



**RIDGECREST
CHARTER
SCHOOL**

This agenda belongs to:

NAME _____

ADDRESS _____

CITY/TOWN _____ ZIP CODE _____

PHONE _____

STUDENT NO. _____



PLEASE NOTE: The front cover is sensitive to extreme heat. Do not leave in direct sunlight!

Printed on recyclable paper



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: _____

Textbook Contract: Parent/Student

I agree to pay for any lost or damaged textbooks, workbooks and library books.

Parent/Guardian Initial: _____

Student Initial: _____

Detention Policy

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.

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 Name/ Email Address

**Technology User Agreement
(Student/Parent Technology Agreement)**

For Student

I have read RCS's Technology Use policy on pages 5-6 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 5-6 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 10-11 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.

Parent Signature and 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.

California Law states the following reasons for acceptable absences:

1. illness;
2. quarantine directed by a county or city health officer;
3. medical, dental, optometric, or chiropractic services; and
4. attending the funeral service of a member of the pupil's immediate family including a parent, grandparent, 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.

Absence for Justifiable Personal Reasons

1. observation of religious holiday or ceremony or attendance at religious retreats, (not to exceed four hours in a trimester); these absences require a written request & must be approved by the Director.;
2. court appearance

No pupil may have his or her grade reduced or lose academic credits for any **excused** absence(s) when missed assignments and tests that can be reasonably provided are satisfactorily completed for every missed day. 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.

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 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 doctors 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

We encourage birthday celebrations. Families should contact the classroom teacher to make arrangements.

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.

Medication

California State Law states, "Any pupil who is required to take medication prescribed for him/her by a physician, during the school day, may be assisted by the school nurse or designated school personnel if the school receives: a written statement from such physician detailing the method, amount, and time schedule by which such medication is to be taken; a written statement from the parent/guardian of the pupil indicating his/her desire to have school district personnel assist the pupil in taking the medication; a release statement signed by the parent/guardian."

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. If your child is on a continuing medication regimen for a non episodic condition, you are required to notify the office of the medication being taken, the current dosage, and the name of the supervising physician.

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)

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

Immunizations

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 Varicella (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).

Oral Health assessment (Dental Check-up)

To make sure your student is ready for school, California Law, Education Code Section 49452.8, now requires that your student have an oral health assessment (dental check-up) by May 31 in either kindergarten or first grade, whichever is his/her first year in public school. Assessments that happened within the 12 months before your student entered school also meet this requirement. The law specifies that the assessment must be done by a licensed dentist, or registered dental health professional.

Technology Use

We are pleased to offer students in the Ridgecrest Charter School access to the computer network for the Internet.

Access to the Internet will allow students to explore thousands of libraries, databases, and bulletin boards. Families should be warned that some material accessible via the Internet may contain items that are illegal, defamatory, inaccurate or potentially offensive to some people. While the school's intent is to make Internet access available to further educational goals and objectives, students may find ways to access other materials as well. We believe that the benefits from access to the Internet, in the form of information resources and opportunities, exceed any disadvantages. Ultimately, parents and guardians of minors are responsible for setting and conveying the standards that their students should follow when using media and information sources. RCS supports and respects each family's right to decide whether to grant access.

Internet Terms and Conditions

- 1) Acceptable Use - 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.
- 2) Privileges - The use of the Internet is a privilege, not a right. Inappropriate use will result in a cancellation of those privileges.
- 3) Network Etiquette - 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.
- 4) 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 log on 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.

5) Vandalism - 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.

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 8th 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 8th 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 of 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 absences), and Excellent Academics (no more than 2 missing assignments).

Students must have one Awesome Eagle per school year to qualify for the end of the year party.

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 usually 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 and 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 Requirements

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

Academic Student must be recommended for 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 CAT 6 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.

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

Behavior is a key to the success of the school and each individual. Independent and group activities are compromised if good behavior is not maintained. RCS is a place where violence is not tolerated. Violence occurs whenever anyone inflicts, or threatens to inflict, physical or emotional injury or discomfort upon another person's body, feelings, or possessions. Violence is any mean word, sign, or act that hurts a person's body, feelings, or possessions. Every person has the right to be respected and protected. There will be zero tolerance for violent acts and behavior. Violent acts will also be referred to the Ridgecrest police department. The school model will focus on prevention, intervention, and treatment. All students will be encouraged to identify and discuss their feelings.

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 and incentive programs based on school rules. At the beginning of the year, behavior expectations are outlined in a student handbook. The Director 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 Director. 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 verbal praise. Students demonstrating good citizenship are immediately given a *Caught in the Act* card by school staff: at the end of the month, the class with the most cards earns a special reward.

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 Director. 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 Director.)

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.

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 conference between the student and/or teacher or the school director, 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 ensure compliance 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. Their security is the sole responsibility of the student.

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.

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.

- The school **uniform shirt** consists of a **plain, collared**, solid color white, red, navy, light blue (not turquoise), light pink or hunter green classic polo shirt or a button oxford shirt (no zippers, snaps, ribbing, or designs) with sleeves. The shirts must be of a solid color with no logos. All shirts **must be tucked in** and be long enough to stay tucked in.
- **Undershirts must be plain, solid uniform color** (no lace or camisoles) underneath the required uniform shirt. Turtleneck shirts, matching the uniform colors, may be worn in lieu of the uniform shirt during cold weather periods. All undershirts **must be tucked in** and be long enough to stay tucked in.
- **Sweatshirts must be plain, solid uniform color** (no multi-color, patterns, stripes, flowers, checks, skulls or logo's exceeding 2" x 3" business card size)
- **Jackets** may be any color (no alcohol, tobacco, profanity or drug logos allowed)
- Plain navy (dark) blue or khaki twill pants, or dress pants belted at the waist (straight legs, regular or relaxed fit only, no zippered pockets, no jeans, no hip huggers, no pocket flaps), dark blue shorts (no cargo shorts), skorts, capris and skirt jumpers of dark blue or khaki. Pants logos should not exceed 2" x 3" or similar to "Dockers" or "Dickies" labels on pants or shorts.
- Shorts, skorts, skirt jumpers, and regular skirts must not be shorter than four (4) inches from the knee. Students are allowed to wear shorts under skirts and jumpers.
- All uniforms must be the appropriate size. Uniform items intentionally worn to be overly large or tight are not permitted, regardless of waist size.
- Saggy pants are **NOT** acceptable. Belts must be worn with **ALL** pants that have belt loops.
- 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.

Athletics Requirements and 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 Rights and Responsibilities

Family Participation

RCS encourages 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.

Parent Rights and Responsibilities

As a parent of an RCS student, you are entitled to expect a quality education for your child. This includes the right to expect well-prepared, competent instruction from the teacher, guidance and fair treatment from the Director. You are entitled to be treated with respect, dignity and courtesy as a parent at RCS. You should expect this treatment from everyone you encounter throughout the campus.

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.

Student Rights, Responsibilities and Discipline

Rights

Students at RCS have the right to certain expectations and due process. They also have the responsibility to acknowledge that everyone else on campus has the right to expect the same treatment.

Responsibilities

Students are expected to obey the Zero Tolerance Policy and all the policies and procedures set forth by Ridgecrest Charter School in this handbook.

Discipline

RCS promotes the value of learning socialization skills that lead to productive and responsible participation in society. High expectations in behavior bring about a school wide sense of integrity and value.

Teaching the individual student to exhibit positive social skills and to display responsible behavior are two important goals of RCS.

Complaint Procedure

The RCS Governing Board recognizes that the School is responsible for ensuring that it complies with state and federal laws and regulations governing educational programs.

As the designated compliance officer of the School I shall investigate and seek to resolve complaints at the local level. The School shall follow the Uniform Complaint Procedures (UCP) when addressing complaints alleging:

Unlawful discrimination based on ethnic group identification, religion, age, gender, sex, sexual orientation, color, race, ancestry, national origin, or physical or mental disability, or

Failure to comply with state or federal law in adult basic education, consolidated categorical aid programs, migrant education, vocational education, child care and development programs, child nutrition programs and special education programs.

The Board acknowledges and respects student and employee rights to privacy. Discrimination complaints shall be investigated in a manner that protects the confidentiality of the parties and the facts. This includes keeping the identity of the complainant confidential except to the extent necessary to carry out the investigation or proceedings, as determined by the Director on a case-by-case basis.

I can ensure that employees designated to investigate complaints are knowledgeable about the laws and programs for which they are responsible. Such employees may have access to legal counsel as determined by me.

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.

Compliance Officer

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

Tina Ellingsworth, Director
Ridgecrest Charter School
325 South Downs Street
Ridgecrest, CA 93555
(760) 375-1010

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)

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.

Appeals to the California Department of Education
If you are dissatisfied with the School's decision, you may appeal in writing to the California Department of Education within 15 days of receiving the School's decision. With good cause, the Superintendent of Public Instruction may grant an extension for filing appeals. (5 CCR 4652)

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.

I hope this information will be useful and beneficial to you. If you have any questions, please feel free to call me.

Sincerely,

Tina Ellingsworth,
Director

Complaint Form

From
Address
City, State and Zip
Telephone (Home) (Work)

Program(s) Concerned (please check below):

A violation of federal or state law or regulation governing the following program(s):

- Adult Education (Education Code Sections 8500-8538 and 52500-52616.5)
- Child Nutrition (Education Code Sections 49490-49560)
- Child Care and Development (Education Code Sections 8200-8493)
- Consolidated Categorical Aid (Education Code Section 6400(a))
- Migrant Education (Education Code Sections 54440-5445)
- Special Education (Education Code Sections 56000-56885 and 59000-59300)
- Vocational Education (Education Code Sections 52300-52480)
- No Child Left Behind Act (school safety planning, 20 U.S.C. Section 7114(d) (7))

OR

Discrimination in programs receiving state financial assistance based on one of the following:

- Ethnic group identification
- Physical or mental disability
- Religion
- Sexual Orientation/Gender
- Age/Sex/Color/Race
- Ancestry/National Origin

Nature of Complaint: (This should be a description in your own words of the grounds of your complaint, including all names, dates, and places necessary for a complete understanding of your complaint. Attach additional sheets, if necessary.)

Have you spoken with any school personnel regarding this complaint? Yes No
If so, what are their names?

What was the result of the discussion?

Signature:

Date:

Please return this form to:

Tina Ellingsworth, Director
Ridgecrest Charter School
325 South Downs Street
Ridgecrest, CA 93555