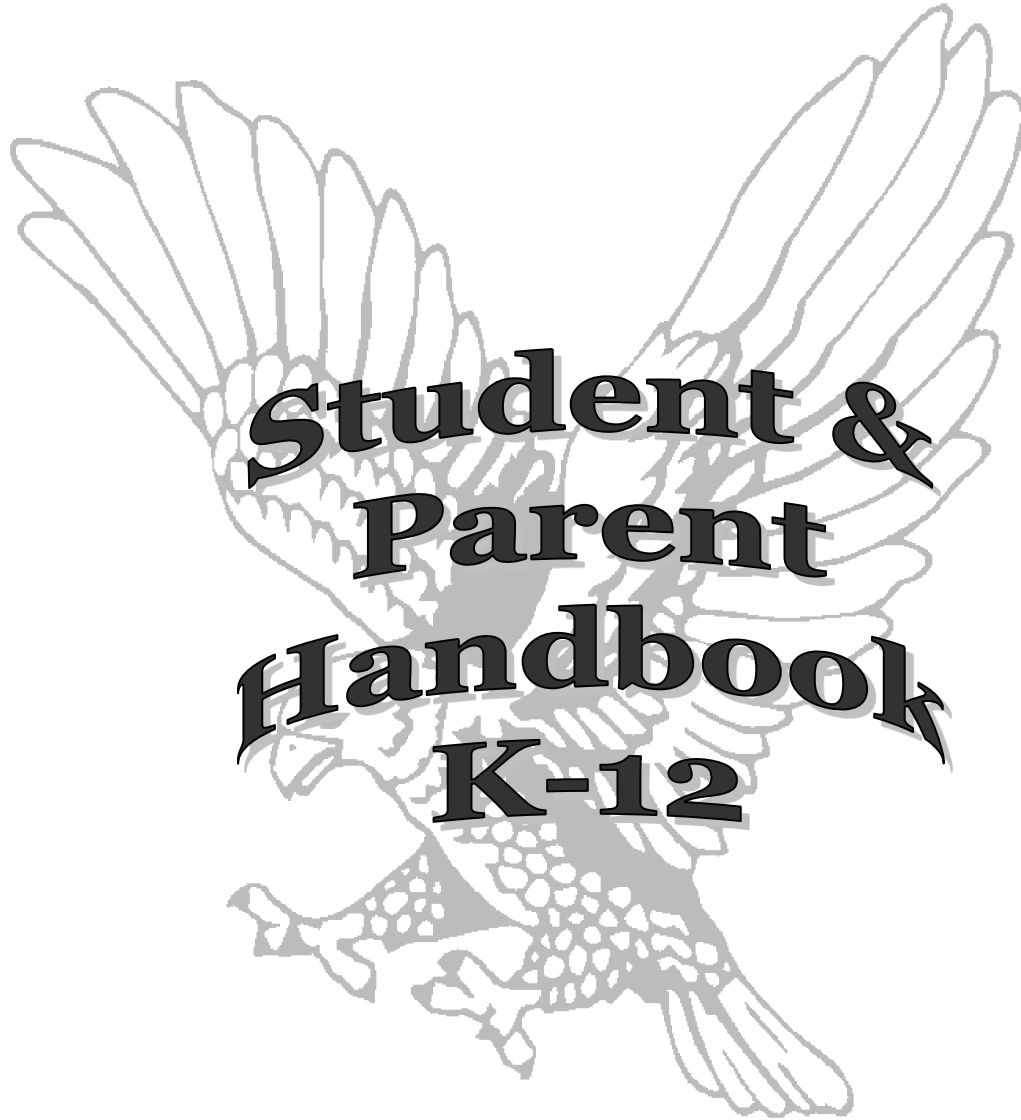


# **SIERRA CHARTER SCHOOL**



## **Student & Parent Handbook K-12**

**2023-2024**

1931 N. Fine Ave.  
Fresno, CA 93727  
(559) 490-4290  
Fax (559) 490-4292  
Toll Free (877) 490-4290

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# SIERRA CHARTER SCHOOL 2023-2024 School Calendar

JULY							AUGUST							SEPTEMBER							OCTOBER						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
						1			1	2	3	4	5						1	2	1	2	3	4	5	6	7
2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	
23	24	25	26	27	28	29	30	31						1	2	3	4	5	6	7	8	9	10	11	12	13	
30	31	<i>Closed Days 14</i>																									
Instr. Days 0    Holidays 1							Instr. Days 19    Holidays 0							Instr. Days 20    Holidays 1							Instr. Days 22    Holidays 0						

NOVEMBER							DECEMBER							JANUARY							FEBRUARY						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
			1	2	3	4						1	2		1	2	3	4	5	6					1	2	3
5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30		
12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31								
19	20	21	22	23	24	25	26	27	28	29	30	31		1	2	3	4	5	6	7	8	9	10	11	12		
26	27	28	29	30			31							13	14	15	16	17	18	19	20	21	22	23	24		
<i>Closed Days 3</i>							<i>Closed Days 9</i>																				
Instr. Days 16    Holidays 3							Instr. Days 10    Holidays 2							Instr. Days 20    Holidays 3							Instr. Days 19    Holidays 2						

MARCH							APRIL							MAY							JUNE							
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	
					1	2		1	2	3	4	5	6					1	2	3	4							
3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28			
10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31							
17	18	19	20	21	22	23	24	25	26	27	28	29	30	31														
24	25	26	27	28	29	30																						
31	<i>Closed Days 4</i>																											
Instr. Days 16    Holidays 1							Instr. Days 21    Holidays 1							Instr. Days 12    Holidays 1							Instr. Days 0    Holidays 1							

School Starts	→ August <b>7</b>	<b>Quarter Periods</b>	<b>Semesters *</b>
School Ends	→ May <b>16</b>	1st Qtr = Aug 7 - Oct 6	2nd Qtr = Oct 9 - Dec 14*
175 Instructional Days	→ <b>171</b> <b>2</b> <b>2</b>	3rd Qtr = Jan 3 - March 1	4th Qtr = March 4 - May 16*
First Semester Ends	→ December <b>14</b>		
Closed Days			
Last Day of Enrollment	→ February <b>15</b> Earlier if school is at capacity		

Grade Level	Annual Instructional Minutes	
Kindergarten	36,000	
Grades 1-3	50,400	
Grades 4-8	54,000	
Grades 9-12	64,800	

1st Apportionment	<b>P-1</b>	November 17, 2023	<b>17</b>
2nd Apportionment	<b>P-2</b>	March 15, 2024	<b>15</b>

Thanksgiving Break	Nov 20th thru Nov 24th
Winter Break	Dec. 15th thru Jan 2nd
Spring Break	Mar 25th thru Apr 1st

**Sierra Charter Office - CLOSED**  
Thanksgiving, Winter & Spring Break & Holidays

Holidays (16)		
July	4	Independence Day
September	4	Labor Day
November	10	Veterans Day
November	23-24	Thanksgiving
December	25	Christmas Eve
December	26	Christmas Day
January	1	New Year's Eve
January	2	New Year's Day
January	15	Martin Luther King Jr. Day
February	12	Lincoln's Birthday
February	19	Presidents' Day
March	29	Good Friday
April	1	Exchanged for Cesar Chavez
May	27	Memorial Day
June	19	Juneteenth



## Sierra Charter School K-12 Personalized Learning Public Charter School

### **Know Your Educational Rights**

#### ***Your Child has the Right to a Free Public Education***

- All children in the United States have a right to equal access to free public education, regardless of immigration status and regardless of the immigration status of the students' parents or guardians.
- In California:
  - All children have the right to a free public education.
  - All children ages 6 to 18 years must be enrolled in school.
  - All students and staff have the right to attend safe, secure, and peaceful schools.
  - All students have a right to be in a public school learning environment free from discrimination, harassment, bullying, violence, and intimidation.
  - All students have equal opportunity to participate in any program or activity offered by the school, and cannot be discriminated against based on their race, nationality, gender, religion, or immigration status, among other characteristics.

#### ***Information Required for School Enrollment***

- When enrolling a child, schools must accept a variety of documents from the students' parent or guardian to demonstrate proof of child's age or residency.
- You never have to provide information about citizenship/immigration status to have your child enrolled in school. Also, you never have to provide a social security number to have your child enrolled in school.

#### ***Confidentiality of Personal Information***

- Federal and state laws protect student education records and personal information. These laws generally require that schools get written consent from parents or guardians before releasing student information, unless the information is already public, constitutes directory information under the Family Educational Rights and Privacy Act ("FERPA"), or otherwise falls under the FERPA exception to consent.
- Some schools collect and provide publicly basic student "directory information." If they do, then each year, your child's school must provide parents/guardians with written notice of the school's Educational Records and Student Information Policy and let you know of your option to refuse release of your child's information in the directory.

#### ***Family Safety Plans if you are Detained or Deported***

- You have the option to provide your child's school with emergency contact information, including the information of secondary contacts, to identify a trusted adult guardian who can care for your child in the event you are detained or deported.
- You have the option to complete a Caregiver's Authorization Affidavit or a Petition for Appointment of Temporary Guardian of the Person, which may enable a trusted adult the authority to make educational and medical decisions for your child.

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**Sierra Charter School  
Student & Parent Handbook**

**2022 - 2023**

**MISSION STATEMENT**

The mission of Sierra Charter School (“SCS”) is to offer the choice of a personalized learning program which provides flexibility and support for students to reach their maximum potential in a safe environment

While our goal is to have all students become self-motivated, competent, life-long learners, we recognize that not all students achieve the same level of understanding, nor learn by the same teaching method. Therefore, it is the school’s aim to present a variety of innovative programs designed to meet the various needs of the students.

SCS is a K-12 Personalized Learning Public Charter School where students are required to attend classes or meetings on site, as well as complete assignments at home. The school provides a blended learning environment of large and small group direct instruction and traditional paper/pencil and online assignments. We believe that student success is achieved through the commitment of school staff, teachers, parents, students and the community.

It is imperative that the highest level of integrity, honesty and standards are maintained to achieve success. Our parents/guardians and students deserve the best assistance in producing the great leaders of tomorrow. SCS provides leadership, assistance and training to ensure our students are equipped to enter the world as confident and productive individuals.

**BACKGROUND**

Sierra Charter School Corporation (“SCSC”) is the non-profit corporation that operates SCS. SCSC holds a charter authorized by the State of California and Fresno Unified School District (“District”). SCS specializes in facilitating a personalized mastery-based educational experience using a unique definition of independent study. **SCS is accredited by the Western Association of Schools and Colleges (“WASC”) and provides a full high school curriculum approved by the University of California.**

**The State does not permit instruction of personal religious beliefs or practices during the public school day.**

**NON-DISCRIMINATION STATEMENT**

SCS does not discriminate against any person on the basis of actual or perceived sex, sexual orientation, pregnancy gender, gender identity, gender expression, race or ethnicity, ancestry, national origin, nationality, immigration status, citizenship, religion, religious affiliation, mental or physical disability, or any other characteristic that is contained in the definition of hate crimes in the California Penal Code.

SCS 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”).

SCS does not discourage students from enrolling or seeking to enroll in the SCS for any reason, including, but not limited to, academic performance, disability, neglect or delinquency, English proficiency, for being homeless or a foster youth, economic disadvantage, nationality, race, ethnicity, or sexual orientation. SCS shall not encourage a student currently attending SCS to dis-enroll or transfer to another school based on any of the aforementioned reasons.

SCS is committed to providing an educational atmosphere that is free of unlawful harassment under Title IX of the Education Amendments of 1972 (sex); Titles IV, VI, and VII of the Civil Rights Act of 1964 (race, color, or national origin); The Age Discrimination Act of 1975; the IDEIA; and Section 504 and Title II of the ADA (mental or physical disability). SCS also prohibits sexual harassment, including cyber sexual bullying, and harassment based upon pregnancy, childbirth or related medical conditions, race, immigration status or citizenship, 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. SCS does not condone or tolerate harassment of any type, including discrimination, intimidation, or bullying, including cyber sexual bullying, by any employee, independent contractor or other person with SCS does business, or any other individual, student, or volunteer. This applies to all employees, students, or volunteers and relationships, regardless of position or gender. SCS will promptly and thoroughly investigate any complaint of harassment and take appropriate corrective action, if warranted. Inquiries, complaints, or grievances regarding harassment as described in this section, above, should be directed to the SCS Uniform Complaint Procedures (“UCP”) Compliance Officer:

**Lisa Marasco, Principal/CEO**  
**1931 N. Fine Avenue Fresno, CA. 93727**  
**Telephone Number: 559-490-4290**

## **HOURS OF OPERATION**

### **School Office**

Hours are 8:00 a.m. – 4:00 p.m. Monday – Thursday and 8:00 a.m. - 12:00 p.m. Friday. (Closed 12:00 - 1:00 p.m. daily)

Students are not permitted on campus **before 7:45 a.m. and must have transportation off campus by 3:45 p.m.**

### **Library**

Hours are 8:00 a.m. – 3:30 p.m. Monday - Thursday and 8:00 a.m. – 12:00 p.m. Friday (Closed 12:00 – 1:00 p.m. daily)

- **Students must show school I.D. to check-out textbooks, and/or materials**
- Textbooks, instructional materials, laptops, chromebooks and/or hotspots that have been willfully damaged, destroyed, lost or stolen are subject to the repair and replacement costs, as noted in the Parent Liability section.
- Writing is not permitted in books unless teacher approval is obtained
- Textbooks/materials must be returned when subject(s) are completed



- Textbooks, materials and/or computer equipment/devices must be returned immediately upon withdrawal, transfer or graduation

## **STUDENT/PARENT INFORMATION**

### **Enrollment Changes**

- Students are required to inform the school if changes are made to any information on the Enrollment Form
- Change in address will require a new proof of residency

### **Internet Policies**

- Make sure parents/guardians and student read the Student Technology and Internet Safety Policy and Acceptable Use Agreement that was included in the enrollment packet.

*A copy of the complete Policy is available upon request at the main office.*

### **Student Identification Card**

- Student must have a **current** school I.D. with them at all times
- **Required to check out textbooks and/or materials**
- **Required to obtain free Breakfast that is offered 8:15 a.m. – 10:00 a.m. Monday - Thursday**
- Shows proof of enrollment at SCS
- SCS will include the new telephone number for the **National Suicide Prevention Lifeline (988)** and the **National Domestic Violence Hotline (1-800-799-7233)** on all student identification cards. SCS will also include the number for the **Crisis Text Line**, which can be accessed by texting **HOME to 741741**.

### **Student Dress Code**

The following articles of clothing **may not be worn to school** or at any school related activity. Students in violation of the dress code will be given a verbal warning and will be provided temporary clothing. Second offense students will be sent home and further offenses will result in administrative action.

- Articles of clothing or jewelry that display sexually suggestive, vulgar, or profane language or images
- Articles of clothing or jewelry that promote tobacco, alcohol, drugs, and other controlled substances, or advertise establishments that sell them
- Articles of clothing or jewelry which display language or images that condone racist or prejudice
- Articles of clothing or jewelry that display gang-related language or images
- Dress/blouse/shirt that exposes bare midribs or cleavage
- Tube tops
- Excessively short shorts or short skirts

- Excessively baggy pants
- Visible undergarments
- Other clothing which is deemed by administration to be inappropriate

### **Student Fees**

SCS recognizes its responsibility to ensure that books, materials, equipment, supplies, and other resources necessary for students' participation in the educational program are made available to them. No student shall be required to pay any fees, deposits, or other charges for his/her participation in an educational activity which constitutes an integral fundamental part of SCS's educational program, including curricular and extracurricular activities, unless authorized by law. Complaints regarding alleged violations of unlawful fees must be made using the Uniform Complaint Procedures and forms adopted by SCS. If a complaint regarding a particular fee is determined to have merit, SCS will reimburse such fees.

*A copy of the complete Policy is available upon request at the main office.*

### **Cell Phones and Other Electronic Signaling Devices Policy**

- According to SCS policy, students will be permitted to possess cell phones and other electronic signaling devices while on the school campus, **BUT** the devices will **NOT** be used during instructional times during the regular school day and will be stored in the designated phone organizer located in every classroom.
- Students are not permitted to use their phones on field trips or SCS sponsored activities (on or off campus) unless given permission by their teacher or an administrator.
- Possession of a cell phone or other electronic signaling device is a privilege, which may be forfeited by any student who fails to abide by school policy
- School employees may remove any cell phone or other electronic signaling device from possession of a student violating school policy. The device will be returned to the student only at the end of the class or testing period in which it was confiscated or at the conclusion of a SCS sponsored activity.
- Students may be subject discipline in accordance with SCS policies for failing to abide by rules governing electronic devices on campus
- Exceptions to this policy would only be:
  - In the case of an emergency, or in response to a perceived threat of danger.
  - When a teacher or administrator of SCS grants permission to a student to possess or use a private device, subject to any reasonable limitation imposed by that teacher or administrator (such as to complete in-class assignments or surveys).
  - When a licensed physician determines that the possession or use of a private device is necessary for the health or well-being of the student.
  - When the possession or use of a private device is required in a student's individualized education program ("IEP").

*A copy of the complete Policy is available upon request at the main office.*

## **Breaks and Bathroom Passes**

We believe that a successful SCS student needs to be focused and manage time wisely in order to stay on pace with their learning in all subjects. Therefore, students will not be allowed to roam the campus freely. If a student is on campus but not in a designated classroom during instructional time, the student must present their student ID and provide the staff member/teacher/administrator the reason for being out of class.

Students are required to be in the classroom on time in order to benefit from instructional activities. Students are expected to utilize the time before class and short breaks in between their classes to use the restroom.

Every effort must be made to minimize interruption of instructional time. However, in the event that a student is required to leave the classroom during class, the following policy must be enforced:

Every student who leaves the classroom during instructional time **MUST**:

- Have a current SCHOOL ID in his/her possession, once these have been issued
- Understand that **NO** electronic devices are to be used while on a pass from class

## **Breakfast Offered (Shelf-sustainable)**

SCS shall offer every student a shelf-sustainable breakfast per each school day on which the eligible student is scheduled for two or more hours of educational activities at the school site from 8:15 am to 10:00 am. SCS does not participate in the National School Lunch Program (NSLP) because SCS currently does not have adequate facilities to accommodate the requirements of the program. Therefore, SCS does not get reimbursed through the NSLP for any meals offered.

## **Emergency Information**

For the protection of a student's health and welfare, the school will require the parent/guardian of a student to provide current emergency information, including home address and telephone number, business address and telephone number of the parent/guardian, and the name, address and phone number of a relative or friend to contact in case of an emergency, when a parent/guardian cannot be reached.

To update your child's emergency contact information at any time during the school year, please contact the main office.

## **Non-Students on Campus**

- Only students enrolled in SCS are allowed on campus
- Potential students interested in enrolling in SCS must check-in at the school's front office prior to coming on campus

## **Picking Student Up Before Scheduled Release Time**

All parents/guardians picking student(s) up before their scheduled release time must sign the student out in the front office. At that time staff will notify their teacher that they are being picked up and they will be sent to the front office to meet you there.

## **Visitor Policy**

SCS encourages parents/guardians and interested members of the community to visit SCS and view the educational program. To ensure the safety of the students and staff, the following guidelines will be enforced.

- Parents/guardians must first obtain approval by the classroom teacher and the Principal/CEO or designee
- All visitors must register in the main office and obtain a Visitor's Permit
- Government officer/official must provide appropriate identification and rationale for presence on campus
- Upon leaving, all visitors will return the Visitor's permit and sign out

*A copy of the complete Policy is available upon request at the main office.*

## **Student Discipline**

SCS has adopted a student discipline policy in accordance with *Education Code Section 48900* protecting the due process rights of pupils during the suspension and expulsion process, and as applicable the legal rights of the students with disabilities under the Individuals with Disabilities in Education Improvement Act and Section 504 of the Rehabilitation Act.

*A copy of the complete Policy is available upon request at the main office.*

## **CAMPUS SEARCH & SEIZURE POLICY**

Sierra Charter School recognizes and has determined that the occurrence of incidents which may include the possession of firearms, weapons, alcohol, controlled substances, or other items of contraband prohibited by law or Charter School rules and regulations, jeopardizes the health, safety and welfare of students and Charter School employees.

The California Constitution requires that all students and staff of public schools have the inalienable right to attend campuses which are safe, secure, and peaceful. As such, Sierra Charter adopts our Policy outlining the reasonable search of students and their property, student use areas, and/or student lockers and the seizure of illegal, unsafe, unauthorized, or contraband items and materials through a search based upon reasonable suspicion.

Our Search and Seizure Policy Includes information on:

- Required Conduct of Searches
- Student Use Areas

- Canine Searches
- Lockers
- Seizure of Illegal, Unauthorized, or Contraband Materials
- Discipline
- Video Surveillance and Other Recording Devices
- Temperature Screening
- Vape Smoke Detectors

*A copy of the complete Policy is available upon request at the main office.*

## **PARENT/GUARDIAN RESPONSIBILITIES**

- Attend the first student/teacher appointment/orientation and parent/teacher conference
- Parents/guardians of K-5 students must attend the teacher appointment every week and grade student assignments
- Parents/guardians of 6-8<sup>th</sup> grade students must attend the first teacher appointment and when deemed necessary by teacher or administrator
- Provide or secure transportation each week to and from teacher appointments, labs, on-site classes and any related school event. SCS will issue FAX bus tickets to students needing transportation
- Review homework every week to ensure completion
- Assist student with daily instruction
- Complete and sign all required forms
- Ensure that the student completes all mandatory testing
- Notify teacher of changes to contact phone numbers and address changes by providing proof of residence
- Return textbooks, computer equipment/devices and materials, at the time of withdrawal

### **Documents to Retain**

- Student Handbook – refer to online
- Schedule of on-site classes
- School and teacher phone numbers
- Schedule of students' classes/labs/workshops/tutorial
- Report cards/Progress reports
- Work Study Log

## **PARENT/GUARDIAN LIABILITY**

- Parents/guardians are liable for any willful misconduct of their minor children which results in injury to another student or their belongings.
- SCS shall not be responsible or in any way liable for the conduct, safety or belongings of any student when such student is not on school property. This includes going off campus to eat.

- SCS is not responsible for student's personal belongings while on campus. This includes, but not limited to, laptops, chromebooks, tablets, cell phones, purses, wallets, or clothing.
- When students are without a parent/guardian at school-sponsored activities off school property, students are under the immediate and direct supervision of school employees.
- Parents/guardians are liable for the cost of replacement or repair cost for property (including books, computer equipment/devices, software, and other school property) that SCS has loaned a minor student that the student fails to return or is willfully cut, defaced, or otherwise damaged, in an amount not to exceed \$10,000, adjusted annually for inflation. Students over the age of majority shall be liable for the same. After notifying the student's parent or guardian of the student's alleged misconduct SCS may withhold the student's grades, transcripts, and diploma until the damages have been paid or other arrangements have been made.

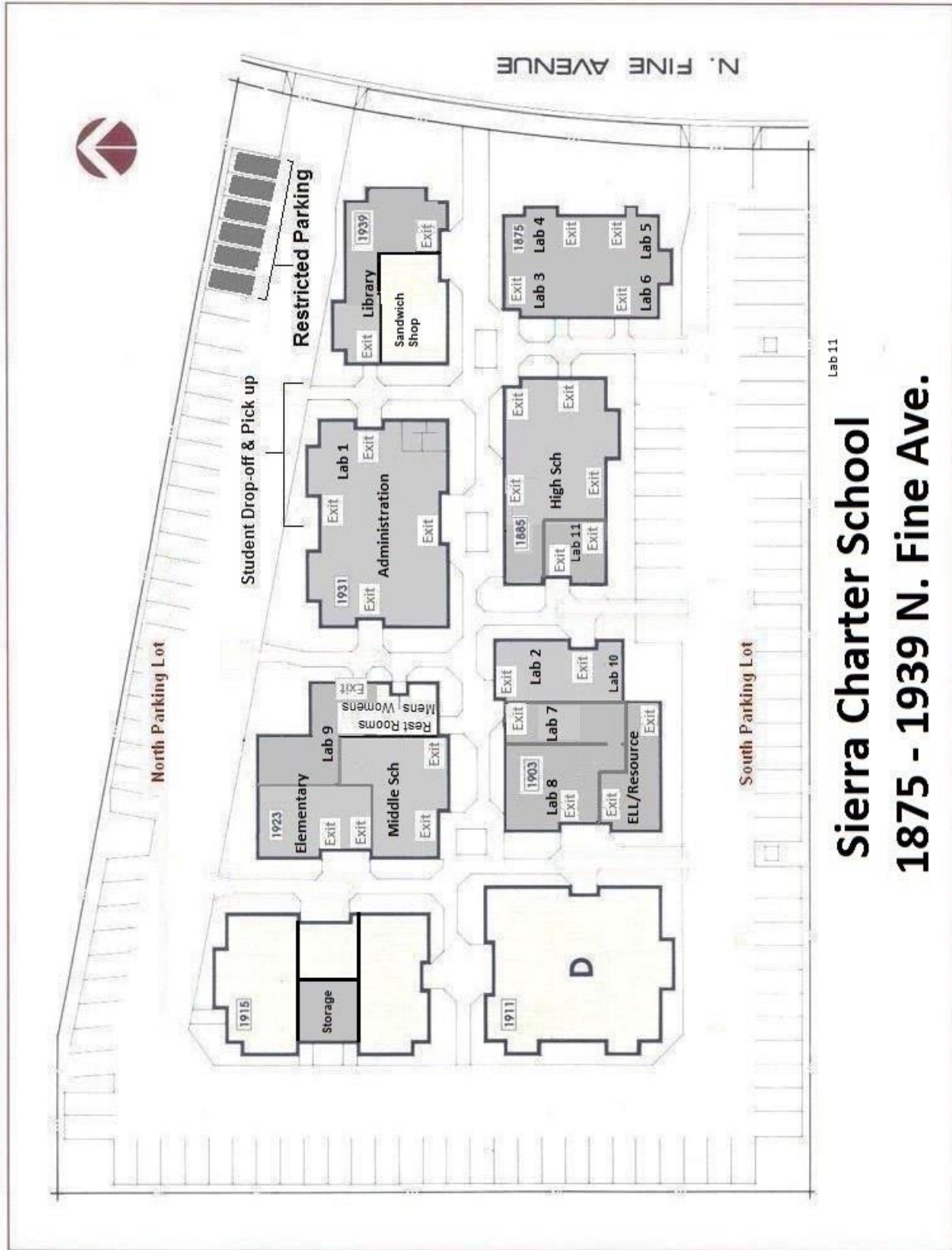
### **PARKING - LOITERING - ACTIVITIES**

SCS shares the Monterey Village Complex with other tenants. Therefore, students and parents/guardians must stay within school boundaries. Abuse of the rules may result in facility restrictions and/or administrative action.

Please adhere to the following rules:

- Students must be picked up at the designated pick-up/drop-off area at the school's main entrance. **Students should not be picked up at any Fine Street entrance or curb**
- Refrain from loitering in the complex, i.e., the Sandwich Shop, parking lot, lawn area
- Do not park in the "restricted" or "reserved" parking stalls on campus or your vehicle will be towed at your expense (see map on next page)
- A bicycle rack is located at the west side of the Administration building. Bicycles must be locked to the rack while on campus. It is the responsibility of the student to bring a lock to keep their bike secure at all times
- The parking lot is for parking only (no skateboarding or bicycling allowed)
- Music played inside of waiting vehicles should be at a level that is respectful of our tenants, students and staff
- Keep the parking lot/campus clean - please do not throw trash on the grounds
- Keep outdoor conversations at a moderate level
- Students are supervised only during classes/meetings/workshops/tutoring with SCS staff
- Students enrolled in SCS are not permitted to bring friends on campus

**SITE MAP**



**Sierra Charter School**  
**1875 - 1939 N. Fine Ave.**

## **STUDENT SAFETY**

SCS will provide staff, students, parents/guardians and others doing business with the school a safe and healthy environment.

### **Drug Free Workplace**

It is the policy of SCS to maintain a drug and alcohol-free workplace. No employee, student, parent/guardian or person doing business with the school may use, possess, offer for sale or be under the influence of any illegal, non-physician prescribed drug, or alcohol during work/school hours, including lunch and break periods, in the presence of students or on school property or at sponsored school events at any time.

### **Smoking**

Pursuant to current local, state, and federal laws, no smoking will be allowed on school grounds or at school related activities. Staff, students, parents/guardians, and persons doing business with the school are prohibited from smoking on school grounds, facilities and events sponsored by the school. Employees and parents choosing to smoke must do so away from school grounds and facilities. The school has determined that electronic cigarettes fall under this category and are not allowed to be used on campus.

### **Work Place Violence**

SCS takes the safety and security of its employees, students, parents/guardians and persons doing business with the school seriously. SCS does not tolerate acts or threats of verbal and/or physical violence, including but not limited to discrimination, intimidation, harassment, bullying and/or coercion, that involve or affect the school, or that occur on school property. Acts of this nature are viewed as disruptive behaviors which interfere with students' ability to learn, negatively affect student engagement, diminish school safety, and contribute to a hostile school environment,

Any act or threat of violence should be reported immediately to the Principal/CEO or designee. SCS will make reasonable efforts to prevent students from being exposed to any of these acts, and will take action to investigate, respond, and address any reports of such behaviors in a timely manner.

Engaging in any of the activities above shall be considered a violation of school policy and the violator will be subject to disciplinary actions and/or denial of access to school facilities or school sponsored events.

### **Video Surveillance**

The Charter School is equipped with video surveillance cameras which may be monitored at all times. Appropriate signs are posted on campus. Cameras are only utilized in public areas where there is no expectation of privacy, and shall not be installed in private areas such as restrooms, locker rooms, private offices (unless consent by the office owner is given).



## **Emergency Drills**

Emergency drills will be scheduled throughout the year to familiarize the students with the safety procedures required in executing the drill. Students will be directed to designated areas of the parking lot to await further instruction.

## **School Safety Plan**

SCS has established a Comprehensive School Safety Plan.

*The Plan is available upon request at the main office.*

## **STUDENT HEALTH**

### **School Nurse**

SCS nurse is on campus Monday 8:00 a.m. – 3:00 p.m. and Tuesday -Thursday, 8:30 a.m. – 3:00 p.m. When feeling ill, students will be given a Nurse's Pass to visit the nurse before being allowed to call parent/guardian for transportation home. The nurse will review the student's illness and determine if the student needs to go home. At that time the nurse will call the student's parent/guardian or emergency contact.

### **Immunization Policy**

To ensure a safe learning environment for all students, the School follows and abides by the health standards set forth by the state of California. Pursuant to the California Health and Safety Code and the California Code of Regulations, children must have a minimum number of immunizations (shots) before they can attend school. Immunization records will be required for all incoming students. Verification of immunizations will be completed with written medical records from the child's doctor or immunization clinic. To ensure a safe learning environment for all students, the Charter School follows and abides by the health standards set forth by the state of California.

These required immunizations include:

Child's Grade	List of shots required to attend school
<p><b>Entering Kindergarten</b></p>	<p>Diphtheria, Pertussis, and Tetanus (DTaP) - Five (5) doses Polio - Four (4) doses            Measles, Mumps, and Rubella (MMR) - Two (2) doses Hepatitis B (Hep B) - Three (3) doses            Varicella (chickenpox) – Two (2) doses</p> <p><b>NOTE:</b> Four doses of DTaP are allowed if one was given on or after the fourth birthday. Three doses of DTaP meet the requirement if at least one dose of Tdap, DTaP, or DTP vaccine was given on or after the seventh birthday (also meets the 7th-12th grade Tdap requirement.) One or two doses of Td vaccine given on or after the seventh birthday count towards the requirement for DTaP. Three doses of Polio are allowed if one was given on or after fourth birthday. MMR doses must be given on or after first birthday. Two doses of measles, two doses of mumps, and one dose of rubella vaccine meet the requirement, separately or combined. Combination vaccines (e.g., MMRV) meet the requirements for individual component vaccines.</p>
<p><b>Entering 7<sup>th</sup> Grade</b></p>	<p>Tetanus, reduced Diphtheria, and acellular Pertussis (Tdap) - One (1) dose            Varicella (chickenpox) - Two (2) doses</p> <p><b>NOTE:</b> In order to begin 7th grade, students who had a valid personal belief exemption on file with a public or private elementary or secondary school in California before January 1, 2016 must meet all requirements for children 7-17 years old (i.e., polio, MMR, varicella and primary series for diphtheria, tetanus, and pertussis), <b><u>in addition to</u></b> the 7th grade requirements for Tdap and varicella (varicella requirement for seventh grade advancement expires after June 30, 2025). At least one dose of pertussis-containing vaccine is required on or after the 7th birthday.</p>

Medical exemptions will only be provided in accordance with Health and Safety Code section 120370. Additionally, students who, prior to January 1, 2016, submitted a letter or affidavit on file at a private or public elementary or secondary school in California stating belief opposed to immunization, and who provide that letter to SCS, shall be allowed to enroll at SCS without being fully immunized until the student moves to the next grade span, pursuant to Health and Safety Code section 120335(g).

The immunization status of all students will be reviewed periodically. Those students who do not meet the State guidelines may be excluded from school until the requirements are met. Students who have been exposed to a communicable disease for which they have not been immunized may be excluded from school at the discretion of the SCS.

*A copy of the complete Policy is available upon request at the main office.*

## Administration of Medication

SCS staff is responsible for overseeing the administration of medication to students attending SCS during the regular school day. It is imperative that practices followed in the administration of medication be carefully delineated to ensure the safety of our students and the legal protection of our employees.

The School Nurse, when on-site, will administer all medications, when needed. If the school nurse is not on campus, SCS policy allows school employees to assist students with medication when needed during the school day. The following conditions must be met for students to take medication at school:

1. School must have a written statement from the student's authorized health care provider detailing the name of the medication, method, amount, and time medication is to be taken
2. SCS must have a written statement from the parent/guardian of the student giving permission for SCS staff to assist the student with the medication
3. Medication must be in the container with the pharmacist's label attached (or in the original container for non-prescription medications) and stored in a secure location.
4. Designated staff shall keep records of all medications administered at school.

All medications, prescription and over-the-counter, require a note from the doctor. The instructions on the pharmacy label are not sufficient. **Medications brought to school without following the above guidelines will NOT be administered at school and students may not have possession of these medications while on campus.**

SCS is required to provide emergency epinephrine auto-injectors to the school nurse or trained designated personnel. SCS nurse or trained designated personnel may, but are not required to use the epinephrine auto-injectors to provide emergency medical aid to students.

Students may also self-administer prescription auto-injectable epinephrine or inhaled asthma medication, as long as SCS has the following documents:

1. A written statement from the student's healthcare provider detailing the name of the medication, method, dosage/amount, and time schedules by which the medication is to be taken,
2. A written statement from the student's healthcare provider confirming that the student is able to self-administer auto-injectable epinephrine or an inhaled asthma medication,
3. A written statement from the parent, foster parent, or guardian of the student consenting to the self-administration and releasing SCS and school personnel from civil liability if the self-administering student suffers an adverse reaction as a result of self-administering medication, and
4. A signed release of information allowing the school nurse or other designated school personnel to consult with the health care provider of the student regarding any questions that may arise with regard to the medication.

*A copy of the complete Policy is available upon request at the main office.*

## **Vision, Hearing and Scoliosis Screening**

- Vision screening is conducted in grades K, 2, 5, and 8
- Color vision screening is conducted once and only on male pupils and need not begin until the male student has reached the first grade
- Hearing screening is conducted in grades K, 2, 5, 8, and 10
- Female students in grade 7 and male students in grade 8 shall be screened for scoliosis
- Screenings are conducted by a credentialed school nurse and in accordance with state guidelines. The nurse will notify parents/guardians in writing of any suspected problems

## **Physical Examinations and Right to Refuse**

Sierra Charter School requires that children registering for Kindergarten present proof of a Health Examination dated on or after March 1<sup>st</sup> of the year of entry. This also meets the California State Law that requires the first grade Health Examination. A student repeating Kindergarten is not required to have an additional Health Examination. This examination can be obtained from your family physician or possibly through the services provided by your County Health Department. Information and forms are distributed to students enrolling in kindergarten. If your child's medical status changes, please provide the teacher with a physician's written verification of the medical issue, especially if it impacts in any way your child's ability to perform schoolwork. All students are encouraged to have the required Health Examination to help identify health problems that may keep children from doing well in school. However, if a parent does not want their child to have an examination, the parent/guardian may sign a Waiver of Health Examination for School Entry.

## **Oral Health Assessment**

Students enrolled in kindergarten in a public school, or the student's first year of school, are required to have an oral health assessment completed by a dental professional. Proof of a dental screening should be provided by May 31<sup>st</sup> of the student's kindergarten year.

## **Availability of Health Insurance**

Children—regardless of immigration status (foster youth, pregnant women, and legally present individuals, including those with deferred action for childhood arrivals ["DACA"] status) may be eligible for no or low-cost Medi-Cal insurance. Medi-Cal covers immunizations, checkups, specialists, vision and dental services, and more for children and youth at no or low-cost. Medi-Cal enrollment is available year-round.

Covered California is where legal residents of California can compare quality health plans and choose the one that works best for them. Based on income and family size, many Californians may qualify for financial assistance. Enroll during Open Enrollment or any time you experience a life-changing event, like losing your job or having a baby. You have sixty (60) days from the event to complete enrollment. Information regarding the availability of insurance is provided with enrollment forms and available at:

[http://hbex.coveredca.com/toolkit/PDFs/ALL\\_IN\\_Flyer\\_EnrollGetCareRenew\\_CC.pdf](http://hbex.coveredca.com/toolkit/PDFs/ALL_IN_Flyer_EnrollGetCareRenew_CC.pdf)

## **Mental Health Services**

SCS recognizes that when unidentified and unaddressed, mental health challenges can lead to poor academic performance, increased likelihood of suspension and expulsion, chronic absenteeism, student attrition, homelessness, incarceration, and/or violence. Access to mental health services at SCS and in our community is not only critical to improving the physical and emotional safety of students, but it also helps address barriers to learning and provides support so that all students can learn problem-solving skills and achieve in school and, ultimately, in life.

The following resources are available to your child:

### **Available on Campus:**

- **School-based counseling services**

Your child is encouraged to contact the SCS school psychologist and/or counselor by coming into the main school office, or calling the main office at 559-476-3400, during school hours, and make an appointment to speak with the school psychologist and/or counselor. Our school psychologist and/or counselor support students by providing individual sessions, group or parent consultations whenever a student is having a difficult time due to academic stress, transition to changes in their environment, or social concerns, including isolation. **Counseling services, whether provided by SCS or by an outside provider listed in this letter, are voluntary.**

### **Available in the Community:**

- Please visit SCS website for community resources

### **Available Nationally:**

- National Suicide Prevention Hotline - This organization provides confidential support for adults and youth in distress, including prevention and crisis resources. Available 24 hours at 988.
- The Trevor Project - This organization provides suicide prevention and crisis intervention for LGBTQ youth between the ages of 13 and 24. Available at 1-866-488-7386 or visit <https://www.thetrevorproject.org/>.
- Big Brothers/Big Sisters of America – This organization is a community- based mentorship program. Community-specific program information can be found online at <https://www.bbbs.org> or by calling (813) 720-8778.

## **Pregnant and Parenting Students**

SCS recognizes that pregnant and parenting students are entitled to accommodations that provide them with the opportunity to succeed academically while protecting their health and the health of their children. A pregnant or parenting student is entitled to eight (8) weeks of parental leave, or more if deemed medically necessary by the student's physician, which the student may take before the birth of the student's infant if there is a medical necessity and after childbirth during the school year in which the birth takes place, inclusive of any mandatory summer instruction, in order to protect the health of the student who gives or expects to give birth and the infant, and to allow the pregnant or parenting student to care for and bond with the infant. SCS will ensure that absences from the student's regular school program are excused until the student is able to return to the regular school program.

Upon return to school, after taking parental leave, a pregnant or parenting student will be able to make up work missed during the pregnant or parenting student's leave, including, but not limited to, makeup work and reenrollment in courses. Notwithstanding any other law, a pregnant or parenting student may remain enrolled for a fifth year of instruction in SCS if it is necessary in order for the student to be able to complete any graduation requirements, unless SCS determines that the student is reasonably able to complete the graduation requirements in time to graduate from high school by the end of the student's fourth year of high school.

## **EDUCATION OF HOMELESS CHILDREN AND YOUTH**

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 (42 U.S.C. § 11434a):

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/or
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 Charter School Liaison.

### **School Liaison:**

The Principal/CEO or designee designates the following staff person as the School Liaison for homeless students (42 U.S.C. § 11432(g)(1)(J)(ii)):

**Lori Jones**  
**Program Specialist**  
**1931 N. Fine Avenue, Fresno, CA. 93727**  
**559-476-3409 Direct Line**  
**559-490-4290 Main Office**  
**559-490-4292 Fax**

The Charter School Liaison shall ensure that (42 U.S.C. § 11432(g)(6)):

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 the Charter School.
3. Homeless students and families receive educational services for which they are eligible, 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 frequented by parents or guardians of such youths, and unaccompanied youths, including schools, shelters, public libraries, and soup kitchens, and in a manner and form understandable to the parents and guardians of homeless youth and unaccompanied youth.
6. Enrollment/admissions disputes are mediated in accordance with law, the SCS charter, and Board policy.
7. Parents/guardians and any unaccompanied youth are fully informed of all transportation services, as applicable.
8. School personnel providing services receive professional development and other support.
9. The Charter 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.
10. 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 and that the youths may obtain assistance from the Charter School Liaison to receive verification of such status for the purposes of the Free Application for Federal Student Aid.

**Acceptance of Course Work:**

SCS will accept any coursework satisfactorily completed at any public school, a juvenile court school, a school in a country other than the United States, and/or a nonpublic, nonsectarian school or agency by a homeless student.

SCS will provide homeless students credit for the partial completion of courses taken while attending a public school, a juvenile court school, a school in a country other than the United States, and/or a nonpublic, nonsectarian school or agency. If the student did not complete the entire course, SCS shall not require the student to retake the portion of the course the student completed unless SCS, in consultation with the parent/guardian, finds that the student is

reasonably able to complete the requirements in time to graduate from high school. When partial credit is awarded in a particular course, the homeless student shall be enrolled in the same or equivalent course, if applicable, so that the student may continue and complete the entire course. These students shall not be prevented from taking or retaking a course to meet California State University or the University of California admission eligibility requirements.

**High School Graduation Requirements:**

Homeless students who transfer to SCS any time after the completion of their second year of high school shall be exempt from any of SCS's graduation requirements that are in excess of the California minimum graduation requirements specified in Education Code section 51225.3 ("additional graduation requirements") unless SCS finds that the student is reasonably able to complete SCS's graduation requirements by the end of the student's fourth year of high school.

To determine whether a homeless student is in their third or fourth year of high school, either the number of credits the student has earned to the date of transfer or the length of the student's school enrollment may be used, whichever will qualify the student for the exemption.

Within thirty (30) calendar days of the date that a student who may qualify for exemption under the above requirements transfers into SCS, the school shall notify the student, the student's parent/guardian, and the Charter School Liaison of the availability of the exemption and whether the student qualifies for an exemption.

SCS shall notify students who are exempted from SCS's additional graduation requirements and the student's parent/guardian of how any of the requirements that are waived will affect the student's ability to gain admission to a postsecondary educational institution and provide information about transfer opportunities available through the California Community Colleges.

SCS shall not require any student who would otherwise be entitled to remain in attendance at SCS to accept the exemption from SCS's additional graduation requirements or deny the student enrollment in, or the ability to complete, courses for which the student is otherwise eligible. SCS shall not revoke an exemption and shall grant an eligible student's request for the exemption at any time if the student qualifies, regardless of whether the student previously declined the exemption. An eligible student's exemption from SCS's additional graduation requirements will continue to apply while the student is enrolled in SCS or if the student transfers to another school even after the student no longer meets the definition of a homeless child.

The Charter School shall not require or request that a student transfer schools in order to qualify the student for the exemption. Nor shall a student, a student's parent/guardian or educational rights holder, or a student's social worker or probation officer request a transfer solely to qualify for an exemption from the Charter School's additional graduation requirements.

If SCS determines the student is reasonably able to complete SCS's graduation requirements by the end of the student's fifth year of high school, SCS shall do the following:

1. Inform the student of the student's option to remain at SCS for a fifth year to complete SCS's graduation requirements.
2. Inform the student, and the parent/guardian about how remaining in school for a fifth year to complete SCS's graduation requirements will affect the student's ability to gain admission to a postsecondary educational institution.
3. Provide information to the student about transfer opportunities available through



- the California Community Colleges.
4. Permit the student to stay at SCS for a fifth year to complete SCS's graduation requirements upon agreement with the student, if the student is 18 years of age or older, or, if the student is under 18 years of age, upon agreement with the parent/guardian.

*A copy of the complete Policy is available upon request at the main office.*

## **EDUCATION OF FOSTER YOUTH**

### **Definitions:**

For the purposes of this annual notice the terms are defined as follows:

1. "Foster youth" refers to any child who has been removed from their home pursuant California Welfare and Institutions Code section 309 and/or is the subject of a petition filed under Welfare and Institutions Code section 300 or 602.
2. "Educational Rights Holder" ("ERH") means a parent, guardian, or responsible adult appointed by a court to make educational decisions for a minor.
3. "School of origin" means the school that the foster youth attended when permanently housed or the school in which the foster youth was last enrolled.
4. "Best interests" means that, in making educational and school placement decisions for a foster youth, consideration is given to, among other factors, the opportunity to be educated in the least restrictive educational program and the foster youth's access to academic resources, and services.

### **Foster Youth Liaison:**

The Principal/CEO or designee designates the following staff person as the Liaison for Foster Youth:

**Lori Jones**  
**Program Specialist**  
**1931 N. Fine Avenue, Fresno, CA. 93727**  
**559-476-3409 Direct Line**  
**559-490-4290 Main Office**  
**559-490-4292 Fax**

The Foster Youth Liaison's responsibilities include but are not limited to the following:

1. Ensuring and facilitating the proper educational placement, enrollment in SCS, and checkout from SCS, of students in foster care.
2. Assisting foster children when transferring from one school to another school in ensuring proper transfer of credits, records and grades.

### **School Stability:**

SCS will work with foster youth and their ERH to ensure that each foster youth is placed in the least restrictive educational programs, and has access to the academic resources, services that are available to all students. All decisions regarding a foster youth's education and placement will be based on the best interest of the student and shall consider, among other factors, educational stability and the opportunity to be educated in the least restrictive educational setting

necessary to achieve academic progress.

Foster youth have the right to remain in their school of origin if it is in their best interest. SCS will immediately enroll a foster youth seeking reenrollment or transfer to SCS as the student's school of origin (subject to the school's capacity and pursuant to the procedures stated in SCS's charter and Board policy) regardless of the student's ability to meet normal enrollment documentation (e.g. producing medical records or academic records from a previous school). If a dispute arises regarding a foster youth's request to remain in SCS as the school of origin, the foster youth has the right to remain in SCS pending the resolution of the dispute.

Foster youth have the right to remain in their school of origin following the termination of the child's status as a foster youth as follows:

1. For students in Kindergarten through eighth grade, inclusive, the student will be allowed to continue in the school of origin through the duration of the academic year in which the student's status changed.
2. For students enrolled in high school, the student will be allowed to continue in the school of origin through graduation.

**Acceptance of Course Work:**

SCS shall accept coursework satisfactorily completed by a foster youth while attending another public school, a juvenile court school, and/or a nonpublic, nonsectarian school or agency.

SCS will issue the foster youth full or partial credit for the coursework completed. If the student did not complete the entire course, SCS shall not require the student to retake the portion of the course the student completed unless SCS, in consultation with the ERH, finds that the pupil is reasonably able to complete the requirements in time to graduate from high school. When partial credit is awarded in a particular course, the Foster Youth shall be enrolled in the same or equivalent course, if applicable, so that the student may continue and complete the entire course. These students shall not be prevented from taking or retaking a course to meet California State University or the University of California admission eligibility requirements.

**Graduation Requirements:**

Foster Youth who transfer to SCS any time after the completion of their second year of high school, shall be exempt from any of SCS's graduation requirements that are in excess of the California minimum graduation requirements specified in Education Code section 51225.3 ("additional graduation requirements") unless SCS finds that the student is reasonably able to complete SCS's graduation requirements by the end of the student's fourth year of high school.

To determine whether a Foster Youth is in their third or fourth year of high school, either the number of credits the student has earned to the date of transfer or the length of the student's school enrollment may be used, whichever will qualify the student for the exemption.

Within thirty (30) calendar days of the date that a student who may qualify for exemption under the above requirements transfers into SCS, SCS shall notify the student, the parent, and where applicable, the student's social worker or probation officer, of the availability of the exemption and whether the student qualifies for an exemption.

SCS shall notify students who are exempted from SCS's additional graduation requirements and

the student's parent how any of the requirements that are waived will affect the student's ability to gain admission to a postsecondary educational institution and provide information about transfer opportunities available through the California Community Colleges.

SCS shall not require any student who would otherwise be entitled to remain in attendance at SCS to accept the exemption from SCS's additional graduation requirements or deny enrollment in, or the ability to complete, courses for which the student is otherwise eligible. SCS shall not revoke an exemption and shall grant an eligible student's request for the exemption at any time if the student qualifies, regardless of whether the student previously declined the exemption. An eligible student's exemption from SCS's additional graduation requirements will continue to apply while the student is enrolled in SCS or if the student transfers to another school even after the court's jurisdiction over the student has terminated.

SCS shall not require or request that a student transfer to another school in order to qualify for the exemption. Nor shall a student, a student's parent/guardian or ERH, or a student's social worker or probation officer request a transfer solely to qualify for an exemption from SCS's additional graduation requirements.

If SCS determines the student is reasonably able to complete SCS's graduation requirements by the end of the student's fifth year of high school, SCS shall do the following:

1. Inform the student of the student's option to remain at SCS for a fifth year to complete SCS's graduation requirements.
2. Inform the student, and the ERH about how remaining in school for a fifth year to complete SCS's graduation requirements will affect the student's ability to gain admission to a postsecondary educational institution.
3. Provide information to the student about transfer opportunities available through the California Community Colleges.
4. Permit the student to stay at SCS for a fifth year to complete SCS's graduation requirements upon agreement with the student, if the student is 18 years of age or older, or, if the student is under 18 years of age, upon agreement with the ERH for the student.

### **Student Records:**

When SCS receives a transfer request and/or student records request for the educational information and records of a foster youth from a new local educational agency ("LEA"), SCS shall provide these student records within two (2) business days. SCS shall compile the complete educational record of the student, including but not limited to a determination of full or partial credits earned, current classes and grades, immunization and other records, and, if applicable, a copy of the student's special education records including assessments, IEPs, and/or 504 plans. All requests for student records will be shared with the Foster Youth Liaison, who shall be aware of the specific educational record keeping needs of foster youth.

In accordance with SCS's Educational Records and Student Information Policy, under limited circumstances, SCS may disclose student records or personally identifiable information contained in those records to certain requesting parties including but not limited to a foster family agency without parental consent.

*A copy of the complete Policy is available upon request at the main office.*

## **ACADEMICS**

### **Master Agreement**

- A Master Agreement is a personalized list of courses according to the student's Pupil Education Plan ("PEP")
- A Master Agreement must be signed each year once courses are determined. A signed addendum is required if there are any changes to the Master Agreement
- A signed Master Agreement must be on file for the current school year
- Minimum program requirements are outlined in the Master Agreement. Students struggling to meet these requirements will begin the corrective action steps as described below

### **Weekly Meeting**

- K-5<sup>th</sup> grade students and their parents/guardians will meet with their teacher of record at a designated time each week to review all assignments. Language Arts, Writing and Math assessments will take place at these meetings.
- Students in grades 6-12<sup>th</sup>, are required to attend English, Math and if applicable, Science, one to two days per week on campus for on-site classes, labs and tutorial
- Support classes will be required 2 hours a week for 9-12<sup>th</sup> grade students.
- Math Intervention will be required 2 hours a week for 9-12<sup>th</sup> grade students who are credit deficient.
- Students may be required to remain on campus the day of their classes, or attend an additional day for Study Hall, if assignments are not completed

### **Attendance**

- The State requires that each student attend school for a minimum number of minutes per day
- The State does not permit instruction of personal religious beliefs or practices during the public school day
- If a student completes one or more subject(s) before the end of the school year, additional time must be spent on remaining subjects.

### **Tardies/Truancies**

As part of our school safety plan, on-time attendance at the beginning of the class is highly valued by the Sierra Charter School staff and enables students to have the opportunity to benefit from the full class instructional time, and minimizes disruption of the class.

Any student not present in the classroom upon the scheduled start time will be marked tardy by the teacher. Students arriving 30 minutes late will be recorded as absent from their scheduled on-site class.

Tardies are unexcused. Please be aware that an excess of tardies/unexcused absences could result in a behavioral contract and loss of privileges. Students who loiter on campus instead of attending class are considered truant.

## Daily Minimum Required Time

Kindergarten	210 minutes per day (3 hours 30 minutes)
1 <sup>st</sup> – 3 <sup>rd</sup>	290 minutes per day (4 hours 50 minutes)
4 <sup>th</sup> – 6 <sup>th</sup>	310 minutes per day (5 hours 10 minutes)
7 <sup>th</sup> – 8 <sup>th</sup>	310 minutes per day (5 hours 10 minutes)
9 <sup>th</sup> – 12 <sup>th</sup>	380 minutes per day (6 hours 10 minutes)

SCS is non-classroom-based instructional program. Accordingly, “attendance” is not measured by minutes of in-person participation in a traditional classroom, but is calculated based on the work completed by the student and submitted by the due dates established in the independent study Master Agreement. The assignment is given corresponding time value. The assigned teacher subsequently assesses the student’s work to determine whether the time value ascribed to the assignments amount to a full day of attendance.

- A maximum of five (5) attendance days are given if all assignments are complete
- Students not completing homework assignments on time will be addressed through the Steps to Corrective Action
- TRUANCY - Completion of daily assignments/homework determines student attendance at SCS, therefore lack of completed work by the student results in the student being TRUANT.

An Attendance/Homework Notification will be sent when one of the following occurs:

- The teacher can’t contact the home to set up the initial appointment
- A class/lab/appointment is repeatedly missed and there has not been any communication between the school and home
- Excessive absences

## Corrective Action Steps

- One on one meeting with the student, and contact with the parent in person, phone call, or via Google Text to indicate unexcused absence, behavioral issues, and/or incomplete weekly assignments.
- If unable to contact parent/guardian, an Attendance Notification letter will be mailed home.
- Meeting with Grade level team and High School Counselor to develop individual student Intervention Plan
- Student Success Plan (“SSP”) is generated if unexcused absence, behavioral issues, and/or incomplete weekly assignments continue. A meeting between the counselor or academic advisor, teacher, parent/guardian and student takes place to complete and sign the SSP.
- If the SSP is not followed, student is placed on Academic Probation.

- In accordance with Education Code Section 51747 and SCS's Board policy on independent study, after three (3) missed assignments, an evaluation is held to determine whether it is in the best interest of the student to remain in independent study.
- If it is determined that it is not in the student's best interest to remain in independent study, SCS will work with the parents/guardians to recommend a more suitable school placement.

*A complete copy of SCS's Independent Study Policy is available for review in the main office.*

### **No Students on Campus**

- Certain days are designated throughout the school year as professional development for teachers. On these days, students are not allowed on campus but are still expected to complete their daily assignments. These days are not considered "holidays" but rather instructional days for the students. We will notify families of these dates ahead of time so you can adjust your schedules as needed.

### **Mandatory On-Site Classes**

- Students in grades 6-12 will be required to attend weekly on-site mandatory classes for English and Math, and if applicable, Science
- 6<sup>th</sup> grade students will attend Literacy and Math classes one day a week for 4-5 hours
- 7<sup>th</sup> & 8<sup>th</sup> grade students will attend a Literacy and Math class twice a week for approximately 2 hours each. Students not completing all assessments and assignments will be required to spend additional time on campus
- 9<sup>th</sup>-12<sup>th</sup> grade students will attend a mandatory 2 hours a week English class with their grade level teachers and mandatory additional time on campus in a scheduled support class.
- All students enrolled in Algebra I, Geometry, Algebra II, and Advanced Math will attend mandatory classes two hours twice a week using MathXL and formal instruction by the credentialed Math teachers.
- Students needing Math credit recovery will be required to take a 2 hour Math Intervention class one day a week
- An on-site Chemistry class/lab is taught once a week for two hours
- All high school students taking Biology and Environmental Science are required to attend a hands-on lab every other week

### **Algebra Requirement**

- California law and the SCS charter require all students to complete Algebra 1 in order to receive a high school diploma
- Students enrolled in Algebra 1 will be required to attend a 2-hour class on-site two days a week, either on Mondays and Wednesdays or Tuesdays and Thursdays

- Students in 7<sup>th</sup>-8<sup>th</sup> grade earn high school credit when 10 credits are completed with a “C” or better in Algebra I

### **Physical Education**

- Physical education (PE) is required for grades K-10
- PE can be taken in grades 11 and 12 for elective credit
- PE activities/times are recorded on the Lesson Plan or P.E. log for grades K–12
- Five credits are earned for 50 hours of logged PE activity for high school students
- Parent signature verifies completion of logged PE activity/time spent
- Students exempt from PE must submit a doctor’s statement verifying exemption

### **CPR Awareness and Health Requirement**

- State law requires that all students receiving a high school diploma receive CPR awareness training where health education is a requirement. SCS offers this training in the 12<sup>th</sup> grade.
- State approved Health curriculum must be taught in one middle school grade and one high school grade. SCS offers the curriculum in 8<sup>th</sup> grade and 12<sup>th</sup> grade.

### **Sexual Health Education**

California state law, the California Healthy Youth Act, requires that comprehensive sexual health education, human trafficking prevention and HIV prevention education be provided to students at least once in middle school and once in high school, starting in grade 7.

**SCS offers comprehensive sexual health education to its students in grades 8 and 12.** A parent or guardian of a student has the right to excuse their child from all or part of comprehensive sexual health education, human trafficking prevention, HIV prevention education, and assessments related to that education through a passive consent (“opt-out”) process. SCS does not require active parental consent (“opt-in”) for comprehensive sexual health education and HIV prevention education. Parents and guardians may:

- Inspect written and audiovisual educational materials at the SCS main office. If you have questions, please see the teacher or principal.
- Excuse their child from participation in comprehensive sexual health education and HIV prevention education in writing to the appropriate grade level teacher.
- Be informed that the comprehensive sexual health or HIV/AIDS prevention education will be taught by SCS personnel.

A parent or guardian will be notified by their student’s teacher before instruction begins. Instruction will encourage students to communicate with parents, guardians or other trusted adults about human sexuality. Instruction will be medically accurate, age-appropriate and inclusive of all students, and will include the following:

- Information about HIV and other sexually transmitted infections (“STIs”), including transmission, FDA approved methods to prevent HIV and STIs, and treatment
- Information that abstinence is the only certain way to prevent unintended pregnancy and HIV and other STIs, and information about value of delaying sexual activity
- Discussion about social views of HIV and AIDS
- Information about accessing resources for sexual and reproductive health care
- Information about pregnancy, including FDA approved prevention methods, pregnancy outcomes, prenatal care, and the newborn safe surrender law
- Information about sexual orientation and gender, including the harm of negative gender stereotypes
- Information about healthy relationships and avoiding unhealthy behaviors and situations

Anonymous, voluntary, and confidential research and evaluation tools to measure student’s health behaviors and risks (including tests, questionnaires, and surveys containing age-appropriate questions about the student’s attitudes concerning or practices relating to sex) may be administered to students in grades 8 and 12. A parent or guardian has the right to excuse their child from the test, questionnaire, or survey through a passive consent (“opt-out”) process.



## Academic Grading Scale

Grades are based on student-demonstrated mastery of subject matter. Letter grades are used for most courses and are based on percentages. The following grade point system is used to compute Grade Point Average (GPA).

Letter Grade	Percentage	Point Value
<b>A+</b>	<b>100% - 97%</b>	<b>4</b>
<b>A</b>	<b>96% - 93%</b>	<b>4</b>
<b>A-</b>	<b>92% - 90%</b>	<b>4</b>

The letter grade of “**A**” indicates that the student fully understands the concepts, can apply them and has achieved mastery at the highest level. **A = Excellent**

<b>B+</b>	<b>89% - 87%</b>	<b>3</b>
<b>B</b>	<b>86% - 83%</b>	<b>3</b>
<b>B-</b>	<b>82% - 80%</b>	<b>3</b>

The letter grade of “**B**” indicates that the student fully understands the concepts but may have difficulty in applying them to situations not directly addressed in the course material. **B = Above Average**

<b>C+</b>	<b>79% - 77%</b>	<b>2</b>
<b>C</b>	<b>76% - 73%</b>	<b>2</b>
<b>C-</b>	<b>72% - 70%</b>	<b>2</b>

The letter grade of “**C**” indicates that the student does not understand all the concepts and will have difficulty in applying them to other situations. **C = Average**

<b>D+</b>	<b>69% - 67%</b>	<b>1</b>
<b>D</b>	<b>66% - 63%</b>	<b>1</b>
<b>D-</b>	<b>62% - 60%</b>	<b>1</b>

The letter grade of “**D**” indicates that the student generally failed to understand and apply the most basic concepts of the course. **D = Below Average**

<b>F</b>	<b>59% or less</b>	<b>0</b>
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The letter grade of “**F**” indicates the student failed to understand or participate in the course. **F = Failing**

## Mastery Classes

In grades 9-12, ELA, Math, Science and Social Science are evaluated using a mastery-based grading system. This means that students must produce a 70% or better on summative assessments to earn credits.

### Report Cards

- Issued at the end of the 1<sup>st</sup> and 2<sup>nd</sup> semesters
- A mastery grade of A, B or C will be given for earned credits of 1 or more
- “NC” is awarded to students who have earned a 69% or lower and no credits
- Except in grades K-5, all report cards are mailed or emailed home
- May be withheld if textbooks and required materials have not been returned
- **Grade disputes must be submitted to the counselor or academic advisor three weeks from the day the report card was issued**

### Progress Reports

- Issued quarterly (see calendar for dates)
- Grade reflects what student has completed within the quarter
- “NC” is awarded to students who have earned a 69% or lower
- Progress Reports grades do not include incomplete assignments
- May be requested by parent/guardian at any time
- Except in grades K-5, all progress reports are mailed or emailed home

## English Learners

SCS is committed to the success of its English Learners and support will be offered both within academic classes and in supplemental settings for students who need additional support for English language learning. SCS will meet all applicable legal requirements for English Learners as they pertain to annual notification to parents, student identification, placement, program options, English Learners and core content instruction, teacher qualifications and training, reclassification to fluent English proficient status, monitoring and evaluating program effectiveness, and standardized testing requirements. SCS will implement policies to assure proper placement, evaluation, and communication regarding English Learners and the rights of students and parents.

## Surveys about Personal Beliefs

Unless the student’s parent/guardian gives written permission, a student will not be given any test, questionnaire, survey, or examination containing any questions about the student’s, or the student’s parents’ or guardians’ personal beliefs or practices in sex, family life, morality, or religion.

## **TEACHER QUALIFICATION INFORMATION**

All parents may request information regarding the professional qualifications of classroom teachers and/or paraprofessionals. All teachers are highly qualified for the position they are teaching.

## **EUCATIONAL RECORDS AND STUDENT 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 SCS receives a request for access. Parents or eligible students should submit to SCS Principal/CEO or designee a written request that identifies the records they wish to inspect.  
SCS 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 SCS to amend a record should write SCS Principal/CEO or designee, clearly identify the part of the record they want changed, and specify why it should be changed. If SCS decides not to amend the record as requested by the parent or eligible student, SCS 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. If SCS decides to amend the record as requested by the parent or eligible student, the Principal/CEO or designee must order the correction or the removal and destruction of the information and inform the parent or eligible student of the amendment in writing.

3. The right to provide written consent before SCS 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 SCS officials with legitimate educational interests. A SCS official is a person employed by the School as an administrator, supervisor, instructor, or support staff member (including health or medical staff) or a person serving on SCS Board of Directors. A SCS official also may include a contractor outside of SCS who performs an institutional service or function for which SCS would otherwise use its own employees and who is under the direct control of SCS 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, or student assisting another SCS official in performing their tasks. A SCS official has a legitimate educational interest if the official needs to review an education record in order

to fulfill their professional responsibility.

Upon request, SCS 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.

Note that SCS will not release information to third parties for immigration enforcement purposes, except as required by law or court order.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by SCS to comply with the requirements of FERPA.
5. The right to request that SCS not release student names, addresses and telephone listings to military recruiters or institutions of higher education without prior written parental consent.

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 SCS officials pursuant to a warrant, judicial order or lawfully issued subpoena, directory information or the parents or eligible students, SCS is required to record the disclosure. Parents and eligible students have a right to inspect and review the record of disclosures. SCS may disclose PII from the education records of a student without obtaining prior written consent of the parents or the eligible student to the following parties:

1. Charter School officials who have a legitimate educational interest as defined by 34 C.F.R. Part 99;
2. Other schools to which a student seeks or intends to enroll so long as the disclosure is for purposes related to the student's enrollment or transfer. SCS will make a reasonable attempt to notify the parent or eligible student of the request for records at their last known address, unless the disclosure is initiated by the parent or eligible student. Additionally, SCS will give the parent or eligible student, upon request, a copy of the record that was disclosed and give the parent or eligible student, upon request, an opportunity for hearing;
3. Certain government officials listed in 20 U.S.C. § 1232g(b)(1) in order to carry out lawful functions;
4. Appropriate parties in connection with a student's application for, or receipt of, financial aid if it is necessary to determine eligibility, amount of aid, conditions for aid or enforcing the terms and conditions of the aid;
5. Organizations conducting certain studies for the Charter School in accordance with 20 U.S.C. § 1232g(b)(1)(F);
6. Accrediting organizations in order to carry out their accrediting functions;
7. Parents of a dependent student as defined in section 152 of the Internal Revenue Code of 1986;
8. Individuals or entities, in compliance with a judicial order or lawfully issued subpoena. Subject to the exceptions found in 34 C.F.R. § 99.31(a)(9)(i), reasonable effort must be made to notify the parent or eligible student of the order or subpoena in advance of compliance, so that the parent or eligible student may seek a protective order;
9. Persons who need to know in cases of health and safety emergencies;
10. State and local authorities, within a juvenile justice system, pursuant to specific State law;
11. A foster family agency with jurisdiction over a currently enrolled or former student, a short-term residential treatment program staff responsible for the education or case management of a student, and/or a caregiver (regardless of whether the caregiver has

been appointed as the student's educational rights holder) who has direct responsibility for the care of the student, including a certified or licensed foster parent, an approved relative or nonrelated extended family member, or a resource family, may access the current or most recent records of grades, transcripts, attendance, discipline, and online communication on platforms established by SCS for student and parents, and any individualized education program ("IEP") or Section 504 plan that may have been developed or maintained by SCS; and/or

12. A victim of an alleged perpetrator of a crime of violence or a non-forcible sex offense. The disclosure may only include the final results of the disciplinary proceedings conducted by SCS with respect to that alleged crime or offense. SCS may disclose the final results of the disciplinary proceeding, regardless of whether SCS concluded a violation was committed.

"Directory Information" is information that is generally not considered harmful or an invasion of privacy if released. SCS may disclose directory information without a parent's prior written consent. SCS has designated the following information as directory information:

1. Student's name
2. Student's address
3. Parent's/guardian's address
4. Telephone listing
5. Student's electronic mail address
6. Parent's/guardian's electronic mail address
7. Photograph
8. Date and place of birth
9. Dates of attendance
10. Grade level
11. Weight and height of graduates for cap and gown
12. Degrees, honors, and awards received
13. The most recent educational agency or institution attended
14. 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 SCS to disclose directory information from your child's education records without your prior written consent, you must notify SCS in writing at the time of enrollment or re-enrollment.

*A copy of the complete Policy is available upon request at the main office.*

## **MANDATORY STATE TESTING**

### **California Assessment of Student Performance and Progress [“CAASPP”]**

- SCS shall annually administer the required state testing to grades 3-8 and 11<sup>th</sup> grade.
- Based on the grade level, the testing window begins the end of February and continues through the end of May
- Science assessment for students in grades 5, 8 and 12. Students in grades 10 or 11 may take the Science test if it is determined that they are in their last high school science class
- Scores from the CAASPP Assessments at grade 11 are also reviewed for possible exemption of the English and Math college placement tests at the CSU and community colleges. The Early Assessment Program (EAP) identifies whether a student is prepared for college at a point when students have the time to gain the needed preparation during the high school senior year

*Notwithstanding any other provision of law, a parent’s or guardian’s written request to SCS officials to excuse their child from any or all parts of the state assessments shall be granted.*

### **Assessment Testing**

- Students in grades K – 12 are required to take the school’s grade level assessment in Language Arts, Reading and Math three times a year

### **English Language Proficiency Assessments for California (ELPAC)**

- The ELPAC test measures how well students in grades K-12 understand English when it is not their primary language. The ELPAC is taking the place of the California English Language Development Test (“CELDT”) and is administered annually in the Spring

### **California Physical Fitness Test**

- The California Department of Education (“CDE”) requires all public school students in grades 5, 7 and 9 to complete a Physical Fitness Test
- The CDE compiles the assessment results to evaluate the overall fitness of students in California
- This mandatory test is administered between February - May

## **SOCIAL SERVICE REPORTS**

- Forms verifying attendance and enrollment of students are completed by the student's teacher and then signed by the counselor or academic advisor

## **REPORTING SUSPECTED CHILD ABUSE AND NEGLECT**

- School teachers, counselor, administrators, academic advisor, nurses, supervisors of child welfare and attendance, and other designated school personnel are mandated to report suspected child abuse cases and play a critical role in the early detection of child abuse and neglect
- SCS staff are provided with Mandated Reporter training
- SCS staff are required to report suspected child abuse

## **SPECIAL EDUCATION/STUDENTS WITH DISABILITIES**

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. SCS provides special education instruction and related services in accordance with the Individuals with Disabilities in Education Improvement Act ("IDEA"), Education Code requirements, and applicable policies and procedures of the Fresno Unified School District and El Dorado County Charter SELPA. These services are available for special education students enrolled at SCS. We offer high quality educational programs and services for all our students in accordance with the assessed needs of each student. SCS collaborates with parents, the student, teachers, and other agencies, as may be indicated, in order to appropriately serve the educational needs of each student.

Pursuant to the Individuals with Disabilities Education Improvement Act ("IDEA") and relevant state law, SCS is responsible for identifying, locating, and evaluating children enrolled at SCS with known or suspected disabilities to determine whether a need for special education and related services exists. This includes children with disabilities who are homeless or foster youth. SCS shall not deny nor discourage any student from enrollment solely due to a disability.

If you believe your child may be eligible for special education services, please contact Lori Jones, Program Specialist at (559) 476-3409 or [ljones@sierracharter.org](mailto:ljones@sierracharter.org). Please note: All referrals are considered confidential. The parent, legal guardian, or surrogate parent retains the right to refuse services and other procedural safeguards under federal and state law.

## **SECTION 504**

SCS recognizes its legal responsibility to ensure that no qualified person with a disability shall, on the basis of disability, be excluded from participation, be denied the benefits of, or otherwise subjected to discrimination under any program of SCS. Any student who has an objectively identified disability which substantially limits a major life activity, including, but not limited to learning, is eligible for accommodations by SCS. The parent of any student suspected of needing or qualifying for accommodations under Section 504 may make a referral for an evaluation to the Principal/CEO, or designee.

*A copy of the complete Policy is available upon request at the main office.*

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

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

As used in this Policy, discrimination, sexual harassment, harassment, intimidation, and bullying are described as the intentional conduct, including verbal, physical, written communication or cyber-bullying, including cyber sexual bullying, based on the actual or perceived characteristics of mental or physical disability, sex (including pregnancy and related conditions, and parental status), sexual orientation, gender, gender identity, gender expression, immigration status, nationality (including national origin, country of origin, and citizenship), race or ethnicity (including ancestry, color, ethnic group identification, ethnic background, and traits historically associated with race, including, but not limited to, hair texture and protective hairstyles such as braids, locks, and twist), religion (including agnosticism and atheism), religious affiliation, medical condition, genetic information, marital status, age or association with a person or group with one or more of these actual or perceived characteristics or based on any other characteristic protected under applicable state or federal law or local ordinance. Hereafter, such actions are referred to as "misconduct prohibited by this Policy."

To the extent possible, the SCS 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. SCS school staff that witness acts of misconduct prohibited by this Policy will take immediate steps to intervene when safe to do so.

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

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

**Lisa Marasco, Principal/CEO  
1931 N. Fine Avenue  
Fresno, CA. 93727  
559-490-4290  
lmarasco@sierracharter.org**



## **Definitions**

### **Prohibited Unlawful Harassment**

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

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

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

SCS is committed to providing a work and educational environment free of sexual harassment and considers such harassment to be a major offense, which may result in disciplinary action. Inquiries about the application of Title IX and 34 C.F.R. Part 106 may be referred to the Coordinator.

Sexual harassment consists of conduct on the basis of sex, including but not limited to unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct on the basis of sex, regardless of whether or not the conduct is motivated by sexual desire, when:

1. Submission to the conduct is explicitly or implicitly made a term or a condition of an individual's employment, education, academic status, or progress;
2. Submission to, or rejection of, the conduct by the individual is used as the basis of employment, educational or academic decisions affecting the individual;
3. 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
4. Submission to, or rejection of, the conduct by the individual is used as the basis for any decision affecting the individual regarding benefits and services, honors, programs, or activities available at or through the educational institution.

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

Sexual harassment may include, but is not limited to:

- Physical assaults of a sexual nature, such as:
  - Rape, sexual battery, molestation or attempts to commit these assaults.
  - Intentional physical conduct that is sexual in nature, such as touching, pinching, patting, grabbing, brushing against another's body, or poking another's body.

- Unwanted sexual advances, propositions or other sexual comments, such as:
  - Sexually oriented gestures, notices, remarks, jokes, or comments about 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 a student or employee to unwelcome sexual attention or conduct or intentionally making the student's or employee's performance more difficult because of the student's or employee's sex.
  
- Sexual or discriminatory displays or publications anywhere in the work or educational environment, such as:
  - Displaying pictures, cartoons, posters, calendars, graffiti, objections, promotional materials, reading materials, or other materials that are sexually suggestive, sexually demeaning or pornographic or bringing or possessing any such material to read, display or view in the work or educational environment.
  - Reading publicly or otherwise publicizing in the work or educational environment materials that are in any way sexually revealing, sexually suggestive, sexually demeaning or pornographic.
  - Displaying signs or other materials purporting to segregate an individual by sex in an area of the work or educational environment (other than restrooms or similar rooms).

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

### **Prohibited Bullying**

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

1. Placing a reasonable student <sup>1</sup> or students in fear of harm to that student's or those students' person or property.
2. Causing a reasonable student to experience a substantially detrimental effect on their physical or mental health.
3. Causing a reasonable student to experience a substantial interference with his or her academic performance.
4. Causing a reasonable student to experience a substantial interference with his or her ability to participate in or benefit from the services, activities, or privileges provided by SCS

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<sup>1</sup> "Reasonable student" is defined as a student, including, but not limited to, an exceptional needs student, who exercises care, skill and judgment in conduct for a person of his or her age, or for a person of his or her age with his or her exceptional needs.

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

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

1. A message, text, sound, video, or image.
2. A post on a social network Internet Web site including, but not limited to:
  - a. Posting to or creating a burn page. A "burn page" means an Internet Web site created for the purpose of having one or more of the effects as listed in the definition of "bullying," above.
  - b. Creating a credible impersonation of another actual student for the purpose of having one or more of the effects listed in the definition of "bullying," above. "Credible impersonation" means to knowingly and without consent impersonate a student for the purpose of bullying the student and such that another student would reasonably believe, or has reasonably believed, that the student was or is the student who was impersonated.
  - 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 student or a profile using the likeness or attributes of an actual student other than the student who created the false profile.
3. An act of "Cyber sexual bullying" including, but not limited to:
  - a. The dissemination of, or the solicitation or incitement to disseminate, a photograph or other visual recording by a student to another student or to school personnel by means of an electronic act that has or can be reasonably predicted to have one or more of the effects described in definition of "bullying," above. A photograph or other visual recording, as described above, shall include the depiction of a nude, semi-nude, or sexually explicit photograph or other visual recording of a minor where the minor is identifiable from the photograph, visual recording, or other electronic act.
  - 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.

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

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

## **Bullying and Cyberbullying Prevention Procedures**

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

### **1. Cyberbullying Prevention Procedures**

SCS advises students:

- a. To never share passwords, personal data, or private photos online.
- b. To think about what they are doing carefully before posting and by emphasizing that comments cannot be retracted once they are posted.
- c. That personal information revealed on social media can be shared with anyone including parents, teachers, administrators, and potential employers. Students should never reveal information that would make them uncomfortable if the world had access to it.
- d. To consider how it would feel receiving such comments before making comments about others online.

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

### **2. Education**

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

### **3. Professional Development**

SCS annually makes available the online training module developed by Safe Schools to its certificated employees and all other SCS employees who have regular interaction with students.

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

- Physical cuts or injuries
- Lost or broken personal items
- Fear of going to school/practice/games
- Loss of interest in school, activities, or friends
- Trouble sleeping or eating
- Anxious/sick/nervous behavior or distracted appearance
- Self-destructiveness or displays of odd behavior
- Decreased self-esteem

SCS also informs certificated employees about the groups of students to be at elevated risk for bullying. These groups include but are not limited to:

- Students who are lesbian, gay, bisexual, transgender, or questioning youth (“LGBTQ”) and those youth perceived as LGBTQ; and
- Students with physical or learning disabilities.

## **Grievance Procedures**

### **1. Scope of Grievance Procedures**

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

- a. Are written and signed;
- b. Filed by an individual who alleges that that individual has personally suffered unlawful discrimination, harassment, intimidation or bullying, or by one who believes any specific class of individuals has been subjected to discrimination, harassment, intimidation or bullying prohibited by this part, or by a duly authorized representative who alleges that an individual student has been subjected to discrimination, harassment, intimidation, or bullying; and
- c. Submitted to the SCS UCP Compliance Officer not later than six (6) months from the date the alleged unlawful discrimination, harassment, intimidation or bullying occurred, or the date the complainant first obtained knowledge of the facts of the alleged discrimination, harassment, intimidation or bullying.

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

### **2. Reporting**

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

Any 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:

**Lisa Marasco, Principal/CEO**  
**1931 N. Fine Avenue**  
**Fresno, CA. 93727**  
**559-490-4290**  
**lmarasco@sierracharter.org**

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

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

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

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

SCS prohibits any form of retaliation against any individual who files a report or complaint, testifies, assists, participates, or refuses to participate in any investigation or proceeding related to misconduct prohibited by this Policy. Such participation or lack of participation shall not in any way affect the status, grades, or work assignments of the individual. Individuals alleging retaliation in violation of this Policy may file a grievance using the procedures set forth in this Policy. Knowingly making false statements or knowingly submitting false information during the grievance process is prohibited and may result in disciplinary action.

All supervisors of staff will receive sexual harassment training within six (6) months of their assumption of a supervisory position and will receive further training once every two (2) years thereafter. All staff, and any individual designated as a coordinator, investigator or decision-maker will receive sexual harassment training and/or instruction concerning sexual harassment as required by law.

### **3. Supportive Measures**

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

Supportive measures are non-disciplinary, non-punitive individualized services offered as appropriate, as reasonably available, and without fee or charge to the complainant or the respondent before or after the filing of a formal complaint of sexual harassment or where no formal complaint of sexual harassment has been filed. Such measures are designed to restore or preserve equal access to SCS' education program or activity without unreasonably burdening the other party, including measures designed to protect the safety of all parties or SCS' educational environment, or deter sexual harassment. Supportive measures available to complainants and respondents may include but are not limited to counseling, extensions of deadlines or other course-related adjustments, modifications of work or class schedules, campus escort services,

mutual restrictions on contact between the parties, changes in work locations, leaves of absence, increased security and monitoring of certain areas of the campus, and other similar measures. SCS will maintain as confidential any supportive measures provided to the complainant or respondent, to the extent that maintaining such confidentiality would not impair the ability of SCS to provide the supportive measures.

#### **4. Investigation and Response**

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

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

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

- Notice of the Allegations
  - Upon receipt of a formal complaint of sexual harassment, the Coordinator will give all known parties written notice of its grievance process, including any voluntary informal resolution process. The notice will include:
    - A description of the allegations of sexual harassment at issue and to the extent known, the identities of the parties involved in the incident, the conduct allegedly constituting sexual harassment, and the date and location of the alleged incident;
    - A statement that the respondent is presumed not responsible for the alleged conduct until a final decision is reached;
    - A statement that the parties may have an advisor of their choice, who may be an attorney, and may inspect and review evidence;
    - A statement that SCS prohibits an individual from knowingly making false statements or knowingly submitting false information during the grievance process.
- Emergency Removal
  - SCS may place a non-student employee respondent on administrative leave during the pendency of a formal complaint of sexual harassment grievance process in accordance with SCS' policies.
  - SCS may remove a respondent from SCS' education program or activity on an emergency basis, in accordance with SCS' policies, provided that SCS undertakes an individualized safety and risk analysis, determines that an immediate threat to the physical health or safety of any student or other individual arising from the allegations of sexual harassment justifies removal, and provides the respondent

with notice and an opportunity to challenge the decision immediately following the removal.

- This provision may not be construed to modify any rights under the IDEA, Section 504, or the ADA.
- Informal Resolution
  - If a formal complaint of sexual harassment is filed, SCS may offer a voluntary informal resolution process, such as mediation, to the parties at any time prior to reaching a determination regarding responsibility. If SCS offers such a process, it will do the following:
    - Provide the parties with advance written notice of:
      - The allegations;
      - The requirements of the voluntary informal resolution process including the circumstances under which the parties are precluded from resuming a formal complaint of sexual harassment arising from the same allegations;
      - The parties' right to withdraw from the voluntary informal resolution process and resume the grievance process at any time prior to agreeing to a resolution; and
      - Any consequences resulting from participating in the voluntary informal resolution process, including the records that will be maintained or could be shared; and
      - Obtain the parties' advance voluntary, written consent to the informal resolution process.
    - SCS will not offer or facilitate an informal resolution process to resolve allegations that an employee sexually harassed a student.
  - Investigation Process
    - The decision-maker will not be the same person(s) as the Coordinator or the investigator. SCS shall ensure that all decision-makers and investigators do not have a conflict of interest or bias for or against complainants or respondents.
    - In most cases, a thorough investigation will take no more than twenty-five (25) school days. If the investigator determines that an investigation will take longer than twenty-five (25) school days and needs to be delayed or extended due to good cause, the investigator will inform the complainant and any respondents in writing of the reasons for the delay or extension and provide an approximate date when the investigation will be complete.
    - The parties will be provided with an equal opportunity to present witnesses, to inspect and review any evidence obtained that is directly related to the allegations raised, and to have an advisor present during any investigative meeting or interview.
    - The parties will not be prohibited from discussing the allegations under investigation or to gather and present relevant evidence.
    - A party whose participation is invited or expected at an investigative meeting or interview will receive written notice of the date, time, location, participants, and purpose of the meeting or interview with sufficient time for the party to prepare to participate.
    - Prior to completion of the investigative report, SCS will send to each party and the party's advisor, if any, a copy of the evidence subject to inspection and review, and the parties will have at least ten (10) days to submit a written response for the investigator's consideration prior to the completion of the investigation report.



- The investigator will complete an investigation report that fairly summarizes relevant evidence and send a copy of the report to each party and the party's advisor, if any, at least ten (10) days prior to the determination of responsibility.
- Dismissal of a Formal Complaint of Sexual Harassment
  - If the investigation reveals that the alleged harassment did not occur in SCS' educational program in the United States or would not constitute sexual harassment even if proved, the formal complaint with regard to that conduct must be dismissed. However, such a dismissal does not preclude action under another applicable SCS policy.
  - SCS may dismiss a formal complaint of sexual harassment if:
    - The complainant provides a written withdrawal of the complaint to the Coordinator;
    - The respondent is no longer employed or enrolled at SCS; or
    - The specific circumstances prevent SCS from gathering evidence sufficient to reach a decision on the formal complaint or the allegations therein.
  - If a formal complaint of sexual harassment or any of the claims therein are dismissed, SCS will promptly send written notice of the dismissal and the reason(s) for the dismissal simultaneously to the parties.
- Determination of Responsibility
  - The standard of evidence used to determine responsibility is the preponderance of the evidence standard.
  - SCS will send a written decision on the formal complaint to the complainant and respondent simultaneously that describes:
    - The allegations in the formal complaint of sexual harassment;
    - All procedural steps taken including any notifications to the parties, interviews with parties and witnesses, site visits, and methods used to gather other evidence;
    - The findings of facts supporting the determination;
    - The conclusions about the application of SCS' code of conduct to the facts;
    - The decision and rationale for each allegation;
    - Any disciplinary sanctions the recipient imposes on the respondent, and whether remedies designed to restore or preserve equal access to the education program or activity will be provided to the complainant; and
    - The procedures and permissible bases for appeals.

## 5. Consequences

Students or employees who engage in misconduct prohibited by this Policy, knowingly make false statements or knowingly submit false information during the grievance process may be subject to disciplinary action. The Coordinator is responsible for effective implementation of any remedies ordered by SCS in response to a formal complaint of sexual harassment.

## 6. Right of Appeal

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

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

- The complainant and the respondent shall have the same appeal rights and SCS will implement appeal procedures equally for both parties.
- SCS will notify the other party in writing when an appeal is filed.
- The decision-maker for the appeal will give both parties a reasonable, equal opportunity to submit a written statement in support of, or challenging, the outcome; issue a written decision describing the result of the appeal and the rationale for the result; and provide the written decision simultaneously to both parties.

## **7. Recordkeeping**

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

SCS will maintain the following records for at least seven (7) years:

- Records of each sexual harassment investigation, including any determination of responsibility; any audio or audiovisual recording or transcript; any disciplinary sanctions imposed on the respondent; and any remedies provided to the complainant.
- Records of any appeal of a formal sexual harassment complaint and the results of that appeal.
- Records of any informal resolution of a sexual harassment complaint and the results of that informal resolution.
- All materials used to train Title IX coordinators, investigators, decision-makers, and any person who facilitates an informal resolution process.
- Records of any actions, including any supportive measures, taken in response to a report or formal complaint of sexual harassment.

*A copy of the complete Policy is available upon request at the main office.*

## **PROFESSIONAL BOUNDARIES: STAFF/STUDENT INTERACTION**

SCS recognizes its responsibility to make and enforce all rules and regulations governing student and employee behavior to bring about the safest and most learning-conducive environment possible.

The purpose of this Policy is to guide all School faculty and staff in conducting themselves in a way that reflects the high standards of behavior and professionalism required of SCS and to specify the boundaries between students and staff. For purposes of this Policy, “staff” includes all SCS employees, faculty and volunteers who are present around students during any SCS activity.

### **Corporal Punishment**

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

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

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

- A. Examples of PERMITTED actions (NOT corporal punishment)
  - 1. Stopping a student from fighting with another student;
  - 2. Preventing a pupil from committing an act of vandalism;
  - 3. Defending yourself from physical injury or assault by a student;
  - 4. Forcing a pupil to give up a weapon or dangerous object;
  - 5. Requiring an athletic team to participate in strenuous physical training activities designed to strengthen or condition team members or improve their coordination, agility, or physical skills;
  - 6. Engaging in group calisthenics, team drills, or other physical education or voluntary recreational activities.
  
- B. Examples of PROHIBITED actions (corporal punishment)
  - 1. Hitting, shoving, pushing, or physically restraining a student as a means of control;
  - 2. Making unruly students do push-ups, run laps, or perform other physical acts that cause pain or discomfort as a form of punishment;
  - 3. Paddling, swatting, slapping, grabbing, pinching, kicking, or otherwise causing physical pain.

### **Acceptable and Unacceptable Staff/Student Behavior**

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

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

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

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

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

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

### **Duty to Report Suspected Misconduct**

When any employee reasonably suspects or believes that another staff member may have crossed the boundaries specified in this Policy, they must immediately report the matter to a school administrator. All reports shall be as confidential as possible under the circumstances. It is the duty of the administrator to investigate and thoroughly report the situation. Employees must also report to the administration any awareness or concern of student behavior that crosses boundaries or where a student appears to be at risk for sexual abuse. Staff members who are mandated reporters must report any known or suspected incident of child sexual abuse in accordance with SCS's Child Abuse and Prevention Reporting Policy.

### **Examples of Specific Behaviors**

The following examples are not an exhaustive list:

- **Unacceptable Staff/Student Behaviors (Violations of this Policy)**

- (a) Giving gifts to an individual student that are of a personal and intimate nature.
- (b) Kissing of any kind.
- (c) Any type of unnecessary physical contact with a student in a private situation.
- (d) Intentionally being alone with a student away from the school.
- (e) Making or participating in sexually inappropriate comments.
- (f) Sexual jokes.
- (g) Seeking emotional involvement with a student for your benefit.
- (h) Listening to or telling stories that are sexually oriented.
- (i) Discussing inappropriate personal troubles or intimate issues with a student in an attempt to gain their support and understanding.
- (j) Becoming involved with a student so that a reasonable person may suspect inappropriate behavior.

- **Unacceptable Staff/Student Behaviors without Parent and Administrator Permission**

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

- (a) Giving students a ride to/from school or school activities.
- (b) Being alone in a room with a student at school with the door closed and no windows
- (c) Allowing students in your home.

- **Cautionary Staff/Student Behaviors**

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

- (a) Remarks about the physical attributes or development of anyone.
- (b) Excessive attention toward a particular student.
- (c) Sending emails, text messages or letters to students if the content is not about school activities.

- Acceptable and Recommended Staff/Student Behaviors

- (a) Getting parents' written consent for any after-school activity.
- (b) Obtaining formal approval to take students off school property for activities such as field trips or competitions.
- (c) Emails, text, phone and instant messages to students must be very professional and pertaining to school activities or classes (Communication should be limited to school technology).
- (d) Keeping the door open when alone with a student.
- (e) Keeping reasonable space between you and your students.
- (f) Stopping and correcting students if they cross your own personal boundaries.
- (g) Keeping parents informed when a significant issue develops about a student.
- (h) Keeping after-class discussions with a student professional and brief.
- (i) Asking for advice from fellow staff or administrators if you find yourself in a difficult situation related to boundaries.
- (j) Involving your administrator if conflict arises with the student.
- (k) Informing your administrator about situations that have the potential to become more severe.
- (l) Making detailed notes about an incident that could evolve into a more serious situation later.
- (m) Recognizing the responsibility to stop unacceptable behavior of students or coworkers.
- (n) Asking another staff member to be present if you will be alone with any type of special needs student.
- (o) Asking another staff member to be present when you must be alone with a student after regular school hours.
- (p) Giving students praise and recognition without touching them.
- (q) Pats on the back, high fives and handshakes are acceptable.
- (r) Keeping your professional conduct a high priority.
- (s) Asking yourself if your actions are worth your job and career.

## **PARENT AND FAMILY ENGAGEMENT**

SCS aims to provide all students in our school significant opportunity to receive a fair, equitable, and high-quality education, and to close educational achievement gaps while abiding by guidelines within the Elementary and Secondary Education Act ("ESEA"). SCS staff recognizes a partnership with families is essential to meet this goal. Our Parent and Family Engagement Policy leverages and promotes active involvement of all families as partners with schools to ensure student success.

SCS has a School Site Council which meets a minimum of once per year to review and advise on all federal funding. SCS involves the family as much as possible, since communication is

regarded as extremely important. SCS maintains that by informing and involving the parent/family student learning will be improved. The following methods are used to increase parent/family engagement:

- Orientations
- Student/Parent/Teacher Meetings
- Parent/Teacher Conferences
- Student/Parent Handbook
- School Events
- School Website
- Flyers & Mailings

*A copy of the complete Policy is available upon request at the main office.*

### **UNIFORM COMPLAINT PROCEDURE**

SCS is the local educational agency primarily responsible for compliance with state and federal laws governing educational programs.

SCS shall investigate and seek to resolve complaints using policies and procedures known as the Uniform Complaint Procedures (“UCP”) adopted by our Governing Board for the following types of complaints.

1. Complaints alleging unlawful discrimination, harassment, intimidation, or bullying against any protected group on the basis of the actual or perceived characteristics of sex, sexual orientation, gender, gender expression, gender identity, genetic information, ethnic group identification, race or ethnicity, ancestry, national origin, nationality, immigration status, citizenship, religion, color, mental or physical disability, medical condition, pregnancy, marital status, age, or on the basis of a person’s association with a person or group with one or more of these actual or perceived characteristics, in any SCS program or activity.
2. Complaints alleging a violation of state or federal law or regulation governing the following programs:
  - Accommodations for Pregnant, Parenting or Lactating Students;
  - Career Technical and Technical Education;
  - Education of Students in Foster Care and Students who are Homeless;
  - Every Student Succeeds Act;
  - Regional Occupational Centers and Programs; and/or
  - School Safety Plan.
3. Complaint alleging noncompliance with laws relating to student fees. A pupil enrolled in a public school shall not be required to pay a student fee for participation in an educational activity. A student fee includes, but is not limited to, all of the following:
  - A fee charged to a student 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 student is required to make to obtain a lock, locker, book, class apparatus, musical instrument, uniforms or other materials or equipment.
- A purchase that a student is required to make to obtain materials, supplies, equipment, or uniforms associated with an educational activity.

Complaints of noncompliance with laws relating to student fees should be filed with the Principal/CEO, who is also the School's UCP Compliance Officer. A complaint regarding student fees may be filed anonymously if the complaint provides evidence or information to support an allegation of noncompliance with laws relating to student fees or LCAP.

4. Complaints alleging noncompliance with the requirements governing the Local Control Funding Formula ("LCFF") or Local Control and Accountability Plans ("LCAP") under Education Code sections 47606.5 and 47607.3, as applicable. If SCS adopts a School Plan for Student Achievement ("SPSA") in addition to its LCAP, complaints of noncompliance with the requirements of the SPSA under Education Code sections 64000, 64001, 65000, and 65001 shall also fall under the UCP.

Complaints alleging noncompliance regarding special education programs established pursuant to Education Code sections 56000-56865 and 59000-59300 are governed by the procedures set forth in 5 C.C.R. sections 3200-3205 and 34 C.F.R. sections 300.151-300.153.

Complaints other than complaints relating to student fees must be filed in writing with the following Compliance Officer:

**Lisa Marasco, Principal/CEO**  
**1931 N. Fine Avenue**  
**Fresno, CA. 93727**  
**559-490-4290**

Complaints alleging unlawful 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. All other complaints under the UCP shall be filed not later than one (1) year from the date the alleged violation occurred. For complaints relating to the LCAP, the date of the alleged violation is the date on which SCS's Board of Directors approved the LCAP or the annual update was adopted by SCS.

The Compliance Officer responsible for investigating the complaint shall conduct and complete the investigation in accordance with California regulations and in accordance with SCS's UCP Policy. The Compliance Officer shall provide the complainant with a final written investigation report ("Decision") within sixty (60) calendar days from Charter School's receipt of the complaint. This sixty (60) calendar day time period may be extended by written agreement of the complainant.

The complainant has a right to appeal SCS's Decision to the California Department of Education ("CDE") by filing a written appeal within thirty (30) calendar days of the date of SCS's written decision, except if SCS has used its UCP to address a complaint that is not subject to the UCP requirements. The appeal must include a copy of the complaint filed with SCS, a copy of the Decision, and the complainant must specify and explain the basis for the appeal of the Decision, including at least one of the following:

1. SCS failed to follow its complaint procedures.
2. Relative to the allegations of the complaint, SCS's Decision lacks material findings of fact necessary to reach a conclusion of law.
3. The material findings of fact in SCS's Decision are not supported by substantial evidence.
4. The legal conclusion in SCS's Decision is inconsistent with the law.
5. In a case in which SCS's Decision found noncompliance, the corrective actions fail to provide a proper remedy.

A complainant who appeals SCS's Decision on a UCP complaint to the CDE shall receive a written appeal decision within sixty (60) calendar days of the CDE's receipt of the appeal, unless extended by written agreement with the complainant or the CDE documents exceptional circumstances and informs the complainant.

If SCS finds merit in a UCP complaint, or the CDE finds merit in an appeal, SCS shall take corrective actions consistent with the requirements of existing law that will provide a remedy to the affected student and/or parent/guardian as applicable.

A complainant may pursue available civil law remedies outside of SCS's complaint procedures. Complainants may seek assistance from mediation centers or public/private interest attorneys. Civil law remedies that may be imposed by a court include, but are not limited to, injunctions and restraining orders. For unlawful discrimination complaints arising under state law, however, a complainant must wait until sixty (60) calendar days have elapsed from the filing of an appeal with the CDE before pursuing civil law remedies. The moratorium does not apply to injunctive relief and is applicable only if SCS has appropriately, and in a timely manner, apprised the complainant of the complainant's right to file a complaint in accordance with 5 CCR § 4622.

*A copy of the complete UCP shall be available upon request in the main office. For further information on any part of the complaint procedures, including filing a complaint or requesting a copy of the UCP, please contact the Principal/CEO or designee.*



## **END OF THE YEAR EVENTS**

### **Graduation/Promotion Ceremonies**

- **High School Graduation** – Date, time and location TBD
- **Kindergarten Graduation** – Date, time and location TBD

## **SCHOOL FUNCTIONS**

### **High School Functions**

Students may attend:

- Community events such as Fresno Area College Night
- College campus tours – dates to be determined
- College and Career Days – dates to be determined
- Prom – April 21, 2024
  - Permissions slips must be submitted prior to the event date.
- Field Trips – dates to be determined
  - Permissions slips must be submitted prior to the event date.

## **VOLUNTARY WITHDRAWAL PROCEDURES**

- Parent/Guardian/Student should notify the teacher about the withdrawal
- At the time of withdrawal, the student or parent/guardian **should** indicate the school the student will be attending
- The completed withdrawal form will be faxed to the school the student will be attending
- SCS will issue last day of attendance.
- District of residence will be notified of the withdrawal from SCS
- Upon request, the counselor, or designee will issue transcripts within five working days from the time of request unless the student has an outstanding balance.

## **HIGH SCHOOL INFORMATION**

### **Progress towards Graduation**

To remain on track for graduation, students should earn the following number of credits:

<u>Grade Level</u>	<u>End of First Semester/End of Year Credits</u>
9 <sup>th</sup> grade:	30 / 60 credits
10 <sup>th</sup> grade:	90 / 120 credits
11 <sup>th</sup> grade:	150 / 180 credits
12 <sup>th</sup> grade:	200 / 220 credits

To help students stay on track for graduation, subject expert teachers are available to all high school students for tutoring in all core subjects

## **Graduation Requirements**

- Complete a minimum of 220 credits
- Pass Algebra I
- Participate in Senior Exit Interview
- No student is cleared for graduation until a Senior Evaluation is completed and counselor clearance is obtained during the semester in which they will graduate

## **Academic Advising**

Each grade level has a designated month to meet with the counselor to discuss academic standing. Students may request an appointment during their scheduled month through Google Classroom.

Seniors:	October & March
Juniors:	February
Sophomores:	January
Freshmen:	September

**NOTE:** Seniors are required to meet with the counselor during the semester in which they will graduate to complete a Senior Evaluation.

## **Transferability of Courses**

Courses at SCS are transferable to other school districts and the curriculum used is similar to that of surrounding districts. Partial credit, along with a letter grade, will be awarded at time of withdrawal from SCS. Students wanting to attend a California State University or University of California college have the opportunity to meet a-g course requirements through the UC approved course pattern. These courses must be completed with a grade of "C" or better.

## High School Course Offerings

### ENGLISH

English 9 (P)  
English 10 (P)  
English 11 (P)  
English 12 (P)

### SOCIAL SCIENCE

World History (P)  
United States History (P)  
Government (P) (1S)  
Economics (P) (1S)

### MATHEMATICS

Business Math  
Algebra I (P)  
Geometry (P)  
Algebra II (P)  
Advanced Math (P)

### PHYSICAL EDUCATION

PE I  
PE II

### LEGEND

P = College preparatory  
1S = One semester course

### SCIENCE

Biology (P)  
Environmental (P)  
Chemistry (P)

### VISUAL PERFORMING ARTS

Art I (P)  
Art II (Water Colors)  
Art History (P)  
Music History(P)  
Music Performance  
Understanding Art (P)

### FOREIGN LANGUAGE

ASL I (P)  
ASL II (P)  
Spanish I (P)  
Spanish II (P)

### HEALTH

Health I (1S)

### ELECTIVES

Automotive  
Business Management  
Clothing  
Driver's Education (1S)  
Forensic Science  
Geography I (P) (1S)  
Geography II (1S)  
Health II (1S)  
Nutrition & Wellness  
Parenting Skills  
PE III  
PE IV  
Psychology  
Sociology (P)  
Work Experience  
Work Readiness  
7 Habits (1S)  
Leadership (9<sup>th</sup> grade only)

### Dual Enrollment

Business Administration  
Intro to Health Care & Careers  
Nutrition and Health  
General Psychology  
History 11  
History12  
Spanish I

## High School Graduation Course Requirements

- English – 40 credits
- Mathematics – 30 credits
- United States History – 10 credits
- World History – 10 credits
- Government – 5 credits
- Economics – 5 credits
- Science – 20 credits
- Health – 5 credits
- Physical Education – 20 credits
- Visual & Performing Art (VPA) OR Foreign Language (FL) – 10 credits
- Electives – 65 credits

## High School Graduation Sample Schedule

<b>9<sup>th</sup> Grade</b>	✓	<b>10<sup>th</sup> Grade</b>	✓	<b>11<sup>th</sup> Grade</b>	✓	<b>12<sup>th</sup> Grade</b>	✓
English 9*		English 10*		English 11*		English 12*	
Algebra I*		Geometry*		Algebra II*		Business Math or Advanced Math*	
College & Career Readiness & Health		World History *		US History *		Government * & Economics*	
Biology/Lab*		Chemistry/Lab* or Environmental/Lab*		Elective or Dual Enrollment		Elective or Dual Enrollment	
VPA /FL* or Elective		VPA, FL*, or Elective		VPA, FL*, Elective or Dual Enrollment		Elective or Dual Enrollment	
Physical Education		Physical Education		Elective or Dual Enrollment		Elective or Dual Enrollment	

\*College Prep

## CSU & UC Admission Requirements

- **English (b)** – 4 years (college preparatory)
- **Mathematics (c)** – 3 years through Algebra 2 (*4 years recommended*)
- **Science (d)** – 2 years lab science, including Biology and Chemistry (*3 years recommended*)
- **History/Social Science (a)** – 2 years to include World History and US History
- **Foreign Language (e)** – 2 years of the same language (*3 years recommended*)
- **Visual Performing Arts (f)** – 1 year of college preparatory
- **Electives (g)** – 1 year from one of the above areas

## CSU & UC Sample Table

<b>9<sup>th</sup> Grade</b>	✓	<b>10<sup>th</sup> Grade</b>	✓	<b>11<sup>th</sup> Grade</b>	✓	<b>12<sup>th</sup> Grade</b>	✓
English 9*		English 10*		English 11*		English 12*	
Algebra I*		Geometry*		Algebra II*		Advanced Math* or Elective	
College / Career Readiness & Health		World History *		US History *		Government *& Economics*	
Biology/Lab*		Environment/Lab*		Chemistry/Lab*		Elective or Dual Enrollment	
Foreign Language*		Foreign Language*		Foreign Language* or VPA*		Elective or Dual Enrollment	
Physical Education		Physical Education		Elective or Dual Enrollment		Elective or Dual Enrollment	

\*College Prep

## CSU & UC Admission Grade Requirements

For UC admission, all a-g/College Prep courses must be completed with an overall GPA of 3.0 and with a grade no lower than a “C”. Eleven of the 15 a-g courses have to be completed by the end of the 11<sup>th</sup> grade. Apply between August 1<sup>st</sup> – November 30<sup>th</sup> of senior year.

For CSU admission all a-g/College Prep courses must be completed with a grade no lower than a “C”. GPA is combined with test scores to determine eligibility. Environmental Science will meet the physical science lab requirement (in lieu of Chemistry) for the CSU system only. Apply between October 1<sup>st</sup> – November 30<sup>th</sup> of senior year.

## **A-G Approved Courses**

The following courses at SCS meet the requirements for Admission to the University of California and California State University systems:

### **a. History/Social Science – 2 years required**

Two years of history/social science, including one year of World History, Cultures, or Geography; and one year of U.S. History or one half year of US History and one half year of American Government/Civics

- Geography
- US History
- World History
- Government

### **b. English – 4 years required**

Four years of college preparatory English

- English 9
- English 10
- English 11
- English 12

### **c. Mathematics – 3 years required, 4 years recommended**

Topics covered include: Algebra/Algebra 1, Geometry and Algebra 2

- Algebra 1
- Geometry
- Algebra 2
- Advanced Mathematics

### **d. Laboratory Science – 2 years required, 3 years recommended – must include lab**

Two years, including two of the three fundamental disciplines of Biology, Chemistry, and Physics

- Biology
- Chemistry
- Environmental

### **e. Foreign Language – 2 years required, 3 years recommended – must be same language**

- American Sign Language I & American Sign Language II
- Spanish I & Spanish II

### **f. Visual & Performing Arts – 1 year required**

- Art History
- Understanding Art
- Art I
- Music History

### **g. Elective – 1 year required – may be from any of the above areas ‘a-f’ or:**

- Economics
- Physical Science
- Sociology

## College Entrance Exams

If you plan to attend a 4-year university/college you should take either the ACT or SAT in the spring of your junior year. See information below.

ACT (American College Test): [www.actstudent.org](http://www.actstudent.org)

SAT (Scholastic Aptitude Test): [www.collegeboard.org](http://www.collegeboard.org)

SAT Prep Websites: [www.cavhs.org](http://www.cavhs.org) and [www.collegeboard.org](http://www.collegeboard.org)

## High School Enrichment Program

- Juniors and seniors may enroll in the High School Enrichment Program at a local community college
- Courses are either at college site or on-line
- Students must have a minimum 2.5 cumulative GPA
- Eligible students obtain application from the counselor
- Students may enroll in a maximum of two courses per semester
- Courses taken at a community college are considered a 7<sup>th</sup> period class
- There is no charge for tuition but the parent/guardian is responsible for all other expenses, including, but not limited to, books, health fees, and parking pass
- Students earn high school and college credit at the same time
- Parents/Students must request official transcripts from the community college and submit transcripts to counselor to receive high school credit

## Dual Enrollment and Career Technical Education (“CTE”)

- Partnership with Clovis City College to offer dual enrollment courses for high school students on the SCS campus
- Students earn high school and college credit at the same time
- No fees for tuition or books
- The Transfer pathway has been designed for students who have the goal of attending a 4-year college or university and what to get a jump start on college credits

## Work Permit

A work permit is a Privilege not a right. The requirements to receive a work permit for employment include the following:

- Must obtain teacher and parents approval and be in good academic standing
- Must be at least fourteen (14) years old

To begin the work permit application process, please see the School Secretary in the main office or email [svillalobos@sierrachater.org](mailto:svillalobos@sierrachater.org) for an application. A work permit is only valid for one academic year and must be renewed each year. A work permit becomes invalid if student withdraw from SCS.

## Career, College and Financial Aid Information

### Financial and Scholarship Searches

www.calgrants.org  
[www.fafsa.gov](http://www.fafsa.gov)  
www.collegeboard.org/pay  
www.collegenet.com  
www.fastweb.com  
www.scholarships.com  
www.gocollege.com  
www.icanaffordcollege.com

### College Search

www.cccco.edu (community colleges)  
[www.calstate.edu](http://www.calstate.edu) (CA state universities)  
www.ucop.edu/pathways (University of CA)  
www.aiccu.edu (independent)  
www.californiacolleges.edu

### Career Exploration

www.californiacolleges.edu  
www.whodouwant2b.com  
www.cacareercafe.com  
www.livecareer.com (create resume)  
www.collegegrad.com  
www.collegeexpress.com  
www.careeronestop.org

### College Aptitude Testing

ACT: [www.actstudent.org](http://www.actstudent.org)  
SAT: [www.collegeboard.org](http://www.collegeboard.org)  
SAT Prep Websites:  
[www.khanacademy.org](http://www.khanacademy.org) &  
[www.collegeboard.org](http://www.collegeboard.org)

## High School Information

**CSU/UC Bound Students:** Students who plan to attend a CSU/UC after high school are required to meet with the counselor as early as possible to be placed in the required courses. Students must meet admission requirements to be CSU/UC eligible.

**Financial Aid:** The Free Application for Federal Student Aid (“FAFSA”) is a means for students to obtain federal and state funding for college. See the counselor for further information or visit the website [www.fafsa.gov](http://www.fafsa.gov). The Cal Grant Program requires GPA verification which is submitted by the school. **Students should complete the FAFSA between October 1 – March 2 of their senior year.**

### Cal Grant Program Notice

A Cal Grant is money for college that does not have to be paid back. To qualify, a student must meet the eligibility and financial requirements as well as any minimum grade point average (“GPA”) requirements. Cal Grants can be used at any University of California, California State University or California Community College. Some independent and career colleges or technical schools in California also accept Cal Grants.

In order to assist students that apply for financial aid, all grade 11 students are automatically considered a Cal Grant applicant unless the student (or parent/guardian, if the student is under 18 years of age) has opted out by or before February 1 of the student’s 11<sup>th</sup> grade year.

A student, or the parent/guardian of a student under 18 years of age, may complete a form to indicate that he/she does not wish for the school to electronically send CSAC the student’s



GPA. Until a student turns 18 years of age, only the parent/guardian may opt out the student. Once a student turns 18 years of age, only the student may opt himself/herself out, and can opt in if the parent/guardian had previously decided to opt out the student.

All grade 12 students' GPA will be sent to the California Student Aid Commission ("CSAC") on September 20<sup>th</sup>. The Cal Grant application submission deadline is October 1 of the grade 12 year.

**Regional Occupational Program ("ROP"):** Several Fresno and Clovis high schools offer hands-on, career interest courses for juniors and seniors. Students can earn up to 15 credits per semester. ROP classes are considered a 7<sup>th</sup> period course. See the counselor for further information.

**Fresno Area College Night:** Each September students have the opportunity to attend Fresno Area College Night. Representatives from various post-secondary institutions are available for prospective college students. Students can talk with representatives, obtain applications, and learn about admission requirements.

#### **Military Recruiter Information**

Education Code requires school districts to disclose the names, addresses and telephone numbers of high school students to military recruiters upon request, unless the parent/guardian requests information not be released without prior written consent. If you do not wish this information to be provided to military recruiters, please notify the school in writing.

**Note:** If pursuing a military career, please check with the local recruiters for Independent Study School requirements.

#### **Selective Service Registration Information**

Under federal law all persons must register with Selective Service within 30 days of their 18<sup>th</sup> birthday. Those who fail to register may be denied student loans, government jobs, and possibly driver's licenses in most states. The Selective Service System accepts early submission of registration information by persons after their 17<sup>th</sup> birthday and automatically enters their data into the system when they turn 18. Go to [www.sss.gov](http://www.sss.gov) to register.