



# 2022-2023 Handbook

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## **Welcome to our Charter Family!**

*Charter Alternative Programs* is a recognized leader in providing a variety of outstanding alternative school options to families for over twenty-five years. We are a part of the El Dorado County Office of Education, a pioneer in creating dynamic educational programs for students, including our being the first county charter school in California's history.

We realize there are many paths to providing an excellent education, and strive to research and develop innovative ways to present engaging, rigorous academic curricula that meet California's standards.

Through communication and partnership with families, our programs offer personalized options to meet the needs of students in safe and supportive educational settings. Our structured programs may include the traditional classroom model, independent study/hybrid models, home instruction, or combinations thereof. No matter which educational program you choose, your child will receive high quality instruction by qualified credentialed teachers using outstanding curriculum and the innovative use of technology. In addition, our programs extend real and relevant learning through our close association with many educational and community partners, including Folsom Lake College and Regional Occupational Programs.

Our alternative charter programs have received prestigious awards including a California *Educational Options Best Practices* program in the areas of curriculum, instruction, and educational technology. In addition, Charter Community School was awarded a six-year term of accreditation by the Western Association of Schools and Colleges (WASC). This accreditation is the longest available and serves as formal recognition that our programs have met rigorous, research-based standards in all of the essential elements of a quality and effective school.

On behalf of our entire staff, *welcome*. We look forward to partnering with you in your child's education.

Michael Gillespie  
Executive Director

## General Information

### Our Mission

Charter Alternative Programs provide a variety of high quality, innovative 21st Century programs. We prepare students to be college and career ready through engaging, rigorous curriculum. Our programs develop critical thinkers who are problem solvers and effective communicators. We emphasize the development of the whole individual in safe, supportive learning environments, and we value communication and partnerships with families and community members.

### Individualized Learning Plans (ILPs)/Academic Planning Guide

An essential component of our program culture centers on establishing an individualized learning plan/academic plan for each student. Although plans vary according to each student's needs and the program enrolled in - specific academic, social, emotional, and behavioral goals are discussed with the student and parent, and an educational program is tailored around those goals. Each site has program-specific ways for developing and meeting each student's needs and goals, based on what is learned after a thorough review of the student's records. Remediation in math and language arts is incorporated into each student's plan as needed. All programs take care to discuss essential steps to meet graduation requirements, including reviewing transcripts, determining if the student is on track to graduate, and creating a plan to ensure graduation. If a student is behind in credits, lacks necessary courses required for graduation, has other academic needs, the plan incorporates options and strategies for the student to make these up, while also considering future academic and career goals.

### 601 C.A.R.E. Program

We are concerned with the academic, emotional, and social growth of each of our students and offer an intervention program (CARE) that may benefit your child. Our CARE program provides enhanced education services and may include tutoring, transportation services, and/or additional resources. A student under 18 years of age may be eligible for our C.A.R.E. program if they persistently and habitually refuse to obey the reasonable and proper orders of his/her parents, guardian, or custodian, and/or school official (WIC 601a), or are habitually truant from school (WIC 601b). Based on prior school history, students participating in Independent Study Programs who are likely to miss assignments, classes, or meetings without additional resources may also benefit from the C.A.R.E. intervention program. If you would like more information about our CARE program, please contact your program administrator

### Program Address and Telephone Numbers

El Dorado County Office of Education  
Charter Alternative Programs and  
Extended Day  
6767 Green Valley Road  
Placerville, CA 95667  
Phone: (530) 295-2283  
Fax: (530) 642-0492  
Website: <http://charter.edcoe.org>  
Michael Gillespie, Executive Director

El Dorado County Office of Education Administration  
Phone: (530) 622-7130  
Website: <http://edcoe.org>  
*County Superintendent of Schools*  
Dr. Ed Manansala  
  
*Deputy Superintendent*  
Wendy Frederickson  
  
*Deputy Superintendent*  
Kevin Monsma

## Annual Notifications to Parent/Guardians

California Education Code requires that parents, guardians, and students are notified of certain specific laws regarding rights and privileges.

The annual notification booklet, found in the Student Handbook provided to parent/guardians, fulfills this notification responsibility. It is important that you read the material and acknowledge on the Parent's Checklist and Sign-Off Sheet or online.

The Charter Alternative Programs is the primary responsible agency for compliance with federal and state laws and regulations, including advising a complainant of any civil law remedies that may be available under state or federal discrimination, harassment, intimidation or bullying laws, if applicable, and of the appeal pursuant to EC § 262.3. A copy of the local educational agency complaint procedures (UCPs) shall be available free of charge upon request.

Students enrolled in our programs shall not be required to pay a pupil fee for participation in an educational activity.

## School Accountability Report Card

Education Code 35256 requires the Board of Trustees to annually issue a School Accountability Report Card (SARC) for each school site, reporting all conditions listed in Education Codes 33126 and 41409.3. Pursuant to Education Code 33126, the goal of the SARC is to provide data by which parents/ guardians can make meaningful comparisons between schools.

Each summer, the previous year's SARCs are accessible to parents via the District or County Office of Education internet web site: [www.edcoe.org](http://www.edcoe.org). Copies of the SARC may also be mailed home or made available at the school site or District Office upon request.

## Equal Opportunity

The County Board of Education and Superintendent are committed to equal opportunity for all individuals in education. County Office of Education programs and activities shall be free from discrimination based on gender, gender identity or expression, or genetic information, race, color, age, religion, ancestry, national origin, ethnic group identification, marital or parental status, physical or mental disability, sex, sexual orientation; or the perception of one or more of such characteristics; or association with a person or group with one or more of these actual or perceived characteristics.

The following person is designated as the Title IX Coordinator:

Amy Anderson  
Executive Director of Human Resources  
6767 Green Valley Road, Placerville, California 95667  
(530) 295-2219

## Student Information

### Completion Requirements– 8<sup>th</sup> Grade

Charter Home Study Academy K - 8

#### Diploma Requirements – 8<sup>th</sup> Grade:

1. Successfully demonstrate proficiency in - and/or adequate progress in learning - English Language Arts and Mathematics
2. Successfully complete a minimum of 60% of the courses for grades 7 & 8.

Students will be afforded the opportunity to complete additional work to reach the 60% mark for graduation.

Participation in the graduation ceremony is a privilege, not a right. To participate, students must-

- a. Complete all diploma requirements and
- b. Demonstrate satisfactory citizenship/behavior, as determined by the program administrator.

#### Certificate Requirements:

1. Successfully demonstrate proficiency in English Language Arts and mathematics.
2. Successfully pass 60% of the 8<sup>th</sup> grade course of study.

*Graduation Credits.* Student credit toward graduation is evaluated at the end of each semester. Students who are falling behind the expected progress towards graduation will be notified.

Students may participate in the commencement ceremony when cleared by the school administration.

## Grades

*Letter Grades.* Students receive letter grades of A, B, C, D, or F. Grades of pass or fail may be given under special circumstances.

Charter Home Study Academy students K – 5 receive grades of O, S, U (Outstanding, Satisfactory, unsatisfactory).

*Course Credit.* Credit will be awarded for any passing semester grade (A-D). Credits will be awarded based on the percent of work completed at an acceptable level. Full credits will be awarded if all of the coursework for a semester has been completed. If less than the full semester's coursework is completed, variable credit will be awarded accordingly.

*Failing Grades.* An "F" grade does not carry credit. Failing grades in any courses required for graduation must be made up as soon as practical for the student and the school.

*NM/NC Grade.* Under special circumstances, a student may receive an NM or NC grade. NM signifies that a student has not been enrolled long enough for a grade to be determined. NC indicates that no credit has been earned.

*Transcripts.* High School Transcripts are maintained in the Main Office by the Registrar. Students can request that a transcript be sent to other school sites including, colleges, universities, and scholarship sponsors/organizations. A fee may be charged for official transcript reproduction.

*Early Withdrawal.* Partial credits may be awarded in the event a student withdraws from classes before the end of the term.

## Scheduling Classes

*New Students.* New students must attend an intake interview prior to starting school. Please call your school for more detail.

- CCP - (530) 295-2259
- CHSA – (530) 622-6984
- CCA – (530) 622-8594
- CUP (530) 622-8594

## Report Cards and Schedule

*Charter College & Career Prep* - Eight report cards are issued during the year, approximately one every 4-5 weeks. Mid-quarter progress reports are not formal report cards, quarterly report cards are formal reports and considered permanent. Student progress is available online on a weekly basis. Please contact the registrar (530)295-2259 for information and online access instructions.

*Charter Connections Academy* – Transcripts are issued each semester and student progress is available to parents and students online through Canvas or Edgenuity.

*Charter Home Study Academy K - 8* - Two report cards, one per semester, are issued for grades K – 8. Two mid-quarter progress reports are issued for grades 6 – 8. Student progress is available online. Please call (530)622-6984 for information and online access instructions.

*Charter University Prep* - Two report cards, one per semester, are issued for grades 7 – 8. Transcripts are issued for grades 9 – 12 each semester. Student progress is available to parents and students online through Canvas or Edgenuity.

## Test Information

### **Achievement Tests**

*Smarter Balanced.* California Assessment of Student Performance and Progress, or CAASPP, is California's current testing program. This system includes annual computer-adaptive assessments in English/Language Arts and Mathematics for grades 3-8 and 11 as well as Science in grades 5, 8, and 10. To learn about the types of questions on the computer-adaptive test, parents are encouraged to visit California Department of Education's Smarter Balanced Practice Test web page at <http://www.cde.ca.gov/ta/tg/sa/practicetest.asp>. Score reports will be sent to parents each year in August/September so that student progress can be reviewed. These reports will present a student's overall score in each content area as well as information about past years' performance. CAASPP testing will occur each year in the Spring (April/May). Exact dates of testing will be communicated with families via mail and electronically. If parents have questions regarding their child's participation in testing, they should call the school office..

### **High School Diploma Equivalency Tests**

*General Education Development (GED).* This test is given to adults 18 years of age or older who wish to obtain a high school equivalency certificate. Concurrently enrolled 18-year-old high school students can also take the test. Contact Adult Education for testing information (530) 295-2291.

*California High School Proficiency Exam (CHSPE).* Students can earn a certificate from the State of California, which is the legal equivalent of a high school diploma by proving proficiency in basic skills. Students must be 16 or have completed 10th grade to take the CHSPE. Passing the CHSPE does not exempt students from attending school unless the student's parent signs a waiver granting permission to leave early. Contact administrative staff for more details.

*Certificate of Completion.* Students in Special Education may earn a Certificate of Completion rather than a diploma if determined appropriate by the student's Individual Education Plan (IEP). Parents may contact their child's Special Education case manager for more information.

## School Transfers

*Transfers within Charter Alternative Programs (CAP).* Transfers from one CAP program to another require a meeting with the principal of each program to determine whether or not the transfer is in the best interest of the student's educational needs and academic success.

*Transfers to District Schools.* Please contact your school office for the appropriate steps.

## Regional Occupational Program (ROP) [www.eduhsd.net](http://www.eduhsd.net) (Schools/Programs)

ROP is a California job-training program that, is part of the California public school system. The purpose of ROP is to provide marketable job skills upon completion of the program. Each program offers practical hands-on job training in a lab setting or in a local business work site.

The program can help students to obtain entry-level skills, upgrade existing skills, prepare for advanced training, retrain in a new field, reinforce basic skills, learn a skill to finance a college education, practice interviewing techniques, fill out job applications, raise self-esteem, and identify how to locate potential jobs.

All El Dorado County Office of Education Charter students 16 years of age or older can enter the ROP program. There is no registration fee; however, for some courses, students may be required to purchase special items related to the course. For more details, contact your site administrator.

## Folsom Lake College Advanced Education Program

To qualify for this program, students must have completed their sophomore year of high school and have a GPA of 2.7 or better. Students at CCA and CUPrep are encouraged to take Community College classes during their 11th and 12th-grade years. This helps to accelerate students in both high school and college. It also gives them valuable experience and exposure to college-level rigor in a wide variety of classes that we could not offer at a small school. There are some restrictions on the courses and the high school credits:

- Students can earn High School elective credit for college classes.
- Students cannot take classes that are offered at their High School unless there is a specific school schedule conflict. (This is a Community College restriction.)
- Students cannot replace a class required for high school graduation with a college class unless there is a specific school schedule conflict.

Please see your school administrator at your school for more details. They will help you enroll during your 11<sup>th</sup> and 12<sup>th</sup> year of school.



## Student Electronic Information Resource Contract

*Please read this document carefully. When the Family Information Checklist is signed by you and your parent or guardian, it becomes a legally binding contract.*

*You and your parent or guardian must sign the Family Information Checklist before you can be issued an account or use a school computer.*

Listed below are the provisions of this contract between you and the El Dorado County Office of Education (hereinafter EDCOE). If you violate these provisions, access to the information service shall be denied and you will be subject to disciplinary action ranging from detention to expulsion and/or prosecution, depending on the nature of the offense.

### TERMS AND CONDITIONS OF THIS CONTRACT

**1. PRIVILEGES.** The use of the information system is a privilege, not a right. Inappropriate use of hardware or software shall result in cancellation of your privileges and disciplinary or legal action. The EDCOE school administrator shall have the final decision regarding what is considered inappropriate use. The system administrator may close an account at any time. Administration, staff or faculty may request that the system administrator deny, revoke or suspend specific user accounts.

**2. ACCEPTABLE USE.** The use of your assigned account must be in support of education and research and consistent with the educational goals and objectives of EDCOE. You are personally responsible for following this provision at all times when using the electronic information service. You may only utilize software which is preinstalled on computers and networks. You may not run personal software which is downloaded or on removable media on EDCOE computers without written permission from the site administrator or designee. Disabling or attempting to disable, bypass or remove preinstalled software (including virus protection and Internet filtering software) is forbidden. Posting of material to Internet sites, including but not limited to student-generated web pages, must be approved and monitored by an authorized staff person.

**3. PROHIBITED USE.** Transmission of any material in violation of any federal or state law is prohibited. This includes, but is not limited to, threatening or obscene material; issuing terrorist threats; advertisement, purchasing or selling of products or services; pornography; unethical or illegal solicitation; racism; sexism; inappropriate language; plagiarizing or illegal use of copyrighted materials; and other issues described herein. Since content and types of contact cannot be restricted in chat environments, entering chat groups is strictly prohibited. You may not attach your personal computer to the EDCOE network. Use of EDCOE's Public Wi-Fi by students is permitted for instructional purposes. Use of teacher computers or teacher network accounts is prohibited. Hacking or attempts to access confidential information may result in disciplinary or legal action. Attempting to access, accessing, or deleting another student's files is prohibited. Attempting to open, opening or removing a computer case or removing parts, cables or other equipment is forbidden unless it is part of a computer technician's class or program. It is your responsibility to report any misuse of the network or abuse of the equipment to the school site administrator.

**4. PRIVACY.** System use is not private. Any transmitted, created, or transferred items, including but not limited to electronic mail, can be read and monitored by the system administrator. Messages related to or in support of illegal activities must be reported to the authorities. Do not reveal your home address or personal telephone number of the addresses and telephone numbers of students or colleagues. Do not use your credit card to purchase goods, since that information could be misused.

**5. NETWORK ETIQUETTE.** You are expected to abide by the generally accepted rules of network and/or Internet etiquette. These rules include, but are not limited to, the following:

- **Be polite.** Never send, or encourage others to send, abusive messages.
- **Use appropriate language.** Never swear. Never use vulgarities or other inappropriate language.

- **Prevent disruptions.** Never use the network in any way that could disrupt use of the network by others.
- 6. SERVICES.** EDCOE makes no warranties of any kind, whether expressed or implied, for the service it is providing. EDCOE shall not be responsible for any damages suffered while on this system. These damages include loss of data as a result of delays, non-deliveries, miss-deliveries or service interruptions caused by the system or your errors or omissions. Use of any information obtained via the information system is at your own risk. EDCOE specifically disclaims any responsibility for the accuracy of information obtained through its services.
- 7. SECURITY.** If you identify a security problem, notify the system administrator at once. Never demonstrate the problem to other users. Never use another individual’s account or allow another student to use your account. Any user identified as a security risk shall be denied access to the information system.
- 8. VANDALISM.** Vandalism is defined as any malicious attempt to harm or destroy the data, software or hardware of another user, EDCOE, or any other agencies or networks that are connected to the system. This includes, but is not limited to, the uploading or attempted uploading or creation or attempted creation of computer viruses, physical damage to a computer, and hacking. Any vandalism shall result in the loss of computer services, disciplinary action and/or legal referral. Parents or guardians are responsible for property loss or damage [Ed. Code 48900(f)].

**REQUIRED SIGNATURES FOR  
“STUDENT ELECTRONIC INFORMATION RESOURCE CONTRACT”**

*The signature of a parent or guardian who has read this contract is required on the Family Information Checklist, even if a student is 18 years of age.*

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**STUDENT**

I understand and shall abide by the provisions and conditions of this contract. I agree to report any misuse of the information system to the EDCOE system administrator. I understand that any violations of the above provisions may result in disciplinary action, the revoking of my user account, and appropriate legal action.

Student Name (please print): \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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**PARENT OR GUARDIAN**

As the parent or guardian of this student, I have read this contract and understand that it is designed for educational purposes. While EDCOE complies with the Child Internet Protection Act Mandates, I understand that it is impossible for EDCOE to restrict access to all controversial materials, and I shall not hold EDCOE responsible for materials acquired on the network. I agree to report any misuse of the information system to the system administrator. I accept full responsibility for my child’s use of computer software in a school setting. I hereby give my permission to issue an account for my child and certify that the information contained on this form is correct.

Parent or Guardian Name (please print): \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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## Information and Services

**Meals** *Charter College & Career Prep and Charter Home Study* students have access to breakfast and lunches at no cost.

*Charter Connections Academy and Charter University Prep* have access to lunches at no cost.

Meal service at Charter Alternative Programs requires students to order meals ahead of time; please check with the specific program the student attends for its requirements.

**Deliveries to Students** No deliveries are made to students during class time.

**Emergency Messages to Students** Only emergency messages will be delivered to students during school. All emergency messages shall be communicated through site administrators or administrative designees. To avoid interrupting classes, please take care of all communication with your student before he/she leaves for school.

**Insurance** Information about student insurance policies is available from the schools.

**Lost and Found** For lost or found items, contact the school office.

**Student Parking** Student parking is provided at each program. Parking permits may be required and picked up in the school office. Students may not sit in or congregate in the parking area before, during, or after school, including during breaks, lunch, and before or after special events. It is imperative that vehicles are driven cautiously. Failure to do so may result in the loss of on campus driving privileges.

*Charles Brown Education Center:* The parking lot in front of the school is for families and students. Parking for special events is available along Oak Dell Road.

**Student Drop-Off and Pick-Up** Designated areas for families picking-up or dropping-off students in the morning and in the afternoon are available at each program.

**School Pictures** School pictures are arranged through the individual school. Students are notified about this date, usually in early September.

**Work Permits** Students under 18 who hold a part-time job are required by law to obtain a work permit. Work permit forms are available in the School Office. Good attendance, grades, and behavior must be maintained. Permits must be renewed in August or when one's job changes.

**Transportation Services** Transit service is available to students throughout the county. Information on time and fee schedules may be obtained by calling the El Dorado Transit at (530) 642-5383.

### **El Dorado Transit Rules**

Passengers will be limited to one complete loop on the El Dorado County route per boarding. The following rules and regulations will be enforced on all El Dorado Transit (EDT) vehicles:

- No smoking
- No eating or drinking
- No animals except seeing eye dogs

- No playing of radios or other electronic devices
- No skateboards
- No fighting or horseplay
- No profanity
- No vandalism
- No behavior which creates a nuisance for any passenger or driver
- No failure to pay fees
- No behavior which may endanger any passenger or driver, or cause to incite behavior which might endanger any passenger or driver or prevent the safe operation of the EDT vehicle. At any time a passenger is considered to be acting or causing an action which is dangerous to the safe operation of the EDT vehicle, the driver is directed to pull over at the closest, safest location and have the passenger(s) get off of the bus. The driver will report his/her action to the EDT dispatcher. If the passenger is a minor, responsible authorities will be notified immediately. Continued service may be discontinued at the discretion of El Dorado Transit and/or Charter Alternative Programs.

**STUDENTS MAY BE REFUSED SERVICE FOR THE REMAINDER OF THE SCHOOL YEAR OR LONGER AFTER TWO VIOLATIONS OF THE EL DORADO TRANSIT RULES AND REGULATIONS**

### Charter Alternative Programs Services

**Student Study Team (SST)** Student Study Team meetings are scheduled at teacher, administrator, or parent request in an effort to provide assistance for struggling students. The team may be composed of teachers, parents, student, administrator, and psychologist who meet to discuss academic, health, and social issues of concern. Referrals are discussed and appropriate outreach/intervention is made. The cornerstone of the system is confidentiality and caring. For more information, contact your school administrator.

### Tutoring

Tutoring is available at all sites. See your administrator to find out the specific details for your site.

**Special Education and Psychological Services** The Charter Alternative Programs participates as a member district in the El Dorado County Special Education Local Plan (SELPA) and provides Special Education services to eligible students. The school also complies with the guidelines of Section 504 of the Rehabilitation Act of 1973. Psychological Services are available for accessing students who may have special needs. Please contact the school administration for further information.

**Substance Abuse Counseling** Our mental health clinician, Katie Houston, can provide a list of resources. She can be reached at (530) 295-2284. A referral list is also available through *New Morning Counseling* (530) 622-5551.

**Rights of Students in Homeless Situation** Services are available for students and families who find themselves homeless. McKinney-Vento provisions can provide free and reduced meals and transportation for students in order to attend school. For assistance and services, call (530) 295-2259.

### Enrollment:

- The student should be immediately enrolled in school even if they cannot produce records normally required for enrollment.

**Transportation:**

- The student shall be provided transportation within the district's transportation system when the student is residing in the district and the school of origin/attendance is within the district boundaries.
- The district is not obligated to provide transportation to students who continue attending their school of origin after they cease to be homeless.

**Coursework, Credits and Grades:**

- When a homeless student transfers into a district school, the district shall accept and issue full credit for any coursework that the homeless youth has satisfactorily completed while attending another public school, juvenile court school, or nonpublic, nonsectarian school or agency and shall not require the student to retake the course.
- If a student does not complete an entire course, he/she shall be issued partial credits for the coursework completed.
- If partial credit has been issued to a homeless youth student in any particular course, he/she shall be enrolled in the same or equivalent course.

**Graduation Requirements:**

- To obtain a high school diploma, a homeless youth shall complete all courses required by Education Code 51225.3 and fulfill any additional graduation requirements prescribed by the Board.
- When a homeless youth has completed his/her second year of high school transfers into the district from another district or transfers between high schools within the district, he/she may be exempted from district-established graduation requirements, unless the district makes a finding that the student is reasonably able to complete the additional requirements in time to graduate from high school by the end of his/her fourth year of high school.

**Rights of Foster Youth** For information on foster youth services and assistance call (530) 295-2259.

**Enrollment:**

- The student should be immediately enrolled in school even if they cannot produce records normally required for enrollment.

**Transportation:**

- The student may utilize the district's transportation system when the student is residing in the district and the school of origin/attendance is within the district boundaries.
- The student shall not be provided transportation if he/she reside outside the district boundaries or are attending a school outside the district boundaries.

**Coursework, Credit and Grades:**

- When a student transfers into a district school, the district shall accept and issue full credit for any coursework that the foster youth has satisfactorily completed while attending another public school, juvenile court school, or nonpublic, nonsectarian school or agency and shall not require the student to retake the courses.
- If a student does not complete an entire course, he/she shall be issued partial credits for the coursework completed.
- If partial credit has been issued to a foster youth student in any particular course, he/she shall be enrolled in the same or equivalent course.
- The grades of a foster youth shall not be lowered for any absence from school that is due to a decision by a court or placement agency to change the student's placement or for a verified court appearance or related court-ordered activity.

**Graduation Requirements:**

- To obtain a high school diploma, a foster youth shall complete all courses required by Education Code 51225.3 and fulfill any additional graduation requirements prescribed by the Board.

- If a foster youth has completed his/her second year of high school transfers into the district from another district or transfers between high schools he/she may be exempted from district-established graduation requirements, unless the district makes a finding that the student is reasonably able to complete the additional requirements in time to graduate from high school by the end of his/her fourth year of high school.
- If a foster youth is exempted from local graduation requirements, the exemption shall continue to apply after the termination of the court's jurisdiction over the student or if he/she transfers to another school or district.
- If it is found a foster youth can reasonably be able to complete the district's graduation requirements within his/her fifth year to complete the requirements.

(District Administrative Regulation 6173.1, Education for Foster Youth and District Administrative Regulation 1312.3, Uniform Complaint Procedure can be found on the District website: [www.edcoe.org](http://www.edcoe.org))

## Community Resources

Al-Anon/Al-Ateen	916-334-2970	Health Depot	626-3722
Alcoholics Anonymous	622-3500	County Mental Health	621-6290
Narcotics Anonymous	800-240-4956	Mental Health Crisis Line	622-3345
Big Brothers & Big Sisters	626-1222	New Morning Shelter	626-4190
Boys & Girls Club	295-8019	Teen Shelter	626-4190
Child Abuse Reporting	642-7100	Progress House	642-1715
Domestic Violence Hotline	626-1311	Suicide Prevention Hotline	622-3345
El Dorado Transit	642-5383	Women's Center	626-1450
Health Department	621-6100	Women's Crisis Line	626-1131

## Student Attendance

### Attendance Policy

Regular school attendance plays a key role in student achievement. If a student must be absent from school, the absence must be reported to the school.

Attendance for Independent Study Programs (Charter Home Study Academy K-8, Charter Connections Academy, Charter University Prep, and Charter College & Career Prep): All assignments count towards course completion. In an independent study program, there are no excused or unexcused absences. Assignments not completed in a reasonable amount of time after a student returns from an absence will affect the student's grades and/or credits earned.

The following are the only *legal excuses* accepted by the school for absences and/or tardies, per Education Code 48205:

1. Personal illness
2. Quarantine under the direction of the county health officer
3. Medical, dental, optometric, or chiropractic appointments for student and/or student's child
4. Attendance at funeral services of immediate family (1 day in state; 3 days out of state)
5. Participation in religious instruction or exercises in accordance with school policy. The student must attend at least the minimum school day and shall not be excused for more than 4 days per month.

Parents/Guardians may seek approval from the principal or administrator of the school for an anticipated absence for their student when requested in advance with a signed, written note for the following reasons:

1. Attendance at a funeral service
2. Appearance in court
3. Observation of a holiday or ceremony of his/her religion
4. Attendance at religious retreats for no more than four hours during a trimester

### Report Absence

Parents, please call the Front Office between 7:30 and 10:00 am to report an absence.

- Charter College & Career Prep (530) 295-2259
- Charter Home Study Academy TK-8 Academy (530) 622-6984
- Charter University Prep (530) 622-8594
- Charter Connections Academy (530) 622-8594

### Attendance Accounting

A computerized attendance accounting system is used at each school. In order for the system to work properly, it is important that parents call the Office to report all student absences or submit a written note upon the student's return to school. The note should contain the following information:

- full name of student
- date(s) of absence
- reason for absence
- name and/or identity of person providing information
- date of note



## Appointments

Please make every effort to schedule all appointments (including medical and dental) before 7:30a.m. or after 3:00 p.m. If it is necessary to take a student out of school, due to a situation that has arisen, a parent/guardian must sign their child out in the office. The office staff will contact the student and have him/her come to the office to meet you.

## Notification of Tardiness or Unexcused Absences

When a student is absent for a full day and the absence has not been verified, office staff will attempt to contact the parent within 48 hours. Absences and tardies are reflected on report cards.

## Emergency Cards

Emergency cards are the school's most efficient method of contacting a student's parent/guardian in the event of an emergency. Students will not be allowed to leave the school premises with anyone other than a parent/guardian or a designee listed on the student's emergency card.

In case of a medical emergency, when parents or emergency contacts cannot be contacted, 911 will be called and the necessary treatment will be administered.

## Parent Contact

Parents may request to have all school correspondence mailed to their work address. Parents may also request that all phone calls regarding attendance be made during the day or evening. These options may be requested by writing to the school. Include the appropriate addresses and phone numbers.

## Attendance Errors

Students aware of an error in reporting his/her absence should obtain written verification from the teacher and return it to the school.

## Early Dismissal

If a student must leave school early for any reason, the student must be signed out, and picked up, in the office prior to departure. Parent approval is required for early dismissal.

## Tardies

A student is tardy when they have arrived after school has started. Students who arrive tardy upon (whether excused or not) must sign in at the office. Students are given sufficient time to travel between classes and are expected to be seated when class begins. Being on time is an important habit for students to develop. Students who arrive late to class are responsible for being sure that the teacher has corrected the attendance record. Students who are habitually tardy to class are subject to disciplinary action taken by instructional staff, by an administrator, or by the administrative designee. Students arriving more than 10 minutes late to class are marked absent but must remain in class to participate in the learning process and to comply with State law. Students should clear absences with the office and their teacher. Staff may also compel students to lose an appropriate amount of non-instructional time to make-up missed work, to receive additional instruction, or as a matter of discipline.

## Unexcused Absences

Unexcused absences are absences that are not verified by the parent/guardian. It is the parent's responsibility to send his/her son/daughter to school until the student is 18 years old.

## Truant Absences

Students are classified as truant if they are absent from school without a valid excuse for 3 full days in one school year; or tardy or absent for more than any 30-minute period during the school day (without a valid excuse) on three occasions in one school year; or any combination thereof. For a student reported as a habitual truant, referral may be made to the School Attendance Review Board (SARB), which has the option of filing an application for petition with the El Dorado County Probation Department, or a complaint may be filed against the parent/guardian in the Justice Court.

## Chronic/Prolonged Illness

The office should be notified as soon as possible about extensive absences caused by health problems. Frequent absences due to illness must have verification from a health care provider. Parents should contact the school to obtain homework. If a long-term illness (2 or more weeks) is anticipated, the parent should arrange for home/hospital teaching through the district of residence office.

## Student Attendance During Lunch

*Charter College & Career Prep & Charter Home Study Academy K-8* - The Board of Trustees requires students to remain on campus during lunch periods.

*Charter Connections Academy and Charter University Prep* - Independent Study Programs have students arriving and leaving throughout the day. Students must follow all legal requirements regarding driving with other minors and passengers in vehicles.

## SARB (School Attendance Review Board)

When a student has persistent problems in school relating to attendance, behavior, or academic performance, and when the normal avenues of classroom and school counseling do not resolve the situation, the student will be referred to SARB so that appropriate community resources can be brought together to address the problem.

## Student Behavior Expectations

In keeping with Education Code 48900, Charter Alternative Programs strives to maintain a positive learning environment for all students.

Parents and students should note that students are accountable for their behavior related to school activity or attendance which occur at any time including, but not limited to, while on school grounds (including school parking lots and areas near campus), while going to or coming from school, during the lunch period, whether on or off campus, and during or while going to or coming from a school-sponsored activity.

## Cheating/Plagiarism Policy

Cheating is defined as any use or attempt to use the work efforts of another student, with or without the consent of that student, or any previously published material (including teacher's editions) to benefit one's grade status. Both (or all) students involved in a cheating incident will be held accountable for the consequences, i.e., zero on papers. This situation is differentiated from an assigned group project in which all students' names appear on the final product and each is given equal credit for work completed. Students involved in cheating will receive a zero and the parent or guardian will be contacted.

Plagiarism is using someone else's writings or ideas as if they are your own. Cutting and pasting from the Internet is not research, it is plagiarism. Incidents of plagiarism will have the same consequence as cheating. Multiple incidents of cheating and/or plagiarism may result in the student being dropped from the course or being given zero credit. It is up to the discretion of the teacher and the administrator.

### Electronic Devices

Cell phones are to be silenced and put away while in the school buildings. Texting is not permitted during class, while in school buildings, or during special events. In addition, at Charter Home Study Academy K-8 cell phones or other electronic devices may not be used during breaks or lunch.

Digital media devices such as iPods/iPhones, MP3/MP4 players, speakers that attach to a digital media device, etc. may be used ONLY during lunch and break. They are not allowed during class. They are for personal use and should not pose a distraction for others. The school will not investigate or participate in attempts to recover such lost or stolen items.

### Skateboards, Scooters, and Bicycles

These items should not be brought to school unless used for transportation to and from school. They often cause campus disruption and are frequently misplaced or stolen. If they are brought to school, skateboards and scooters must not be used and need to be stored in designated areas at each program. **The school will not investigate or participate in attempts to recover such lost or stolen items.**

### Personal Items

Personal items brought to school such as, but not limited to, hats, backpacks, purses, electronic equipment, etc. are the responsibility of the owner. **The school will not investigate or participate in attempts to recover such lost or stolen items.**

### Student Transfer and/or Discipline

Students with behavioral, attendance, or academic issues, at the discretion of the site administrator and the Executive Director, may be transferred to a different program within Charter Alternative Programs with the goal of meeting their educational needs.

Participation in graduation ceremonies is a privilege. Excessive discipline or behavior issues during the school year, in particular, misbehavior at graduation practice; is grounds for the student's loss of that privilege.

### Student Dress Code

Our priority is to provide a school environment that promotes a safe, academic environment for our students, families, and staff. As we prepare students for future endeavors, we strive to provide a learning environment that respects individuality while emphasizing safe and appropriate dress for both school and work environments. Students and parents/guardians shall be informed about dress and grooming standards upon enrollment and whenever these standards are revised. A student who violates these standards shall be subject to appropriate disciplinary action. Site administrators or designees will determine the appropriateness of clothing, accessories, and personal items.

The Board expects that students will present themselves in an orderly manner conducive to the advancement of education. Student appearance should be neat and acceptable to general society.

Clothing, accessories, and personal items must allow for the safe participation in courses or school activities. Students are free to express themselves through appropriate dress; however, Charter Alternative Programs prohibits the wearing of gang-related clothing or other clothing representing such an alliance. The wearing of clothing which would promote or incite unlawful or inappropriate conduct is prohibited.(BP 5230)

## Health and Safety

### Tobacco & Drug Use Prohibited

Pursuant to California ED Code 48900, 48901 and Business and Professions Code 22950.5, the El Dorado County Office of Education prohibits the use of all drug paraphernalia, products containing alcohol, and tobacco products. "Tobacco Products" include:

- A product containing, made or derived from tobacco or nicotine that is intended for human consumption whether smoked, heated, chewed, absorbed, dissolved, inhaled, snorted, sniffed, or ingested by other means, including (but not limited to): cigarettes, cigars, little cigars, chewing tobacco, pipe tobacco or snuff
- An electronic device that delivers nicotine or other vaporized liquids to the person inhaling from the device, including (but not limited to): an electronic cigarette, cigar, pipe, or hookah
- Any component, part, or accessory of a tobacco product whether or not sold separately.

### Medication at School

When school employees give medication to a student, they must be acting in accordance with the written directions of a physician and with the written permission of the parent or legal guardian. An authorization form for this purpose is available in the office. This form must be renewed whenever a prescription changes and at the beginning of each school year. The prescription label on the medication is not acceptable as a physician's statement.

Over-the-counter medications can be given if prescribed by a physician and if the authorization form is completed.

All medication must be in the original container and will be kept in a locked drawer in the office. This includes non-prescription medication.

Students are not permitted to have medication in their possession at school. Only if the student's well-being is in jeopardy may they carry the medication. In this case, we must have written notification from the physician on the authorization form.

### Weapons

At no time are weapons allowed on campus; weapons include but are not limited to, knives, guns, clubs, brass knuckles, martial art equipment, and other items as determined by administrator. Students bringing a weapon on campus or to any school related function, including transit, will be immediately referred to the El Dorado County Sheriff's Office.

### Discrimination, Harassment, Sexual Harassment, Intimidation, and Bullying/Cyber Bullying

The El Dorado County Office of Education and its schools prohibit unlawful discrimination, harassment (sexual or otherwise), intimidation, and bullying. Students and parents should report such incidents to the school administration. School personnel will take immediate steps to intervene when he/she witnesses an act of discrimination, harassment, intimidation, or bullying. School personnel will

investigate all allegations of discrimination and implement corrective actions whenever necessary or appropriate, including retaining confidential documentation of complaints and resolution.

Policies prohibiting discrimination, harassment, intimidation, and bullying are available in our school offices or can be provided upon request.

Students and parents should be aware that the inappropriate use of electronic information resources can be a violation of local, state, and federal laws. Violations can lead to prosecution.

Cyber bullying includes the transmission of harassing communications, direct threats, or other harmful texts, sounds, or images on the Internet, social media, or other technologies using a telephone, computer, or any wireless communications device. Cyber bullying also includes breaking into another person's identity in order to damage that person's reputation.

### Unapproved Video and Photo

The Legislature finds that the use by any person, including a pupil, of any electronic listening or recording device in any classroom of the elementary and secondary schools without the prior consent of the teacher and the principal of the school given to promote an educational purpose disrupts and impairs the teaching process and discipline in the elementary and secondary schools, and such use is prohibited. Any person, other than a pupil, who willfully violates this section shall be guilty of a misdemeanor.

Any pupil violating this section shall be subject to appropriate disciplinary action. (EC 51512).

This section shall not be construed as affecting the powers, rights, and liabilities arising from the use of electronic listening or recording devices as provided for by any other provision of law.  
(Enacted by Stats. 1976, Ch. 1010.)

### Closed Campus

*Charter College & Career Prep and Charter Home Study Academy K-8* - In order to keep students in a safe and supervised environment these campuses are closed. Students who leave school without authorization shall be classified truant and subject to disciplinary action.

Students may not leave the school grounds at any time during school hours without written permission of their parent/guardian and school authorities.

- Students must stay on the school grounds from the time they arrive until they are dismissed, picked up by a parent/guardian upon check out by the office staff or leave on the bus.
- Students will be released only to those authorized, in writing, by a parent/guardian.

## Charter Alternative Programs

### Charter College & Career Prep

El Dorado County Office of Education  
6767 Green Valley Rd  
Placerville, CA 95667

**(530)295-2259**

Attendance: (530)295-2259  
Fax: (530)642-0492  
Website: <http://ccp.edcoe.org>

Principal: Maria Osborne  
Assistant Principal: Dr. Kimberly Doyle

#### Overview:

Charter College & Career Prep (CCP) serves students in grades 7 – 12. Students attend a full day academic program where they can successfully earn a middle and high school diploma following California State Standards through engaging and rigorous curriculum. In addition, a variety of hands on electives is offered to engage student imaginations. Among CCP's priorities is to develop college and work ready skills, as well as provide advanced education opportunities that broaden options to succeed in the 21<sup>st</sup> century.

The program offers many advantages:

- Accelerated graduation opportunities
- Advanced instructional technology, including options for online learning
- Credit recovery
- Academic Planning Guide, including targeted remediation in Language Arts and math
- Positive opportunities to become involved
- Hands on innovative electives

#### Mission Statement:

The mission of Charter College & Career Prep is centered on Student College and Career success. We provide an engaging, rigorous, hands-on learning culture that develops innovative 21<sup>st</sup> Century citizens to compete in an ever-changing world.

### Charter Home Study Academy K-8

Charles Brown Education Center  
6520 Oak Dell Rd  
El Dorado, CA 95623

Mailing Address:  
6767 Green Valley Rd  
Placerville, CA 95667

**(530)622-6984**

Attendance: (530)622-6984  
Fax: (530)642-0654  
Website: <http://chsa.edcoe.org>

Program Administrator: Steve Bryant

#### Overview:

Our WASC accredited Charter Home Study Academy K- 8 provides an outstanding home study program. The program was created as a public school option to provide resources and support for those families choosing to educate their children at home. Staff and parents work together collaboratively to ensure that each student's academic needs are met. Families meet regularly with a credentialed teacher, whose responsibilities include providing resources and support, and assisting in assessing student academic progress. Each student's academic progress is carefully reviewed on a regular basis, and an individualized academic plan is created and monitored by a highly qualified teacher.

Charter Home Study Academy K-8 follows the California State Standards in the core academic areas of language arts, math, science, and social studies, ensuring that students are prepared for 8th grade completion and a successful transition to high school.

#### Mission Statement:

Charter Home Study Academy K-8 supports and invests in families who choose to be active participants in their children's education. Staff, students, and their families use a team approach to recognize, encourage, and develop individual potential as a limitless resource. We build foundational skills, empowering students to find solutions and adapt to the challenges of an ever-changing world. Together we educate the whole child in an inspiring and nurturing environment where students have an opportunity to flourish.

## Charter Connection Academy

Charles Brown Education Center  
6520 Oak Dell Rd  
El Dorado, CA 95623

Mailing Address:  
6767 Green Valley Rd  
Placerville, CA 95667

**(530)622-7130 x2532**

Attendance:(530)622-7130 x2532

Website: <http://cca.edcoe.org>

Principal: Carrie Bisgard

### Overview:

Charter Connections Academy (CCA) 9-12, where we have been serving high school students since 1993. We offer a variety of ways for students to learn and progress towards their academic and career goals. Please take a look at our FAQ page at [cca.edcoe.org](http://cca.edcoe.org) to get a feel for what we do.

- Most of our students take a full load of on-site courses meeting either Monday/Wednesday (11-12th grade) or Tuesday/Thursday (9-10th grade).
- Students may also take independent study online courses, R.O.P., community college courses, or advanced courses at Charter University Prep.
- Our classes and personalized attention to student goals make CCA an outstanding choice for students who want a solid high school education with a focus on preparing them for success in their careers.
- Students meet with supervising teachers on a regular basis and have access to daily tutoring on site.

### Mission Statement:

Our mission is to create a supportive educational environment. We provide flexible pathways which prepare students to flourish in academic and vocational pursuits upon graduation.

## Charter University Prep

Charles Brown Education Center  
6520 Oak Dell Rd  
El Dorado, CA 95623

Mailing Address:  
6767 Green Valley Rd  
Placerville, CA 95667

**(530)622-8594**

Attendance: (530)622-8594

Website: <http://cup.edcoe.org>

Principal: Carrie Bisgard

### Overview:

Charter University Prep school is simply what our name states, a preparation program for students to be successful at the University level. Our format is set up like that of a University. Students attend classes twice weekly and take college preparatory classes. We have been offering an outstanding educational option for students since 1999. Our students are excellent young people who have a desire to pursue their education in a supportive environment where teachers know them, peer pressure is positive, and the role of the parent does not take second chair in their lives. Please take a look at our FAQ page at [cup.edcoe.org](http://cup.edcoe.org) to get a feel for what we do.

### Mission Statement

Our mission is to create a supportive educational environment. We provide flexible pathways which prepare students to flourish in academic and vocational pursuits upon graduation.

# CHARTER ALTERNATIVE PROGRAM

## 2022 - 2023 Charter Student Calendar

Charter Home Study Academy (K-8); Charter College & Career Prep (7-12)  
Charter University Prep (7-12); Charter Connections Academy (9-12)

JUL 22

M	T	W	T	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

AUG 22

M	T	W	T	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30	31		

SEP 22

M	T	W	T	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

OCT 22

M	T	W	T	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
31				

NOV 22

M	T	W	T	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30		

DEC 22

M	T	W	T	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

JAN 23

M	T	W	T	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30	31			

FEB 23

M	T	W	T	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28			

MAR 23

M	T	W	T	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	31

APR 23

M	T	W	T	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28







MAY 23

M	T	W	T	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30	31		

JUN 23

M	T	W	T	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

AUG	9	1st day back for Certificated and 10-month Classified
AUG	10	First Day of School for Students
SEP	5	Labor Day Holiday
OCT	7	End of First Quarter
OCT	14	Teacher Workday
NOV	11	Veterans' Day Holiday
	21-25	Thanksgiving Break: Students, Certificated, 10/11-month Classified
DEC	20	End of Second Quarter / First Semester
	21-30	Winter Break
	24	Christmas Day Holiday (Observed)
JAN	2-6	Winter Break
	2	New Years Day Holiday (Observed)
	18	Martin Luther King Day Holiday
FEB	17	Lincoln Day Holiday
	20	Washington Day Holiday
MAR	10	End of Third Quarter
	17	Teacher Workday
APR	3-7	Spring Break
MAY	31	Last Day of School: Students, Certificated, 10-month Classified
	29	Memorial Day Holiday
	TBD	Graduations
JUN	TBD	Summer School (Tentative)

	First day back for Certificated and 10-month Classified
	First Day/Last Day of School
	Breaks / No School for Students, Certificated, or 10/11-month Classified
	End of Quarter / Semester
	Teacher Workday (NO Students)
	Legal Holidays

**183** = Total Certificated Days  
**180** = Total Student Days

\* Make-up days are considered school days for all students and staff unless the school DID NOT close due to snow, power outage, or other emergency. Spring Break will be extended if make-up days are not needed.



## NOTICE TO PARENTS AND GUARDIANS 2022-2023

As required by law (Education Code Sections [EC] 48980 - 48985), you are hereby notified of the following:

**1. Absence for Religious Exercise:**

With the written consent of their parents or guardians, pupils may be excused from school for religious purposes at a place away from school property and after the pupil has attended school for a minimum day. [EC 46014].

**2. Excuse From Instruction:**

High schools may grant permission to students to leave school grounds during lunch periods after notice is sent to parents

A pupil may refuse to participate in animal dissection and experimentation with parent written substantiation. [EC 32255.1 and 32255 - 32255.6].

**3. Grade Reduction:**

No pupil may have his/her grade reduced or lose academic credit for any absence or absences excused pursuant to EC 48205 when missed assignments and tests, that can reasonably be provided, are satisfactorily completed within a reasonable period of time [EC 48980(i)]. (Full text of EC 48205 Attachment -1)

**4. Individualized Instruction Due to Temporary Disability:**

A pupil with a temporary disability shall be cause for a pupil to receive individual instruction. [EC 48206.3 et seq.].

**5. Notification of Minimum and Pupil Free Staff Development School Days:**

The schedule of minimum days and pupil free staff development days for schools within the District/County Office of Education (COE) is attached (Attachment – 2). Parents/guardians will be notified of minimum days and pupil-free staff development days not yet scheduled at least one month before the scheduled minimum or pupil-free day. [EC 48980(c)].

**6. Residence When Hospitalized:**

Notwithstanding compulsory education requirements, a pupil with a temporary disability who is in a hospital or other residential health facility, except for a state hospital, which is located outside of the school district in which the pupil's parent/guardian resides, shall be deemed to have complied with the residency requirements for school attendance in the school district in which the hospital is located. It shall be the primary responsibility of the parent/guardian of a pupil with temporary disability to notify the school district in which the pupil is deemed to reside of the pupil's presence in a qualifying hospital. [EC 48207; 48208].

**7. Required Pupil Immunization:**

School districts shall not unconditionally admit any student to a district elementary or secondary school, preschool, or childcare and development program for the first time nor, after July 1, 2016, admit or advance any student to the 7th grade level unless the student has been fully immunized. The student shall present documentation of full immunization, in accordance with the age/grade and dose required by the California Dept. of Public Health and Health and Safety Code Section 120335.

**8. Immunization for Communicable Disease:**

The school district, while cooperating with the local health officer, may permit a licensed physician and surgeon or other statutorily authorized health care practitioner to immunize pupils for a communicable disease with the written consent of a parent for a licensed physician and surgeon or health care practitioner. [EC 49403].

**9. Administration of Medication:**

Medication prescribed for a child to be administered during the regular school day may be assisted by a school nurse or other designated school personnel if the school district receives a written detailed statement from the physician and surgeon or physician assistant and a written parental request. Pupils may carry and self-administer prescription auto-injectable epinephrine or inhaled asthma medication provided that written orders from the physician and surgeon or physician assistant (including a statement that the pupil is able to self-administer such medication), and written parental consent to the self-administration (including a release allowing a school nurse or other designated school personnel to consult with pupil's health care provider about the medication, and releasing the school district and school personnel from potential civil liability). [EC 49423; 49423.1].

**10. Continuing Medication:**

A pupil is required to inform the District/COE of any medication being taken, the current dosage, and the name of the supervising physician, if the pupil is on a continuing medication regimen for a non-episodic condition. The school nurse may communicate

with the physician and may counsel with school personnel regarding the possible effects of the drug on the child's physical, intellectual, and social behavior, as well as possible behavioral signs and symptoms of adverse side effects, omission, or overdose if provided consent by the pupil's parent or legal guardian. [EC 49480].

**11. Physical Examinations:**

Every child shall, within 90 days after entrance into the first grade, provide a certificate signed by a physician documenting that within the prior 18 months the child has received the appropriate health screening and evaluation services, unless the parent/guardian has filed a written waiver with the District/COE. However, a child may be excluded from attendance if, for good reason, he/she is believed to be suffering from a recognized contagious or infectious disease and shall not be permitted to return until the school authorities are satisfied that any contagious or infectious disease does not exist. Free health screening is available for low income children for up to 18 months prior to entry into first grade. Parents are encouraged to obtain required health screenings simultaneously with required immunizations. [H.&S.C. 124085; 124105; EC 49451]. Specific information on type 2 diabetes is available at [www.cde.ca.gov/ls/he/hn/type2diabetes.asp](http://www.cde.ca.gov/ls/he/hn/type2diabetes.asp). It is recommended that students possibly suffering from type 2 diabetes or having warning signs should be screened. [EC 49452.7].

**12. Health Assessments and Evaluations:**

Vision and hearing screening for a pupil by the school nurse or other qualified individual is provided during selected grade levels. A pupil whose first enrollment or entry occurs in grade 4 or 7 shall not be required to be appraised in the year immediately following the pupil's first enrollment or entry. Scoliosis screening may be provided to girls in grade 7 and boys in grade 8. By May 31 of the school year, pupils when first enrolled in public schools are required to provide proof of an oral health assessment (within 12 months prior to enrollment) by a licensed dentist or other licensed or registered dental health professional. [EC 49452; 49452.5; 49454; 49455].

Any pupil, while enrolled in kindergarten, or while enrolled in first grade if the pupil was not previously enrolled in kindergarten, unless excused, must present proof no later than May 31 of the school year of having received an oral assessment by a licensed dentist or other licensed or registered dental health professional. The assessment must be performed no earlier than 12 months prior to initial enrollment of the pupil. Parents/guardians of such pupils will be notified of this assessment requirement [EC 49452.8].

**13. Medical and Hospital Services:**

The District/COE may provide, or make available, medical and/or hospital services for pupils injured at school or school-sponsored events or while being transported to same. [EC 49472]. Schools may release pupils, in grades 7 through 12 only, for the purpose of obtaining confidential medical services without the consent of the pupil's parent or guardian. [EC 46010.1].

**14. Student Nutrition Program:**

Free or reduced-price meals may be available upon application to students receiving public assistance. [EC 49500 et seq.; 49510 et seq.].

**15. Fingerprinting:**

The District/COE may provide a fingerprinting program for kindergarten or newly enrolled pupils. [EC 32390; 48980(e)].

**16. Pupil Records:**

Parents have a right to access all records relating to their children. The procedure used by the District/COE regarding the establishment and maintenance, transfer, access, challenge, and modification of pupil records is available to parents upon request. [EC 49063; 49069.7; 49070]. Certain directory information concerning pupils is also available to individuals other than parents. [EC 49073]. (Attachment – 3) Upon written request from the parent, the District/COE will withhold directory information about the student.

**17. District/COE Pupil Discipline Rules:**

The rules used by the District/COE pertaining to student discipline are available to all parents upon request. [EC 35291]. The rules may require that the parent of a suspended pupil may be required to attend a portion of a school day in the child's classroom. [EC 48900.1].

**18. Nondiscrimination:**

The District/COE does not discriminate on the basis of disability, gender, gender identity, gender expression, nationality, race or ethnicity, religion, sexual orientation, age, immigration status, actual or potential parental, family, or marital status, pregnancy, childbirth, false pregnancy, termination of pregnancy, or recovery therefrom, or association with a person or a group with one or more of these actual or perceived characteristics, in any of its policies, practices, or procedures, programs, or activities, in compliance with Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973 and the Age Discrimination Act of 1975, and related laws and regulations. [EC 200; 221.51]. This

nondiscrimination policy covers admission and access to, and treatment and employment in, District/COE programs and activities, including vocational education. Inquiries regarding the equal opportunity policies, the filing of grievances or complaints, or to request a copy, free of charge, of the procedures covering discrimination complaints may be directed to the District/County Superintendent of Schools, the District Title IX Coordinator, or the Office of Civil Rights, as appropriate. The lack of English language skills will not be a barrier to the admission and participation in District/COE programs. The District's Title IX Coordinator may be contacted at Amy Anderson, EDCOE HR Executive Director 530-295-2250, 6767 Green Valley Road, Placerville CA 95667

**19. Services to Students Who are Deaf, Hard of Hearing, Blind, Visually Impaired, or Deaf-Blind:**

Services are provided by the State Special Schools. Assessment services and technical assistance are also offered. For more information about the State Special Schools, please visit the California Department of Education Web site at [www.cde.ca.gov/sp/ss/](http://www.cde.ca.gov/sp/ss/) or ask for more information from members of your child's Individualized Education Program (IEP) team.

**20. Compulsory Education:**

Each person between the ages of 6 and 18 years, not exempted under the provisions of Education Code, is subject to compulsory full-time education.

**21. Residency Requirements-School Attendance Options:**

A pupil complies with the residency requirements for school attendance in a school district, if he or she is any of the following:

A pupil who is a child of a military family pursuant to EC 48204.6;

A pupil placed within the boundaries of that school district in a regularly established licensed children's institution or a licensed foster home as defined in EC 56155.5 or a family home pursuant to a commitment or placement under Chapter 2 (Section 200) of Part 1 of Division 2 of the Welfare and Institutions Code;

A pupil who is a foster child who remains in his or her school of origin pursuant to EC 48853.5(f) and (g);

A pupil for whom interdistrict attendance has been approved pursuant to Chapter 5 (Section 46600) of Part 26;

A pupil whose residence is located within the boundaries of that school district and whose parent or legal guardian is relieved of responsibility, control, and authority through emancipation;

A pupil who lives in the home of a caregiving adult that is located within the boundaries of that school district. Execution of an affidavit under penalty of perjury pursuant to Part 1.5 (Section 6550) of Division 11 of the Family Code by the caregiving adult is a sufficient basis for a determination that the pupil lives in the caregiver's home, unless the school district determines from actual facts that the pupil is not living in the caregiver's home;

A pupil residing in a state hospital located within the boundaries of that school district;

A pupil whose parent or legal guardian resides outside of the boundaries of that school district but is employed and lives with the pupil at the place of his or her employment within the boundaries of the school district for a minimum of three days during the school week;

Once a pupil is deemed to have complied with the residency requirements for school attendance pursuant to this subdivision and is enrolled in a school in a school district the boundaries of which include the location where at least one parent or the legal guardian of a pupil is physically employed, the pupil does not have to reapply in the next school year to attend a school within that school district and the governing board of the school district shall allow the pupil to attend school through grade 12 in that school district if the parent or legal guardian so chooses and if at least one parent or the legal guardian of the pupil continues to be physically employed by an employer situated within the attendance boundaries of the school district, subject to EC 48204 (b)(2) to (7), inclusive.

A school district may deem a pupil to have complied with the residency requirements for school attendance in the school district if at least one parent or the legal guardian of the pupil is physically employed within the boundaries of that school district for a minimum of 10 hours during the school week. [EC 48204].

**22. Notice of Alternative Schools:**

California law authorizes all school districts to provide for alternative schools. [EC 58501].

**23. Excuse from Sexual Health Education, HIV Education and Related Assessments:**

Parents or guardians of a pupil have the right to excuse their child from all or part of comprehensive sexual health education, HIV prevention education, and assessments related to that education through a passive consent ("opt out") process. A request to excuse your child must be made in writing to the school district. [EC 51938]. You are hereby notified that:

Educational materials used in comprehensive sexual health education and HIV prevention education are available for inspection.

Comprehensive sexual health education or HIV prevention education will be taught by school district personnel and/or by outside consultants.

You have a right to request a copy of EC Part 28, Chapter 5.6 – California Healthy Youth Act.

If the District/COE elects to provide comprehensive sexual health education or HIV prevention education by outside consultants, and/or by holding an assembly to deliver comprehensive sexual health education or HIV prevention education by guest speakers, the notice shall include the date of the instruction, the name of the organization or affiliation of each guest speaker, and information stating the right of the parent or guardian to request a copy of EC 51938, 51933, and 51934.

#### **24. Pregnant and Parenting Students:**

The District/COE will not exclude nor deny any pupil from any educational program or activity, including class or extracurricular activity, solely on the basis of the pupil's pregnancy, childbirth, false pregnancy, termination of pregnancy, or recovery therefrom [EC 221.51; 222.5; 46015]. Pregnant and parenting pupils are entitled to the following:

Have their pregnancy, childbirth, false pregnancy, termination of pregnancy, and recovery therefrom treated in the same manner and under the same policies as any other temporary disabling condition;

Provided with eight weeks of parental leave, (or more if medically necessary) which the pupil may take before the birth of the pupil'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 pupil who gives or expects to give birth and the infant, and to allow the pregnant or parenting pupil to care for and bond with the infant;

Return to the school and the course of study in which he or she was enrolled before taking parental leave and opportunities to make up work missed during his or her leave, including, but not limited to, makeup work plans and reenrollment in courses;

Remain enrolled for a fifth year of instruction in the school in which the pupil was previously enrolled when it is necessary in order for the pupil to be able to complete state and any local graduation requirements, unless the District/COE makes a finding that the pupil is reasonably able to complete the local educational agency's graduation requirements in time to graduate from high school by the end of the pupil's fourth year of high school;

Provided with alternative education options should the pupil decide not to return from leave; and

Not incur an academic penalty as a result of his or her use of the accommodations.

A complaint for noncompliance may be filed under the District/COE's Uniform Complain Procedures. [See Paragraph 25].

#### **25. Uniform Complaint Procedures "UCP":**

The District/COE maintains a uniform complaint procedure for investigating complaints of: (1) discrimination on the basis of, but not limited to, age, sex, sexual orientation, ethnic group identification, race, ancestry, national origin, religion, color, pupil parenting or pregnancy and/or childbirth, or mental or physical disability; (2) complaints of violations of the laws and regulations governing consolidated categorical aid programs, Adult Education, Career/Technical Education, Child Development, Special Education and Nutrition services; (3) impermissible pupil fees [EC 49010-49013]; and/or (4) violation of state and/or federal law. The District/COE has designated compliance officers to receive and investigate uniform complaints that fall within these categories and ensure compliance with law.

Any individual, public agency, or organization may file a written complaint. Complaints alleging unlawful discrimination shall be initiated not later than six months from the date the alleged discrimination occurred, or the date the complainant first obtained knowledge of the facts of the alleged discrimination. Copies of the complaint form are available from the school or District/COE office. After filling out the complaint form, it should be directed to the District/COE compliance officer, Kevin Monsma, Deputy Superintendent, EDCOE. 6767 Green Valley Rd., Placerville CA 95667 530- 295-2261. The compliance officer will investigate the complaint and provide a written report of the investigation and decision within 60 calendar days.

If dissatisfied with the District's/COE's decision, the complainant may also appeal in writing to the California Department of Education (CDE) within 15 days of receiving the District's/COE's decision.

A complainant may seek assistance from mediation centers or public/private interest attorneys. Civil law remedies that may be imposed by a state or federal court include, but are not limited to, injunctions and restraining orders. In a complaint of unlawful discrimination, complainant may seek civil law remedies no sooner than 60 days from the filing of an appeal with CDE, except that such time limitation does not apply to injunctive relief.

Additionally, any individual, public agency, or organization may file complaints about specified situations pertaining to instructional materials, emergency, or urgent facilities conditions that pose a threat to the health and safety of pupils or staff, and teacher vacancies or misassignments. Such complaints ("Williams Complaints") are subject to a different complaint procedure. Such a complaint may be filed anonymously.

For more information concerning the filing of uniform complaints, copies of the Board Policies and Administrative Regulations pertaining to these complaint procedures are available upon request at the school or District/COE offices free of charge, or on the District/COE website at <https://edcoe.org/uniform-complaint-procedures> [5 CCR 4600 et seq.].

**26. Sexual Harassment Policy:**

Reports of alleged pupil sexual harassment in violation of District/COE policy or federal or state law will be handled pursuant to the attached policies and procedures established by the District/COE. The District/COE shall be responsible for providing written procedures regarding the process for reporting, investigating, and resolving such complaints. [EC 48980(f), 212.5, 231.5]. (Attachment - 4)

**27. School Accountability Report Card:**

On or before February 1 of each year, parents are entitled to an updated hard copy of the School Accountability Report Card, which is available upon request. [EC 35256].

**28. Curriculum:**

The curriculum, including titles, descriptions, and instructional aims of every course offered by a public school shall be compiled at least once annually in a prospectus. The prospectus is available for review upon request and for copying at a reasonable charge. [EC 49091.14; 49063(k)].

**29. Grants for Advanced Placement Tests:**

Needy pupils may be eligible for state grants to cover the costs of advanced placement examinations. Contact the school for eligibility information. [EC 48980(j)].

**30. Homeless and Foster Youth:**

Information regarding educational options for homeless youth and foster youth is available by contacting the District/COE. [EC 48850 et seq.].

**31. Pesticides:**

The names of all pesticide products expected to be applied at the school site during the upcoming year are set forth on the attached list. Information on pesticides and pesticide use reduction developed by CA Dept. of Pesticide Regulation is available at [www.cdpr.ca.gov/schoolipm](http://www.cdpr.ca.gov/schoolipm). You may register with the school site if you wish to receive notification of individual pesticide applications at the school site. You have the right to view a copy of the school site plan at the following website address <https://ccp.edcoe.org/academics/integrated-pest-management-plan> : [EC 17612, 48980.3].

**32. Asbestos:**

You have the right to obtain an updated Management Plan for asbestos-containing material at your school site [40 CFR 763.93(g)(4); EC 49410 et seq.].

**33. Tobacco-Free Campus:**

Contact the school for information about the District/COE's tobacco-free campus policy, if any, and enforcement procedures. [H.&S. 104420].

**34. College Admission Requirements, Higher Education Information, and Career Technical Education:**

(Districts offering grades 9-12) [EC 48980(l); 51229] (District Attachment – 5)

**35. Statutory Attendance Options:**

California law requires school districts to provide an education to any pupil who resides within the district's attendance area. Although pupils have the right to a free, public education, the law does not guarantee that a pupil can attend the school of his or her choice, or even the neighborhood school.

Existing statutory attendance options include interdistrict transfer, Allen transfer, intradistrict transfer, open enrollment, ESSA, and District of Choice. Parents/guardians should contact the District/COE regarding any and all enrollment options.

Interdistrict Transfer

A pupil may attend a school in a district other than the pupil's district of residence pursuant to an interdistrict agreement between the district of residence and district of desired attendance. Each school district has adopted policies regarding interdistrict attendance. Parents/guardians wishing to enroll their pupil at a school district outside of their resident school district may obtain an application for interdistrict attendance transfer from the District/COE. Interdistrict transfer agreements must be approved by both the pupil's school district of residence and the school district to which the pupil seeks to transfer. The agreement may include terms or conditions. It is within the authority of either the school district of residence or the receiving school district to revoke an interdistrict transfer/reciprocal agreement at any time for any reason the school district governing board or school district superintendent deems appropriate. If a request for an interdistrict transfer agreement is denied, the pupil's

parents/guardians may file an appeal to the county office of education in the pupil's school district of residence within 30 days of receipt of the official notice of denial of the transfer.

#### Allen Transfer

Education Code section 48204(b) permits a school district to deem a pupil to have complied with the residency requirements for attendance if at least one parent or the legal guardian of the pupil is physically employed within the boundaries of that school district for a minimum of 10 hours during the school week. School districts within which at least one parent/guardian of a pupil is employed are not required to admit the pupil to its schools. Once admitted the pupil may attend school in the district in which the parent or guardian is employed through grade 12 so long as the parent or guardian continues to be physically employed by an employer situated within the attendance boundaries of the school district, subject to certain conditions specified in EC 48204. As a resident, the pupil does not have to reapply for the transfer to be valid.

#### Intradistrict Transfer

An intradistrict transfer applies when parents/guardians wish to register/admit/enroll their pupil(s) at a school other than the designated school that is in their attendance area within their school district. Each school district shall adopt rules and regulations establishing a policy of open enrollment within the district for residents of the district. This requirement does not apply to a school district that has only one school or a school district with schools that do not serve any of the same grade levels. Education Code section 35160.5(b) permits parents to indicate a preference for the school that their child will attend, irrespective of the child's place of residence within the school district.

To the extent required and financed by federal law and at the request of the pupil's parent or guardian, each school district shall provide transportation assistance to the pupil. [EC 35160.5(b)(4)].

#### Open Enrollment

The Open Enrollment Act [EC 48350-48361] provides an option to pupils attending low-achieving schools within their "school district of residence" to enroll in schools with higher Academic Performance Indices (API). The Superintendent of Public Instruction creates an annual list of schools subject to the provisions of the Open Enrollment Act. Parents/guardians of pupils attending any of these schools may apply for admission to a higher achieving school by January 1. The receiving school district ("district of enrollment") may adopt specific standards for the acceptance and rejection of applications under this provision. These may include consideration of capacity issues as well as the potential adverse financial impact. While technically remaining law, the CDE has replaced the API.

### **36. Notice of Teacher Qualifications**

LEAs will ensure that all teachers working in a program supported with Title I, Part A funds meet applicable state certification and licensure requirements. At the beginning of each school year, an LEA that receives Title I funds shall notify the parents of each student attending any school receiving such funds that the parents may request, and the LEA will provide the parents on request (and in a timely manner), information regarding the professional qualifications of the student's classroom teachers, including at a minimum, the following: (20 U.S.C. sections 6312[c][6], 6312[e][1][A])

- a) Whether the student's teacher has met state qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction. (20 U.S.C. Section 6312[e][1][A][i][I])
- b) Whether the student's teacher is teaching under emergency or other provisional status through which state qualification or licensing criteria have been waived. (20 U.S.C. Section 6312[e][1][A][i][II])
- c) Whether the student's teacher is teaching in the field of discipline of the certification of the teacher. (20 U.S.C. Section 6312[e][1][A][i][III])
- d) Whether the child is provided services by paraprofessionals and, if so, their qualifications. (20 U.S.C. Section 6312[e][1][A][ii])

### **37. Cal Grant Grade Point Average Notice:**

Pupils enrolled in grade 12 shall be deemed to be a Cal Grant applicant and pupil's grade point average forwarded to the Student Aid Commission unless pupil opts out within 30 days of notice that the school will first send grade point averages to the Commission. [EC 69432.9].

### **38. Electronic Notification:**

This notice may be exclusively provided electronically provided a parent or guardian has so requested. [EC 48981, 48985].

### **39. State Mandated Testing Waivers:**

According to Education Code section 60615, if parents/guardians do not want their student to take all or part of the California Assessment of Student Performance and Progress System or other similar standardized test, they are required to submit a

written request to the principal of their student's school. The principal must have this letter prior to the start of each test. Parents/guardians are required to specify the test name in the letter.

**40. Special Education:**

Special Education programs are available to all eligible students with disabilities, ages 0–22. If you have any reason to believe your child needs special education, please contact the school site administration. [EC 56301].

**41. Foster and Homeless Youth, Pupils of Military Families, Former Juvenile Court School Pupils and Migratory Children:**

Foster and homeless youth, former juvenile court school pupils, pupils of military families, currently migratory children, and newcomer program participants in his or her third or fourth year of high school, may be exempted from local graduation coursework requirements that are in addition to state graduation requirements unless the District/COE makes a finding that the pupil is reasonably able to complete graduation requirements in time to graduate from high school by the end of the pupil's fourth year of high school. In addition to other requirements, the District/COE is required to accept coursework satisfactorily completed by a pupil in foster care, a pupil who is a homeless child or youth, a former juvenile court school pupil, a pupil who is a child of a military family, a pupil who is a migratory child, or a pupil participating in a newcomer program while attending another public school, a juvenile court school, a charter school, a school in a country other than the United States, or a nonpublic, nonsectarian school or agency even if the pupil did not complete the entire course and shall issue that pupil full or partial credit for the coursework completed. Eligible pupils shall not be required to retake a course if the pupil has satisfactorily completed the entire course in a public school, a juvenile court school, a charter school, a school in a country other than the United States, or a nonpublic, nonsectarian school or agency. If the pupil did not complete the entire course, the local educational agency shall not require the pupil to retake the portion of the course the pupil completed unless the local educational agency, in consultation with the holder of educational rights for the pupil, finds that the pupil is reasonably able to complete the requirements in time to graduate from high school. If partial credit is awarded the eligible pupil shall be enrolled in the same or equivalent course, if applicable, so that the pupil may continue and complete the entire course. An eligible pupil shall not be prevented from retaking or taking a course to meet the eligibility requirements for admission to the California State University or the University of California. A complaint for noncompliance may be filed under the District/COE's Uniform Complain Procedures. [See Paragraph 25] [EC 51225.1 et seq.]. Eligible students should contact the District/COE regarding specific qualifications and requirements.

**42. Immigration, Citizenship Status, and Religious Belief:**

Students are afforded an equal right to an education regardless of immigration status or religious beliefs. Additional information regarding your rights to an education can be found at [oag.ca.gov/immigrant/rights](http://oag.ca.gov/immigrant/rights). [EC 234.7].

**43. District/COE Policy Regarding Parent Classroom  Visits:**

To ensure minimal interruptions of the instructional program, visits during school hours should be prearranged with the teacher and principal or designee. If a conference is desired, an appointment should be set with the teacher during non-instructional time. To ensure the safety of students and to avoid potential disruptions, visitors/outside (as defined in Administrative Regulation 1250) must register immediately upon entering any school building or school grounds when school is in session. (BP/AR 1250)

**44. Employee-Pupil Code of Conduct:**

Charter Alternative Programs employees adopt and follow a code of ethics to maintain courteous and professional relationships with students. (SP 4260) Placing the welfare of students is the top priority and first concern at the Charter Alternative Programs.

**45. Bullying:**

Charter Alternative Programs prohibits bullying of any kind and refers families to superintendent policy SP5131.2 found at:

[https://dwsbcby9jc8hm.cloudfront.net/sites/468/comfy/cms/files/44160/files/original/12.1 Revised SP 5131.2 Bullying.pdf](https://dwsbcby9jc8hm.cloudfront.net/sites/468/comfy/cms/files/44160/files/original/12.1_Revised_SP_5131.2_Bullying.pdf)

and 5131.2 AR. found at

[https://dwsbcby9jc8hm.cloudfront.net/sites/468/comfy/cms/files/44161/files/original/12.1 Revised SP 5131.2 AR Bullying.pdf](https://dwsbcby9jc8hm.cloudfront.net/sites/468/comfy/cms/files/44161/files/original/12.1_Revised_SP_5131.2_AR_Bullying.pdf)

**46. Investing for Future Education:**

Parents are advised of the importance of investing for higher education for students and considering appropriate investment options.

**47. Earned Income Tax Credit Information Act:**

Based on your annual earnings, you may be eligible to receive the Earned Income Tax Credit from the Federal Government (Federal EITC). The Federal EITC is a refundable federal income tax credit for low-income working individuals and families. The Federal EITC has no effect on certain welfare benefits. In most cases, Federal EITC payments will not be used to determine eligibility for Medicaid, Supplemental Security Income, food stamps, low-income housing, or most Temporary Assistance for Needy Families payments. Even if you do not owe federal taxes, you must file a federal tax return to receive the Federal EITC.

Be sure to fill out the Federal EITC form in the Federal Income Tax Return Booklet. For information regarding your eligibility to receive the Federal EITC, including information on how to obtain the Internal Revenue Service (IRS) Notice 797 or any other necessary forms and instructions, contact the IRS by calling 1-800-829-3676 or through its website at [www.irs.gov](http://www.irs.gov).

You may also be eligible to receive the California Earned Income Tax Credit (California EITC) starting with the calendar year 2015 tax year. The California EITC is a refundable state income tax credit for low-income working individuals and families. The California EITC is treated in the same manner as the Federal EITC and generally will not be used to determine eligibility for welfare benefits under California law. To claim the California EITC, even if you do not owe California taxes, you must file a California income tax return and complete and attach the California EITC Form (FTB 3514). For information on the availability of the credit eligibility requirements and how to obtain the necessary California forms and get help filing, contact the Franchise Tax Board at 1-800-852-5711 or through its website at [www.ftb.ca.gov](http://www.ftb.ca.gov).

**48. Mental Health Service:**

Parents/guardians may access available pupil mental health services on campus or in the community.



### PPRA Model Notice and Consent/Opt-Out for Specific Activities

The Protection of Pupil Rights Amendment (PPRA), 20 U.S.C. § 1232h, requires school districts to notify you and obtain consent or allow you to opt your child out of participating in certain school activities. These activities include a student survey, analysis, or evaluation that concerns one or more of the following eight areas (“protected information surveys”):

1. Political affiliations or beliefs of the student or student’s parent;
2. Mental or psychological problems of the student or student’s family;
3. Sex behavior or attitudes;
4. Illegal, anti-social, self-incriminating, or demeaning behavior;
5. Critical appraisals of others with whom respondents have close family relationships;
6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
7. Religious practices, affiliations, or beliefs of the student or student’s parents; or
8. Income, other than as required by law to determine program eligibility.

This requirement also applies to the collection, disclosure, or use of student information for marketing purposes (“marketing surveys”), and certain physical exams and screenings. Policies regarding these rights may be obtained from the school district/COE.

Parents who believe their rights have been violated under this section may file a complaint with the Family Compliance Office, U.S. Department of Education, 400 Maryland Avenue, S.W., Washington, DC 20202-5901.

### Notification of Rights under FERPA for Elementary and Secondary Schools

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age (“eligible students”) the right to access the student’s education records. Parents or eligible students should submit to the School principal [or appropriate school official] a written request that identifies the record(s) they wish to inspect. The School official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

Additionally, parents or eligible students, maintain the right to request the amendment of the student’s education records that the parent or eligible student alleges the records contain:

- a) inaccuracy, or
- b) unsubstantiated personal conclusion or inference, or
- c) conclusion or inference outside of the observer’s area of competence, or
- d) data is not based upon the personal observation of a named person with the time and place of the observation noted, or
- e) misleading information/conclusions, or
- f) violations of the student’s privacy or other rights.

Parents should write the School principal [or appropriate school official], clearly identify the part of the record they want changed, and specify why it is inaccurate. If the School decides not to amend the record as requested by the parent or eligible student, the School will notify the parent or eligible student of the decision and advise them 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.

Parents or eligible students maintain the right to consent to disclosures of personally identifiable information contained in the student’s education records, except to the extent that FERPA authorizes disclosure without consent. One exception, permits disclosure without consent, to school officials with legitimate educational interests. A school official is a person employed by the School as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the School has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the School discloses education records without consent to officials of another school district in which a student seeks or intends to enroll.

Another exception permits disclosure of appropriately designated “directory information” without written consent unless parents have advised the School to the contrary in accordance with school district procedures. The primary purpose of directory information is to allow the School to include this type of information from a student’s education records in certain school publications (e.g., yearbooks, honor roll lists, sports activity sheets). Directory information, which is information that is not generally considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without prior written consent. In addition, schools are required to provide military recruiters, upon request, with secondary students’ names, addresses and telephone listings unless parents have advised the school that they do not want their student’s information disclosed without their prior consent.

The School has designated the following information as directory information: student’s name, participation in officially recognized activities and sports, address, telephone listing, weight and height of members of athletic teams, e-mail address, photograph, degrees, honors, and awards received, date of birth, major field of study, dates of attendance, and the most recent educational agency or institution attended. Directory information does not include citizenship status, immigration status, place of birth, or any other information indicating national origin, unless consent is obtained prior to release. If parents do not want the School to disclose directory information from their child’s education records without prior written consent, they must notify the School in writing [10 U.S.C. § 503, 20 U.S.C. § 7908, 34 C.F.R. § 99.37, EC 49073].

Parents or eligible students maintain the right to file a complaint with the U.S. Department of Education concerning alleged failures by the School District to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, DC 20202-4605.

**Please return this acknowledgment, with the required signature, to your student's school.**

**PARENTAL ACKNOWLEDGMENT ONLY**

I have received and read the notice and all included attachments regarding my rights relating to the above courses and activities which might affect my son/daughter.

\_\_\_\_\_  
Print Pupil's Name

\_\_\_\_\_  
Grade

\_\_\_\_\_  
Required Signature of Parent/Guardian

\_\_\_\_\_  
Date

**ATTACHMENT 1**  
**FULL TEXT OF EDUCATION CODE SECTION 48205**

((a) Notwithstanding Section 48200, a pupil shall be excused from school when the absence is:

- (1) Due to the pupil's illness.
  - (2) Due to quarantine under the direction of a county or city health officer.
  - (3) For the purpose of having medical, dental, optometrical, or chiropractic services rendered.
  - (4) For the purpose of attending the funeral services of a member of the pupil's immediate family, so long as the absence is not more than one day if the service is conducted in California and not more than three days if the service is conducted outside California.
  - (5) For the purpose of jury duty in the manner provided for by law.
  - (6) Due to the illness or medical appointment during school hours of a child of whom the pupil is the custodial parent, including absences to care for a sick child for which the school shall not require a note from a doctor.
  - (7) For justifiable personal reasons, including, but not limited to, an appearance in court, attendance at a funeral service, observance of a holiday or ceremony of the pupil's religion, attendance at religious retreats, attendance at an employment conference, or attendance at an educational conference on the legislative or judicial process offered by a nonprofit organization when the pupil's absence is requested in writing by the parent or guardian and approved by the principal or a designated representative pursuant to uniform standards established by the governing board.
  - (8) For the purpose of serving as a member of a precinct board for an election pursuant to Section 12302 of the Elections Code.
  - (9) For the purpose of spending time with a member of the pupil's immediate family who is an active duty member of the uniformed services, as defined in Section 49701, and has been called to duty for, is on leave from, or has immediately returned from, deployment to a combat zone or combat support position. Absences granted pursuant to this paragraph shall be granted for a period of time to be determined at the discretion of the superintendent of the school district.
  - (10) For the purpose of attending the pupil's naturalization ceremony to become a United States citizen.
  - (11) Authorized at the discretion of a school administrator, as described in subdivision (c) of Section 48260.
- (b) A pupil absent from school under this section shall be allowed to complete all assignments and tests missed during the absence that can be reasonably provided and, upon satisfactory completion within a reasonable period of time, shall be given full credit therefor. The teacher of the class from which a pupil is absent shall determine which tests and assignments shall be reasonably equivalent to, but not necessarily identical to, the tests and assignments that the pupil missed during the absence.
- (c) For purposes of this section, attendance at religious retreats shall not exceed four hours per semester.
- (d) Absences pursuant to this section are deemed to be absences in computing average daily attendance and shall not generate state apportionment payments.
- (e) "Immediate family," as used in this section, means the parent or guardian, brother or sister, grandparent, or any other relative living in the household of the pupil.

ATTACHMENT 2  
MINIMUM DAY AND STAFF DEVELOPMENT DAY SCHEDULE

Two Professional Development days (students do not attend school)

- October 14, 2022
- March 17, 2023

No minimum day schedules are planned.

**ATTACHMENT 3**  
**PUPIL RECORD INFORMATION**

- (a) Your school maintains records of pupil grades, test scores, progress reports, and demographic information in the student database through the Aeries database system.
- (b) Each pupil also has a cumulative folder that includes physical files from grades K-12. Inside the cumulative folder is immunizations, standard testing scores, transcripts, discipline, diplomas and/or legal documents.
- (b) The position of the official responsible for the maintenance of each type of record will be dependent upon the school site:
  - CCP – Julie Stroup
  - CCA/CUP – Kirsten Paturel
  - CHSA – Brooke LaFromboise
- (c) The registrar for all four school sites is Marjeanne Torres.
- (d) Student records include any items of information (in handwriting, print, tape, film, computer, or other medium) gathered within or outside the District that are directly related to an identifiable student and maintained by the District, required to be maintained by an employee in the performance of their duties, or maintained by a party acting for the District. Any information maintained for the purpose of a second-party review is considered a student record. Student records include the student's health record. (34 CFR 99.3; EC 49061, 49062; 5 CCR 430)
- (e) The Superintendent or designee shall designate a certificated employee to serve as custodian of records, with responsibility for student records at the District level. At each school, the principal or a certificated designee shall be designated as custodian of records for students enrolled at that school. The custodian of records shall be responsible for implementing Board Policy and Administrative Regulation regarding student records. (5 CCR 431)
- (f) Parents may request and will receive access to pupil records.
- (g) To challenge the content of pupil records, send a written complaint to the principal of the school. The principal will set a meeting with you to discuss the records and come to resolution. If no resolution is found, parents can make an appointment with the Director of the Charter Alternative Programs.
- (h) There may be a nominal fee for reproducing copies of records.
- (i) Categories of information that the institution has designated as directory information include Student's name, Address, Telephone Number, E-mail address, Date of birth, Section 49073. CAP does not share this information with outside parties, other than the California Department of Education.
- (j) Parents have a right to file a complaint with the United States Department of Education concerning an alleged failure by the school district to comply with the provisions of Section 444 of the General Education Provisions Act (20 U.S.C. Sec. 1232g).
- (k) The prospectus of the school is available, if requested, pursuant to Section 49091.14.  
[EC 49063]

ATTACHMENT 4  
SEXUAL HARASSMENT PREVENTION POLICY

Charter Alternative Programs refers families to Superintendent Policies:

SP 5145.7

[https://dwscbcy9jc8hm.cloudfront.net/sites/468/comfy/cms/files/44174/files/original/5145.7\\_SP\\_Sexual\\_Harassment\\_Revised\\_12.17.2019.pdf](https://dwscbcy9jc8hm.cloudfront.net/sites/468/comfy/cms/files/44174/files/original/5145.7_SP_Sexual_Harassment_Revised_12.17.2019.pdf)

SP 5147.7 AR

[https://dwscbcy9jc8hm.cloudfront.net/sites/468/comfy/cms/files/44175/files/original/5145.7\\_SP\\_AR\\_Sexual\\_Harassment\\_Revised\\_12.17.2019.pdf](https://dwscbcy9jc8hm.cloudfront.net/sites/468/comfy/cms/files/44175/files/original/5145.7_SP_AR_Sexual_Harassment_Revised_12.17.2019.pdf)

SP 5260 AR

[https://dwscbcy9jc8hm.cloudfront.net/sites/468/comfy/cms/files/44188/files/original/SPAR5260\\_000.pdf](https://dwscbcy9jc8hm.cloudfront.net/sites/468/comfy/cms/files/44188/files/original/SPAR5260_000.pdf)

SP 5260 AR (Spanish)

[https://dwscbcy9jc8hm.cloudfront.net/sites/468/comfy/cms/files/44189/files/original/ARBP5260\\_SP.pdf](https://dwscbcy9jc8hm.cloudfront.net/sites/468/comfy/cms/files/44189/files/original/ARBP5260_SP.pdf)

**ATTACHMENT 5**  
***(Districts offering grades 9-12)***  
**COLLEGE ADMISSION REQUIREMENTS**  
**AND**  
**HIGHER EDUCATION INFORMATION**

- (1) All California residents with a high school diploma are eligible for admission to Community Colleges in California.
- (2) California State University requires a high diploma, a GPA of 2.49 and certain courses to be taken. For more information, read about enrollment requirements [here](#).
- (3) University of California requirements include a high school diploma, a GPA of 3.0 and certain courses. For more information, read about enrollment requirements [here](#).
- (4) CAP (Charter Alternative Programs) schools offer career technical education standards driven courses.
- (5) Families interested in the full CTE pathways can read about them [here](#).
- (6) Pupils who want assistance in choosing courses should reach out to staff at their school site:
  - a. CUP-Academic Support Specialist
  - b. CCA-Supervising or Lead Teacher
  - c. CCP-Vice Principal or Academic Support Specialist

Note: For purposes of this section, “college admission requirements” means the list of courses that satisfy the subject requirements for admission to the California State University and the University of California.



**ATTACHMENT #6**

§ 56031. Special education

- (a) "Special education," in accordance with Section 1401(29) of Title 20 of the United States Code, means specially designed instruction, at no cost to the parent, to meet the unique needs of individuals with exceptional needs, including instruction conducted in the classroom, in the home, in hospitals and institutions, and other settings, and instruction in physical education.
- (b) In accordance with Section 300.39 of Title 34 of the Code of Federal Regulations, special education includes each of the following, if the services otherwise meet the requirements of subdivision (a):
  - (1) Speech-language pathology services, or any other designated instruction and service or related service, pursuant to Section 56363, if the service is considered special education rather than a designated instruction and service or related service under state standards.
  - (2) Travel training.
  - (3) Vocational education.
- (c) Transition services for individuals with exceptional needs may be special education, in accordance with Section 300.43(b) of Title 34 of the Code of Federal Regulations, if provided as specially designed instruction, or a related service, if required to assist an individual with exceptional needs to benefit from special education.
- (d) Individuals with exceptional needs shall be grouped for instructional purposes according to their instructional needs.

**Attachment #7****Immigration Status  
“Know Your Rights”****Your Child has the Right to a Free Public Education**

- All children in the United States have a Constitutional 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 student’s 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. In addition, 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 release of information is for educational purposes, is already public, or is in response to a court order or subpoena.
- Some schools collect and provide publicly basic student “directory information.” If they do, then each year, your child’s school district must provide parents/guardians with written notice of the school’s directory 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.

## **Attachment #8**

### **Annual Notice to Parents in Spanish**

To access the parent's rights notice, click on the link below:

Para acceder al Aviso para padres en español, haga clic en el siguiente enlace:

[https://app.beehively.com/beehively/cms/admin/sites/559/files/82013/cdn\\_url.pdf](https://app.beehively.com/beehively/cms/admin/sites/559/files/82013/cdn_url.pdf)