

**RIDGECREST CHARTER SCHOOL
GOVERNING BOARD
Special Meeting
Monday May 22, 2017
Time: 5:00 PM
325 South Downs Street, Ridgecrest, CA 93555**

I. AGENDA

A. CALL TO ORDER

B. ROLL CALL

	Present	Absent
Elsa Hennings, <i>President</i>	_____	_____
Eileen Shibley, <i>Vice-President;</i>	_____	_____
Celesa Sanders, <i>Treasurer</i>	_____	_____
Valerie Karnes, <i>Secretary</i>	_____	_____
Eric Bruen, <i>Member</i>	_____	_____

C. FLAG SALUTE

D. MOMENT OF SILENCE

II. COMMUNICATIONS

A. PUBLIC COMMENT

Non-agenda items: no individual presentation shall be for more than three (3) minutes and the total time for this purpose shall not exceed fifteen (15) minutes. Ordinarily, Board members will not respond to presentations and no action can be taken. However, the Board may give direction to staff following a presentation.

Oral Communications was opened at _____ and closed at _____.

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III. ITEMS SCHEDULED FOR ACTION/DISCUSSION/INFORMATION

1. Approval of the 2017 – 2018 Parent/Student Handbook

Motion: _____ Second: _____ Vote: _____
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IV. CLOSED SESSION

The meeting will now convene to closed session to discuss the following matters pursuant with Brown Act Section: Personnel 54957.

PUBLIC EMPLOYMENT

1. Public Employee Discipline/Dismissal/Release

Open Session was closed at ____

Closed session was entered in at ____pm and concluded at ____pm.

V. RECONVENE TO PUBLIC SESSION

The meeting was reconvened to Open Session at ____pm.

Report out of Closed Session:

VI. FUTURE MEETINGS

1. June 28th 2017
2. July TBD

VII. CLOSING BOARD COMMENTS

VIII. ADJOURNMENT

The meeting was adjourned at _____.

In compliance with the Americans with Disabilities Act (ADA) and upon request, the School may furnish reasonable auxiliary aids and services to qualified individuals with disabilities. Individuals who require appropriate alternative modifications of the agenda in order to participate in Board meetings are invited to contact the Director's office. Per Brown Act 54954.3(a) at any special meeting the public has the right to address any item described in the agenda before or during consideration of that item.

Subject:	XX Action
	__ Consent Agenda
Approval of Parent/Student Handbook	__ First Read
	__ Information
	__ Presentation
	__ Public Hearing
	__ Roll Call Vote Required

BACKGROUND INFORMATION

The Parent/Student handbook provides guidance to our parents and students. Each parent is given a copy and required to sign stating they have received and read (included as part of the planner).

The handbook complies with the law and has been reviewed by our lawyers.

Proposed Action:

The Executive Director recommends the Governing Board approves the Parent/Student handbook for the 2017-2018 school year.

Attachment:

Handbook



RIDGECREST CHARTER SCHOOL

2017 -2018 Parent-Student Handbook

*Students and parents 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.*

School Attendance Hours: Student Drop Off and Pick Up 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 2:55 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.

Parent/Student Handbook

I acknowledge that I have received and read the RCS Parent-Student Handbook.

PLEASE PRINT STUDENT NAME: _____ Date: _____

Student Signature: _____ Date: _____

PLEASE PRINT PARENT NAME: _____ Date: _____

Parent Signature: _____ Date: _____

Attendance

School attendance is vital to student's achievement. Students who develop patterns of good attendance are much more likely to be successful both academically and socially.

Compulsory Attendance

California compulsory education law requires everyone between the ages of six and eighteen years of age to attend school.

Attendance Matters!

- When students attend school, they get better grades, score better on standardized tests and are more likely to go to college.
- It is our responsibility to teach students the importance of attendance now so they are prepared for the future. Employers say good attendance demonstrates responsibility and is a key factor in the hiring and promotion of employees.
- It's the law. Parents and guardians are responsible for ensuring that their children go to school. When parents are at work, students should be safe at school. Habitual absences and or tardies may result in referral to the Police and/or the District Attorney as a criminal violation of compulsory attendance laws.

Parent Influence Attendance- Get Involved!

- Plan family vacations for non-school days only.
- Schedule non-emergency medical and dental appointments after school hours.
- Make sure your child's school has your accurate daytime contact information, including cell phone number and/or email address.
- Communicate often with your child's teachers.
- Gain access to AERIES and monitor your child(ren) up-to-the-minute progress online. Ask your school attendance clerk about AERIES.
- Make your school aware of any problems that may be causing your child to miss school.

Every student is expected to attend school on a daily basis, unless there is a valid justification for his or her absence. Do not allow your child to have "parent permitted truancies." These truancies are best described as absences for reasons other than what the law allows. They may include the following: personal business, car problems, no clean clothes and rain.

Absences- Excused

A pupil shall be excused from school when the absence is:

- Due to his or her illness (note from parent)
- Due to quarantine under the direction of a county or city health officer
- For the purpose of having medical, dental, optometric or chiropractic services rendered (physicians note required)
- For the purpose of attending the funeral service of a member of his or her immediate family, so long as the absence is not more than one day if the service is conducted in California and not more than three days if the service is conducted outside California.
- For the purpose of spending time with a member of the pupil's immediate family, who is an active duty member of the uniformed services and has been called to duty for, is on leave from, or has immediately returned from, deployment to a combat zone or combat support position.
- Participation in religious instruction or exercises in accordance with RCS policy. A student shall be excused for this purpose no more than 4 school days per month.
- Justifiable personal reasons when requested in writing and approved by the Director or designee before the absence. Justifiable personal reasons include: Appearance in court; attendance at a funeral; observation of a holiday or ceremony of his/her religion, as noted below; attendance at religious retreats for no more than 4 hours during a semester; and attendance at the pupil's naturalization ceremony to become a United States citizen.

Method of Verification

When students who have been absent return to school, they must present a satisfactory explanation verifying the reason for the absence. The following methods may be used to verify student absences:

1. Signed, written note from parent/guardian, parent representative;
2. Conversation, in person or by telephone, between the verifying employee and the student's parent/guardian or parent representative. The employee shall subsequently record the following:
 - a. Name of student;
 - b. Name of parent/guardian or parent representative;
 - c. Name of verifying employee;
 - d. Date or dates of absence; and
 - e. Reason for absence.
3. Visit to the student's home by the verifying employee, or any other reasonable method, which establishes the fact that the student was absent for the reasons stated. A written recording shall be made, including information outlined above.
4. Healthcare provider verification
 - a. When excusing students for confidential medical services or verifying such appointments, RCS staff shall not ask the purpose of such appointments but may contact a medical office to confirm the time of the appointment.
 - b. A healthcare provider's note of illness will be accepted for any reported absence **of 3 or more continuous days**. Without this, the absences will be considered UNEXCUSED. When a student has had 14 absences in the school year for illness verified by methods listed in #1-#3 above without a healthcare provider's note, any further absences for illness must be verified by a healthcare provider. Additionally, after **10 UNEXCUSED** absences, a healthcare provider's note will be required for each subsequent absence.

A pupil absent from school for the above excused reasons shall be allowed to complete all assignments and tests missed during the absence that can reasonably be provided and, upon satisfactory completion, shall be given full credit. The teacher of any class from which a pupil is absent shall determine what assignments the pupil shall make up and in what period of time the pupil shall complete such assignments, which is generally the equivalent to the number of days missed. . The tests and assignments shall be reasonably equivalent to, but not necessarily identical to, the tests and assignments that the pupil missed during the absence. A pupil absent from school for unexcused reasons may make up the work by attending Saturday School.

Absences for Religious Purposes

Pupils who are members of religions that observe religious holidays that fall on school days may be excused from school by making prior arrangements, as specified by the Director or designee and with written parental/guardian request. Additionally, students may be absent to attend a religious retreat, not to exceed four hours per semester.

Attendance Recognition Program

Individual attendance accolades 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.

Truant Policy

Any pupil subject to compulsory full-time education who is absent from school without a valid excuse three full days in one school year **or** tardy or absent for more than any 30-minute period during the school day without a valid excuse on three occasions in one school year, or any combination thereof is a truant and shall be reported to appropriate authorities, which may include the police and/or the district attorney, consistent with the procedures below.

The only excused tardy is for a doctor's visit and a physician's note is required.

Chronic Absenteeism

A student will be considered a "chronic truant if he/she is absent without a valid excuse on 10 percent or more of the school days in one school year, from the date of enrollment to the current date. This means missing 18 or more days of school at RCS. Notices will be sent throughout the school year to families of students who are on pace for being chronically absent, consistent with the procedures below.

For more information about school attendance please visit: attendanceworks.org

Process for Upholding the Attendance Policy

First Day of School Process

When students are not in attendance on the first five (5) days of school, RCS will attempt to reach the parent/guardian on a daily basis for each of the first five days to determine whether the student has an excused absence, consistent with the process outlined in this policy. If the student has a basis for an excused absence, parents must notify the school of the absence and provide documentation consistent with this policy. However, consistent with process below, students who are not in attendance due to an unexcused absence by the fifth day of school will be disenrolled from the school roster, as it will be assumed that the student has chosen another school option.

1. Students who are not in attendance on the first day of school will be contacted by phone to ensure their intent to enroll.
2. Students who have indicated their intent to enroll, but have not attended by the third day will receive a letter indicating the student will be disenrolled after the fifth day of school if the student has not attended school without valid excuse.
3. Students who have indicated their intent to enroll, but have not attended by the fifth day will receive a phone call reiterating the content of the letter.
4. Students who have not attended by the sixth day, and do not have an excused absence as defined above for not being in attendance will be disenrolled from the roster.
5. The School will use the contact information provided by the parent/guardian in the registration packet.
6. The District of Residence will be notified of the student's failure to attend RCS and the disenrollment.

Student Attendance Review Team Truancy Process

1. Each of the first two (2) unexcused absences or unexcused tardies over 30 minutes will result in a call home to the parent/guardian by the Principal or designee. The student's classroom teacher may also call home.
2. Each of the third (3rd) and fourth (4th) unexcused absences or unexcused tardies over 30 minutes will result in a call home to the parent/guardian by the Executive Director or designee. In addition, the student's classroom teacher may also call home and/or the School may send the parent an e-mail notification. In addition, upon reaching three (3) unexcused absences or unexcused tardies over 30 minutes in a school year, the parent/guardian will receive "Truancy Letter #1" from the School. This letter must be signed by the parent/guardian and returned to the School. This letter shall also be accompanied by a copy of this Attendance Policy. This letter, and all subsequent letter(s) sent home, shall be sent by Certified Mail, return receipt requested, or some other form of mail that can be tracked.
3. Upon reaching seven (7) unexcused absences or unexcused tardies over 30 minutes, the parent/guardian will receive "Truancy Letter #2 – Conference Request," and a parent/guardian conference will be scheduled to review the student's records and develop an intervention plan/contract. In addition, the School will consult with a school counselor regarding the appropriateness of a home visitation and/or case management.
4. Upon reaching ten (10) unexcused absences or unexcused tardies over 30 minutes, the student will be referred to a Student Success Team (SST) and the School Attendance Review Team (SART). In addition, the parent/guardian will receive a "Habitual Truancy Re-classification Letter #3," and will be asked/invited to attend an evening assembly for parents/guardians of chronically absent students.

5. The SART panel will be composed of the Executive Director or designee, student's teacher, registrar, and may include a counselor and other teachers who have knowledge of the situation and could provide support. The SART panel will discuss the absence problem with the Parent/Guardian to work on solutions, develop strategies, discuss appropriate support services for the student and his/her family, and establish a plan to resolve the attendance issue.
 - a. The SART panel shall direct the parent/guardian that no further unexcused absences or tardies can be tolerated.
 - b. The parent shall be required to sign a contract formalizing the agreement by the parents to improve the child's attendance or face additional administrative action. The contract will identify the corrective actions required in the future, and indicate that the SART panel shall have the authority to order one or more of the following consequences for non-compliance with the terms of the contract:
 - i. Parent/guardian to attend school with the child for one day
 - ii. Student retention
 - iii. After school detention program
 - iv. Required school counseling
 - v. Loss of field trip privileges
 - vi. Loss of school store privileges
 - vii. Loss of school event privileges
 - viii. Required remediation plan as set by the SART
 - ix. Notification to the District Attorney
 - c. The SART panel may discuss other school placement options.
 - d. Notice of action recommended by the SART will be provided in writing to the parent/guardian.
6. If the conditions of the SART contract are not met, the student may incur additional administrative action up to and including disenrollment from the school and notification of the disenrollment sent to the student's district of residence.
7. For all communications set forth in this process, RCS will use the contact information provided by the parent/guardian in the registration packet. It is the parent's or guardian's responsibility to update the School with any new contact information.
8. If student is absent ten (10) or more consecutive school days without valid excuse and parent/guardian cannot be reached at the number or address provided in the registration packet and does not otherwise respond to the Charter School's communication attempts, as set forth above, the student will be in violation of the SART contract, and the SART panel will recommend that the student be deemed to have voluntarily disenrolled and notification of the disenrollment be sent to the student's district of residence.

Removal from Charter School

If, after the above procedures have been followed, the student continues to have unexcused absences or tardies, the parent/guardian may receive notice that the student is in violation of the SART contract. The student will then be required to appear before the SART panel again to discuss the unexcused absences or tardies. After such meeting, or after reasonable attempts by the SART panel to schedule the meeting if the parent/guardian is nonresponsive, the SART panel may recommend that the student be deemed to have voluntarily disenrolled from the Charter School. The parent will receive written notice of the SART panel's recommendation.

The SART panel shall then forward its recommendation to the Governing Board for review of the matter and final decision. The parent/guardian will receive written notice of the date and time of the Governing Board review. Such notice shall be sent at least five (5) days prior to the Board review. The Board's decision shall be final as to that recommendation.

If there is a Board decision to disenroll, notice will be sent to the student's district of residence within thirty (30) days.

A Board decision not to disenroll the student does not prevent the SART panel from making a similar recommendation in the future.

Referral to Appropriate Agencies or County District Attorney

It is the School's intent to identify and remove all barriers to the student's success, and RCS will explore every possible option to address student attendance issues with the family. For any unexcused absence, the School may refer the family to appropriate school-based and/or social service agencies.

If a child's attendance does not improve after a SART contract has been developed according to the procedures above, or if the parents fail to attend a required SART meeting, the School shall notify the District's Attorney's office, which then may refer the matter for prosecution through the court system. Students 12 years of age and older may be referred to the juvenile court for adjudication.

These policies will be enforced fairly, uniformly, and consistently without regard to the characteristics listed in Education Code Section 220 (actual or perceived disability, gender, gender identity, gender expression, nationality, race or ethnicity, religion, sexual orientation, or any other characteristic that is contained in the definition of hate crimes set forth in Section 422.55 of the Penal Code or association with an individual who has any of the aforementioned characteristics).

Reports

The Principal, or designee, shall gather and report to the Board the number of absences both excused and unexcused as well as students who are truant, and the steps taken to remedy the problem.

Short Term Independent Study Contracts

Independent Study Contracts allow students to complete their class work and homework assignments away from the school campus while not being considered absent during these days. The following conditions must be met to participate in the short term independent study: The contract covers a time period from five to twenty days. The parent must complete the application request 3 school days prior to the planned leave. The Director or designee must approve the request. The student and parent must sign the appropriate form and pick up assignments before independent study begins. Assigned work must be completed and returned the day the student returns to school. If the assigned work is not returned on time, the student will not receive attendance credit.

Independent Study Contract for Military Families

RCS may grant up to five days of excused absences for military-connected students whose parents are deployed. The conditions under which the school may approve excused absences are:

- (1) the absence is preapproved;
- (2) the student is in good standing;
- (3) the student has a prior record of good attendance;
- (4) missed work is completed and turned in within the school's allotted time period; and
- (5) the absence is not during standardized testing dates.

Meals & Nutrition

Applications for Free or Reduced Price Meals

Students may qualify for free or reduced price meals based upon their household size and income which is based on Federal Income Eligibility Guidelines. Students are required to fill out a current meal application at the beginning of each school year. Applications for free and reduced price meals are available through Titan link on the school's website and are also available at the school. Titan link can also be accessed at <https://family.titank12.com>

Only one application per household is required. Please do not submit multiple applications as this will slow down your processing. Once your application has been received and/or processed, an eligibility letter will be mailed to your home address.

Applications are accepted throughout the school year. If your income or household size changes you may submit an updated application. This may be subject to verification and documentation. Detailed information on how to fill out a Meal Applications is available on our website.

Students who received free or reduced meals the previous school year must submit a new application at the beginning of the school year. Families have a "grace period" which is the first 30 days of the new school year. After the end of the "grace period", any student without a new application on file will be required to pay full price for meals until an application is submitted and eligibility determined.

Breakfast and Lunch

Students may also bring a lunch from home each day. A parent may bring a hot lunch to the office for their student. Students have 40 minutes for lunch. All food must be eaten in designated areas inside the cafeteria or outside tables and benches. **Energy and soda drinks are NOT permitted on campus.** Milk is sold in the cafeteria. Water or 100% fruit juice is recommended. 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.

Parents/guardians are welcome to have lunch with students during the student's designated lunch time. **Parents/guardians must sign in at the front office and obtain a visitor badge to be worn during their visit. While on campus parents/guardians will be supervised by staff members.**

General Information

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 coach will verify that students have picked up a weekly progress report and have it completed. This report will reflect a "C" – 70% or better for each class. Students who have grades below 70% in any class will be benched and required to attend tutoring until they have achieved at least 70%; and students must attend all meetings and competitions. Progress reports will be verified on Friday for the following week.

Students who receive an in-School Suspension will not play the following game. Any other disciplinary action may result in a loss of playing time. Student athletes are expected to be role models for the school. They will sign an Athletic Code of Conduct, and any violations of this code may result in suspension from the team.

Student Recognition

Students will be recognized monthly for the efforts and achievements in "Three E's": Excellent Citizenship (no documented discipline infractions), Excellent Attendance (no unexcused/unverified absences), and Excellent Academics (no more than 2 late or missing assignments). Students will also be recognized at the end of the school year for their efforts and achievements in the "Three E's"

Bicycles, Scooters, and Skateboards

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 while on school property. Students who violate this rule will have their bicycle privileges suspended 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.

Birthday Celebrations

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

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.

Cell Phone Policy

It is the policy of RCS to prohibit the use of cellular phones or any electronic signaling device by students on campus during normal school hours. Students are permitted to possess cellular phones, pagers, or electronic signaling devices on campus provided that any such device shall remain off and stored in a backpack, purse, pocket, or other place where it is not visible during normal school hours. Students are permitted to use cellular phones, pagers, or electronic signaling devices on campus before and after school or during school activities that occur outside of school hours. Students must comply anytime a request is made by school personnel to cease the use of a cellular telephone, pager or other signaling device even before or after school. RCS is not responsible for lost or stolen cellular telephones or other personal items of value such as smartphones, iPods, cameras, electronic games, radios, CD players, computers, etc.

RCS will NOT investigate stolen cell phones or other electronic devices. RCS will not pay for phones that are lost, stolen, or misplaced by staff members after confiscation.

Pupil Records, including Challenges and Directory Information

The Family Educational Rights and Privacy Act (“FERPA”) affords parents and students who are 18 years of age or older (“eligible students”) certain rights with respect to the student’s education records. These rights are:

1. The right to inspect and review the student's education records within 5 business days after the day the School receives a request for access. Parents or eligible students should submit to the School principal or designee a written request that identifies the records they wish to inspect. The School official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
2. The right to request the amendment of the student’s education records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student’s privacy rights under FERPA.

Parents or eligible students who wish to ask the School to amend a record should write the Executive Director or designee, clearly identify the part of the record they want changed, and specify why it should be changed. If the School decides not to amend the record as requested by the parent or eligible student, the School will notify the parent or eligible student of the decision and of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

3. The right to provide written consent before the School discloses personally identifiable information (“PII”) from the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception, which permits disclosure without consent, is disclosure to School officials with legitimate educational interests. A School official is a person employed by the School as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel) or a person serving on the School board. A School official also may include a volunteer or contractor outside of the School who performs an institutional service of function for which the School would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor, medical consultant, or therapist; a parent or student volunteering to serve on an official committee, such as a disciplinary or grievance committee; or a parent, student, or other volunteer assisting another School official in performing his or her tasks. A School official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, the School discloses education records without consent to officials of another school district in which a student seeks or intends to enroll, or is already enrolled if the disclosure is for purposes of the student’s enrollment or transfer.

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

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

FERPA permits the disclosure of PII from student’s education records, without consent of the parent or eligible student, if the disclosure meets certain conditions found in §99.31 of the FERPA regulations. Except for disclosures to School officials, disclosures related to some judicial orders or lawfully issued subpoenas, disclosures of directory information, and disclosures to the parent or eligible student, §99.32 of the FERPA regulations requires the School to record the disclosure. Parents and eligible students have a right to inspect and review the record of disclosures. A School may disclose PII from the education records of a student without obtaining prior written consent of the parents or the eligible student

1. To other School officials, including teachers, within the educational agency or institution whom the School has determined to have legitimate educational interests. This includes contractors, consultants, volunteers, or other parties to whom the school has outsourced institutional services or functions, provided that the conditions listed in §99.31(a)(1)(i)(B)(1) - (a)(1)(i)(B)(2) are met. (§99.31(a)(1)).
2. To officials of another school, school system, or institution of postsecondary education where the student seeks or intends to enroll, or where the student is already enrolled if the disclosure is for purposes related to the student’s enrollment or transfer, subject to the requirements of §99.34. (§99.31(a)(2)).

3. To authorize representatives of the U. S. Comptroller General, the U. S. Attorney General, the U.S. Secretary of Education, or State and local educational authorities, such as the State educational agency in the parent or eligible student's State (SEA). Disclosures under this provision may be made, subject to the requirements of §99.35, in connection with an audit or evaluation of Federal- or State-supported education programs, or for the enforcement of or compliance with Federal legal requirements that relate to those programs. These entities may make further disclosures of PII to outside entities that are designated by them as their authorized representatives to conduct any audit, evaluation, or enforcement or compliance activity on their behalf. (§§99.31(a)(3) and 99.35).
4. In connection with financial aid for which the student has applied or which the student has received, if the information is necessary to determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid. (§99.31(a)(4)).
5. To accrediting organizations to carry out their accrediting functions. (§99.31(a)(7)).
6. To parents of an eligible student if the student is a dependent for IRS tax purposes. (§99.31(a)(8)).
7. To comply with a judicial order or lawfully issued subpoena. (§99.31(a)(9)).
8. To appropriate officials in connection with a health or safety emergency, subject to §99.36.(§99.31(a)(10)).
9. Information the School has designated as "directory information" under §99.37. (§99.31(a)(11)).

Directory Information is information that is generally not considered harmful or an invasion of privacy if released. Directory information can be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish year books. The School has designated the following information as directory information:

- Student's name
- Student's address
- Parent's/guardian's address
- Telephone listing
- Student's electronic mail address
- Parent's/guardian's electronic mail address
- Photograph
- Date and place of birth
- Dates of attendance
- Grade level
- Weight and height of members of athletic teams
- Degrees, honors, and awards received
- The most recent educational agency or institution attended
- Student ID number, user ID, or other unique personal identified used to communicate in electronic systems that cannot be used to access education records without a PIN, password, etc. (A student's social security number, in whole or in part, cannot be used for this purpose.)

If you do not want the school to disclose directory information from your child's education records without your prior written consent, you must notify the school in writing at the time of enrollment or re-enrollment. Please contact the Director at: 760-375-1010.

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.

Homeless Students

The term "homeless children and youth" means individuals who lack a fixed, regular and adequate nighttime residence due to economic hardship. It includes children and youths who:

1. Are sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason; are living in motels, hotels, trailer parks or camping grounds due to the lack of alternative adequate accommodations; are living in emergency or transitional shelters; or are abandoned in hospitals;
2. Have a primary nighttime residence that is a public or private place not designed for or ordinarily used as regular sleeping accommodations for human beings;
3. Are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings; and
4. Migratory children and unaccompanied youth (youth not in the physical custody of a parent or guardian) may be considered homeless if they meet the above definition of "homeless."

Homeless status is determined in cooperation with the parent or guardian. In the case of unaccompanied youth, status is determined by the School Liaison.

The following staff person as the School Liaison for homeless students

Gayle Pietrangelo, Administrative Assistant II, 760-375-1010, 325 S. Downs Street, Ridgecrest, CA 93555

The School Liaison shall ensure that:

1. Homeless students are identified by school personnel and through coordination activities with other entities and agencies.
2. Homeless students enroll in, and have a full and equal opportunity to succeed at Charter School.

3. Homeless students and families receive educational services for which they are eligible, including Head Start (including Early Head Start programs) under the Head Start Act, early intervention services under part C of the Individuals with Disabilities Education Act, any other preschool programs administered by RCS, if any, and referrals to health care services, dental services, mental health services and substance abuse services, housing services, and other appropriate services.
4. Parents/guardians are informed of the educational and related opportunities available to their children and are provided with meaningful opportunities to participate in the education of their children.
5. Public notice of the educational rights of homeless children is disseminated at places where children receive services, such as schools, shelters, public libraries, and soup kitchens, and in a manner and form understandable to the parents and guardians of homeless and unaccompanied youth.
6. Enrollment/admissions disputes are mediated in accordance with law, the Charter School charter, and Board policy.
7. Parents/guardians are fully informed of all transportation services, as applicable.
The School Liaison collaborates with State coordinators and community and school personnel responsible for the provision of education and related services to homeless children and youths.
8. School personnel providing services receive professional development and other support.
9. Unaccompanied youth are enrolled in school; have opportunities to meet the same challenging State academic standards as the State establishes for other children and youth; and are informed of their status as independent students under section 480 of the Higher Education Act of 1965 and that the youths may obtain assistance from the School Liaison to receive verification of such status for the purposes of the Free Application for Federal Student Aid described in section 483 of the Act.

For any homeless student who enrolls at the School, a copy of the School's complete policy shall be provided at the time of enrollment and at least twice annually.

Lost and Found

Any items found on campus should be taken to the lost and found in the cafeteria. The item(s) found on campus may belong to someone else. It does not automatically belong to the person who found it. The lost and found will be cleared regularly. Items not claimed will be donated or discarded. All items brought to school should be clearly labeled with the child's name. The school is not responsible to replace lost or damaged student belongings.

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 desks or classrooms. The school is not responsible for lost money.

Photo Release

If you do not wish to grant permission for school use of pictures in which your child is included, and relinquish all title to said photographs, negatives, and reproduction, please contact the director at 760-375-1010.

Planners

Planners are expected to be brought to class daily. Parents, teachers, and administrators all have different ideas about how to best educate young people; the one constant among all of these different schools of thought is a shared goal: That we give students the best chance at becoming successful. Students with a solid foundation in organization and planning are better equipped to learn and succeed, and student planners are among the best hands-on resources for building these invaluable skills. By incorporating a planner into his or her daily life, a student will begin to internalize the ideals of responsibility, neatness, organization and punctuality in a natural and efficient way. Each student receives their first planner/student handbook for free.

Textbook Contract: Parent/Student

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. The parent/guardian is required to pay for the repair or replacement of any and all textbooks, workbooks and library books that are willfully cut, defaced, otherwise injured, or loaned to the student and willfully not returned upon request, in an amount up to \$10,000, adjusted annually for inflation.

Use of the Office Phone

Any student feeling ill 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.

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. Please make transportation plans before school.

Visitation/Observation

All campus visitors must have the consent and approval of the Director or designee. Permission to visit must be given at the time requested if at all possible or within a reasonable period of time following the request. Children who are not enrolled at the school are not to be on the campus unless prior approval of the Director has been obtained. Visitors may not interfere with, disrupt or cause substantial disorder in any classroom or school activity. RCS Policy states, that smoking and the use of all tobacco products is prohibited on all RCS property including RCS-owned or leased building, and in RCS vehicles at all times, by all persons, including employees, students, and visitors at any school or RCS site, or attending any school-sponsored events. Visitors are expected to:

- Follow the established school policy in requesting a classroom visitation
- Complete a visitor's permit upon arrival at the site
- Enter and leave the classroom as quietly as possible
- Not converse with the students, teacher and/or instructional aides during the visitation
- Not interfere with any school activity
- Keep the length and frequency of classroom visits reasonable and not longer than scheduled with the Director
- Follow the school's established procedures for meeting with the teacher and/or Director after the visit, if needed

- Learn and follow the school-wide behavioral expectations
- Return the visitor’s permit to the point of origin before leaving the campus.

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

Weekly Envelopes, Automated E-mail, School Web Page, & Facebook

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 the sign outer cover of the envelope each week. The front of the Envelope is to be signed by the parent each week to verify receipt of the contents. 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

Additional information about school activities and events will be posted regularly on the school’s web and Facebook pages: <http://www.ridgecrestcharterschool.org> and <https://www.facebook.com/ridgecrest.charter>. Automated e-mail and recorded messages are also frequently sent to those who have current contact information in our student data base.

Academic Performance

Academic Performance Standards

Students are expected to perform to California Common Core grade level standards. Scores below a 70% indicate that a student is performing below basic standard skill levels. If a student receives a grade lower than 70% on any given assessment, the teacher will send the graded work or a note home in the weekly envelope for parent/guardian signatures. The signed work or note is to be returned to the classroom teacher the following day.

- Academic: Student must have an overall Grade Point Average (“GPA”) of at least 2.0 in the subjects of Language Arts, Math, Science and Social Studies.
- Behavior: Students must not receive more than two (2) in-school or out of school suspensions during the school year. Suspended or expelled students shall be excluded from all school and school-related activities unless otherwise agreed during the period of suspension or expulsion.
- Textbooks: All textbooks must be turned in and fines paid. Lost textbooks must be paid prior to the class trips and ceremony.
- Attendance: Students must comply with the attendance policy and procedures, as outlined in this Handbook.

Grades are determined as follows:

Behavior Standards

5= Advanced	90 - 100%	A	Outstanding 90-100%
4= Proficient	80 - 89%	B	Good 80-89%
3= Basic	70 - 79%	C	Satisfactory 70-79%
2= Below basic	60 - 69%	D	Needs Improvement 60-69%
1= Far Below basic	0 - 59%	F	Unsatisfactory 50-59%

Academic Standards

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 Requirements: 2.0 or higher grade point average (G.P.A.) in all of their four core classes- math, science, English-language arts, history/social studies during their 8th grade school year.

Attendance: No more than 18 days of absences during their 8th grade school year.

Behavior: Maintain a C in citizenship each trimester during their 8th grade school year, meaning no more than 27 demerits in any trimester. No more than five (5) days out of school suspension during their 8th grade school year. Suspended or expelled students shall be excluded from all school and school-related activities unless otherwise agreed during the period of suspension or expulsion.

Grade Promotion and Retention

The Ridgecrest Charter School Board is dedicated to the continuous development of each student. Typically, a student will be promoted annually to the next grade level; however, he/she may be retained when there is evidence that the student will not make satisfactory progress in the next grade. The Board takes into consideration a myriad of factors including developmental stage, physical age, fine motor skills, gross motor coordination, capacity for learning, and academic progress. The parent of a student who is in danger of retention will be notified as early as possible. The Director and teacher have the final authority for grade promotion after providing parents an opportunity to meet with the Director to discuss.

Homework

Homework is an integral part of the education program at RCS. It is an extension of the classroom lessons and directly relates to class work. Homework reinforces skills and concepts that are taught in class and helps develop good study skills and habits. It also informs parents/guardians what is being taught in the classroom.

The younger the child, the less time the child should be expected to devote to homework. A general rule of thumb is that children do 10 minutes of homework for each grade level. Therefore, first graders should be expected to do about 10 minutes of homework, second graders 20 minutes, third graders 30 minutes, and so on. If your child is spending more than 10 minutes per grade level on work at night, please contact your child’s teacher. In addition to homework all students should spend 20 minutes a night reading at least four times a week. Please contact teachers for missed homework assignments during absences via email or note; the office staff does not have information regarding missed assignments.

Students who do not complete homework may be required to complete missing work during recess or lunch recess.

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 awards are given out at the end of each trimester and RCS will submit student names to the local newspaper. If you do not wish to have your student's name published, please contact the Director at the beginning of the school year.

Kindergarten Graduation Requirements

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

- Academic: The student must be recommended for 1st grade promotion by the classroom teacher.
- Behavior: The student must not receive more than five (5) out of school suspensions during the year. Suspended or expelled students shall be excluded from all school and school-related activities unless otherwise agreed during the period of suspension or expulsion.

Progress Reports

Progress reports are generated halfway through each trimester to advise the parent of their student's progress. Parents of students with IEPs may also be provided progress reports as outlined in their student's IEP. This gives the student the opportunity to improve his/her grade before the report card is issued. Additional progress reports may be sent home during the trimester. Parents are encouraged to check their student's progress on the Aeries parent portal. Please contact the school office for verification information to access the Aeries parent portal.

RCS schedules three (3) Parent/teacher conferences 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 students in Transitional Kindergarten through fifth grade. If you are unable to attend the scheduled conference, please call 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/guardians may and are encouraged to schedule times to meet with teachers on a regular basis to discuss their student's progress. For students in sixth, seventh, and eighth grades, progress reports will be mailed home.

Report Cards

Students in Transitional Kindergarten through fifth grade will have their first and second trimester report cards sent home in their 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.

School Accountability Report Cards

The School Accountability Report Card is available on request and is accessible at <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 school is required to report each pupil's individual score, in writing, to the pupil's parent or guardian. The school invites parents/guardians 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.

Pupils at RCS participate in the California Assessment of Student Performance and Progress (CAASPP). RCS will grant a parent or guardian's request to excuse that parent or guardian's pupil from all or all parts of the CAASPP assessment system. RCS will not solicit or encourage any parent or guardian to request the exemption.

Student Study Team

The Student Study Team ("SST") process is used at RCS as a tool to help students that are not making academic progress, at risk of retention, or having behavior issues and/or attendance issues, which impede his or her success during the school year. The SST Team also determines grade acceleration (skipping grades). The SST is made up of the student's teacher(s), one or several other teachers, an administrator or designee, and the parents/guardians and the student. In grades four and above the student is 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 areas of concern are discussed and an intervention plan is created. The SST should meet every 6-8 weeks to assess student progress based on the intervention plan. Teachers or parents/guardians may request an SST meeting at any time during the school year.

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 Director or designee 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, and call to parents in case of questionable dress (not covered in the rules listed below). The Director or Designee will make a final decision.

Shirts may be:

- any solid color, plain (no logo), collared, shirt (polo shirts)
- a button oxford shirt with sleeves (no zippers, snaps, ribbing, or designs)
- Ridgecrest Charter School Shirts
- **Friday only**, plain, any solid color, crew neck t-shirt

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, Hoodies and Jackets may be any color. If the sweatshirt or jacket has logos, they must be school-appropriate with no alcohol, tobacco, profanity or drug logos. Sweatshirts, hoodies and jackets may not be worn over the head in any buildings.

Pants must be uniform style and navy blue, black, gray or khaki in color. Pants must be straight leg, regular or relaxed fit only. Excessively loose or excessively tight pants are not permitted. Jeggings, leggings, or tights may only be worn under a uniform skirt or dress. Pants must fit at the waist (no sagging, no low-waist, no hip huggers). **Denim jeans 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 must be uniform style and navy blue, black, or khaki colored. Shorts must fit at the waist (no sagging, no low-waist, no hip huggers). Denim jean 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 jumpers must be navy blue, black, or khaki colored. Skorts, skirts, and capris must fit at the waist (no sagging, no low-waist, no 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 jumpers must fall below the finger tips when arms/hands are held straight down at the side. Students are 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.

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. For safety reasons, at no time are bare feet, open-toe shoes, high heels, wedges, Heelys, mules, slippers, or flip flops to be worn. Shoes must be appropriate for daily PE and comfortable for physical activity.

Hats or Beanies with an appropriate logo or plain may be worn outside. Hats and Beanies are not allowed to be worn inside buildings.

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.

Promotion Ceremony Dress code: For the eighth grade promotion ceremony. No see through, strapless, or low cut clothes allowed. Denim jeans are not allowed. Dresses, dress pants, button down shirts, dress shirts, and suits allowed.

Expectations for Student Conduct

All pupils are required to adhere to school and class expectations and rules, directions, be diligent in study and respectful to teachers and others in authority, and refrain from the use of profanity and vulgar language. School wide and classroom expectations and rules are established to promote positive behavior.

Character Counts and PBIS

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 is based on "Character Counts" a program comprised of six units or components: trustworthiness, respect, responsibility, fairness, caring, and citizenship. Students watch videos, participate in discussions about the meaning of each behavioral trait, and randomly receive reward coupons for practicing these character traits. The reward coupons are displayed on interactive bulletin boards and help students earn recognition for their behavior.

Positive Behavior and Intervention Supports (PBIS) is a framework of expected student behaviors in common areas on campus. Common areas include line up area, cafeteria, restrooms, and playground. Behavior expectations are communicated in a matrix and are modeled and taught to all students. The framework can be found on page 13.

Academic Honesty

To be successful in school, all students are expected to do their own work. If a student or group of students chooses to cheat on an assignment or test, progressive discipline and education about the seriousness of academic dishonesty will be implemented. Students caught cheating on any assignment or test may receive a warning, loss of credit for the assignment or test, referral to the office, or any other logical consequence. Parents will be notified of any academic dishonesty involving their child.

Classroom Management

Each teacher established a classroom management system that includes student expectations, rules, and logical consequences based on school wide rules and expectations. Teachers also created a positive reinforcement system and incentive programs to reinforce and recognize students for adherence to rules and expectations. 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 or designee. Logical and natural 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.

Discipline Referral

Teachers are empowered to handle student misbehavior in their classrooms and hold students accountable for their conduct on the way to and from school and the playground. Non-compliance may result in referral to the office to speak with the Director or designee. Students are to immediately report to the Director or designee when referred to the office.

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

- **Restoration:** Repairing any harm caused by behavior or action
- **Logical Consequence:** A consequence that aligns with improper behavior or action

- **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. Suspensions may be extended past the initial 5 days if an expulsion hearing is pending.
- **Expulsion:** Results in the student not attending school at RCS and the parents/guardians seeking placement elsewhere. This decision is made in a hearing with the Ridgecrest Charter School Governing Board per applicable state law.

Parent Responsibility

If a teacher suspends a student, the teacher may require the child's parent/guardians to attend a portion of the school day in his/her child's classes.

Parent's Liability

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/guardians are also liable for any school property loaned to a student and not willfully returned in an amount not to exceed \$10,000, adjusted annually for inflation, as described above. If a student and parent are unable to pay for the damages, RCS will provide a program or voluntary work for the minor student in lieu of the payment of monetary damages. Students over the age of majority shall be liable for the same. Following due process procedures, the school 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 Director or designee may search the person of a student (including backpack, purse, bag, etc.) or the student's locker if there is a reasonable individualized suspicion to believe the student has violated School policy and/or the law. Evidence gathered from video surveillance tape systems in posted areas may be specifically admissible in discipline hearings, as no one has a reasonable expectation of privacy in those circumstances.



SOAR like an EAGLE to be a TRRFCC student

VOICE LEVELS

0 – Silent

1 – Whisper to neighbor

2 – Small Group, lowered speaking voice

3 – Classroom, average speaking voice

4 – Outdoor voice, louder voice

	<u>LINE UP</u> (recess, lunch, announcements, dismissal) <i>Voice Level 0</i>	<u>CAFETERIA</u> <i>Voice Level 2</i>	<u>RESTROOMS</u> <i>Voice Level 3</i>	<u>PLAYGROUND</u> <i>Voice Level 4</i>
<u>SAFE</u>	<ul style="list-style-type: none"> *Keep hands & feet to self *No fighting to be first 	<ul style="list-style-type: none"> *Keep hands & feet to self *Eat only your own food, no trading or taking someone else's food 	<ul style="list-style-type: none"> *Keep hands & feet to self *Do not take food or eat in the restrooms 	<ul style="list-style-type: none"> *Keep hands & feet to self *Tell the yard duty if something is broken *Follow the posted game rules *Work to solve problems without violence
<u>ON TASK</u>	<ul style="list-style-type: none"> *Stand in your own spot *Wait patiently 	<ul style="list-style-type: none"> *Eat your meal *Stay in your seat until dismissed 	<ul style="list-style-type: none"> *Use the bathroom, wash your hands, & leave *No playing in the restroom 	<ul style="list-style-type: none"> *Use the equipment properly *Take turns *Share
<u>ALWAYS RESPECTFUL</u>	<ul style="list-style-type: none"> *Listen for instructions *Treat those around you with civility, courtesy, & dignity 	<ul style="list-style-type: none"> *Wait your turn *Invite others to join you *Clean up your area, putting all trash in the trash cans *Help others 	<ul style="list-style-type: none"> *Don't peek in stalls *One person at a time in stalls *Flush the toilet after using it *Do not slam the stall doors 	<ul style="list-style-type: none"> *Listen to yard duties *Invite others to join in *Keep secrets, do not betray someone's trust unless it involves something dangerous or illegal *Help others *Use kind words, never ridicule or embarrass others
<u>RESPONSIBLE</u>	<ul style="list-style-type: none"> *Wait to be dismissed by teacher or yard duty *Stay in your own class line *Make sure you have your own things (jacket or lunchbox) 	<ul style="list-style-type: none"> *Eat only the meal you raised your hand for at morning count *Take only 1 of each item for hot meals *Take care of the environment 	<ul style="list-style-type: none"> *Use only as much toilet paper as necessary *Not using the restroom to get out of classwork or play *Throw paper towels in the trash *Do your part to keep our restrooms clean 	<ul style="list-style-type: none"> *Put litter in trash cans *Always tell the truth, be honest *Keep your promises *Listen for whistle, freeze, then walk to your class line

Offenses that May Lead to Suspension or Expulsion

A student may be suspended or recommended for expulsion for any of the following offenses:

Discretionary Suspension Offenses. Students may be suspended for any of the following acts when it is determined the pupil:

1. Caused, attempted to cause, or threatened to cause physical injury to another person.
2. Willfully used force or violence upon the person of another, except self-defense.
3. Unlawfully possessed, used, sold or otherwise furnished, or was under the influence of any controlled substance, as defined in Health and Safety Code 11053-11058, alcoholic beverage, or intoxicant of any kind.
4. Unlawfully offered, arranged, or negotiated to sell any controlled substance as defined in Health and Safety Code Sections 11053-11058, alcoholic beverage or intoxicant of any kind, and then sold, delivered or otherwise furnished to any person another liquid substance or material and represented same as 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. Stole or attempted to steal school property or private property.
8. Possessed or used tobacco or products containing tobacco or nicotine products, including but not limited to cigars, cigarettes, miniature cigars, clove cigarettes, smokeless tobacco, snuff, chew packets and betel. This section does not prohibit the use of his or her own prescription products by a pupil.
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 Health and Safety Code Section 11014.5.
11. Disrupted school activities or otherwise willfully defied the valid authority of supervisors, teachers, administrators, other 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, i.e.: a replica of a firearm that is so substantially similar in physical properties to an existing firearm as to lead a reasonable person to conclude that the replica is a firearm.
14. Committed or attempted to commit a sexual assault as defined in Penal Code Sections 261, 266c, 286, 288, 288a or 289, or committed a sexual battery as defined in Penal Code Section 243.4.
15. Harassed, threatened, or intimidated a student who is a complaining witness or witness in a school disciplinary proceeding for the purpose of preventing that student from being a witness and/or retaliating against that student for being a witness.
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 the purposes of this subdivision, "hazing" means a method of initiation or preinitiation 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 section, "hazing" does not include athletic events or school-sanctioned events.
18. Made terroristic threats against school officials and/or school property. For purposes of this section, "terroristic threat" shall include any statement, whether written or oral, by a person who willfully threatens to commit a crime which will result in death, great bodily injury to another person, or property damage in excess of one thousand dollars (\$1,000), with the specific intent that the statement is to be taken as a threat, even if there is no intent of actually carrying it out, which, on its face and under the circumstances in which it is made, is so unequivocal, unconditional, immediate, and specific as to convey to the person threatened, a gravity of purpose and an immediate prospect of execution of the threat, and thereby causes that person reasonably to be in sustained fear for his or her own safety or for his or her immediate family's safety, or for the protection of school property, or the personal property of the person threatened or his or her immediate family.
19. Committed sexual harassment, as defined in Education Code Section 212.5. For the purposes of this section, the conduct described in Section 212.5 must be considered by a reasonable person of the same gender as the victim to be sufficiently severe or pervasive to have a negative impact upon the individual's academic performance or to create an intimidating, hostile, or offensive educational environment. This section shall apply to pupils in any of grades 4 to 12, inclusive.
20. Caused, attempted to cause, threatened to cause or participated in an act of hate violence, as defined in subdivision (e) of Section 233 of the Education Code. This section shall apply to pupils in any of grades 4 to 12, inclusive.
21. Intentionally harassed, threatened or intimidated a student or group of students to the extent of having the actual and reasonably expected effect of materially disrupting class work, creating substantial disorder and invading student rights by creating an intimidating or hostile educational environment. This section shall apply to pupils in any of grades 4 to 12, inclusive.
22. Engaged in an act of bullying, including, but not limited to, bullying committed by means of an electronic act.
 - 1) "Bullying" means any severe or pervasive physical or verbal act or conduct, including communications made in writing or by means of an electronic act, and including one or more acts committed by a student or group of students which would be deemed hate violence or harassment, threats, or intimidation, which are directed toward one or more students that has or can be reasonably predicted to have the effect of one or more of the following:
 - i. Placing a reasonable student (defined as a student, including, but not limited to, a student with exceptional needs, who exercises average care, skill, and judgment in conduct for a person of his or her age, or for a person of his or her age with exceptional needs) or students in fear of harm to that student's or those students' person or property.
 - ii. Causing a reasonable student to experience a substantially detrimental effect on his or her physical or mental health.
 - iii. Causing a reasonable student to experience substantial interference with his or her academic performance.

iv. Causing a reasonable student to experience substantial interference with his or her ability to participate in or benefit from the services, activities, or privileges provided by the Charter School.

2) “Electronic Act” means the transmission by means of an electronic device, including, but not limited to, a telephone, wireless telephone, or other wireless communication device, computer, or pager, of a communication, including, but not limited to, any of the following:

i. A message, text, sound, or image.

ii. A post on a social network Internet Web site including, but not limited to:

(a) Posting to or creating a burn page. A “burn page” means an Internet Web site created for the purpose of having one or more of the effects as listed in subparagraph (1) above.

(b) Creating a credible impersonation of another actual pupil for the purpose of having one or more of the effects listed in subparagraph (1) above. “Credible impersonation” means to knowingly and without consent impersonate a pupil for the purpose of bullying the pupil and such that another pupil would reasonably believe, or has reasonably believed, that the pupil was or is the pupil who was impersonated.

(c) Creating a false profile for the purpose of having one or more of the effects listed in subparagraph (1) above. “False profile” means a profile of a fictitious pupil or a profile using the likeness or attributes of an actual pupil other than the pupil who created the false profile.

iii. Notwithstanding subparagraphs (1) and (2) above, an electronic act shall not constitute pervasive conduct solely on the basis that it has been transmitted on the Internet or is currently posted on the Internet.

23. A pupil who aids or abets, as defined in Section 31 of the Penal Code, the infliction or attempted infliction of physical injury to another person may be subject to suspension, but not expulsion, 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 (1).

24. Possessed, sold, or otherwise furnished any knife unless, in the case of possession of any object of this type, the student had obtained written permission to possess the item from a certificated school employee, with the Director or designee’s concurrence.

Non-Discretionary Suspension Offenses: Students must be suspended and recommended for expulsion for any of the following acts when it is determined the pupil:

25. Possessed, sold, or otherwise furnished any firearm, explosive, or other dangerous object unless, in the case of possession of any object of this type, the students had obtained written permission to possess the item from a certificated school employee, with the Director or designee’s concurrence.

Discretionary Expellable Offenses: Students may be recommended for expulsion for any of the following acts when it is determined the pupil:

1. Caused, attempted to cause, or threatened to cause physical injury to another person.
2. Willfully used force or violence upon the person of another, except self-defense.
3. Unlawfully possessed, used, sold or otherwise furnished, or was under the influence of any controlled substance, as defined in Health and Safety Code Sections 11053-11058, alcoholic beverage, or intoxicant of any kind.
4. Unlawfully offered, arranged, or negotiated to sell any controlled substance as defined in Health and Safety Code Sections 11053-11058, alcoholic beverage or intoxicant of any kind, and then sold, delivered or otherwise furnished to any person another liquid substance or material and represented same as 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. Stole or attempted to steal school property or private property.
8. Possessed or used tobacco or products containing tobacco or nicotine products, including but not limited to cigars, cigarettes, miniature cigars, clove cigarettes, smokeless tobacco, snuff, chew packets and betel. This section does not prohibit the use of his or her own prescription products by a pupil.
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 Health and Safety Code Section 11014.5.
11. Disrupted school activities or otherwise willfully defied the valid authority of supervisors, teachers, administrators, other 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, i.e.: a replica of a firearm that is so substantially similar in physical properties to an existing firearm as to lead a reasonable person to conclude that the replica is a firearm.
14. Committed or attempted to commit a sexual assault as defined in Penal Code Sections 261, 266c, 286, 288, 288a or 289, or committed a sexual battery as defined in Penal Code Section 243.4.
15. Harassed, threatened, or intimidated a student who is a complaining witness or witness in a school disciplinary proceeding for the purpose of preventing that student from being a witness and/or retaliating against that student for being a witness.
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 the purposes of this subdivision, “hazing” means a method of initiation or preinitiation 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 section, “hazing” does not include athletic events or school-sanctioned events.
18. Made terroristic threats against school officials and/or school property. For purposes of this section, “terroristic threat” shall include any statement, whether written or oral, by a person who willfully threatens to commit a crime which will result in death, great bodily injury to another person, or property damage in excess of one thousand dollars (\$1,000), with the specific intent that the statement is to be taken as a

threat, even if there is no intent of actually carrying it out, which, on its face and under the circumstances in which it is made, is so unequivocal, unconditional, immediate, and specific as to convey to the person threatened, a gravity of purpose and an immediate prospect of execution of the threat, and thereby causes that person reasonably to be in sustained fear for his or her own safety or for his or her immediate family's safety, or for the protection of school property, or the personal property of the person threatened or his or her immediate family.

19. Committed sexual harassment, as defined in Education Code Section 212.5. For the purposes of this section, the conduct described in Section 212.5 must be considered by a reasonable person of the same gender as the victim to be sufficiently severe or pervasive to have a negative impact upon the individual's academic performance or to create an intimidating, hostile, or offensive educational environment. This section shall apply to pupils in any of grades 4 to 12, inclusive.
20. Caused, attempted to cause, threatened to cause or participated in an act of hate violence, as defined in subdivision (e) of Section 233 of the Education Code. This section shall apply to pupils in any of grades 4 to 12, inclusive.
21. Intentionally harassed, threatened or intimidated a student or group of students to the extent of having the actual and reasonably expected effect of materially disrupting class work, creating substantial disorder and invading student rights by creating an intimidating or hostile educational environment. This section shall apply to pupils in any of grades 4 to 12, inclusive.
22. Engaged in an act of bullying, including, but not limited to, bullying committed by means of an electronic act.
 - 1) "Bullying" means any severe or pervasive physical or verbal act or conduct, including communications made in writing or by means of an electronic act, and including one or more acts committed by a student or group of students which would be deemed hate violence or harassment, threats, or intimidation, which are directed toward one or more students that has or can be reasonably predicted to have the effect of one or more of the following:
 - i. Placing a reasonable student (defined as a student, including, but is not limited to, a student with exceptional needs, who exercises average care, skill, and judgment in conduct for a person of his or her age, or for a person of his or her age with exceptional needs) or students in fear of harm to that student's or those students' person or property.
 - ii. Causing a reasonable student to experience a substantially detrimental effect on his or her physical or mental health.
 - iii. Causing a reasonable student to experience substantial interference with his or her academic performance.
 - iv. Causing a reasonable student to experience substantial interference with his or her ability to participate in or benefit from the services, activities, or privileges provided by the Charter School.
 - 2) "Electronic Act" means the transmission by means of an electronic device, including, but not limited to, a telephone, wireless telephone, or other wireless communication device, computer, or pager, of a communication, including, but not limited to, any of the following:
 - i. A message, text, sound, or image.
 - ii. A post on a social network Internet Web site including, but not limited to:
 - (a) Posting to or creating a burn page. A "burn page" means an Internet Web site created for the purpose of having one or more of the effects as listed in subparagraph (1) above.
 - (b) Creating a credible impersonation of another actual pupil for the purpose of having one or more of the effects listed in subparagraph (1) above. "Credible impersonation" means to knowingly and without consent impersonate a pupil for the purpose of bullying the pupil and such that another pupil would reasonably believe, or has reasonably believed, that the pupil was or is the pupil who was impersonated.
 - (c) Creating a false profile for the purpose of having one or more of the effects listed in subparagraph (1) above. "False profile" means a profile of a fictitious pupil or a profile using the likeness or attributes of an actual pupil other than the pupil who created the false profile.
 - iii. Notwithstanding subparagraphs (1) and (2) above, an electronic act shall not constitute pervasive conduct solely on the basis that it has been transmitted on the Internet or is currently posted on the Internet.
23. A pupil who aids or abets, as defined in Section 31 of the Penal Code, the infliction or attempted infliction of physical injury to another person may be subject to suspension, but not expulsion, 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 (1).
24. Possessed, sold, or otherwise furnished any knife unless, in the case of possession of any object of this type, the student had obtained written permission to possess the item from a certificated school employee, with the Director or designee's concurrence.

Non-Discretionary Expellable Offenses: Students must be recommended for expulsion for any of the following acts when it is determined pursuant to the procedures below that the pupil:

- a) Possessed, sold, or otherwise furnished any firearm, explosive, or other dangerous object unless, in the case of possession of any object of this type, the students had obtained written permission to possess the item from a certificated school employee, with the Director or designee's concurrence.

On-Campus Suspension (OCS) Procedures

A student serving on-school suspension must be brought to the school office and picked up from the school office by a parent or guardian. Students serving On-Campus Suspension that arrive early to school will wait in the office for the first bell to ring. Students in OCS may be on campus to attend tutoring, but they are not allowed on campus before or after school to participate in any other school activities. 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 parent/guardians 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 their regular activities in their regular classroom setting and extracurricular activities such as class field trips, dances, and assemblies. One or more OCS referrals in one trimester may result in a loss of an upcoming field trip for that trimester. Students who refuse to follow the rules of the "On Campus" suspension will be suspended out of school.

Due Process at time of Suspension

All suspensions will be preceded, if possible, by a conference between the student and the Director or designee, the student's parent, and whenever practical, the teacher, supervisor, or School employee who referred the student to the Director or designee. The conference may be omitted if the Director or designee determines that an emergency situation exists. An "emergency situation" involves a clear and present danger to the lives, safety or health of students or Charter School personnel. If a student is suspended without this conference, both the parent/guardian and student shall be notified of the student's right to return to school for the purpose of a conference. At the conference the student shall be informed of the reason for the disciplinary action and evidence against him/her, and be given an opportunity to bring forth evidence in his or her self-defense. However, a conference shall be held within 2 school days, unless the student waives this right or is physically unable to attend for any reason including, but not limited to, incarceration nor hospitalization. No penalties may be imposed on a pupil for failure of the pupil's parent or guardian to attend a conference with Charter School officials. Reinstatement of the suspended pupil shall not be contingent upon attendance by the pupil's parent or guardian at the conference. hours, or as soon as otherwise possible. It is the policy of the school to make a reasonable effort to contact by telephone or in person parents/guardians 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. A complete copy of the School's Suspension and Expulsion policy outlining these procedures further is available on the school's website at ridgecrestcharter.org.

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 subject to the discipline described herein.

Items Not Permitted on Campus

Beyond those items banned by law from campus (i.e. drugs, alcohol, nicotine products, and/or weapons), 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, portable gaming devices, rollerblades, shoes with wheels such as Heeley's, 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.

Detention Policy

Students may be assigned detention as a consequence and should report to the assigned room at 3:00 p.m. and remain until 3:55 p.m. Students will be given a 24-hour notice so that they may make arrangements for transportation.

Title IX/Harassment/Intimidation/Discrimination/Bullying Policy

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

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

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

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

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

Steve Martinez

Executive Director

steve.martinez@rcharter.org, 760-375-1010

Definitions

Prohibited Unlawful Harassment

- Verbal conduct such as epithets, derogatory jokes or comments or slurs
- Physical conduct including assault, unwanted touching, intentionally blocking normal movement or interfering with work because of sex, race or any other protected basis

- Retaliation for reporting or threatening to report harassment
- Deferential or preferential treatment based on any of the protected classes above

Prohibited Unlawful Harassment under Title IX

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

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

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

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

Sexual harassment may include, but is not limited to:

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

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

Prohibited Bullying

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

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

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

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

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

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

Grievance Procedures

1. Reporting

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

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

Steve Martinez
 Executive Director
steve.martinez@rcharter.org, 760-375-1010

Complaints regarding such misconduct may also be made to the U.S. Department of Education, Office for Civil Rights.

While submission of a written report is not required, the reporting party is encouraged to submit a written report to the Coordinator. Oral reports shall also be considered official reports. Reports may be made anonymously, but formal disciplinary action cannot be based solely on an anonymous report.

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

The School acknowledges and respects every individual’s right to privacy. All reports shall be investigated in a manner that protects the confidentiality of the parties and the integrity of the process. This includes keeping the identity of the reporter confidential, as appropriate, except to the extent necessary to carry out the investigation and/or to resolve the issue, as determined by the Coordinator or administrative designee on a case-by-case basis.

RCS prohibits any form of retaliation against any reporter in the reporting process, including but not limited to a reporter’s filing of a complaint or the reporting of instances of misconduct prohibited by this Policy. Such participation shall not in any way affect the status, grades, or work assignments of the reporter.

All supervisors of staff will receive sexual harassment training within six (6) months of their assumption of a supervisory position and will receive further training once every two (2) years thereafter. All staff will receive sexual harassment training and/or instruction concerning sexual harassment in the workplace as required by law.

2. Investigation

Upon receipt of a report of misconduct prohibited by this Policy from a student, staff member, parent, volunteer, visitor or affiliate of RCS, the Coordinator or administrative designee will promptly initiate an investigation. In most cases, a thorough investigation will take no more than seven (7) school days. If the Coordinator, or administrative designee determines that an investigation will take longer than seven (7) school days, he or she will inform the complainant and any other relevant parties and provide an approximate date when she the investigation will be complete.

At the conclusion of the investigation, the Coordinator or administrative designee will meet with the complainant and, to the extent possible with respect to confidentiality laws, provide the complainant with information about the investigation, including any actions necessary to resolve the incident/situation. However, in no case may the Coordinator or administrative designee reveal confidential information related to other students or employees, including the type and extent of discipline issued against such students or employees.

All records related to any investigation of complaints under this Policy are maintained in a secure location.

3. Consequences

Students or employees who engage in misconduct prohibited by this Policy will be subject to disciplinary action.

4. Uniform Complaint Procedures

When harassment or bullying is based upon one of the protected characteristics set forth in this Policy, a complainant may also fill out a Uniform Complaint Procedures (“UCP”) complaint form at any time during the process, consistent with the procedures laid out in this Handbook.

5. Right of Appeal

Should the Complainant find the Coordinator’s resolution unsatisfactory, he/she may follow the Concerns Process found in this Handbook.

Students with Disabilities

Students with disabilities may be eligible to receive special education services. These services are based assessments and determined by an Individualized Education Program (IEP) team, which includes the student’s parents/guardians. Special education services are designed to meet the unique educational needs of students with disabilities and are provided at no cost to parents. Such services may include support, instruction and accommodations in the general education program or may be provided in other settings. To the maximum extent appropriate, student with disabilities must be educated with their nondisabled peers in the general education environment at the school they would attend if they were not disabled.

Parents of school age children who suspect their child may have a disability and who may need special education services should contact the Special Education Administrator at 760-375-1010.

Students with Disabilities Section 504

Section 504 of the Rehabilitation Act of 1973 (Section 504) is a federal civil rights law that prohibits discrimination against individuals with disabilities in programs and activities that receive financial assistance from the U.S. Department of Education. Discrimination/harassment in any form toward individuals on the basis of their actual or perceived disability is unacceptable and will not be tolerated. RCS will promptly investigate any complaints of disability-based discrimination/harassment and take reasonable actions to stop future incidents of such discrimination/harassment.

Section 504 requires that students with disabilities be provided a free and appropriate public education (FAPE), a program designed to meet the educational needs of students with disabilities as adequately as the educational needs of students without disabilities. For students who are not eligible for special education services, but meet the federal definition of disabled under Section 504, a Section 504 Plan is developed which indicates the accommodations, supplementary aids and/or services that will be provided to assist the student in accessing the general education program. Parents or guardians must be notified in writing of any decisions regarding the identification, evaluation, and/or educational placement of their student and their right to participate in and/or appeal these decisions under Section 504.

Child Find

We are dedicated to the belief that all students can learn and must be guaranteed equal opportunity to become contributing members of the academic environment and society. RCS provides special education instruction and related services in accordance with the Individuals with Disabilities in Education Improvement Act (“IDEIA”), Education Code requirements, and applicable policies and procedures of the Kern County SELPA. These services are available for special education students enrolled at RCS. We offer high quality educational programs and services for all our students in accordance with the assessed needs of each student. RCS collaborates with parents, the student, teachers, and other agencies, as may be indicated, in order to appropriately serve the educational needs of each student.

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/guardians may seek grade level advancement for a student in grades TK-8. The needs of each individual student are of utmost importance and must be met in the most effective manner possible; therefore, TK-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).
- in-class observation confirming developmental readiness of the student;
- review of available norm-referenced tests to determine academic ability with the proposed grade level placement as determined by NWEA and benchmark testing, current grade level norm referenced test (pre and post), and the post test for the grade level to be “skipped”;
- emotional and social readiness evaluation conducted by the school psychologist or counselor 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 Student Study Team will make the recommendation for acceleration and the decision made will be final. Placement will occur based on the Team's decision.

Academic acceleration is ultimately decided by the executive director and will be made prior to the start of the new school year. The decision will be formally communicated to the parents/guardians via letter to their home address. A student may be accelerated if he or she meets all of the following requirements (scores are for end of the year exams of the grade being skipped):

1. Reading Assessment 90%
2. Math Assessment 90%
3. Other materials such as social maturity, observation records and student work
4. A school district representative recommends acceleration of the student
5. A parent of guardian approves acceleration of the student
6. NWEA Reading and Language (grades 3-8) score: (90th percentile or higher)
7. NWEA Math score: (90th percentile or higher)
8. CAASPP reading and math scores: Advanced

Health and Safety

Confidential Medical Services

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. Schools are permitted to grant such excuses, but are not required to do so. RCS does not grant such excuses.

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 immediately notify the parent/guardian. Any student unable 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 may be to use our judgment in seeking medical attention for your student if the illness or injury is severe enough. 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.

RCS has a designated area 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/guardians 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. If your contact information changes, please update the emergency information card in the office.

Hearing Test

The school is required to provide for the testing of hearing of each student enrolled in kindergarten and grades 2, 5, and 8 unless a written denial of consent is turned into the Director or designee.

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 registration. There is no "Conditional" admittance to school; immunizations must be up to date before admission to school is granted. This requirement does not apply if 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, consistent with Health and Safety Code section 120370. If an outbreak of a communicable disease occurs at the school, the non-immunized student may be excluded for his/her safety until such time as directed by health officials or school administration. Students who have on file a personal belief exemption prior to January 1, 2016, will continue that exemption until entering the next grade span which is 7th grade.

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/guardians 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).

Medication

Children may take medication, which is prescribed by a physician and surgeon, or ordered for him or her by a physician assistant practicing in compliance with Chapter 7/7 (commencing with Section 3500) of Division 2 of the Business and Professions Code, and get help from school personnel during the school day only if:

1. a written statement from the physician and surgeon or physician assistant detailing the medication name, method, amount, and time schedules by which the medication is to be taken is on file with the school office; and
2. Parent, guardian or caregiver submits a written statement indicating his/ her desire that the school assist his/her child in taking the medication; and
3. Parent signs a release statement allowing designated school personnel to consult with the health care provider of the pupil regarding any questions that may arise with regard to the medication.

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, except the statement from the physician and surgeon or physician assistant must clearly state the student is able to self-administer the medication, and the statement from the parent must clearly consent to the self-administration. Additionally, in order to self-administer these medications, the parent must sign a statement releasing RCS and School personnel from civil liability if the self-administering pupil suffers an adverse reaction as a result of self-administering medication.

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

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. Designated staff shall keep records of medication administered at RCS. All medication will be kept in a secure and appropriate storage location and administered per physician's instructions by appropriately designated staff.

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

Doctor's instructions must be renewed each year. Any changes in medication, amount, or means of administering require new doctor's instructions. The forms must be updated throughout the year if the medication, dosage, frequency of administration, or reason for administration changes.

RCS will also maintain on campus emergency anaphylactic shot injections (EpiPens)-, which may be used by trained volunteers, as required by California law.

Oral Health Assessment

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 factors 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.

Sun Protection

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

Vision Screening

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

Scoliosis Screening

Seventh grade girls and eighth grade boys are screened for scoliosis (curvature of the spine), unless a written denial of consent is received by the school.

Type 2 Diabetes Information

The School will provide an information sheet regarding type 2 diabetes to the parent or guardian of incoming 7th grade students, pursuant to Education Code Section 49452.7. The information sheet shall include, but shall not be limited to, all of the following:

1. A description of type 2 diabetes.
2. A description of the risk factors and warning signs associated with type 2 diabetes.
3. A recommendation that students displaying or possibly suffering from risk factors or warning signs associated with type 2 diabetes should be screened for type 2 diabetes.
4. A description of treatments and prevention of methods of type 2 diabetes.
5. A description of the different types of diabetes screening tests available.

Nondiscrimination Statement

RCS does not discriminate against any student or employee on the basis of actual or perceived disability, gender, gender identity, gender expression, nationality, race or ethnicity, religion, religious affiliation, sexual orientation, or any other characteristic that is contained in the definition of hate crimes in the California Penal Code.

RCS adheres to all provisions of federal law related to students with disabilities, including, but not limited to, Section 504 of the Rehabilitation Act of 1973, Title II of the Americans with Disabilities Act of 1990 ("ADA"), and the Individuals with Disabilities Education Improvement Act of 2004 ("IDEIA").

RCS is committed to providing a work and educational atmosphere that is free of unlawful harassment under Title IX of the Education Amendments of 1972 (sex);⁵ Titles IV, VI, and VII of the Civil Rights Act of 1964 (race, color, or national origin); the Age Discrimination in Employment Act of 1967; the Age Discrimination Act of 1975; the IDEIA;⁷ and Section 504 and Title II of the ADA (mental or physical disability). The School also prohibits sexual harassment, including cyber sexual bullying, and harassment based upon pregnancy, childbirth or related medical conditions, race, religion, religious affiliation, creed, color, gender, gender identity, gender expression, national origin or

ancestry, physical or mental disability, medical condition, marital status, age, sexual orientation, or any other basis protected by federal, state, local law, ordinance or regulation. RCS does not condone or tolerate harassment of any type, including bullying, including cyber sexual bullying, discrimination, or intimidation, by any employee, independent contractor or other person with which the Charter School does business, or any other individual, student, or volunteer. This applies to all employees, students, or volunteers and relationships, regardless of position or gender. The School will promptly and thoroughly investigate any complaint of harassment and take appropriate corrective action, if warranted. Inquiries, complaints, or grievances regarding harassment as described here should be directed to our Uniform Complaint Procedures Compliant Officer: Steve Martinez, Executive Director, 325 S. Downs Street, Ridgecrest, CA 93555, (760)_ 375-1010.

Parent Participation

Parents and guardians are welcome and encouraged to volunteer at RCS. 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
- 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
- joining the Parent Teachers Organization or School Site Council
- co-sponsoring a club with a teacher
- reviewing your child's homework after they finish it
- completing parent surveys
- transporting your child to and from school
- participating in Parent Teacher Conferences
- you also have the right to request information regarding the qualifications of classroom teachers and paraprofessionals.

Communication Process

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 the next regular board meeting after receiving the letter.

Reminders...

- Exercise discretion when posting on the internet or speaking about staff, other parents, or other children in front of your own children or with others.
- If a parent or student decides to post information on the Internet (i.e., personal blog, Facebook, Myspace, Twitter, etc.) that discusses other students, other parents or staff the following information applies:
 - Laws are established protect children and adults from cyber bullying;
 - Parents and students making discriminatory, defamatory, libelous or slanderous comments when discussing the School, the students and/or employees could be subject to legal consequences;
 - Parents and students must comply with all school policies, including, but not limited to, rules against unlawful harassment and retaliation against students, families and employees.

Technology

Acceptable Use Policy & Digital Portfolios

Each student has daily access to technology and receives instruction in the appropriate use of this technology. While RCS regularly utilizes and regularly updates filters to limit access to inappropriate resources and information, it is impossible to restrict access to all controversial materials. 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. Students are responsible for their use of technology and technological resources and must sign an Acceptable Use Agreement annually.

The purpose of computers and internet access is for school assignments and to conduct research. 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.

Personal Responsibility: Students are expected to

- Use computers and access the internet for school assignments and research only.
- know school rules must be followed on the computer network.
- report inappropriate content to an adult as soon as it is noticed

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 at 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 law or regulation is prohibited. This includes, but is not limited to: copyrighted material; threatening or obscene material; or material protected by trade secrets. 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.

Students are expected to

- follow the rules of the network.
- not buy, sell, or advertise anything on the school network.
- understand hardware, including computer, are property of the school and are not to alter the settings or operation of hardware.
- not 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 or for profit purposes; downloading of files; and purchasing of items, materials, goods, etc.

Services: RCS has no control over the Internet. While the School is able exercise reasonable control over content created and purchased by the School, it has limited control over content accessed via the internet and no filtering system is 100% effective. Neither RCS nor its staff shall be responsible for the failure of any technology protection measures, violations of copyright restrictions, or user mistakes or negligence. The student and parent agree not to hold the School or any School staff responsible for the failure of any technology protection measures, violations of copyright restrictions, or user mistakes or negligence. They also agree to indemnify and hold harmless RCS and RCS personnel for any damages or costs incurred.

Teachers and staff will work with students to protect them from inappropriate material on the internet using an internet filter and will also teach students how to save and protect their work.

Vandalism: 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. Students should not intentionally interfere with the performance of the School's network or intentionally damage any RCS technology resources. If this occurs, computer access may be revoked.

Privileges: Using the computer network is a privilege students must earn and keep. If students do not use the computer correctly, students will face disciplinary action and their parents/guardians 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 or feels their student account has been compromised, they must notify the teacher or staff member in charge. Students should safeguard all personal passwords. Students should not share passwords with others and should change passwords frequently. Students should access technology only with their account or with a shared account as directed by their teacher and not to allow others to use their account or to use the accounts of others, with or without the account owner's authorization. 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.

No Expectation of Privacy. Students and parents acknowledge that computer equipment, Internet access networks, email accounts, and any other technology resources are owned by the School and provided to students for educational purposes. RCS may require staff to monitor and supervise all access to computer equipment, Internet access networks, and email accounts. To facilitate monitoring of activities, computer screens may be positioned so that they are visible to the staff member supervising the students. The School reserves the right to access stored computer records and communications, files, and other data stored on School equipment or sent over School networks. Such communications, files, and data are not private and may be accessed during routine system maintenance; during inspection of RCS equipment at the end of the school year/term or agree to use period; and review of individual files or monitoring of individual activity when there is a reasonable suspicion that the student is engaging in an inappropriate use.

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 suffered. 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.

Suggestions, Comments, and Concerns Process

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 the next regular board meeting after receiving the letter.

Uniform Complaint Procedure

Parents, Guardians, Pupils, and Teachers:

You are hereby notified that:

RCS has the primary responsibility to insure compliance with applicable state and federal laws and regulations and has established procedures address allegations of unlawful discrimination, harassment, intimidation, and bullying; complaints alleging violation of state or federal laws governing educational programs, including the charging of unlawful pupil fees, non-compliance with the Local Control Funding Formula, and non-compliance with reasonable accommodations for lactating pupils.

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

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

- Adult Education
- After School Education and Safety Programs
- Agricultural Vocational Education Programs
- American Indian Education Centers and Early Child Education Program Assessments
- Foster and Homeless Youth Services
- Consolidated Categorical Aid Programs
- Migrant Education
- Career Technical and Technical Education and Training Programs
- Child Care and Developmental Programs
- Child Nutrition Programs
- Regional Occupational Centers and Special Education Programs
- Every Student Succeeds Act / No Child Left Behind Act (2001) Programs (Titles I-VII)
- State Preschool
- Bilingual Education
- Economic Impact Aid
- Tobacco-Use Prevention Education
- Requirements governing the Local Control Funding Formula or Sections 47606.5 and 47607.3 of the Education Code, as applicable
- Reasonable Accommodations to a Lactating Pupil

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

- A fee charged to a pupil as a condition for registering for school or classes, or as a condition for participation in a class or an extracurricular activity, regardless of whether the class or activity is elective or compulsory, or is for credit.
- A security deposit, or other payment, that a pupil is required to make to obtain a lock, locker, book, class apparatus, musical instrument, clothes, or other materials or equipment.
- A purchase that a pupil is required to make to obtain materials, supplies, equipment, or clothes associated with an educational activity.
- A pupil fee complaint shall not be filed later than one (1) year from the date the alleged violation occurred.

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

Steve Martinez, Executive Director
325 S. Downs Road
Ridgecrest, CA 93555
Telephone: 760-375-1010

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

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

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

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

A copy of the UCP policy and complaint procedures shall be available free of charge on the School's Website at www.ridgecrestcharterschool.org. For further information on any part of the complaint procedures, including filing a complaint or requesting a copy of the complaint procedures, please contact the Executive Director .

