discussed and interventions are explored. When everyone involved follows the interventions, improvement occurs. The teachers or parents may request an SST.

### **Weekly Envelopes**

Weekly envelopes are a primary source of communication to each student's home. The envelope will be sent home every Monday in the student's backpack. Please remember to look for this envelope every week. It will contain everything you need to know concerning class and school activities for the week. Advance notice of all important events, including permission slips, will be sent home via this envelope; please be sure to sign outer cover of the envelope each week. Student work that has been graded at below 70% will need to be signed by the parent/guardian and returned to the teacher.

The front of the Envelope is to be signed by the parent each week to verify receipt of the contents. If the envelope is not signed and the contents of the envelope still remain, the parent will be contacted by the teacher.

Replacement of the Weekly Envelope is \$2.00 and can be purchased through the school office.

### **Eighth Grade Promotion/Class Trip Requirements**

In order to participate in the eighth grade promotion ceremony and the class trip, the following requirements must be met:

Academic: Student must have an overall GPA (Grade Point Average) of at least 2.0 in core academics; Language Arts, Math, Science and Social Studies.

Behavior: Student must not receive more than two (2) out of school suspensions during the year. Any expulsion or pending expulsion will mean an automatic loss of promotion/class trip privileges.

Other: The student must agree to participate in all promotion practices.

Valedictorian/Salutatorian: The Grade Point Average during the sixth, seventh and eighth grade years must be 3.5 or above.

The dress code options for the eighth grade promotion ceremony will be as follows:

#### Formal:

Girls are to wear formal dresses. No see through, strapless, or low cut clothes allowed. Boys are to wear tuxedos or suits. No baseball hats or starter jackets allowed.

#### Semi-Formal:

Girls should wear dresses or dress pants. Jeans or shorts are not allowed. No see through, strapless, or low cut clothes allowed. Boys

should wear button down shirts, and casual slacks. Jeans or shorts are not allowed.

If in doubt of appropriateness, final determination rests with the Director. Student will be informed with ample advance notice as to which of these attire requirements are to be followed.

### **Kindergarten Graduation Requirements**

In order to participate in the kindergarten graduation ceremony, the following requirements must be met:

Academic: Student must be recommended for 1<sup>st</sup> grade promotion by the classroom teacher.

Behavior: The student must not receive more than two (2) out of school suspensions during the year. Any expulsion or pending expulsion will mean an automatic loss of promotion privileges.

Other: The student and parent/guardian must agree to participate in all promotion practices.

### **Academic Acceleration**

Assignment to a higher grade level will occur only after careful assessment of the student's ability, intellectual growth, emotional development, social competence, and academic achievement. Any change in a student's grade level must be in the student's best interest. In some unique cases, parents may seek grade level advancement for a student in grades K-8. The needs of each individual student are of utmost importance and must be met in the most effective manner possible; therefore, K-8 grade level acceleration will be considered when compliance with all of the following criteria is completed: receipt of written request to the Director from the parent/guardian requesting their student "advance" a grade. The Director should receive this written request no later than the end of the second trimester; recommendation from the current grade level teacher as to in-class/grade performance in core subjects (Language Arts, and Mathematics). The developmental readiness of the student will be confirmed by in-class observation and external testing; review of available norm-referenced tests to determine academic ability with the proposed grade level placement as determined by STAR and Benchmark testing and the discretion of the Director; current grade level norm referenced test (pre and post), and the post test for the grade level to be "skipped"; the school psychologist or counselor may perform an emotional and social readiness evaluation of the student's ability to deal with issues and students in the proposed grade placement; conference with the Director and parent/guardian; and the academic placement will be made by the Director prior to the start of school, and formally communicated to the parents via letter to their home address.

**School Accountability Report Cards:** The School Accountability Report Card is available on request and is accessible at the following Internet site: <http://www.ridgecrestcharterschool.org>. This contains information about the school regarding the quality of the programs and its progress toward achieving stated goals.

**Standardized, Norm-Referenced Achievement Tests:** The district is required to report each pupil's individual score, in writing, to the pupil's parent or guardian. The school invites parents to contact appropriate school personnel for further explanation or information regarding how the parent or guardian can best assist the school and the pupil in improving the pupil's performance.

### **Classroom Behavior Expectations**

Students are expected to follow the classroom rules of the teacher. Students with good behavior will be rewarded and consequences will be used for students who break the rules. Good attendance, and completing homework and schoolwork as assigned are also examples

of expected classroom behavior. Students will follow the directions of all classroom teachers, program assistants, and volunteers under the direct supervision of staff.

All school property will be kept neat and clean. Vandalism will not be tolerated and will result in student discipline. Parents are responsible for malicious acts by their students.

### **Code of Conduct**

**Respect for Self** - students are expected to respect themselves by wearing correct uniform, using appropriate language, and maintaining appropriate hygiene and dress for their location.

**Respect for Others** - students are expected to respect others by obeying staff instructions, treating others with kindness, and striving to treat others as they would like to be treated.

**Respect for Property** - students are expected to respect their property, and the property of others, by consistently trying to leave things in the same (or better) condition than they found them.

### **School Wide Discipline Policy**

School staff supports an environment that teaches students, through the daily curriculum, the skills to resolve conflicts and take responsibility for their actions. Character education instruction and discipline models are based on the schools character education program; which is comprised of six components: trustworthiness, respect, responsibility, fairness, caring, and citizenship, taught through the curriculum and school assemblies throughout the year. Students participate in formal and informal discussions about the meaning of each behavioral trait.

Teachers have established classroom management, token economies, and incentive programs based on school rules. At the beginning of the year, behavior expectations are outlined in a student handbook. The Pupil Services Administrator conducts a rules assembly for each grade level during the first week of school.

Progressive disciplinary measures begin in the classroom when students are disruptive or demonstrating poor citizenship. Students who continue to make poor choices in conduct are referred to the Pupil Services Administrator. Consequences and disciplinary action are based upon the student's past behavioral trend and severity of infraction. Discipline measures are applied, firm, fair, and consistently throughout the school year.

Positive behavior and citizenship by students are acknowledged by staff members through intangible and tangible incentive programs. Students demonstrating good citizenship are immediately given verbal praise, and are eligible for a *Caught in the Act* card given by school staff: at the end of the month, the class with the most cards earns a special reward. Students are also eligible to earn flat currency in the token economy system. Their currency can be converted into various goods and services available through classroom and school-wide auctions.

Teachers are empowered to deal with student misbehavior in their classrooms. Violations or non-compliance of the school-wide discipline policy will be taken seriously. If a student receives a referral, he/she is to report to the Pupil Services Administrator. Students that fail to report to the office when sent with a referral or fail to present the referral will incur serious consequences.

A referral will result in, but is not limited to, one or more of the following consequences:

**Detention** After school, lunch detention, or campus clean-up.

**Suspension** In-school or out-of-school suspension of 1-5 days depending upon the severity of the offense. A student on in-school suspension must be brought to the school office and picked up from the school office by a parent or guardian. (The decision to suspend out-of-school in excess of one day is decided by the Pupil Services Administrator.)

**Expulsion** Results in the student not attending school at RCS and the parents seeking placement elsewhere. This decision is made in a hearing with the Ridgecrest Charter School Governing Board.

**Duty Concerning Conduct of Pupils** (EC 44807): Every teacher shall hold pupils accountable for their conduct on the way to and from school, and on the playground.

**Parent Responsibility:** (Per EC 48900) If a teacher suspends a student, the teacher may require the child's parent to attend a portion of the school day in his/her child's classes. Employers may not discriminate against parents who are required to comply with this requirement.

**Duties of Pupils** (Title 5, California Code of Regulations, Section 300): All pupils are required to conform to school regulations, obey all directions, be diligent in study and respectful to teachers and others in authority, and refrain from the use of profanity and vulgar language.

**Parent's Liability** (EC 48904, Civil Code 1714.1): Parents or guardians are liable for all damages caused by any student's misconduct that results in injury or death to other students or school personnel, or causes damages to school property. Parents are also liable for any school property loaned to a student and not willfully returned. Following due process procedures, the school district may withhold the grades, diplomas, or transcripts of the student until such damages are paid, or the property returned, or until completion of a voluntary work program in lieu of payment of monetary damages.

**Student Search and Video Surveillance:** The school principal or designee may search the person of a student (including backpack, purse, bag, etc.) or the student's locker if there is a reasonable suspicion to believe the student may have a concealed weapon, narcotics, stolen property, or contraband. Evidence is gathered from video surveillance tape systems in posted areas is specifically admissible in discipline hearings, as no one has a reasonable expectation of privacy in those circumstances. (U.S. Supreme Court Case: *New Jersey v. T.L.O.* (1985) 469 U.S. 325)

### **Dear Students, Employees and Parents/Legal Guardians:**

On June 22, 2010, the Governing Board of the Ridgecrest Charter School District adopted Board Policy 3515.7 and Administrative Regulation 3515.7. This Board Policy authorizes the use of video surveillance cameras in District buildings and on District grounds to further the District's ongoing efforts to promote a safe educational environment for students, employees and visitors; to deter student drug use and violence; and to protect District property and equipment.

Please be advised that beginning with the 2010-11 school year, video surveillance will occur on District property. Video surveillance shall be limited to school hallways, entrances, school grounds and other areas deemed appropriate by the Director. Video surveillance shall not occur in areas where there is a reasonable expectation of privacy.

Video images obtained by the District shall be viewed by authorized District personnel as necessary. The District may rely on the images obtained by the video surveillance cameras in connection with the enforcement of Board policy, administrative regulations, building rules and other applicable law, including, but not limited to, student and staff discipline proceedings and matters referred to local law enforcement agencies in accordance with applicable law. Video images may become part of a student's educational record or a staff member's personnel record in accordance with applicable law.

The Governing Board sincerely hopes that this new technology will help the District create an even safer school environment for its students, staff and the community.

### **Grounds for Suspension or Expulsion**

A pupil may not be suspended from school or recommended for expulsion unless the superintendent or the principal of the school in which the pupil is enrolled determines that the pupil has committed an act as defined pursuant to one or more subdivisions:

1. (a) Caused, attempted to cause, or threatened to cause physical injury to another person; or (b.) Willfully used force or violence upon the person of another, except in self-defense.
2. Possessed, sold, or otherwise furnished any firearm, knife, explosive, or other dangerous object unless, in the case of possession of any such 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, any 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.
4. Unlawfully offered, arranged, or negotiated to sell any 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 then either sold, delivered, or otherwise furnished to any person another liquid, substance, or material and represented the liquid, substance, or material as a controlled substance, alcoholic beverage, or intoxicant.
5. Committed or attempted to commit robbery or extortion.
6. Caused or attempted to cause damage to school property or private property.
7. Stolen or attempted to steal school property or private property.
8. Possessed or used tobacco, or any 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 his or her own prescription products.
9. Committed an obscene act or engaged in habitual profanity or vulgarity.
10. Unlawfully possessed or unlawfully offered, arranged, or negotiated to sell any drug paraphernalia, as defined in Section 11014.5 of the Health and Safety Code.
11. 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.
12. Knowingly received stolen school property or private property.
13. Possessed an imitation firearm. An "imitation firearm" means a replica of a firearm so similar in physical properties to a firearm as to lead a reasonable person to conclude that the replica is a firearm. Displaying an imitation weapon at a school can result in a misdemeanor or fines.
14. Committed or attempted to commit a sexual assault as defined in Section 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.
15. Harassed, threatened, or intimidated a pupil who is a complaining witness or witness in a school disciplinary proceeding for the purpose of either preventing that pupil

from being a witness or retaliating against that pupil for being a witness or both.

16. Unlawfully offered, arranged to sell, negotiated to sell, or sold the prescription drug Soma.
17. Engaged in, or attempted to engage in, hazing. For purposes of this subdivision, "hazing" means a method of initiation or pre-initiation into a pupil 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.
18. Engaged in an act of bullying, including, but not limited to, bullying committed by means of an electronic act directed specifically toward a pupil or school personnel as defined in subdivisions (f) and (g) of Section 32261. Such activity may result in a misdemeanor charge.
19. A pupil may not be suspended or expelled for any of the acts enumerated unless that act is related to school activity or school attendance occurring within a school under the jurisdiction of the superintendent or principal or occurring within any other school district. A pupil may be suspended or expelled for acts which are enumerated in this section and related to school activity or attendance that occur at any time, including, but not limited to, any of the following:
  1. While on school grounds.
  2. While going to or coming from school.
  3. During the lunch period whether on or off the campus.
  4. During, or while going to or coming from a school sponsored activity.
20. A pupil who aids or abets, as defined in Section 31 or the Penal Code, the infliction or attempted infliction of physical injury to another person may suffer suspension, but not expulsion, pursuant to the provisions of this section. Except that a pupil who has been adjudged by a juvenile court to have committed, as an aider and abettor, a crime of physical violence in which the victim suffered great bodily injury or serious bodily injury shall be subject to discipline pursuant to subdivision (a).
21. As used in this section, "school property" includes, but is not limited to, electronic files and databases.
22. A superintendent or principal may use their discretion to provide alternatives to suspension or expulsion, including, but not limited to, counseling and an anger management program, for a pupil subject to discipline under this section.
23. It is the intent of the Legislature that alternatives to suspension or expulsion be imposed against any pupil who is truant, tardy, or otherwise absent from school activities. [Amended by AB 1411, Ch.21, Statutes of 2003]

Additionally, sexual harassment, hate violence, harassment, intimidation (only grades 4-12) and threats and terroristic threats against school officials or school property or both (all students) [E.C. 212.5, 233(e), 48900.2, 48900.3, 48900.4, 48900.7]

### **Mandatory Suspension/Expulsion**

Education Code Section 48915(a): Except as provided in subdivisions (c) and (e), the principal or the superintendent of schools shall recommend the expulsion of a pupil for any of the following acts committed at school or at a school activity off school grounds, unless the principal or superintendent finds that the expulsion is inappropriate, due to the particular circumstance:

1. Causing serious physical injury to another person, except in self-defense.
2. Possession of any knife, explosive, or other dangerous object of no reasonable use to the pupil.
3. Unlawful possession of any controlled substance listed in Chapter 2 (commencing with section 1 1053) of Division 10 of the Health and Safety Code, except for the first offense for the sale of not more than one avoirdupois ounce of marijuana, other than concentrated cannabis.
4. Robbery or extortion.
5. Assault or battery, as defined in Sections 240 and 242 of the Penal Code, upon any school employee.

Education Code Section 48915(c): The principal or superintendent of schools shall immediately suspend, pursuant to Section 48911, and shall recommend expulsion of a pupil that he or she determines has committed any of the following acts at school or at a school activity off school grounds:

1. Possessing, selling, or otherwise furnishing a firearm. This subdivision does not apply to an act of possessing a firearm if the pupil had obtained prior or written permission to possess the firearm from a certificated school employee, which is concurred in by the principal or the designee of the principal. This subdivision applies to an act of possessing a firearm only if the possession is verified by an employee of a school district.
2. Brandishing a knife at another person.
3. Unlawfully selling a controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the Health and Safety Code.
4. Committing or attempting to commit a sexual assault as defined in subdivision (n) of Section 48900 or committing a sexual battery as defined in subdivision (n) of Section 48900.
5. Possession of an explosive.

### **Due Process**

Students have the right to a fair hearing before any disciplinary action can be taken, except in an emergency situation where a student has committed an act that endangers staff or students. All suspensions will be preceded by an informal telephone conference between the student and/or teacher or the Pupil Services Administrator, at which time the student shall be informed of the reason for the suspension and be given an opportunity to bring forth evidence in his or her self-defense. In emergency situations, this opportunity may not be afforded. However, a conference shall be held within 72 hours, or as soon as otherwise possible. It is the policy of the school to telephone parents at the time of the suspension. Additionally, a written notice will be sent to the home of the student in all cases involving suspension and expulsion.

### **On-Campus Suspension (OCS) Procedures**

Students arriving early to school will wait in the office for the first bell to ring; students in OCS may be on campus to attend tutoring, they are not allowed on campus before or after school to participate in any other school activity; students will do their class work in a location other than their regular classroom. During free time activities and lunch time, they will be sent to a central location for monitoring; after school, students will wait in the office for parents to pick them up and ensure they are off campus. In the event a parent or family member is not able to pick the student up, they will be released to go home at 3:15 p.m. from the school office; students who are in OCS will not be allowed to participate in class field trips, reward events (i.e. Awesome Eagle reward events, or school functions off campus, i.e. academic contests or athletic events); one

or more OCS referrals in one trimester may result in a loss of an upcoming field trip for that trimester; and students who refuse to follow the rules of the "On Campus" suspension will be suspended out of school.

### **Violations Against School Administrative Procedures**

**Defiance/Interference/Obstruction/Disobedience/Disruptive Behavior:** Defiance is the refusal to obey lawful authority. All staff and volunteers filling specific staff positions are required by State Law to provide proper supervision of our students. A student may be suspended and/or expelled if he/she disrupts school activities or otherwise willfully defies the valid authority of staff members (volunteers performing assigned duties), teachers, or administrators performing their duties.

### **Sexual Harassment**

Sexual harassment includes, but is not limited to, unwelcome sexual advances, unwanted requests for sexual favors, or other unwanted verbal, visual, or physical conduct of a sexual nature made against another person of the same or opposite gender. (Ed. Code 212.5, 5CCR 4916)

Types of conduct which are prohibited in the school and which may constitute sexual harassment include, but are not limited to: unwelcome leering, sexual flirtations, or propositions; sexual slurs, epithets, threats, verbal abuse, derogatory comments, or sexually degrading descriptions; graphic verbal comments about an individual's body, or overly personal conversation; sexual notes, jokes, stories, drawings, pictures, or gestures; spreading sexual rumors; teasing or sexual remarks about students enrolled in a predominantly single-gender class; massaging, grabbing, fondling, stroking, or brushing against the body; touching an individual's body or clothes in a sexual way; purposefully cornering or blocking normal movement; and displaying sexually suggestive objects.

#### Notifications

A copy of the school's sexual harassment policy and regulation shall:

Be included in the notifications that are sent to parents/guardians at the beginning of each school year. (Education Code 48980: 5CCR 4917)

#### Investigation of Complaints at School (Site-Level Grievance Procedure)

The director or designate shall promptly investigate all complaints of sexual harassment. In so doing, he/she shall talk individually with:

- The student who is complaining.
- The person accused of harassment.
- Anyone who witnessed the conduct complained of.
- Anyone mentioned as having related information.

The Director or designee shall write a report of his/her findings, decision, and reasons for the decision. If the Director or designee verifies that sexual harassment occurred, this report shall describe the actions taken to end the harassment, address the effects of the harassment on the student harassed, and prevent retaliation or further harassment. Within two weeks after receiving the complaint, the director or designee shall determine whether or not the student who complained has been further harassed.

#### Disciplinary Measures

Any student who engages in sexual harassment of anyone at school or school-related activities is in violation of this policy and shall be subject to disciplinary action. For students in grades 4 thru 8 disciplinary actions may include suspension and/or expulsion, provided that in imposing such discipline the entire circumstance of the incident(s) shall be taken into account.

## Zero Tolerance Policy

The Director of the Charter School must recommend expulsion for the following behaviors, even though the student may have no prior discipline history: Possession, selling, or otherwise furnishing a firearm; possession and/or brandishing a knife at another person including a pocket knife or Swiss Army knife; possession and/or unlawfully selling a controlled substance; committing or attempting to commit a sexual assault; and possession of an explosive. This includes telephoning at home/ emailing, text messaging and note writing; possession of alcohol; and destruction and/or vandalism of school property.

In addition to the Director's recommendation for expulsion in all of the above areas, local law enforcement agencies will be notified and the student will be responsible to the adult or juvenile justice system for their actions.

The following acts committed by a student while under the authority of the school shall result in a recommended expulsion of the student unless the Director finds, and so reports in writing to the Governing Board, that expulsion is inappropriate, due to the particular circumstance which shall be set out in the report of the incident. No pupil shall be suspended or expelled for any of the acts enumerated unless that act is related to school activity or school attendance. A pupil may be suspended or expelled for acts which are enumerated in this section and related to school activity or attendance which occur at any time, including, but is not limited to: while on school grounds; while going to or coming from school; during lunch period, whether on or off campus; and while going to, during, or coming from a school sponsored activity.

Suspensions shall be initiated according to the following procedures:

### Informal Conference

Suspension shall be preceded, if possible, by an informal conference conducted by the Director with the student and his/her parent and, whenever possible, the teacher, or employee who referred the student.

### Due Process for Special Needs Students Regarding Suspension and Expulsion

RCS will work to comply with all applicable state and federal laws regarding the suspension and expulsion of students with special needs.

## Items Not Permitted on Campus

The following items are forbidden on campus without prior approval by RCS staff: unshelled peanuts or sunflower seeds, gum, electronic toys and devices, radios, tape recorders, electronic music players, Game Boys, rollerblades, Heeleys, toy water guns (devices capable of discharging water), balloons, trading cards, CD players, hair spray, make-up, perfume, aftershave, cologne, aerosol containers, or any potentially dangerous items. Items forbidden on campus that are lost or stolen are not the responsibility of the school and will not be investigated by the school or its officials. Items brought to school on the above list will be confiscated when seen by a member of the school staff. A parent or guardian must pick up the items.

## Cell Phone Policy

Cell phones are a major problem on school campuses across the country. Ringing cell phones are disruptive during class time. Camera phones and text messaging are used to cheat on quizzes and tests. Phones are stolen, loaned to other students, may be lost or broken and have exacerbated crisis situations. The use of cell phones at school is detrimental to the academic climate because it takes

valuable time away from instruction and creates disciplinary problems.

Due to the enormous time spent on stolen cell phones, the school will NOT investigate stolen cell phones. All cell phones must be turned off, not on vibrate and kept in backpacks. They must not be visible. Students may not use their cell phones between the hours of 8:00 a.m. and 3:00 or at any after-school event. Using a cell phone as a clock or saying that it "fell out of my pocket" is not an excuse to have a cell phone out, there is no excuse, the rules are clear.

If a student is using a cell phone (ANY OF ITS FUNCTIONS) for any reason during the restricted time, the following consequences will be imposed:

- Phone will be confiscated from the student
- Progressive discipline will take place (detention, OCS, suspension)
- The cell phone will be returned **ONLY** to the Parent/Guardian of the student. The student, sibling, neighbor or relative other than the Parent/Guardian, may not pick up the phone.

### THERE WILL BE NO EXCEPTIONS TO THESE GUIDELINES

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

We realize that having to pick up a student's phone may be inconvenient and therefore we recommend you discuss this policy with your student in order to avoid this problem. We also ask you to keep in mind that the use of cell phones are not only disruptive in class, they are an inconvenience to teachers and staff.

RCS IS NOT RESPONSIBLE FOR LOST, STOLEN, OR BROKEN CELL PHONES AND WILL NOT PAY FOR PHONES THAT ARE LOST, STOLEN, OR MISPLACED BY STAFF MEMBERS AFTER CONFISCATION.

Cell phones used during class will be confiscated and the parent/guardian will be required to pick the phone up from the school office. The school is not responsible for damages that may allegedly occur while cell phones or any electronic devices are in our possession.

### Bicycles Electric Scooters Skateboards and Scooters

Bicycles, electric scooters, skateboards, and scooters are to be parked and locked in the designated area(s) and may not be ridden on campus. Students must walk the bicycle or scooter on school property. Students who violate this rule will have their bicycle privileges suspended initially for five (5) days, and a progressive discipline plan will be used for subsequent violations. Bicycles and electric scooters are parked at the student's own risk. Tampering with other students' bicycles or scooters will be considered vandalism.

### Intimate Contact

Intimate physical contact is not allowed. This includes, but is not limited to, holding hands, excessive hugging, kissing, lap sitting, and leaning on each other. Students, who engage in such activities, will be disciplined.

### Playground

Playground guidelines: be kind to others, reach out and make new friends; play only in the designated areas; share equipment with others; return equipment to the classroom or an adult; follow

directions of the adult aide; stay outside unless an adult gives you permission to enter the building; line up quickly when the whistle is blown or the bell rings; and act-don't react- and play without pushing and shoving, kicking, and karate movements, tackling or touching others, throwing things, inappropriate language, or fighting.

#### Use of Sports Equipment on Campus

Playing with balls during recess and lunch periods is allowed on the basketball courts and on the playground. Balls must be kept away from the trees and/or the landscaping. Buildings may not be used for wall ball.

#### Landscaping

Do not hang on the trees; pull on the leaves or other plants. Rocks are to be left on the ground. Please treat all plants and trees with care. Abuse of any landscape material will be subject to disciplinary action.

### **Uniform Guidelines**

The administrator will make the determination if the student is in violation of the dress code. A dress code violation will result in, but is not limited to, one or more of the following consequences: warning, detention, call to parents in case of questionable dress (not covered in the rules listed below), the administrator will make a final decision.

#### **Dress Code**

A dress code has been established to minimize economic and competitive differences among students. All students will be required to wear specified school attire. The students are expected to follow the adopted dress code policy and to exercise good hygiene every day.

**Shirts** may be any **solid color, plain, collared**, shirt or a button oxford shirt with sleeves (no zippers, snaps, ribbing, or designs). The shirts must be of a solid color with no logos. All shirts **must be long enough to be tucked in**. Shirts may not be pinned, tied tight, or rubber-banded behind the back or off to the side.

**Undershirts** must be **plain, solid color** (no lace or see-through) underneath the required uniform shirt. Turtleneck shirts may be worn in lieu of the uniform shirt during cold weather periods. All undershirts **must be long enough to be tucked in**.

**Sweatshirts** must be **plain, solid color** (no multi-color, patterns, stripes, flowers, checks, skulls or any logo's exceeding a total size of 2" x 3" [business card size]). Students may be asked by teachers and staff to remove their sweatshirts while indoors. **Hoods must be removed while indoors**.

**Jackets** may be any color. If the jacket has logos, they must be school-appropriate with no alcohol, tobacco, profanity or drug logos.

**Pants** may be **plain navy** (dark blue), **black**, or **khaki** colored **twill** or **corduroy**. Pants must be straight leg, regular or relaxed fit only. Excessively loose or excessively tight pants are not permitted. **"Skinny jean" style pants are NOT permitted**. Pants must fit at the waist (no sagging, no cargo, no low-waisted [hip huggers]). **Denim pants are not part of the uniform**. Logos should not exceed a total size of 2" x 3" (business card size) - similar to "Dockers" or "Dickies" labels.

**Shorts** may be **plain navy** (dark blue), **black**, or **khaki** colored **twill** or **corduroy** shorts. Shorts must fit at the waist (no sagging, no cargo, no low-waisted [hip huggers]). **Denim shorts are not part of the uniform**. Logos should not exceed a total size of 2" x 3" (business card size) - similar to "Dockers" or "Dickies" labels.

**Skorts, skirts, capris** and **skirt jumpers** may be **plain navy** (dark blue), **black**, or **khaki**. Capris must fit at the waist (no sagging, no low-waisted [hip huggers]). **Denim skorts, skirts, capris, and skirt**

**jumpers are not part of the uniform**. Logos should not exceed a total size of 2" x 3" (business card size) - similar to "Dockers" or "Dickies" labels.

**Length and Size:** Shorts, skorts, skirts, and skirt jumpers must not be shorter than four (4) inches above the knee or longer than four (4) inches below the knee. Students are allowed (and encouraged) to wear shorts under skirts and jumpers. All uniforms must be the appropriate size. Uniform items intentionally worn to be excessively loose or excessively tight are not permitted, regardless of waist size. This applies to articles of the uniform.

**Shoes:** Students are to wear safe, athletic-type shoes, with traction soles that may be Velcro or with laces that tie. Shoes are to be tied securely to the feet. At no time are bare feet, open-toe shoes, high heels or wedges, Heeleys, mules or flip flops to be worn for safety reasons. Shoes must be appropriate for daily PE and comfortable for physical activity.

**Belts:** All pants designed to have belt loops, must have loops intact. The belts must be of appropriate size, worn through the belt loops and not dangle from the buckle. The belts should not have sharp or spiked edges or accessories attached to them.

**Hats or Beanies** with a Ridgecrest Charter School logo or plain, solid color (no logos) hats may be worn outside. Hats are not allowed to be worn inside.

**Jewelry:** A single post earring in one or both ears may be worn. For safety reasons, no dangling or hoop-style earrings are allowed. Body piercing (except for ears) is not allowed. One necklace may be worn inside the blouse or shirt. No "Dog Collar" necklaces. A bracelet, wrist watch, and ring may also be worn. Tattoos are prohibited.

### **Athletic Guidelines**

Students must obtain a sports physical and return it to the school. Students must have a parent permission slip on file for each sport to be played before they can try out or practice. Students will have a signed sports waiver on file and have on file proof of health insurance.

Students must have a 2.0 GPA with no F's from the previous grading period. Students must attend the entire school day of a game day. Only verified doctor or dentist appointments are acceptable excuses. Students must attend a mandatory check-in for eligibility for the following week. This check-in will be held by the coach or coaches. At this check in, the following will be verified: students will have picked up a weekly progress report and have it completed.

This report will reflect a "C" – 70% or better weekly grade average. Students who have grades below 70% will be benched and required to attend tutoring until they have achieved above 70%; and students must attend all meetings and competitions.

Listed below is a sample of the weekly progress report for athlete's eligibility. Progress reports will be verified on Friday for the following week.

Date	Math	Eng	Science	S.S.	Initial
Grade					

Only verified illness or doctor/dental appointments are acceptable excuses. Students are expected to be role models for the school. They will sign an Athletic Code of Conduct when accepted to the team. Any violations of this code may result in suspension from the team.

Disciplinary Action Students who receive an in-School Suspension will not play the following game. Students who receive an out-of-school suspension will be removed from the team. School service, detention, and other disciplinary action will result in a loss of playing time.

## Parent and Student Compact: Rights and Responsibilities

The purpose of this compact is to strengthen the bonds between the Ridgecrest Charter School staff (teachers and administration), its students, and parents or guardians. This compact clarifies the expectations, roles, and obligations of all parties. This compact will be signed by all students (with age-appropriate simplification). Signing of this compact is required for admission to and continued enrollment at the school.

### Administration and Teachers:

1. Acknowledge the right of parents to participate in all decisions affecting their children. We agree to:
  - a. provide periodic reports on student progress;
  - b. consult with parents concerning any marked changes in student performance or behavior;
  - c. respond promptly to parent phone calls and requests for conference.
2. Affirm our obligation to provide a quality educational opportunity for each child. We agree to:
  - a. consider and respond to individual needs of children and their families;
  - b. provide a strong curriculum, preparing children for the future;
  - c. provide competent personnel who demonstrate a caring attitude toward children;
  - d. maintain a safe and secure school facility and an atmosphere conducive to quality education.
3. Welcome parents as full partners in the educational process. We agree to:
  - a. encourage parent visitation and participation in school activities;
  - b. provide numerous and varied opportunities for parents to fulfill their volunteer and educational obligations;
  - c. treat each student, parent, and staff member with dignity and respect.

### Parents and Guardians:

1. Acknowledge that supervision of a child is the joint responsibility of the school and the parents. I/we agree to:
  - a. supervise and assist in the completion of homework, providing a suitable place and schedule for its completion;
  - b. support my student(s) learning at home by reading to them as appropriate and monitoring their television viewing (both in subject matter and time);
  - c. make sure my student(s) arrive at school each day well-rested and prepared to learn;
  - d. support and reinforce the school's attendance, conduct, discipline, and dress codes;
  - e. treat all school personnel and other parents with respect and dignity; and
  - f. make every effort to attend school-sponsored workshops to strengthen my skills as an effective parent.
2. Understand the need for prompt communication with the school. I/we agree to notify the school immediately: Regarding concerns about student performance, instruction, or other issues; regarding matters that may affect the student's behavior at school.
3. Participate in the on-going life of the school community. I/we agree to:
  - a. as possible, attending school events including Back-to-School Night and other programs, parent/teacher conferences, PTO meetings, and school functions;

- b. participate in and support the school's Parent Association, including fund raising efforts that provide additional educational opportunities;

### Students:

1. I recognize that I have the ultimate responsibility for my learning, my behavior, and my development as a citizen of the community. I agree to:
  - a. strive for excellence in my academic work at school and at home;
  - b. complete all work to the best of my ability;
  - c. show respect at all times toward my teacher, school employees, other adults on campus, and fellow students;
  - d. show respect and take care of school property and the property of others, including backpacks and textbooks;
  - e. arrive at school on time and prepared to learn;
  - f. follow the school rules, including the dress code;
  - g. set a model for others to follow as outlined in the conduct code.

Parents and students may withdraw from this compact at any time and arrange for attendance at another school. Should the parents or student substantially and continually fail to honor these contract conditions, the school reserves the right, as a last resort, to dismiss the student from the school. Prior to dismissal, the following due process steps will be observed:

The student and his/her parents will be notified in writing of the reasons for the recommendation of dismissal. A hearing will be held by the Board of Directors, at which time the school staff, the student, and the parents will have opportunity to present evidence and testimony supporting or opposing the recommendation. The Board of Directors will make a final decision regarding dismissal or a lesser alternative.

### Family Participation

RCS requires four hours of volunteer time per month per family as a minimum guideline.

Families can be involved in a multitude of ways, including but not limited to: assisting educators in the classrooms; teaching/tutoring small groups of students in specific subject areas; leading small group activities in specific topics of expertise or interest, ranging from art to music to engineering and beyond; coordinating or delivering hot lunches to students; participating in the RCS Governing Board; helping maintain a clean and safe campus through evening classroom cleanup and/or weekend work days; supervising/driving on field trips; shopping/gathering resources for the curriculum; and joining one or more groups, which assist in the overall administration of school functions: Parent Advisory Council, school committees the Parent Teachers Organization and its committees, and school wide events. To achieve this goal, the Volunteer Coordinator and the Room Parents monitor the progress of each family's effort toward the goal on a monthly basis and assist in identifying appropriate projects for those who need help in meeting their goal. The PTO, at the end of the year, rewards all volunteers and gives special recognition to those families with 40+ hours.

### Responsibilities

This includes responding to the Homework, and Annual Parent Surveys; to be responsible for transporting your child to and from the RCS to be an active participant in the Parent Teacher Conferences; to use the proper protocols when problems arise between parent and staff; to exercise discretion when speaking about other people's children in front of your own children or with others; and to provide lunch and appropriate snacks for your child/children.

### Suggestions, Comments, and Concerns Process

As with any other organization, we would like to have any issues resolved at the level that is closest to your student's day. Any

suggestion, comment, or concern should be addressed initially with your child's teacher. You should receive a response to your inquiry within 72 hours. In the event that you are not satisfied with the teacher's response or the time frame established has not been met, you should then address your suggestion, comment, or concern **in writing** to the Director. The Director should respond to your suggestion, comment, or concern within 72 hours.

In the event you are not satisfied with the Director's response or timeliness of response, the next step would be to address your concern to the RCS Governing Board. It is recommended that you write a letter to the school board clearly stating your suggestion, comment, or concern. Identify in the letter that you have taken action and attempted to resolve the issue with your child's teacher and the Director. The board will respond within 14 days of receiving the letter.

#### Services to Disabled Pupils

RCS will provide special education services and classes. If you have reason to believe that your child has a disability that requires special services or accommodations, bring this to the attention of the school office. Your child will be evaluated to determine whether he/she is eligible for special instruction or service.

### **Uniform Complaint Procedure**

Parents, Guardians, Pupils, and Teachers:

Pursuant to California *Education Code* Section 35186, you are hereby notified that:

1. There should be sufficient textbooks and instructional materials. That means each pupil, including English learners, must have a textbook or instructional materials, or both, to use in class and to take home.
2. School facilities must be clean, safe, and maintained in good repair.
3. There should be no teacher vacancies or misassignments. There should be a teacher assigned to each class and not a series of substitutes or other temporary teachers. The teacher should have the proper credential to teach the class, including the certification required to teach English learners if present. Teacher vacancy means a position to which a single designated certificated employee has not been assigned at the beginning of the year for an entire year or, if the position is for a one-semester course, a position to which a single designated certificated employee has not been assigned at the beginning of a semester for an entire semester. Misassignment means the placement of a certificated employee in a teaching or services position for which the employee does not hold a legally recognized certificate or credential or the placement of a certificated employee in a teaching or services position that the employee is not otherwise authorized by statute to hold.

A complaint form may be obtained at the school office, district office, or downloaded from the school's Web site at [www.ridgecrestcharterschool.org](http://www.ridgecrestcharterschool.org). You may also download a copy of the California Department of Education complaint form from the following Web site: <http://www.cde.ca.gov/re/cp/uc>.

#### **Compliance Officer**

The Board designates the following compliance officers to receive and investigate complaints and ensure district compliance with law:

Tina Ellingsworth, Executive Director

#### **Procedures**

##### **Step 1 - Filing of Complaint:**

Any individual, public agency or organization may file a written complaint of alleged noncompliance by the school using the *Complaint Form*.

Complaints alleging unlawful discrimination may be filed by a person who alleges that he/she personally suffered unlawful discrimination or by a person who believes that an individual or any specific class of individuals has been subjected to unlawful discrimination. The complaint must be initiated no later than six months from the date when the alleged discrimination occurred or when the complainant first obtained knowledge of the facts of the alleged discrimination. (5 CCR 4630)

##### **Step 2 - Mediation:**

Within three days of receiving the complaint, the compliance officer may informally discuss with the complainant the possibility of using mediation. If the complainant agrees to mediation, the compliance officer shall make all arrangements for this process.

Before initiating the mediation of a discrimination complaint, the compliance officer shall ensure that all parties agree to make the mediator a party to related confidential information.

If the mediation process does not resolve the problem within the parameters of law, the compliance officer shall proceed with his/her investigation of the complaint.

The use of mediation shall not extend the School's time-lines for investigating and resolving the complaint unless the complainant agrees in writing to such an extension of time. (5 CCR 4631)

#### **Complaint Mediation**

The Board recognizes that a neutral mediator can often suggest an early compromise that is agreeable to all parties in a dispute. In accordance with uniform complaint procedures, whenever all parties to a complaint agree to try resolving their problem through mediation, the Director shall initiate a mediation process before beginning a formal compliance investigation. The Director shall ensure that mediation results are consistent with state and federal laws and regulations.

##### **Step 3 - Investigation of Complaint:**

The compliance officer shall hold an investigative meeting within five days of receiving the complaint or an unsuccessful attempt to mediate the complaint. This meeting shall provide an opportunity for the complainant and/or his/her representative to repeat the complaint orally.

The complainant and/or his/her representative and the School's representatives shall also have an opportunity to present information relevant to the complaint. Parties to the dispute may discuss the complaint and question each other or each other's witnesses. (5 CCR 4631)

##### **Step 4 - School Response:**

Within 60 days of receiving the complaint, the compliance officer shall prepare and send to the complainant a written report of the School's investigation and decision, as described in Step #5 below. (5 CCR 4631)

Step 5 - Final Written Decision:

The report of the School's decision shall be written in English and in the language of the complainant whenever feasible or required by law. If it is not feasible to write this report in the complainant's primary language, the School shall arrange a meeting at which a community member will interpret it for the complainant.

Compliance officers shall maintain a record of each complaint as required for compliance with the 5 CCR 4632.

**Civil Law Remedies**

A complainant may pursue available civil law remedies outside of the district's complaint procedures. Complainants may seek assistance from mediation centers or public/private interest attorneys. Civil law remedies that may be imposed by a court include, but are not limited to, injunctions and restraining orders. For discrimination complaints, however, a complainant must wait until 60 days have elapsed from the filing of an appeal with the California Department of Education before pursuing civil law remedies. The moratorium does not apply to injunctive relief and is applicable only if the School has appropriately, and in a timely manner, apprised the complainant of his/her right to file a complaint in accordance with the California Code of Regulations, Title 5, Section 4622.

**Basis for Direct State Department of Education Intervention**

The California Department of Education may directly intervene in the complaint without waiting for action by the School when one of the conditions listed in 5 CCR 4650 exists. In addition, the California Department of Education may also intervene in those cases where the district has not taken action within 60 calendar days of the date the complaint was filed with the district.

**Complaint Form**

**Uniform Complaint Procedures Williams Settlement Form**

**For Education Code Section 35186 Complaints**

Education Code (EC) Section 35186 created a procedure for the filing of complaints concerning deficiencies related to instructional materials, conditions of facilities that are not maintained in a clean or safe manner or in good repair, and teacher vacancy or misassignment. The complaint and response are public documents as provided by statute. Complaints may be filed anonymously. However, if you wish to receive a response to your complaint, you must provide the following contact information.

Response requested:  Yes  No  
Name: (Optional): \_\_\_\_\_  
Mailing Address: \_\_\_\_\_  
Phone Number: (Optional): \_\_\_\_\_

**Issue of complaint (please check all that apply):**

**1. Textbooks and Instructional Materials**

- A pupil, including an English learner, does not have standards-aligned textbooks or instructional materials or state-adopted or district-adopted textbooks or other required instructional materials to use in class.
- A pupil does not have access to textbooks or instructional materials to use at home or after school. This does not require two sets of textbooks or instructional materials for each pupil.
- Textbooks or instructional materials are in poor or unusable condition, have missing pages, or are unreadable due to damage.

- A pupil was provided photocopied sheets from only a portion of a textbook or instructional materials to address a shortage of textbooks or instructional materials.

**2. Facility Conditions**

- A condition poses an urgent or emergency threat to the health or safety of students or staff, including: gas leaks, nonfunctioning heating, ventilation, fire sprinklers or air-conditioning systems, electrical power failure, major sewer line stoppage, major pest or vermin infestation, broken windows or exterior doors or gates that will not lock and that pose a security risk, abatement of hazardous materials previously undiscovered that pose an immediate threat to pupils or staff, structural damage creating a hazardous or uninhabitable condition, and any other emergency conditions the school district determines appropriate.
- A school restroom has not been maintained or cleaned regularly, is not fully operational and has not been stocked at all times with toilet paper, soap, and paper towels or functional hand dryers.
- The school has not kept all restrooms open during school hours when pupils are not in classes, and has not kept a sufficient number of restrooms open during school hours when pupils are in classes.

**3. Teacher Vacancy or Misassignment**

- Teacher vacancy - A semester begins and a teacher vacancy exists. (A teacher vacancy is a position to which a single designated certificated employee has not been assigned at the beginning of the year for an entire year or, if the position is for a one-semester course, a position to which a single designated certificated employee has not been assigned at the beginning of a semester for an entire semester.)
- Teacher misassignment - A teacher who lacks credentials or training to teach English learners is assigned to teach a class with more than 20 percent English learner pupils in the class.
- Teacher misassignment - A teacher is assigned to teach a class for which the teacher lacks subject matter competency.

Date of Problem: \_\_\_\_\_

Location of Problem: \_\_\_\_\_

(School Name, Address, and Room Number or Location)

Course or Grade Level and Teacher Name: \_\_\_\_\_

Please describe the issue of your complaint in detail. You may attach additional pages if necessary to fully describe the situation:

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Please file this complaint at the following location:

Tina Ellingsworth, Executive Director  
325 S Downs, Ridgecrest, CA 93555