



OCASA

COLLEGE PREP

OCASA COLLEGE PREP

Parent/Guardian/Student Handbook 2021-22

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MISSION

OCASA COLLEGE PREP is a school for students between 6th and 12th grades which places an emphasis on the academic, social and physical development of children in the areas of Science, Technology, Engineering, Arts and Mathematics. OCASA College Prep provides an education that respects the development of the child by using a proven pedagogy applied by an experienced and friendly team. The school provides an environment that is welcoming of students and their families to learn in harmony with an environment that favors a multi-cultural spirit and awareness of the world we live in.

Parent/Guardian and Student Welcome Letter

On behalf of OCASA College Prep, welcome to the 2021-22 school year. We are all looking forward to year two with more opportunities for stakeholder interaction and community building school-wide.

Please take advantage of the numerous opportunities to participate in your student's education. We have a team of parents who are getting ready to create our first Parent Organization and our first School Site Council will be created this fall. Please join us at our Parent University Meetings as well as our monthly Parent Organization meetings in order to stay informed about issues and events at OCASA College Prep. In addition, you are welcome at our Board Meetings, where you will learn more about the operational side of OCASA.

This Parent/Guardian/Student Handbook has been developed to address general questions you may have related to OCASA policies and to advise you of your rights and responsibilities. Please take the time to review the information in this handbook and the supporting documents as a family to clarify student expectations on campus. Should you require further explanation of any of the Education Codes and Laws cited in this handbook, you may contact the Principal for clarification.

Please know that our primary goal is to provide your child with an outstanding academic education in a safe and nurturing environment. We look forward to your participation in our school events and invite you to become one of our parent volunteers. We thank you in advance and appreciate your support. We will do everything in our power to ensure that your child has a successful educational experience. Remember, we need you as a part of our educational team.

We look forward to working closely with all of you this school year.

Sincerely,

OCASA College Prep Staff and Board of Directors

SCHOOL COMMITMENT

OCASA College Prep believes that schools have the responsibility to equip their students with the basic skills necessary to be successful in life. However, educating students is a three-way responsibility shared by each individual parent/guardian, the student, and the school. Without the collaboration and cooperation of all three parties, success will be limited.

OCASA College Prep is committed to providing the necessary resources for a sound secondary education program. In turn, students and parents/guardians must fulfill certain commitments if the student is to gain the maximum benefits from the school program. We believe that the school, the parent/guardian and the student commitments should be as follows:

OUR SCHOOL COMMITMENT IS TO:

1. Employ a highly-qualified certificated staff who know their subject matter and who understand the sociological, physiological and psychological make-up of adolescents and young adults.
2. Provide a positive, constructive, and academically rigorous learning environment.
3. Provide the required standards-based curriculum to meet student needs.
4. Provide materials and equipment necessary for state mandated instruction.
5. Provide a safe learning environment where students can attend school without fear.
6. Establish reasonable expectations regarding student behavior.
7. Provide parents/guardians with regular reports on their student's attendance, academic progress, and school behavior.
8. Provide appropriate, varied classroom learning opportunities to encourage academic progress.

PARENT/GUARDIAN COMMITMENT

1. *Insist that your student attend school every day* unless illness or a family emergency occurs.
2. Attend Parent University meetings.
3. Call the school office when the student is going to be absent. Send a note when the student returns from an absence. Please refer to the **ATTENDANCE** section of the handbook for further clarification of this process.
4. See that the student gets the appropriate amount of sleep on school nights to be attentive and alert in class.
5. Ensure that the student eats breakfast each morning, as it is essential and necessary for adequate brain function.
6. Ensure that the student is dressed appropriately as per the school Dress Code.
7. Provide uninterrupted study time in a quiet and orderly place to study and complete course work. Encourage daily reading time after school for the student.
8. Check with the student daily regarding assignments and monitor completion of assignments. Your student's progress and practice may be monitored through the Summit Learning Platform as well as through the Parent Portal on PowerSchool.
9. Contact teachers immediately to request a conference with the school staff if there is a question concerning student progress.

STUDENT COMMITMENT

1. Attend assigned classes daily unless illness or a family emergency occurs.
2. Turn in completed class assignments on time and follow up with teachers for any make-up assignments due to absence(s). ***This is the responsibility of the student!***
3. Be prepared with the necessary materials each day.
4. Ensure you are dressed appropriately, as per the school Dress Code.
5. Seek immediate assistance from the teacher when class assignments are not understood.
5. Be attentive in class and remember it takes commitment to gain the best education possible.
6. Follow all school expectations.
7. Ask for assistance from your teachers and school personnel when academic or personal problems occur which inhibit learning.

OCASA College Prep Graduation Requirements

OCASA College Prep graduation requirements will align with the California State University (“CSU”) and University of California (“UC”) “a-g” minimum undergraduate admission requirements. Our program is designed to enable all students to meet CA graduation requirements, “a-g” minimum undergraduate admission requirements, and the CDE’s College/Career Indicator. Our program ensures that students have attained the necessary skills to participate fully and successfully in collegiate offerings.

To receive a high school diploma, students must:

- Earn 260 credits;
- Satisfy the “a-g” minimum admission requirements;
- Pass all required courses with a ‘C’ or higher; and

The table below displays the current CSU-UC 15 year-long college preparatory “a-g” courses that students must pass with a “C” or better to meet the minimum freshman admission requirements.

CSU-UC Minimum Freshman Admission Requirements	
a. History-Social Science	1 year of U.S. history 1 year of world history
b. English	4 years of college preparatory English composition/literature
c. Mathematics	3 years (including or integrating topics covered in algebra I and II, geometry)*
d. Laboratory Science	2 years (including two of the three foundational subjects of biology, chemistry, and physics OR two years of a three-year NGSS integrated science model)
e. Language Other Than English	2 years (courses must be in the same language)
f. Visual and Performing Arts	1 year (chosen from Dance, Interdisciplinary Arts, Music, Theater, or Visual Arts)
g. College Preparatory Elective	1 year (chosen from any area on approved “a-g” course list)

*High school-level coursework completed in 7th and/or 8th grade can be used to meet the area "c" and/or "e" requirements.

Students will earn five instructional credits for passage of each semester course. OCASA College Prep will strive to ensure that all students meet the UC's undergraduate admissions requirements and that students complete 11 A-G required courses prior to senior year. Students who are still unsuccessful in meeting the graduation requirements by the end of the summer following their 4th year are welcomed to attend a 5th year or attend until requirements are successfully met, provided they continue to meet maximum age for enrollment requirements.

GENERAL INFORMATION

SCHOOL & OFFICE HOURS The school office is open from 8:00 am to 4:30 pm Monday-Friday. Parents/guardians are expected to arrange for student transportation to and from school daily. Apart from supervised school activities, students must vacate the premises after school. Students are expected to leave the campus when the school-sponsored activity ends.

EMERGENCY CONTACT INFORMATION Mission Control (aka the front office) must have a current student Emergency Card, signed by a parent/guardian, on file in the front office. If at any time during the school year there is a change in information, please notify Mission Control immediately. Parents/guardians are also able to update contact information through REG-Online.

PARENT CUSTODY DOCUMENTATION If you have specific limitations related to the release of your child to a natural parent/guardian, please be aware that we must comply with various sections of the civil code relating to the dissolution of marriage. We must have documentation specifying which parent has official custody of the child. Therefore, we are requesting that you present us with a copy of the court order which stipulates the conditions of custody. Please understand that if we do not have this on file, we have no other choice but to release your child to the other natural parent/guardian upon his/her request.

DROP-OFF/PICK-UP PROCEDURES

THERE IS NO PARKING AVAILABLE IN THE PARKING LOT. THIS IS FOR STAFF PARKING ONLY.

Drop-off and pick-up times for the surrounding schools have been coordinated with our schedule. Please do not arrive earlier than the listed times to avoid backing up traffic on El Camino Real and in the parking lot.

- **Drop-Off Instructions**

- Our drop-off window is from 8:10 am - 8:25 am
 - ***Please do not arrive earlier than 8:10 as there is no supervision on campus for students.***
- Students will be unloading themselves from the cars. DRIVERS MUST REMAIN IN THE CAR AT ALL TIMES FOR EVERYONE'S SAFETY.
- Cars must enter the parking lot on El Camino Real at the entrance closest to Ortega Highway/San Juan Elementary.
 - Follow the lanes for cars and stay out of the bus only lanes.
- Cars will exit at the other end of the parking lot.

- **Pick-Up Instructions**

- Our pick-up windows are as follows;
 - Monday, Tuesday, Thursday, Friday: 3:20 pm - 3:35 pm

- Wednesday: 12:50 pm - 1:05 pm
- Entrance and exit points remain the same
- Students will be staged in the parking spots closest to the pick-up location.
- REMAIN IN YOUR CARS
- Staff will radio for your student once you arrive for loading into cars
 - A window sign would be very helpful in moving the flow along
 - STUDENT FIRST NAME AND LAST NAME/GRADE

EMERGENCY PREPAREDNESS Our school has a plan should a disaster occur during the school day. Please review the items listed below:

1. The principal and staff will be responsible for all students until a parent or authorized person arrives. **Be sure to bring a photo I.D. in order to pick up a child. Students will not be released to anyone without a photo I.D.**
2. **Please *DO NOT CALL* the school. Information will be shared with parents as soon as possible.**
3. Parents are asked to keep cell phone numbers up to date in Parent Square so that we may text you in the event of an emergency.
4. Maintain a calm appearance and positive attitude in the presence of the students.
5. If the school is evacuated, a sign will be posted on school grounds to inform community members of the evacuation center.
6. In the event of a Lock-Down, students will not be allowed to leave campus until an all-clear is given to the school by authorities.

LOST OR DAMAGED SCHOOL PROPERTY If a school textbook, library book (classroom or library), iPad, Chromebook or other school item is lost or damaged, ***it will be the responsibility of the parent/guardian to pay the school for the cost or repair of the item.*** This also applies to all other school property.

REPORTING TO PARENTS Individual parent-teacher conferences may be scheduled at any time after 3:45 pm. Please schedule all conferences directly with the teacher so that adequate time is available for the preparation of materials needed for discussion. Reporting periods during the school year are as follows:

- Fall - End of Semester ***Progress Report***
- Spring - End of School Year ***Report Card***

CLASSROOM INTERRUPTIONS We seek your cooperation and assistance in establishing an atmosphere conducive to the development of uninterrupted academic learning time. You can help us by:

- Leaving lunches, projects, etc., in Mission Control for delivery to your student(s).
- Limiting messages to be delivered to your student(s) after school has begun.
 - This includes text messaging and phone calls. **STUDENTS ARE NOT ALLOWED TO USE CELL PHONES/ELECTRONIC DEVICES** during the school day while on campus.

EARLY DISMISSAL If your student will need to leave school early for any reason, please send a note to the teacher indicating the time your student is to be dismissed from school for a medical/dental appointment. This will allow the teacher time to prepare materials to send home with your student. Please come to Mission Control to sign your student out and we will call the classroom to have your student meet you in the office. Please be prepared to show the office staff a photo I.D.

VISITORS ON CAMPUS Visitors are not permitted on campus or at school activities without prior authorization and/or a specific purpose. All visitors (including alumni) must report to the office and sign in upon arrival. In order to better protect our students, visitors and staff, all visitors are required to show a valid, government-issued ID. A Visitor's Badge must be worn in clear view if presence is approved by an administrator.

VOLUNTEER POLICY Thank you for your willingness to share your time and talents with OCASA, our staff and our students. Without your help, many of our programs would not be possible. Please know that we appreciate your dedication to our school. While we appreciate your willingness to volunteer with OCASA, please be assured that *parental involvement is not a requirement for acceptance to, or continued enrollment at, the charter school.*

The following information will help to clarify your role in the classroom and at school as well as provide the steps necessary to become a volunteer on the campus.

How To Become Eligible To Volunteer At OCASA

Please contact Mission Control to obtain a Live Scan fingerprint clearance form. All volunteers must be screened and approved through the Department of Justice and FBI in order to volunteer with students both inside and outside of the classroom. Once your fingerprints have been processed, OCASA will be notified of your status. Please check with Mission Control to determine your clearance status.

Every time you are on campus, you must sign in through Mission Control using the Raptor process. This requires your Driver's License/State ID, which will be used to identify you through the system. You will be given a visitor's pass which is active for 24 hours.

All volunteers must attend Volunteer Training prior to volunteering on campus.

Health Considerations If you are ill on the day you are supposed to volunteer, please do not come to school. As a courtesy, please notify the school or the teacher if you are unable to complete your volunteer opportunity.

Important Volunteer Guidelines

- **Confidentiality:** When volunteering, you may have access to confidential information. Volunteers are expected to maintain strict confidentiality with any information concerning students, staff or other OCASA families. This includes students' grades, records, and abilities. Should there be any concerns related to the information which is learned, please discuss this information with your student(s) teacher or the Principal. All volunteers will be asked to sign a "Volunteer Agreement" prior to volunteering at OCASA.
- Volunteers DO NOT discipline students. Provide "instruction or redirection" to students regarding behavior. Any discipline problems need to be reported to the teacher in the classroom.
- Volunteers must always be supervised when working with students. They may not supervise a classroom or give permission for a student to leave the classroom. These are teacher responsibilities.
- Volunteers do not diagnose student weaknesses and strengths, prescribe activities for students, or evaluate student progress.
- Volunteers' discussions with teachers must not interrupt class time. Please turn off your cell phones when volunteering.
- **Volunteers are not to bring other children/students into the classroom during instruction time. This presents a liability issue and is disruptive to the classroom.**
- Volunteers should set a good example for students by their manner, appearance, and behavior. They should be well-groomed, appropriately dressed, and maintain professional conduct/language.
- Volunteers may not give any medication to students.
- Volunteer comments should not be written on student papers.
- Volunteers should not laugh at or belittle student answers or efforts.
- Volunteers should contact ONLY school staff members with any concerns regarding students.
- Comparing and criticizing teachers, staff and students is not acceptable volunteer behavior.

- Volunteers may not hold informal parent/teacher conferences or leisure conversations with staff members or other volunteers during volunteer time.
- Volunteers may not conduct personal business at school.
- Volunteers may not take photographs of students, unless permitted by a school administrator or teacher for a school project.
- Volunteers should never touch students in any way that is aggressive, disciplinary, or sexual in nature.
- All volunteers must sign in/out and wear an identifying nametag while on the school campus.

Communicating with Students The following suggestions are provided to help you communicate with the students to get positive results:

- Be sure that the student(s) understand what you are saying. We sometimes use words they do not comprehend.
- Keep your voice as low as possible. The students will get louder as your voice increases in volume.
- Instruct students as though you expect them to comply. Give explicit instructions, sufficient warnings and time. For example, “Stephen, in five minutes, you will need to stop painting and clean up your supplies.”
- If students gain your attention and praise **ONLY** when they behave appropriately, they will soon learn that you expect proper conduct.
- Positive statements greatly influence students’ attitudes about themselves and contribute to their success-building experiences.

Examples Of Phrases To Use To Encourage Students

- “I like the way you are working (and include an explicit description of the work).”
- “That’s right! Good for you.”
- “That’s quite an improvement.”
- “Good thinking.”
- “I’m very proud of the way you worked today.”
- “It looks like you put a lot of thinking into this.”
- “That’s respectful behavior. Thank you!”

CONDITIONS FOR CLASSROOM/SCHOOL VISITATION AND REMOVAL POLICY

While OCASA encourages parents/guardians and interested members of the community to visit the Charter School and view the educational program, OCASA also endeavors to create a safe environment for students and staff. As such, parents and other visitors must adhere to the following policy in order to maximize the safety of the students and minimize the disruption to the education environment.

1. Parents/guardians and other visitors, including children who are not students at OCASA, shall not loiter on the premises, including the parking lot and outside school buildings. The parking lot shall be used for picking up and dropping off students. Parents/guardians and other visitors are expected to leave the campus premises upon conclusion of any business matters or after dropping their student off at school.
2. If a parent or guardian wishes to visit OCASA to view the educational program, the visitor must abide by the following procedures, which have been developed to ensure the safety of students and staff as well as to minimize interruption of the instructional program, pursuant to California Penal Code Sections 27, et. seq.:
3. Visits during school hours should first be arranged with the teacher and Principal or designee at least three (3) days in advance. ***Parents seeking to visit a classroom during school hours must first obtain the written***

approval of the classroom teacher and the Principal or designee.

4. All visitors shall register with the front office immediately upon entering any school building or grounds during regular school hours. When registering, the visitor is required to provide his/her name, address, his/her purpose for entering school grounds, and proof of identity. All visitors must wear a visitor's badge while on campus.
5. The Principal or designee may refuse to register an outsider if he or she has a reasonable basis for concluding that the visitor's presence or acts would disrupt the school, its students, its teachers, or its other employees; would result in damage to property; or would result in distribution or use of unlawful or controlled substances.
6. The Principal or designee may withdraw consent to be on campus even if the visitor has a right to be on campus whenever there is reasonable basis for concluding that the visitor presence on school grounds would interfere or is interfering with the peaceful conduct of the activities of the school, or would disrupt or is disrupting the school, its students, its teachers, or its other employees. The Principal or designee may request that a visitor who has failed to register, or whose registration privileges have been denied or revoked, promptly leave school grounds. When a visitor is directed to leave, the Principal or designee shall inform the visitor that if he/she reenters the school without following posted requirements, he/she will be guilty of a misdemeanor.
7. Any visitor that has his/her registration revoked for fourteen (14) days may request a hearing before the Principal or the Board on the propriety of the denial or revocation. The request shall be in writing, shall state why the denial or revocation was improper, shall give the address to which notice of hearing is to be sent, and shall be delivered to either the Principal or the Board President within five days after the denial or revocation. The Principal or Board President shall promptly mail a written notice of the date, time, and place of the hearing to the person who requested the hearing. A hearing before the Principal shall be held within seven (7) days after the Principal receives the request. A hearing before the Board shall be held at the next regularly scheduled Board meeting after the President receives the request. The Principal or designee shall seek the assistance of the police in dealing with or reporting any visitor in violation of this policy. No electronic listening or recording device may be used by students or visitors in the classroom without the teacher's and Principal's written permission.

Penalties

1. Pursuant to the California Penal Code, if a visitor does not leave after being asked or if the visitor returns without following the posted requirements after being directed to leave, he/she will be guilty of a crime as specified which is punishable by a fine of up to \$500.00 or imprisonment in the County jail for a period of up to six (6) months or both.
2. Further conduct of this nature by the visitor may lead to the School's pursuit of a restraining order against such visitor which would prohibit him/her from coming onto school grounds or attending OCASA activities for any purpose for a period of three (3) years.

CIVILITY POLICY

Members of the Orange County Academy of Sciences and Arts staff will treat parents and other members of the public with respect and expect the same in return. The school is committed to maintaining orderly educational and administrative processes, in keeping schools and administrative offices free from disruptions and preventing unauthorized persons from entering school grounds.

OCASA seeks to promote mutual respect, civility, and orderly conduct among school employees, parents and the public. This policy is not intended to deprive any person of his/her right to freedom of expression but only to maintain, to the extent possible and reasonable, a safe, harassment-free workplace for our students and staff. In the interest of presenting school employees as positive role models to the children of this school, as well as in the community, OCASA encourages positive communication and discourages volatile, hostile or aggressive actions. The

school seeks public cooperation with this endeavor. (cf. 0410.1 Recognition of Human Diversity)

Civility Policy (AR 1315). Members of the OCASA staff will treat parents and other members of the public with respect and expect the same in return. This policy is not intended to deprive any person of his/her right to freedom of expression but only to maintain, to the extent possible and reasonable, a safe, harassment-free workplace for our students and staff.

Disruptions

1. Any individual who disrupts or threatens to disrupt school/office operations, threatens the health and safety of students or staff, willfully causes property damage, uses loud and/or offensive language which could provoke a violent reaction, or who has otherwise established a continued pattern of unauthorized entry on school property will be directed to leave school property promptly by the Principal or designee.
2. If any individual uses obscenities or speaks in a demanding, loud, insulting and/or demeaning manner, he/she will be asked to communicate civilly. If corrective action is not taken by the abusing party, the school employee will verbally notify the abusing party that the meeting, conference or telephone conversation is terminated and, if the meeting or conference is on school premises, the offending party will be directed to leave promptly.
3. Disruptions on the part of a staff member or behavior that would be considered insulting or demeaning towards others by a staff member would be treated as described in number two (2) above. Appropriate disciplinary action is to be taken in accordance with the current collective bargaining agreement.

When an individual is directed to leave under such circumstances as addressed in the above, the Principal or designee shall inform the person that he/she will be guilty of a misdemeanor in accordance with California Education Code section 44811 and Penal Codes 415.5 and 626.7 if he/she reenters any district facility within 30 days of being directed to leave or within seven days if the person is a parent/guardian of a student attending the school. If an individual refuses to leave upon request or returns before the applicable period of time, the Principal or designee may notify law enforcement officials. The Principal, upon consultation with the involved parties, will determine if further action is necessary, such as written notification or conference.

Safety and Security

1. When violence is directed against an employee or there is theft of property, employees shall promptly report the occurrence to their principal or supervisor. In addition, any attack, assault, or threat made against an employee on school/district premises at a school/district-sponsored activity should be reported to law enforcement.
2. An employee whose person or property is injured or damaged by willful misconduct of a student may ask the district to pursue legal action against the student's parent/guardian.
3. When it is determined by staff that a member of the public is in the process of violating the provisions of this policy, an effort should be made by staff to provide a written copy of this policy, including applicable code provisions, at the time of occurrence. If no written policy is available at the time of the occurrence, the chief administrator may follow the incident with written notification to or a conference with the individual. An employee who is a witness to a violation of this policy will immediately notify his/her supervisor and provide a written report of the incident.

PERSONAL BELONGINGS Children should not bring personal items to school that are non-school related. OCASA is not responsible for the loss of any of these items. Administration and staff may confiscate such items if they are present on the campus during class or during recess.

CELL PHONES/ELECTRONICS Cell phones and/or other electronic devices can be in student's possession and at school under the following conditions:

1. Students may not use cell phones and/or other electronic devices on campus, including at drop-off and pick-up. *At all times, phones must be turned off.*

2. All cell phones and/or other electronic devices and accessories (including, but not limited to, earbuds, headphones, bluetooth devices) must be turned off and stored out of sight or they will be confiscated by a teacher or administrator.
3. Cell phone/electronic device/accessory use during class is not permitted unless directed by teacher or staff for instructional/educational purposes only.

ANIMAL POLICY Personal pets and animals are only allowed on campus with prior approval of the Principal. Please do not bring your dog or other animal while dropping/picking your student, while volunteering, or on field trips.

Service and Emotional Support Animals Service animals, as defined by the American with Disabilities Act, are permitted on campus. A “service animal” is any dog/horse that is individually trained to do work or perform tasks for the benefit of an individual with a disability, including a physical, sensory, psychiatric, intellectual, or other mental disability.

The inquiries that can be made when someone shows up with an alleged service animal: (1) if the animal is required because of a disability and (2) what work or task the animal has been trained to perform. However, these inquiries will not be made if it is readily apparent that an animal is trained to do work or perform tasks for an individual with a disability (for example, it is usually pretty obvious when an individual is using a seeing-eye dog). A person who knowingly and fraudulently represents that an untrained dog is a service dog may be guilty of a misdemeanor and/or fine. (28 CFR sections 35.104, 35.136, 36.104; 36.302; Cal. Penal Code section 365.7)

A “support animal” whose sole function is to provide comfort and emotional support, does not qualify as a service animal under the American with Disabilities Act. The protections and access granted to services dogs under the law are not also extended to support animals. Therefore, OCASA will deny campus access to emotional support animals unless specified by a student’s IEP or 504 plan.

CLOSED CAMPUS Students are not permitted to leave campus once they arrive, for any reason, without permission granted through the office. Students may **ONLY** leave campus with an adult designated on their **EMERGENCY INFORMATION/MEDICAL RELEASE. THE PARENT/GUARDIAN OR EMERGENCY CONTACT PERSON MUST PRESENT A VALID ID TO PICK UP STUDENT.**

Any person who enters the campus during the day may be approached for safety reasons. Any person who brings a student an item during the day should label it and drop it off at Mission Control. ***All visitors must report to Mission Control immediately upon arrival to the school.*** Please refer to VISITORS ON CAMPUS section of the Parent/Student Handbook.

CLASSROOM CHANGES School-initiated changes related to class placements or class withdrawals will be made at the discretion of the principal or his/her designee. Any other class placement changes will take place only at the end of each semester in preparation for the upcoming semester.

SNACK & LUNCH POLICY Food and drinks must be consumed in designated areas, with the exception of approved activities. Littering is unacceptable.

Students are to eat only in the designated eating areas on campus. Any food/beverages removed from designated areas will be confiscated and discarded. Eating in a teacher’s classroom requires prior approval of said teacher. Students are expected to deposit trash in the receptacles provided.

All outside food must be preapproved by and checked in at the office. Outside food must not be shared with other students without prior approval from an administrator.

ASA REMINDER, WE ARE A NUT FREE CAMPUS . Please be sure not to send any foods containing nuts.

DRESS CODE The Orange County Academy of Sciences and Arts (OCASA) dress code policy is designed to ensure that students are well prepared for academic and social success, appropriate for all school activities and

learning. Dress codes have been shown to increase morale on campus, decrease bullying, and allow students to focus on their studies.

If students come dressed inappropriately, parent/guardian will be notified of student dress code violations. The Administrative Staff will make the final interpretation of the Dress Code and personal grooming. Student will be provided with a dress code appropriate PE Uniform to change into and the parent/guardian will be charged for this PE Uniform.

Continued dress code violations (more than 2 violations) will result in the following:

- Change of clothes into dress code appropriate PE Uniform
- Notification to parent/guardian regarding continued dress code violations
- Student will remain after school for a reflective session with a teacher or administrator (parent/guardian will be provided with at least two (2) days notice), and/or
- Student will remain after school for a work/study session with a teacher or administrator (parent/guardian will be provided with at least (2) days notice)
 - Work/study will consist of the following:
 - Completion of late/missing assignments
 - Campus beautification

It is the responsibility of the parent/guardian to support the school dress policy by making sure children leave home properly groomed and dressed for school.

General Expectations

1. OCASA College Prep (OCP) dress policy is designed to ensure that students are well prepared for academic and social success, appropriate for all school activities and learning.
2. Students are required to maintain a clean, neat and healthy personal appearance.
3. Parents are expected to support the school dress policy by making sure their children leave home properly groomed and dressed for school.
4. Students' appearances should not be distracting to the educational process.
5. Students must **NOT** wear Heelys or any other shoes which have wheels on the bottom in order to protect everyone's safety.
6. Uniforms must be neat, clean, and in good condition. ***No torn or ripped pants. No jeans or denim material pants. Leggings may be worn under school uniform, but not separately.***
7. There are no age-specific requirements. For example, if a 6th grader would like to wear a shift dress, that is the student's choice/family choice, but it must be worn with the shirt and tie in that option.
8. If an undershirt is worn, it must match the outer shirt. For example, if a child chooses to wear a camisole/tank top/undershirt under a white button down, it needs to be white in color.
9. Free dress days/themed dress days are at the discretion of the administration and will be announced via Parent Square.
10. The school administration may announce Spirit Wear days throughout the year. On these days, students are permitted to wear shirts, sweatshirts and accessories sold through the Spirit Wear committee. Students must still wear uniform bottoms, unless otherwise specified.

Uniform Supplier

Dennis Uniform, 23322 Madero, Unit B, Mission Viejo, CA (949) 458-0014, www.dennisuniform.com

Uniforms may be purchased from any vendor ***as long as they match the color and style requirements*** outlined below. School logo is not required on any item.

Required Uniform Items

Option 1

Option 2

Option 3

- Grey slack pants
- White button-down oxford shirt (short sleeve), tucked in
- Long plaid tie
- 3 black sweater options: cardigan, v-neck, or vest (optional)
- Black belt
- Grey, white or black solid socks (***no higher than below the knee***)
- Grey, black, white or royal closed-toe shoes
- Plaid shift dress with short or long-sleeved peter-pan collared shirt
- Cross-over black tie
- Grey or black modesty/bike shorts ***required underneath***
- Black cardigan (optional)
- White, grey or black tights OR
- White, grey or black solid colored socks (***no higher than below the knee***)
- Grey, black, white or royal closed-toe shoes
- Plaid/matching hair accessories (optional)
- Plaid skirt, Plaid Skort or Grey Skort
- Feminine or unisex oxford button-down shirt with logo, tucked into skirt
- Long plaid tie
- Grey or black modesty/bike shorts ***required underneath***
- 3 black sweater options -cardigan, v-neck, or vest (optional)
- White, grey or black tights OR
- White, grey or black solid colored socks(***no higher than below the knee***)
- Grey, black, white or royal closed-toed shoes
- Plaid/matching hair accessories (optional)

PE Uniform

- Black Mini-Mesh Gym Shorts with elastic waistband
- Spirit Shirt (Green for 6th, 7th, 8th Grade students or Blue for 9th and 10th Grade students)
- Pull-On Black Sweatpants - ***optional***
- Black Hooded Pull-Over Sweatshirt - ***optional (may also be worn as outerwear every day)***
- White, grey or black solid colored socks (***no higher than below the knee***)
- Grey, black, white or royal closed-toed athletic shoes (non-skid/with laces)

Optional Uniform Items

- Slack Shorts (grey or black) ***No jeans or denim.***
- Skort (grey with built-in black modesty/bike shorts)
- Slack Pants (grey or black) ***No jeans or denim.***
- White, grey or black leggings ***under a dress or skirt***
- Polo shirt with or without logo (royal, grey or white)
- 3 black sweater options cardigan, v-neck, or vest
- Microfiber jacket (royal)
- Fleece jacket (black)
- Socks can be white, grey, black or royal (***no higher than below the knee***)
- Plaid/matching hair accessories

ATTENDANCE

Excused Absences Please call Mission Control or report absences using Parent Square every day that your student is absent. If Mission Control does not receive a phone call/notice from a parent/guardian, staff will attempt to make contact by telephone.

Pupils are excused if absent because of illness or other justifiable cause. Children should not be sent to school when they are not feeling well or have a fever. If a pupil becomes ill or is injured at school, you will be called to pick him/her up. Students will be given ample opportunity to make up work that is missed. If your child is absent for 3 or more days, you may request class work from the teacher.

Excused absences are enumerated under California Education Code 48205, and include the following reasons:

- Due to his or her verified illness.
- Due to quarantine under the direction of a county or city health officer.
- For the purpose of having medical, dental, optometric, or chiropractic services rendered.
- For the purpose of attending the funeral services of a member of his or her immediate family, so long as the absence is not more than one day if the service is conducted in California and not more than three days if the service is conducted outside California.
- For the purpose of jury duty.
- Due to the illness or medical appointment during school hours of a child of whom the student is the custodial parent.
- 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 his or her religion, attendance at religious retreats, or when the student's absence has been 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.
- For the purpose of spending time with a member of the pupil's immediate family, who is an active duty member of the uniformed services, and has been called to duty for, is on leave from, or has immediately returned from, deployment in a combat zone or combat support position.

Excessive Excused Absences Education Code Section 60901[c][1] defines students with excessive excused absences as a Chronic Absentee. A Chronic Absentee is a student who is absent 10 or more days per semester (includes both excused and unexcused absences/tardies) or 10% or more total days based on total days students are enrolled in the school year.

Unexcused Absences Unexcused absences are:

- Family vacations / reunions
- Religious retreats that exceed four (4) school hours
- Theme Park excursions
- Non school-related sports events / competitions
- Cruises, trips to the river, Mexico, beach trips, etc.
- Acting, movie, or commercial shoots
- Theme camps (i.e. cheer camp, dance camp, baseball camp, etc.)
- Other activities not enumerated under California Education Code 48205 that are deemed unexcused by the principal or a designated representative pursuant to uniform standards established by the governing board.

Truancies Pursuant to State Law (Education Code 48200 et. Seq., Penal Code 272), all students 6-18 years old are required to attend school. Parents and/or students may be prosecuted for failure to follow this law. Possible consequences for 3 or more truancies may include fines up to \$500, incarceration, restriction of driving privileges, probation, and the imposition of Community Service.

Any absence that has not been verified within 48 hours of the student's return will automatically be converted to a truancy.

NOTE: A STUDENT HAVING AN UNEXCUSED TARDY TO SCHOOL IN EXCESS OF THIRTY (30) MINUTES IS TRUANT TO SCHOOL.

Education Code Section 48260 states that any pupil subject to full-time education who is absent from school without valid excuse more than three days or tardy in excess of 30 minutes on each of more than three days in one school year is a truant and shall be reported to the Principal.

MEDICATIONS OCASA *does not provide a school nurse*. If a student is ill, it is the responsibility of the parent to seek medical assistance. In the event of an emergency, the school may contact an appropriate emergency professional for assistance. Only prescribed medication may be administered during class periods, if necessary.

ALL PRESCRIPTION and ALL NON-PRESCRIPTION MEDICATIONS (aspirin, topical ointments, etc.) must be brought to school in their original packaging, left in the front office and administered by designated school personnel. A student may not take non-prescription medication by himself/herself.

A parent consent form with doctor's approval must be on file in the office for administering of **ALL PRESCRIPTION and ALL NON-PRESCRIPTION MEDICATIONS**. The school assumes no liability for possible complications which may arise. AT NO TIME is a student or non-authorized faculty or staff member permitted to provide or administer prescription or non-prescription medication to another student.

LEAVING SCHOOL DUE TO ILLNESS A student needing to leave the premises during the school day due to illness MUST first report to the office. Students may ONLY leave campus with an adult designated on their EMERGENCY INFORMATION/MEDICAL RELEASE form.

FIELD TRIPS School-approved field trips may be a part of class activities at OCASA. Permission slips will be provided and must be returned to the coordinating school staff member. School dress code and code of conduct rules are in effect for all field trips. *Field trips may have attendance criteria including grades and citizenship.*

STUDENT LEADERSHIP & ELECTIONS Student Leadership is the legislative and supervisory body of the Associated Student Body (ASB). It is composed of elected and appointed student officers with oversight by OCASA staff. ASB meets to plan and facilitate extracurricular activities and support all school related functions.

Election days will be announced in the daily announcements. Students running for office must meet OCASA eligibility standards, including positive citizenship and behavior.

POSTERS/ADVERTISEMENTS Any student or group wishing to post or distribute notices or advertisements of any kind on school property must present them to the Principal for approval. Postings without approval will be removed and discarded.

YEARBOOK Yearbook sales will be announced throughout the year, and will be sold during registration and at other designated times.

IDENTIFICATION CARDS All students will have an opportunity to purchase an Identification Card (I.D.). Replacement I.D. cards can be obtained BY ARRANGEMENT ONLY, Monday - Friday, at the office for a fee. Student I.D. cards are required for the purchase of tickets for all school sponsored events, both on and off-campus (e.g., dances and skate nights), as well as admittance to these events. I.D. cards may also be required for other school programs/events.

STUDENT BUSINESS The office is open for student business before school and after school. No student business may be conducted during class hours even if the student has a non-academic class, such as aide or P.E.

STUDENT WORK PERMIT APPLICATIONS Students interested in obtaining work-permit applications should request the necessary form from Mission Control

LOST & FOUND OCASA is not responsible for lost or damaged articles. All lost items may be claimed before or after school. At the end of the month, all clothing items remaining in Lost and Found which have not been claimed will be donated to charity.

DEBTS School debts are submitted to the office and entered into the student's account. This account then becomes

"frozen" until all debt is resolved. Examples of debt include, but are not limited to: lost, damaged, non-returned school club fundraising debts, returned checks. To clear this debt, the item(s) and/or payment must be submitted to the office. Additionally, participation in school sponsored extracurricular activities may be prohibited until debt is resolved. If there is a discrepancy, please check with the office.

RETURNED CHECKS Please resolve any returned checks immediately. Cash or money order must be returned to the office to cover the amount of the check, plus the bank fee. Returned checks are a debt on the student's account. Failure to resolve the matter promptly may result in the student's loss of purchased items in order to recover funds from returned checks (e.g. yearbook, ASB activities, etc).

PHYSICAL EDUCATION OCASA College Prep requires a dress code for all students enrolled in the regular program. P.E. attire is available for purchase. Please see uniform information above. ***Students should wear PE uniform to school on the days they have PE.*** No buckles, snaps, zippers, or pockets are allowed on athletic shorts. Socks and athletic shoes must be worn. If you have any questions regarding the school's approved P.E. attire, you may contact the P.E. teacher. Students need to refer to their class syllabus for the NON-SUIT POLICY.

WORK/STUDY/SERVICE Administrators, teachers or staff may assign Work/Study/Service to any student before school, during lunch or after school if they believe such assignment may have a positive effect on the student's behavior or achievement. An approximate twenty-four (24) hour notice will be given to students who are requested to serve either before or after school.

Work/Study/Service is assigned as a result of irresponsible and/or inappropriate behaviors including, but not limited to, truancies, tardies, dress code violations, or electronics violations.

ACADEMIC HONESTY Academic honesty is a fundamental principle of scholarship. Academic dishonesty includes, but is not limited to such things as cheating; inverting false information or citations, plagiarism, and helping someone else commit any such act.

Content of research papers is expected to provide a means to distinguish a student's own work from the work and ideas of others. Credit must be given to the source of the ideas or words of another. Students are expected to do their own work on tests and on independent homework assignments, giving assistance to other students is only with the permission of assigning teacher and/or peer tutors.

Students will be encouraged to learn together, for example, in study groups furthering their knowledge and understandings by interaction, cooperation and sharing. However, evidence of that learning demonstrated by work to be assessed by the teacher will be the responsibility of the individual student and is to be arrived at independently.

OCASA considers plagiarism and falsification of documents, including documents that are not academically related, a serious matter and will result in disciplinary and/or academic consequences.

Cheating is using or attempting to use unauthorized materials, information, or study aids in an academic exercise. Plagiarism is representing the words or ideas of another as one's own in an academic exercise. Any student who helps another student fabricate, cheat, or plagiarize will be considered to have committed the same offense.

Consequences may include and are not limited to:

- Written warning of misconduct by the teacher and/or Administration, parental contact, and a zero on the assignment.
- Call to parent/guardian of student by teacher and/or Administration.
- Recommendation for Disciplinary Probation or Removal from OCASA.

The school may impose appropriate consequences at any stage deemed necessary.

CHROMEBOOK USE The purpose of Chromebook use is for academic pursuits. Chromebook users have a right

to expect a quiet, clean environment that is conducive to learning. These guidelines are intended to outline the responsibilities of lab use on the campus of OCASA.

1. No food, drinks or chewing gum are permitted in labs or in a classroom where computers/Chromebooks are in use.
2. Students may only use the Chromebooks when supervised by a staff member.
3. The use of profanity and loud conversations are not permitted in the labs, as it is a disturbance to other users. Students may not listen to music including mp3 players or music from the computer itself without staff permission.
4. The school assumes no responsibility for any lost or stolen data including thumb drives. Users are responsible for saving documents on their own media.
5. Downloading or installing programs on the hard drives is strictly prohibited. Any information saved or installed on the system's hard drive will be removed once the Chromebook is rebooted.
6. Use of lab equipment to view or download materials may require the user to demonstrate his/her educational or research purpose for such use.

INTERNET/TECHNOLOGY POLICY OCASA recognizes that local and wide area network services offer a wide variety of opportunities to further goals and objectives and, therefore, provides network access to its staff and students. Access to this vast resource of information is an opportunity requiring responsible use by each individual. As such, every OCASA user should act in an ethical and legal manner consistent with OCASA goals and objectives and should conform to appropriate use and network etiquette that includes being polite, using appropriate language, and respecting the privacy of others.

The local and wide area networks provided by OCASA include networked computers in offices, schools and other facilities, and the Internet, which gives access to computers around the world. Opportunities provided by this network may include:

1. Access to information from sites around the world.
2. Discussion groups on a wide variety of topics consistent with OCASA goals and objectives.
3. Research and distance learning.
4. Development of curriculum-related projects for publication on the World Wide Web.

Users of OCASA network services should remember that the level of confidentiality of OCASA computers may not be the same as that expected when using their own equipment or Internet services. E-mail files and other Internet records may be examined for educational and administrative purposes and to verify that acceptable-use guidelines are being followed.

OCASA has taken reasonable steps to ensure that network use is only for activities that support OCASA goals and objectives. Use of the OCASA network or the Internet is a privilege which may be revoked at any time for inappropriate conduct.

ONLINE CONDUCT Inappropriate conduct includes, but is not limited to:

1. Using the network for illegal activities, including unauthorized installation, use, storage, or distribution of copyrighted software or materials in violation of copyright laws.
2. Using the network for personal financial or commercial purposes.
3. Using the network for political activities.
4. Accessing or distributing files that contain pornographic materials or obscene or harmful matter as defined in California Penal Code Section 313 (a).
5. Unauthorized use of another individual's name or password or allowing another user access to your account or password.
6. Providing another individual's e-mail address or other personal information.

7. Violating privacy rights and/or accessing information of other individuals.
8. Vandalizing equipment or data.
9. Sending or exchanging messages that are inconsistent with OCASA policies.

ONLINE RESPONSIBILITY As a user of the OCASA wide area and local area networks, I agree to:

1. Report any known misuse of the network to the responsible person.
2. Use my network access in an acceptable manner, following all district rules and regulations regarding network use, including being polite, using appropriate language and respecting others' privacy.
3. Use online time and other network resources efficiently.

Students who violate the Network/Internet Acceptable Use Agreement, misuse electronic resources, or violate state or federal laws may be subject to disciplinary action including loss of access privileges and/or legal action.

STUDENT SUCCESS TEAM In an effort to support the positive actions of the vast majority of students, OCASA School administrators and teachers are committed to assisting and working with the student(s) and parent(s) as needed to help build strategies for student success. This goal is often accomplished with the assistance of a student success team, which is a compilation of administrators, teachers, counseling department personnel, parents, and students.

What is the Student Success Team (SST)? The Student Success Team is a group of people at the school who utilize a problem-solving approach to an attempt to help students to be more successful in school, at home, and in the community. The philosophy of SST is based on the belief that the school, home and community need to work together to assist the student with obstacles to his/her success in school. The Student Success Team is a group of people at the school who utilize a problem-solving approach in an attempt to help students to be more successful in school, at home, and in the community. The SST often includes the classroom teacher and Administrator. Others may be asked to attend if it is believed they may assist the student in moving forward with their academic or behavioral progress.

What Makes an SST Meeting Necessary? A student should be considered for an SST meeting when there are significant concerns about a student, be they related to education, emotional issues, social adjustment, retention, chronic truancy, tardies etc.

An SST meeting should also be considered when it is seen as useful to bring the significant people in the life of the student together for discussion and planning. Students can be referred directly by their parent/guardian or by their classroom teachers.

The SST is also responsible to look at those students who may be referred for formal assessment and consideration for Special Education services.

POSITIVE BEHAVIORAL SUPPORT PLAN Belief in the individual's capability for behavioral change leads OCASA School administrators and teachers to a commitment of assisting the student in improving him/herself as both a student and a member of the school community. The possibility for constructive change of behavior is based on the recognition and acceptance of the principle of individual responsibility. Behavioral issues in the classroom will be handled by the teacher. If behavior does not improve, then the student will be referred to an Administrator or his/her designee. The student, his/her parent/guardian, and an Administrator will create a positive behavior support plan to best meet the needs of the individual student.

Tier 1: Universal Behavior Support

ACTION - WHO

Classroom Instruction - Teacher

Firm, fair, and corrective behavior management in classroom - Teacher

Positive and proactive de-escalation in classroom - Teacher

Effective classroom management - Teacher

Positive reinforcement - Teachers & Staff

Active monitoring and supervision in and out of classroom - Teachers & Staff

Positive and negative parent phone calls - Teachers & Staff

Tier 2: Selected Behavior Support

ACTION - WHO

Weekly parent phone check in -Parent, Teacher, Admin

Weekly parent classroom observation - Parent

Peer mediation - Peer Counselors, Students, Admin

Initial behavior contract - Student, Parent, Admin, Teacher

Other support as needed - To be determined

Tier 3 Targeted & Intensive Behavior Support

ACTION - WHO

Weekly parent phone check in - Parent, Teacher, Admin

Weekly parent classroom observation - Parent

Peer mediation - Peer Counselors, Students, Admin

Official behavior contract and/or Final behavior contract - Student, Parent, Admin, Teacher

Student Success Team - Student, Parent, Teacher, Counselor, Admin

Follow up contract meeting - Student, Parent, Admin

FEDERAL EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA) DIRECTORY INFORMATION POLICY AND “OPT-OUT” NOTICE

“Directory information,” which is defined as set forth below, may be released to requestors in limited circumstances by Orange County Academy of Sciences and Arts (OCASA), without additional notice to you, unless you timely “opt out” of such disclosures, in writing. The primary purpose of directory information is to allow the OCASA to include information from your child’s education records in certain school publications. Examples include:

- A playbill, showing your student’s role in a drama production;
- The annual yearbook;
- Honor roll or other recognition lists;
- Graduation programs; and
- Sports activity sheets, such as for wrestling, showing weight and height of team members.

State and federal law allow directory information to be disclosed to any requestors, except those who intend to use the information for commercial purposes. In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the Elementary and Secondary Education Act of 1965, as amended (ESEA) to provide military recruiters, upon request, with the following information – names, addresses and telephone listings – unless parents have advised the LEA that they do not want their student’s information disclosed without their prior written consent. With the exception of a release of directory information pursuant to these two federal laws, this school's

policy is to not release directory information to any requestor, for any purpose, without specific prior parent/guardian consent in each situation, EXCEPT we may release such information to requestors that engage in political advocacy, lobbying, or information dissemination related to California charter schools.

If you do not want OCASA to disclose your contact and other directory information from your child's records to such requests without your prior written consent, you must notify us in writing by October 16, 2020.

OCASA has designated the following information as directory information:

- Parents'/guardians' names;
- Address;
- Electronic mail address;
- Phone number;
- Dates of attendance;
- Participation in officially recognized activities and sports;
- Weight and height of members of athletic teams;
- Degrees, honors, and awards received; and
- The most recent educational agency or institution attended

CODE OF CONDUCT & DISCIPLINARY PROCEDURES

OCASA has established policies, procedures and guidelines to promote an environment reflective of the school's mission, purpose, and core values. The governance of the school will provide the structure, support, and order necessary for students to develop their talents and skills to the best of their ability. Students are able to achieve more and grow when clear and consistent policies and guidelines are established. Our goal at OCASA is to help each student become a productive and effective citizen in our society. We know the vast majority of students will work toward this goal by respecting the rights of others, respecting personal and school property, and by practicing acceptable patterns of behavior and courtesy.

The guidelines and expectations that are found in this handbook are in effect on school grounds, off campus during school hours, at school-sponsored functions, or while traveling to or from school activities.

DISCIPLINE The policy of our school is to expect good conduct and courtesy from our students at school, on the playground, and traveling to and from school. Parents, teachers, and school staff have the responsibility to communicate these expectations with our students.

It is important that we maintain a safe and healthy school/classroom climate conducive to learning. Students enrolled at OCASA are expected to conduct themselves in such a way as to show at all times that they understand and accept school policies and rules regulating student behavior.

To support discipline on our campus, we will be implementing positive behavior interventions, which may include Peer Mediation, Conflict Mediation, and restorative practices.

No student shall be involuntarily removed by the Charter School for any reason unless the parent or guardian of the student has been provided written notice of intent to remove the student no less than five school days before the effective date of the action. The written notice shall be in the native language of the student or the student's parent or guardian or, if the student is a foster child or youth or a homeless child or youth, the student's educational rights holder, and shall inform him or her of the right to initiate the procedures specified below for suspensions, before the effective date of the action. If the student's parent, guardian, or educational rights holder initiates the procedures specified below for suspensions, the student shall remain enrolled and shall not be removed until the Charter School

issues a final decision.

STUDENT RIGHTS

- Students have the right to be themselves at school.
- Students have the right to be respected and treated with kindness.
- Students have the right to be safe at school.
- Students have a right to tell their side of the problem before a consequence is given.

HARASSMENT, INTIMIDATION, DISCRIMINATION & BULLYING POLICY The Board of Directors of the schools believes all students have the right to a safe and civil learning environment. Discrimination, harassment, intimidation, and bullying are all disruptive behaviors which interfere with students' ability to learn, negatively affect student engagement, diminish school safety, and contribute to a hostile school environment. As such, the schools prohibit any acts of discrimination, harassment, intimidation, and bullying related to school activity or school attendance. This policy is inclusive of instances that occur on any area of the school campus, at school-sponsored events and activities, regardless of location, through school-owned technology, and through other electronic means, consistent with this policy.

As used in this policy, "discrimination, harassment, intimidation, and bullying" describe the intentional conduct, including verbal, physical, written communication, or cyberbullying, that is based on the actual or perceived characteristics of disability, gender, gender identity, gender expression, nationality, race or ethnicity, religion, sexual orientation, or association with a person or group with one or more of these actual or perceived characteristics. In addition, bullying encompasses any conduct described in the definitions set forth in this policy.

To the extent possible, the schools will make reasonable efforts to prevent students from being discriminated against, harassed, intimidated and/or bullied, and will take action to investigate, respond, and address any reports of such behaviors in a timely manner. The staff who witness acts of discrimination, harassment, intimidation, and bullying will take immediate steps to intervene, so long as it is safe to do so.

Other types of conduct that are prohibited in school and at school related functions and activities that may constitute harassment include:

1. Unwelcome sexual flirtations or propositions.
2. Verbal abuse of a sexual nature.
3. Graphic verbal comments about an individual's body.
4. Sexually degrading words used to describe an individual.
5. Display of sexually suggestive gestures, objects, or pictures.
6. Any act of retaliation against an individual who reports a violation of the school's harassment complaint.
7. Statements made about gender, race, ethnic group, religion, color, mental or physical disability, or any basis that is contained in the prohibition of hate crimes.

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

1. Placing a reasonable pupil or pupils in fear of harm to that pupil's or those pupils' person or property.
2. Causing a reasonable pupil to experience a substantially detrimental effect on his or her physical or mental health.
3. Causing a reasonable pupil to experience a substantial interference with his or her academic performance.
4. Causing a reasonable pupil to experience a substantial interference with his or her ability to participate in or

benefit from the services, activities, or privileges provided by the school.

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

Electronic act is the transmission of a communication, including, but not limited to, a message, text, sound, or image, or a post on a social network Internet Web site, by means of an electronic device, including, but not limited to, a telephone, wireless telephone or other wireless communication device, computer or pager.

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

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

All other members of the school community, including students, parents/guardians, volunteers, and visitors, are encouraged to report any act that may be a violation of this policy to an administrator or designee. While submission of a written report is not required, the reporting party is encouraged to use the report form available in the Office. However, oral reports shall also be considered. Reports may be made anonymously, but formal disciplinary action cannot be based solely on anonymous information.

Students are expected to report all incidents of discrimination, intimidation, harassment, bullying, teasing, or other verbal or physical abuse. Any student who feels she/he is a target of such behavior should immediately contact a teacher, counselor, principal, or staff person so that she/he can get assistance in resolving the issue consistent with this policy.

OCASA acknowledges and respects every individual's rights to privacy. To that end, consistent with legal requirements, all reports shall be investigated in a manner that protects the confidentiality of the parties and the integrity of the process to the greatest extent possible.

OCASA prohibits any form of retaliation against any reporter in the reporting process, including but not limited to a reporter's filing of a complaint or the reporting of violations of this policy. Such participation shall not in any way affect the status, grades or work assignments of the reporter.

Investigation Upon receipt of a report of harassment, intimidation, or bullying from a student, staff member, parent, volunteer, visitor or affiliate of OCASA, the Director or designee will promptly initiate an investigation. At the conclusion of the investigation, the Director or designee will notify the complainant of the outcome of the investigation. However, *in no case may the Director or designee reveal confidential student information related to other students, including the type and extent of discipline issued against such students.*

Complaints shall be investigated and resolved within thirty (30) school days, unless circumstances reasonably require additional time.

All records related to any investigation of discrimination, harassment, intimidation or bullying will remain in a secure location on campus.

In those instances when the complaint filed under this policy also requires investigation under the Uniform Complaint Procedures, such investigation will be undertaken concurrently.

Appeal Should the Complainant find the Director or designee resolution unsatisfactory, he/she may within five (5)

school days of the date of resolution, file an appeal with the Designated Appeals Committee. In such cases, at least three (3) certificated school employees who are unfamiliar with the case and who have been previously selected and trained for this purpose shall be assembled to conduct a confidential review of the Complainant's appeal and render a final disposition.

Consequences Students who engage in discrimination, harassment, intimidation or bullying may be subject to disciplinary action, up to and including suspension and/or expulsion, as outlined in OCASA Student Discipline Policy.

SUSPENSION AND EXPULSION POLICY AND PROCEDURES

Policy

The Suspension and Expulsion Policy and Procedures have been established in order to promote learning and protect the safety and wellbeing of all students at Orange County Academy of Sciences and Arts (the "Charter School"). In creating this policy, the Charter School has reviewed Education Code Section 48900 *et seq.* which describe the offenses for which students at noncharter schools may be suspended or expelled and the procedures governing those suspensions and expulsions in order to establish its list of offenses and procedures for suspensions, expulsions and involuntary removal. The language that follows is largely consistent with the language of Education Code Section 48900 *et seq.* The Charter School is committed to annual review of policies and procedures surrounding suspensions, expulsions, and involuntary removals, and, as necessary, modification of the lists of offenses for which students are subject to suspension or expulsion.

Consistent with this Policy, it may be necessary to suspend or expel a student from regular classroom instruction. This shall serve as the Charter School's policy and procedures for student suspension, expulsion, and involuntary removal, and it may be amended from time to time without the need to seek a material revision of the charter so long as the amendments comport with legal requirements. Charter School staff shall enforce disciplinary policies and procedures fairly and consistently among all students. This policy and its procedures will be printed and distributed annually as part of the Student Handbook which will clearly describe discipline expectations.

Corporal punishment shall not be used as a disciplinary measure against any student. Corporal punishment includes the willful infliction of or willfully causing the infliction of physical pain on a student. For purposes of this policy, corporal punishment does not include an employee's use of force that is reasonable and necessary to protect the employee, students, staff or other persons or to prevent damage to school property.

The Charter School administration shall ensure that students and their parents/guardians are notified in writing upon enrollment of all discipline and involuntary removal policies and procedures. The notice shall state that this policy and its procedures are available upon request at the Principal's office.

Suspended or expelled students shall be excluded from all school and school-related activities unless otherwise agreed during the period of suspension or expulsion.

A student identified as an individual with disabilities or for whom the Charter School has a basis of knowledge of a suspected disability pursuant to the Individuals with Disabilities Education Improvement Act of 2004 ("IDEA") or who is qualified for services under Section 504 of the Rehabilitation Act of 1973 ("Section 504") is subject to the same grounds for suspension and expulsion and is accorded the same due process procedures applicable to general education students except when federal and state law mandates additional or different procedures. The Charter School will follow all applicable federal and state laws including but not limited to the applicable provisions of the California Education Code, when imposing any form of discipline on a student identified as an individual with disabilities or for whom the Charter School has a basis of knowledge of a suspected disability or who is otherwise qualified for such services or protections in according due process to such students.

No student shall be involuntarily removed by the Charter School for any reason unless the parent/guardian of the student has been provided written notice of intent to remove the student no less than five (5) school days before the

effective date of the action. The written notice shall be in the native language of the student or the student's parent/guardian or, if the student is a foster child or youth or a homeless child or youth, the student's educational rights holder, and shall inform the student, the student's parent/guardian, or educational rights holder of the basis for which the student is being involuntarily removed and the student's parent, guardian, or educational rights holder's right to request a hearing to challenge the involuntary removal. If a student's parent, guardian, or educational rights holder requests a hearing, the Charter School shall utilize the same hearing procedures specified below for expulsions, before the effective date of the action to involuntarily remove the student. If the student's parent, guardian, or educational rights holder requests a hearing, the student shall remain enrolled and shall not be removed until the Charter School issues a final decision. As used herein, "involuntarily removed" includes disenrolled, dismissed, transferred, or terminated, but does not include removals for misconduct which may be grounds for suspension or expulsion as enumerated below. Students may be involuntarily removed for reasons including, but not limited to, failure to comply with the terms of the student's independent study Master Agreement pursuant to Education Code Section 51747(c)(4).

Procedures

A. Grounds for Suspension and Expulsion of Students

A student may be suspended or expelled for prohibited misconduct if the act is related to school activity or school attendance occurring at any time including but not limited to: a) while on school grounds; b) while going to or coming from school; c) during the lunch period, whether on or off the school campus; or d) during, going to, or coming from a school-sponsored activity.

B. Enumerated Offenses

1. Discretionary Suspension Offenses: Students may be suspended when it is determined the student:
 - a) Caused, attempted to cause, or threatened to cause physical injury to another person.
 - b) Willfully used force or violence upon the person of another, except self-defense.
 - c) Unlawfully possessed, used, or otherwise furnished, or was under the influence of any controlled substance, as defined in Health and Safety Code Sections 11053-11058, alcoholic beverage, or intoxicant of any kind.
 - d) Unlawfully offered, arranged, or negotiated to sell any controlled substance as defined in Health and Safety Code Sections 11053-11058, alcoholic beverage or intoxicant of any kind, and then sold, delivered or otherwise furnished to any person another liquid substance or material and represented same as controlled substance, alcoholic beverage or intoxicant.
 - e) Committed or attempted to commit robbery or extortion.
 - f) Caused or attempted to cause damage to school property or private property, which includes but is not limited to, electronic files and databases.
 - g) Stole or attempted to steal school property or private property, which includes but is not limited to, electronic files and databases.
 - h) Possessed or used tobacco or products containing tobacco or nicotine products, including but not limited to cigars, cigarettes, miniature cigars, clove cigarettes, smokeless tobacco, snuff, chew packets and betel. This section does not prohibit the use of a student's own prescription products by a student.

- i) Committed an obscene act or engaged in habitual profanity or vulgarity.
- j) Unlawfully possessed or unlawfully offered, arranged, or negotiated to sell any drug paraphernalia, as defined in Health and Safety Code Section 11014.5.
- k) rs (\$1,000), with the specific intent that the statement is to be taken as a threat, even if there is no intent of actually carrying it out, which, on its face and under the circumstances in which it is made, is so unequivocal, unconditional, immediate, and specific as to convey to the person threatened, a gravity of purpose and an immediate prospect of execution of the threat, and thereby causes that person reasonably to be in sustained fear for their own safety or for their immediate family's safety, or for the protection of school property, which includes but is not limited to, electronic files and databases, or the personal property of the person threatened or their immediate family.
- l) Committed sexual harassment, as defined in Education Code Section 212.5. For the purposes of this policy, the conduct described in Section 212.5 must be considered by a reasonable person of the same gender as the victim to be sufficiently severe or pervasive to have a negative impact upon the individual's academic performance or to create an intimidating, hostile, or offensive educational environment. This provision shall apply to students in any of grades 4 to 12, inclusive.
- m) Caused, attempted to cause, threatened to cause or participated in an act of hate violence, as defined in Education Code Section 233(e). This provision shall apply to Disrupted school activities or otherwise willfully defied the valid authority of supervisors, teachers, administrators, other school officials, or other school personnel engaged in the performance of their duties. This section shall only apply to students in any of grades 9-12, inclusive.
- n) Knowingly received stolen school property or private property, which includes but is not limited to, electronic files and databases.
- o) Possessed an imitation firearm, i.e.: a replica of a firearm that is so substantially similar in physical properties to an existing firearm as to lead a reasonable person to conclude that the replica is a firearm.
- p) Harassed, threatened, or intimidated a student who is a complaining witness or witness in a school disciplinary proceeding for the purpose of preventing that student from being a witness and/or retaliating against that student for being a witness.
- q) Unlawfully offered, arranged to sell, negotiated to sell, or sold the prescription drug Soma.
- r) Engaged in, or attempted to engage in, hazing. For the purposes of this policy, "hazing" means a method of initiation or preinitiation into a student organization or body, whether or not the organization or body is officially recognized by an educational institution, which is likely to cause serious bodily injury or personal degradation or disgrace resulting in physical or mental harm to a former, current, or prospective student. For purposes of this policy, "hazing" does not include athletic events or school-sanctioned events.

- s) Made terroristic threats against school officials and/or school property, which includes but is not limited to, electronic files and databases. For purposes of this policy, “terroristic threat” shall include any statement, whether written or oral, by a person who willfully threatens to commit a crime which will result in death, great bodily injury to another person, or property damage in excess of one thousand dolla students in any of grades 4 to 12, inclusive.
 - t) Intentionally harassed, threatened or intimidated school personnel or volunteers and/or a student or group of students to the extent of having the actual and reasonably expected effect of materially disrupting class work, creating substantial disorder and invading the rights of either school personnel or volunteers and/or student(s) by creating an intimidating or hostile educational environment. This provision shall apply to students in any of grades 4 to 12, inclusive.
 - u) Engaged in an act of bullying, including, but not limited to, bullying committed by means of an electronic act.
- 1) “Bullying” means any severe or pervasive physical or verbal act or conduct, including communications made in writing or by means of an electronic act, and including one or more acts committed by a student or group of students which would be deemed hate violence or harassment, threats, or intimidation, which are directed toward one or more students that has or can be reasonably predicted to have the effect of one or more of the following:
 - i. Placing a reasonable student (defined as a student, including, but is not limited to, a student with exceptional needs, who exercises average care, skill, and judgment in conduct for a person of their age, or for a person of their age with exceptional needs) or students in fear of harm to that student’s or those students’ person or property.
 - ii. Causing a reasonable student to experience a substantially detrimental effect on their physical or mental health.
 - iii. Causing a reasonable student to experience substantial interference with their academic performance.
 - iv. Causing a reasonable student to experience substantial interference with their ability to participate in or benefit from the services, activities, or privileges provided by the Charter School.
 - 2) “Electronic Act” means the creation or transmission originated on or off the schoolsite, by means of an electronic device, including, but not limited to, a telephone, wireless telephone, or other wireless communication device, computer, or pager, of a communication, including, but not limited to, any of the following:
 - i. A message, text, sound, video, or image.
 - ii. A post on a social network Internet Web site including, but not limited to:
 - (a) Posting to or creating a burn page. A “burn page” means an Internet Web site created for the purpose of having one or more of the effects as listed in subparagraph (1) above.
 - (b) Creating a credible impersonation of another actual student for the purpose of having one or more of the effects listed in subparagraph (1) above. “Credible impersonation” means to knowingly and without consent impersonate a student for the purpose of bullying the student and such that another student would reasonably believe, or has reasonably believed, that the student was or is the student who was impersonated.

- (c) Creating a false profile for the purpose of having one or more of the effects listed in subparagraph (1) above. “False profile” means a profile of a fictitious student or a profile using the likeness or attributes of an actual student other than the student who created the false profile.
 - iii. An act of cyber sexual bullying.
 - (a) For purposes of this policy, “cyber sexual bullying” means the dissemination of, or the solicitation or incitement to disseminate, a photograph or other visual recording by a student to another student or to school personnel by means of an electronic act that has or can be reasonably predicted to have one or more of the effects described in subparagraphs (i) to (iv), inclusive, of paragraph (1). A photograph or other visual recording, as described above, shall include the depiction of a nude, semi-nude, or sexually explicit photograph or other visual recording of a minor where the minor is identifiable from the photograph, visual recording, or other electronic act.
 - (b) For purposes of this policy, “cyber sexual bullying” does not include a depiction, portrayal, or image that has any serious literary, artistic, educational, political, or scientific value or that involves athletic events or school-sanctioned activities.
 - 3) Notwithstanding subparagraphs (1) and (2) above, an electronic act shall not constitute pervasive conduct solely on the basis that it has been transmitted on the Internet or is currently posted on the Internet.
 - v) A student who aids or abets, as defined in Section 31 of the Penal Code, the infliction or attempted infliction of physical injury to another person may be subject to suspension, but not expulsion, except that a student who has been adjudged by a juvenile court to have committed, as an aider and abettor, a crime of physical violence in which the victim suffered great bodily injury or serious bodily injury shall be subject to discipline pursuant to subdivision (1)(a)-(b).
 - w) Possessed, sold, or otherwise furnished any knife or other dangerous object of no reasonable use to the student unless, in the case of possession of any object of this type, the student had obtained written permission to possess the item from a certificated school employee, with the Principal or designee’s concurrence.
2. Non-Discretionary Suspension Offenses: Students must be suspended and recommended for expulsion when it is determined the student:
- a) Possessed, sold, or otherwise furnished any firearm, explosive, or other destructive device unless, in the case of possession of any device of this type, the student had obtained written permission to possess the item from a certificated school employee, with the Principal or designee’s concurrence.
 - b) Brandished a knife at another person.
 - c) Unlawfully sold a controlled substance listed in Health and Safety Code Section 11053, et seq.
 - d) Committed or attempted to commit a sexual assault or committed a sexual battery as defined in Penal Code Sections 261, 266c, 286, 287, 288, or 289 of former Section 288a of the Penal Code or committed a sexual battery as defined in Penal Code Section 243.4
3. Discretionary Expellable Offenses: Students may be recommended for expulsion when it is determined the student:

- a) Caused, attempted to cause, or threatened to cause physical injury to another person.
- b) Willfully used force or violence upon the person of another, except self-defense.
- c) Unlawfully possessed, used, or otherwise furnished, or was under the influence of any controlled substance, as defined in Health and Safety Code Sections 11053-11058, alcoholic beverage, or intoxicant of any kind.
- d) Unlawfully offered, arranged, or negotiated to sell any controlled substance as defined in Health and Safety Code Sections 11053-11058, alcoholic beverage or intoxicant of any kind, and then sold, delivered or otherwise furnished to any person another liquid substance or material and represented same as controlled substance, alcoholic beverage or intoxicant.
- e) Committed or attempted to commit robbery or extortion.
- f) Caused or attempted to cause damage to school property or private property, which includes but is not limited to, electronic files and databases.
- g) Stole or attempted to steal school property or private property, which includes but is not limited to, electronic files and databases.
- h) Possessed or used tobacco or products containing tobacco or nicotine products, including but not limited to cigars, cigarettes, miniature cigars, clove cigarettes, smokeless tobacco, snuff, chew packets and betel. This section does not prohibit the use of a student's own prescription products by a student.
- i) Committed an obscene act or engaged in habitual profanity or vulgarity.
- j) Unlawfully possessed or unlawfully offered, arranged, or negotiated to sell any drug paraphernalia, as defined in Health and Safety Code Section 11014.5.
- k) Knowingly received stolen school property or private property, which includes but is not limited to, electronic files and databases.
- l) Possessed an imitation firearm, i.e.: a replica of a firearm that is so substantially similar in physical properties to an existing firearm as to lead a reasonable person to conclude that the replica is a firearm.
- m) Harassed, threatened, or intimidated a student who is a complaining witness or witness in a school disciplinary proceeding for the purpose of preventing that student from being a witness and/or retaliating against that student for being a witness.
- n) Unlawfully offered, arranged to sell, negotiated to sell, or sold the prescription drug Soma.
- o) Engaged in, or attempted to engage in, hazing. For the purposes of this policy, "hazing" means a method of initiation or preinitiation into a student organization or body, whether or not the organization or body is officially recognized by an educational institution, which is likely to cause serious bodily injury or personal degradation or disgrace resulting in physical or mental harm to a former, current, or prospective student. For purposes of this policy, "hazing" does not include athletic events or school-sanctioned events.
- p) Made terroristic threats against school officials and/or school property, which includes but is not limited to, electronic files and databases. For purposes of this policy, "terroristic threat" shall include any statement, whether written or oral, by a person who willfully threatens to commit a

crime which will result in death, great bodily injury to another person, or property damage in excess of one thousand dollars (\$1,000), with the specific intent that the statement is to be taken as a threat, even if there is no intent of actually carrying it out, which, on its face and under the circumstances in which it is made, is so unequivocal, unconditional, immediate, and specific as to convey to the person threatened, a gravity of purpose and an immediate prospect of execution of the threat, and thereby causes that person reasonably to be in sustained fear for their own safety or for their immediate family's safety, or for the protection of school property, which includes but is not limited to, electronic files and databases, or the personal property of the person threatened or their immediate family.

- q) Committed sexual harassment, as defined in Education Code Section 212.5. For the purposes of this policy, the conduct described in Section 212.5 must be considered by a reasonable person of the same gender as the victim to be sufficiently severe or pervasive to have a negative impact upon the individual's academic performance or to create an intimidating, hostile, or offensive educational environment. This provision shall apply to students in any of grades 4 to 12, inclusive.
- r) Caused, attempted to cause, threatened to cause or participated in an act of hate violence, as defined in subdivision (e) of Section 233 of the Education Code. This provision shall apply to students in any of grades 4 to 12, inclusive.
- s) Intentionally harassed, threatened or intimidated school personnel or volunteers and/or a student or group of students to the extent of having the actual and reasonably expected effect of materially disrupting class work, creating substantial disorder and invading the rights of either school personnel or volunteers and/or student(s) by creating an intimidating or hostile educational environment. This provision shall apply to students in any of grades 4 to 12, inclusive.
- t) Engaged in an act of bullying, including, but not limited to, bullying committed by means of an electronic act.
 - 1) "Bullying" means any severe or pervasive physical or verbal act or conduct, including communications made in writing or by means of an electronic act, and including one or more acts committed by a student or group of students which would be deemed hate violence or harassment, threats, or intimidation, which are directed toward one or more students that has or can be reasonably predicted to have the effect of one or more of the following:
 - i. Placing a reasonable student (defined as a student, including, but is not limited to, a student with exceptional needs, who exercises average care, skill, and judgment in conduct for a person of their age, or for a person of their age with exceptional needs) or students in fear of harm to that student's or those students' person or property.
 - ii. Causing a reasonable student to experience a substantially detrimental effect on their physical or mental health.
 - iii. Causing a reasonable student to experience substantial interference with their academic performance.
 - iv. Causing a reasonable student to experience substantial interference with their ability to participate in or benefit from the services, activities, or privileges provided by the Charter School.
 - 2) "Electronic Act" means the creation or transmission originated on or off the schoolsite, by means of an electronic device, including, but not limited to, a telephone, wireless telephone, or other wireless communication device, computer, or pager, of a communication, including, but not limited to, any of the following:

- i. A message, text, sound, video, or image.
 - ii. A post on a social network Internet Web site including, but not limited to:
 - (a) Posting to or creating a burn page. A “burn page” means an Internet Web site created for the purpose of having one or more of the effects as listed in subparagraph (1) above.
 - (b) Creating a credible impersonation of another actual student for the purpose of having one or more of the effects listed in subparagraph (1) above. “Credible impersonation” means to knowingly and without consent impersonate a student for the purpose of bullying the student and such that another student would reasonably believe, or has reasonably believed, that the student was or is the student who was impersonated.
 - (c) Creating a false profile for the purpose of having one or more of the effects listed in subparagraph (1) above. “False profile” means a profile of a fictitious student or a profile using the likeness or attributes of an actual student other than the student who created the false profile.
 - iii. An act of cyber sexual bullying.
 - (a) For purposes of this policy, “cyber sexual bullying” means the dissemination of, or the solicitation or incitement to disseminate, a photograph or other visual recording by a student to another student or to school personnel by means of an electronic act that has or can be reasonably predicted to have one or more of the effects described in subparagraphs (i) to (iv), inclusive, of paragraph (1). A photograph or other visual recording, as described above, shall include the depiction of a nude, semi-nude, or sexually explicit photograph or other visual recording of a minor where the minor is identifiable from the photograph, visual recording, or other electronic act.
 - (b) For purposes of this policy, “cyber sexual bullying” does not include a depiction, portrayal, or image that has any serious literary, artistic, educational, political, or scientific value or that involves athletic events or school-sanctioned activities.
- 3) Notwithstanding subparagraphs (1) and (2) above, an electronic act shall not constitute pervasive conduct solely on the basis that it has been transmitted on the Internet or is currently posted on the Internet.
- u) A student who aids or abets, as defined in Section 31 of the Penal Code, the infliction or attempted infliction of physical injury to another person may be subject to suspension, but not expulsion, except that a student who has been adjudged by a juvenile court to have committed, as an aider and abettor, a crime of physical violence in which the victim suffered great bodily injury or serious bodily injury shall be subject to discipline pursuant to subdivision (3)(a)-(b).
 - v) Possessed, sold, or otherwise furnished any knife or other dangerous object of no reasonable use to the student unless, in the case of possession of any object of this type, the student had obtained written permission to possess the item from a certificated school employee, with the Principal or designee’s concurrence.
4. Non-Discretionary Expellable Offenses: Students must be recommended for expulsion when it is determined pursuant to the procedures below that the student:
- a) Possessed, sold, or otherwise furnished any firearm, explosive, or other destructive device unless, in the case of possession of any device of this type, the student had obtained written permission to

possess the item from a certificated school employee, with the Principal or designee's concurrence.

- b) Brandished a knife at another person.
- c) Unlawfully sold a controlled substance listed in Health and Safety Code Section 11053, et seq.
- d) Committed or attempted to commit a sexual assault or committed a sexual battery as defined in Penal Code Sections 261, 266c, 286, 287, 288, or 289 of former Section 288a of the Penal Code or committed a sexual battery as defined in Penal Code Section 243.4.

If it is determined by the Administrative Panel and/or Board of Directors that a student has brought a firearm or destructive device, as defined in Section 921 of Title 18 of the United States Code, on to campus or to have possessed a firearm or destructive device on campus, the student shall be expelled for one year, pursuant to the Federal Gun Free Schools Act of 1994. In such instances, the student shall be provided due process rights of notice and a hearing as required in this policy.

The Charter School will use the following definitions:

- The term "knife" means (A) any dirk, dagger, or other weapon with a fixed, sharpened blade fitted primarily for stabbing; (B) a weapon with a blade fitted primarily for stabbing; (C) a weapon with a blade longer than 3½ inches; (D) a folding knife with a blade that locks into place; or (E) a razor with an unguarded blade.
- The term "firearm" means (A) any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of an explosive; (B) the frame or receiver of any such weapon; (C) any firearm muffler or firearm silencer; or (D) any destructive device. Such term does not include an antique firearm.
- The term "destructive device" means any explosive, incendiary, or poison gas, including but not limited to: (A) bomb; (B) grenade; (C) rocket having a propellant charge of more than four ounces; (D) missile having an explosive or incendiary charge of more than one-quarter ounce; (E) mine; or (F) device similar to any of the devices described in the preceding clauses.

C. Suspension Procedure

Suspensions shall be initiated according to the following procedures:

1. Conference

Suspension shall be preceded, if possible, by a conference conducted by the Principal or designee with the student and the student's parent/guardian and, whenever practical, the teacher, supervisor or Charter School employee who referred the student to the Principal or designee.

The conference may be omitted if the Principal or designee determines that an emergency situation exists. An "emergency situation" involves a clear and present danger to the lives, safety or health of students or Charter School personnel. If a student is suspended without this conference, both the parent/guardian and student shall be notified of the student's right to return to school for the purpose of a conference.

At the conference, the student shall be informed of the reason for the disciplinary action and the evidence against the student and shall be given the opportunity to present their version and evidence in their defense, in accordance with Education Code Section 47605(c)(5)(J)(i). This conference shall be held within two (2) school days, unless the student waives this right or is physically unable to attend for any reason including, but not

limited to, incarceration or hospitalization. No penalties may be imposed on a student for failure of the student's parent/guardian to attend a conference with Charter School officials. Reinstatement of the suspended student shall not be contingent upon attendance by the student's parent/guardian at the conference.

2. Notice to Parents/Guardians

At the time of the suspension, an administrator or designee shall make a reasonable effort to contact the parent/guardian by telephone or in person. Whenever a student is suspended, the parent/guardian shall be notified in writing of the suspension and the date of return following suspension. This notice shall state the specific offense(s) committed by the student as well as the date the student may return to school following the suspension. If Charter School officials wish to ask the parent/guardian to confer regarding matters pertinent to the suspension, the notice may request that the parent/guardian respond to such requests without delay.

3. Suspension Time Limits/Recommendation for Expulsion

Suspensions, when not including a recommendation for expulsion, shall not exceed five (5) consecutive school days per suspension. Upon a recommendation of expulsion by the Principal or designee, the student and the student's parent/guardian or representative will be invited to a conference to determine if the suspension for the student should be extended pending an expulsion hearing. In such instances when the Charter School has determined a suspension period shall be extended, such extension shall be made only after a conference is held with the student or the student's parent/guardian, unless the student and the student's parent/guardian fail to attend the conference.

This determination will be made by the Principal or designee upon either of the following: 1) the student's presence will be disruptive to the education process; or 2) the student poses a threat or danger to others. Upon either determination, the student's suspension will be extended pending the results of an expulsion hearing.

4. Homework Assignments During Suspension

In accordance with Education Code Section 47606.2(a), upon the request of a parent, a legal guardian or other person holding the right to make education decisions for the student, or the affected student, a teacher shall provide to a student in any of grades 1 to 12, inclusive, who has been suspended from school for two (2) or more school days, the homework that the student would otherwise have been assigned.

In accordance with Education Code Section 47606.2(b), if a homework assignment that is requested pursuant to Section 47606.2(a) and turned into the teacher by the student either upon the student's return to school from suspension or within the timeframe originally prescribed by the teacher, whichever is later, is not graded before the end of the academic term, that assignment shall not be included in the calculation of the student's overall grade in the class.

D. Authority to Expel

As required by Education Code Section 47605(c)(5)(J)(ii), students recommended for expulsion are entitled to a hearing adjudicated by a neutral officer to determine whether the student should be expelled. The procedures herein provide for such a hearing and the notice of said hearing, as required by law.

A student may be expelled either by the neutral and impartial Charter School Board of Directors following a hearing before it or by the Charter School Board of Directors upon the recommendation of a neutral and impartial Administrative Panel, to be assigned by the Board of Directors as needed. The Administrative Panel shall consist of at least three (3) members who are certificated and neither a teacher of the student nor a member of the Charter School Board of Directors. Each entity shall be presided over by a designated neutral hearing chairperson. The Administrative Panel may recommend expulsion of any student found to have committed an expellable offense, and the Board of Directors shall make the final determination.

E. Expulsion Procedures

Students recommended for expulsion are entitled to a hearing to determine whether the student should be expelled. Unless postponed for good cause, the hearing shall be held within thirty (30) school days after the Principal or designee determines that the student has committed an expellable offense and recommends the student for expulsion.

In the event an Administrative Panel hears the case, it will make a recommendation to the Board for a final decision whether to expel. The hearing shall be held in closed session (complying with all student confidentiality rules under the Family Educational Rights and Privacy Act “FERPA”) unless the student makes a written request for a public hearing in open session three (3) days prior to the date of the scheduled hearing.

Written notice of the hearing shall be forwarded to the student and the student’s parent/guardian at least ten (10) calendar days before the date of the hearing. Upon mailing the notice, it shall be deemed served upon the student. The notice shall include:

1. The date and place of the expulsion hearing.
2. A statement of the specific facts, charges and offenses upon which the proposed expulsion is based.
3. A copy of the Charter School’s disciplinary rules which relate to the alleged violation.
4. Notification of the student’s or parent/guardian’s obligation to provide information about the student’s status at the Charter School to any other school district or school to which the student seeks enrollment.
5. The opportunity for the student and/or the student’s parent/guardian to appear in person or to employ and be represented by counsel or a non-attorney advisor.
6. The right to inspect and obtain copies of all documents to be used at the hearing.
7. The opportunity to confront and question all witnesses who testify at the hearing.
8. The opportunity to question all evidence presented and to present oral and documentary evidence on the student’s behalf including witnesses.

F. Special Procedures for Expulsion Hearings Involving Sexual Assault or Battery Offenses

The Charter School may, upon a finding of good cause, determine that the disclosure of either the identity of the witness or the testimony of that witness at the hearing, or both, would subject the witness to an unreasonable risk of psychological or physical harm. Upon this determination, the testimony of the witness may be presented at the hearing in the form of sworn declarations that shall be examined only by the Charter School or the hearing officer. Copies of these sworn declarations, edited to delete the name and identity of the witness, shall be made available to the student.

1. The complaining witness in any sexual assault or battery case must be provided with a copy of the applicable disciplinary rules and advised of their right to (a) receive five (5) calendar days’ notice of their scheduled testimony; (b) have up to two (2) adult support persons of their choosing present in the hearing at the time the complaining witness testifies, which may include a parent/guardian or legal counsel; and (c) elect to have the hearing closed while testifying.
2. The Charter School must also provide the victim a room separate from the hearing room for the complaining witness’ use prior to and during breaks in testimony.
3. At the discretion of the entity conducting the expulsion hearing, the complaining witness shall be allowed periods of relief from examination and cross-examination during which the complaining witness may leave the hearing room.
4. The entity conducting the expulsion hearing may also arrange the seating within the hearing room to facilitate a less intimidating environment for the complaining witness.
5. The entity conducting the expulsion hearing may also limit time for taking the testimony of the

complaining witness to the hours the complaining witness is normally in school, if there is no good cause to take the testimony during other hours.

6. Prior to a complaining witness testifying, the support persons must be admonished that the hearing is confidential. Nothing in the law precludes the entity presiding over the hearing from removing a support person whom the presiding person finds is disrupting the hearing. The entity conducting the hearing may permit any one of the support persons for the complaining witness to accompany the complaining witness to the witness stand.
7. If one or both of the support persons is also a witness, the Charter School must present evidence that the witness' presence is both desired by the witness and will be helpful to the Charter School. The entity presiding over the hearing shall permit the witness to stay unless it is established that there is a substantial risk that the testimony of the complaining witness would be influenced by the support person, in which case the presiding official shall admonish the support person or persons not to prompt, sway, or influence the witness in any way. Nothing shall preclude the presiding officer from exercising their discretion to remove a person from the hearing whom they believe is prompting, swaying, or influencing the witness.
8. The testimony of the support person shall be presented before the testimony of the complaining witness and the complaining witness shall be excluded from the courtroom during that testimony.
9. Especially for charges involving sexual assault or battery, if the hearing is to be conducted in public at the request of the student being expelled, the complaining witness shall have the right to have their testimony heard in a closed session when testifying at a public meeting would threaten serious psychological harm to the complaining witness and there are no alternative procedures to avoid the threatened harm. The alternative procedures may include videotaped depositions or contemporaneous examination in another place communicated to the hearing room by means of closed-circuit television.
10. Evidence of specific instances of a complaining witness' prior sexual conduct is presumed inadmissible and shall not be heard absent a determination by the entity conducting the hearing that extraordinary circumstances exist requiring the evidence be heard. Before such a determination regarding extraordinary circumstances can be made, the witness shall be provided notice and an opportunity to present opposition to the introduction of the evidence. In the hearing on the admissibility of the evidence, the complaining witness shall be entitled to be represented by a parent, legal counsel, or other support person. Reputation or opinion evidence regarding the sexual behavior of the complaining witness is not admissible for any purpose.

G. Record of Hearing

A record of the hearing shall be made and may be maintained by any means, including electronic recording, as long as a reasonably accurate and complete written transcription of the proceedings can be made.

H. Presentation of Evidence

While technical rules of evidence do not apply to expulsion hearings, evidence may be admitted and used as proof only if it is the kind of evidence on which reasonable persons can rely in the conduct of serious affairs. A recommendation by the Administrative Panel to expel must be supported by substantial evidence that the student committed an expellable offense. Findings of fact shall be based solely on the evidence at the hearing. While hearsay evidence is admissible, no decision to expel shall be based solely on hearsay. Sworn declarations may be admitted as testimony from witnesses of whom the Board or Administrative Panel determines that disclosure of their identity or testimony at the hearing may subject them to an unreasonable risk of physical or psychological harm.

If, due to a written request by the expelled student, the hearing is held at a public meeting, and the charge is committing or attempting to commit a sexual assault or committing a sexual battery as defined in Education Code Section 48900, a complaining witness shall have the right to have their testimony heard in a session closed to the

public.

I. Expulsion Decision

The decision of the Administrative Panel shall be in the form of written findings of fact and a written recommendation to the Board of Directors, which will make a final determination regarding the expulsion. The Board of Directors shall make the final determination regarding the expulsion within ten (10) school days following the conclusion of the hearing. The decision of the Board of Directors is final.

If the Administrative Panel decides not to recommend expulsion, or the Board of Directors ultimately decides not to expel, the student shall immediately be returned to their previous educational program.

The Board of Directors may also determine to suspend the enforcement of the expulsion order for a period of not more than one (1) calendar year from the date of the expulsion hearing and return the student to the student's previous educational program under a probationary status and rehabilitation plan to be determined by the Board. During the period of the suspension of the expulsion order, the student is deemed to be on probationary status. The Board of Directors may revoke the suspension of an expulsion order under this section if the student commits any of the enumerated offenses listed above or violates any of the Charter School's rules and regulations governing student conduct. If the Board revokes the suspension of an expulsion order, the student may be expelled under the terms of the original expulsion order. The Board of Directors shall apply the criteria for suspending the enforcement of the expulsion order equally to all students, including individuals with exceptional needs as defined in Education Code Section 56026. The Board of Directors shall further comply with the provisions set forth under Education Code Section 48917, except as otherwise expressly set forth herein.

J. Written Notice to Expel

The Principal or designee, following a decision of the Board of Directors to expel, shall send written notice of the decision to expel, including the Board of Directors' adopted findings of fact, to the student and student's parent/guardian. This notice shall also include the following: (a) notice of the specific offense committed by the student; and (b) notice of the student's or parent/guardian's obligation to inform any new district in which the student seeks to enroll of the student's status with the Charter School.

The Principal or designee shall send a copy of the written notice of the decision to expel to the chartering authority. This notice shall include the following: (a) the student's name; and (b) the specific expellable offense committed by the student.

K. Disciplinary Records

The Charter School shall maintain records of all student suspensions and expulsions at the Charter School. Such records shall be made available to the chartering authority upon request.

L. No Right to Appeal

The student shall have no right of appeal from expulsion from the Charter School as the Charter School Board of Directors' decision to expel shall be final.

M. Expelled Students/Alternative Education

Parents/guardians of students who are expelled shall be responsible for seeking alternative education programs including, but not limited to, programs within the County or their school district of residence. The Charter School shall work cooperatively with parents/guardians as requested by parents/guardians or by the school district of residence to assist with locating alternative placements during expulsion.

N. Rehabilitation Plans

Students who are expelled from the Charter School shall be given a rehabilitation plan upon expulsion as developed by the Board of Directors at the time of the expulsion order, which may include, but is not limited to, periodic review as well as assessment at the time of review for readmission. The rehabilitation plan should include a date not later than one (1) year from the date of expulsion when the student may reapply to the Charter School for readmission.

O. Readmission or Admission of Previously Expelled Student

The decision to readmit a student after the end of the student's expulsion term or to admit a previously expelled student from another school district or charter school who has not been readmitted/admitted to another school or school district after the end of the student's expulsion term, shall be in the sole discretion of the Board of Directors following a meeting with the Principal or designee and the student and student's parent/guardian or representative to determine whether the student has successfully completed the rehabilitation plan and to determine whether the student poses a threat to others or will be disruptive to the school environment. The Principal or designee shall make a recommendation to the Board of Directors following the meeting regarding the Principal's or designee's determination. The Board shall then make a final decision regarding readmission or admission of the student during the closed session of a public meeting, reporting out any action taken during closed session consistent with the requirements of the Brown Act. The student's readmission is also contingent upon the Charter School's capacity at the time the student seeks readmission or admission to the Charter School.

P. Notice to Teachers

The Charter School shall notify teachers of each student who has engaged in or is reasonably suspected to have engaged in any of the acts listed in Education Code Section 49079 and the corresponding enumerated offenses set forth above.

R. Special Procedures for the Consideration of Suspension and Expulsion or Involuntary Removal of Students with Disabilities

1. Notification of SELPA

The Charter School shall immediately notify the SELPA and coordinate the procedures in this policy with the SELPA of the discipline of any student with a disability or student that the Charter School or the SELPA would be deemed to have knowledge that the student had a disability.

2. Services During Suspension

Students suspended for more than ten (10) school days in a school year shall continue to receive services so as to enable the student to continue to participate in the general education curriculum, although in another setting (which could constitute a change of placement and the student's IEP would reflect this change), and to progress toward meeting the goals set out in the child's IEP/504 Plan; and receive, as appropriate, a functional behavioral assessment and behavioral intervention services and modifications, that are designed to address the behavior violation so that it does not recur. These services may be provided in an interim alternative educational setting.

3. Procedural Safeguards/Manifestation Determination

Within ten (10) school days of a recommendation for expulsion or any decision to change the placement of a child with a disability because of a violation of a code of student conduct, the Charter School, the parent, and relevant members of the IEP/504 Team shall review all relevant information in the student's file, including the child's IEP/504 Plan, any teacher observations, and any relevant information provided by the parents to determine:

- a. If the conduct in question was caused by, or had a direct and substantial relationship to, the child's disability; or
- b. If the conduct in question was the direct result of the local educational agency's failure to implement the IEP/504 Plan.

If the Charter School, the parent, and relevant members of the IEP/504 Team determine that either of the above is applicable for the child, the conduct shall be determined to be a manifestation of the child's disability.

If the Charter School, the parent, and relevant members of the IEP/504 Team make the determination that the conduct was a manifestation of the child's disability, the IEP/504 Team shall:

- a. Conduct a functional behavioral assessment and implement a behavioral intervention plan for such child, provided that the Charter School had not conducted such assessment prior to such determination before the behavior that resulted in a change in placement;
- b. If a behavioral intervention plan has been developed, review the behavioral intervention plan if the child already has such a behavioral intervention plan, and modify it, as necessary, to address the behavior; and
- c. Return the child to the placement from which the child was removed, unless the parent/guardian and the Charter School agree to a change of placement as part of the modification of the behavioral intervention plan.

If the Charter School, the parent/guardian, and relevant members of the IEP/504 Team determine that the behavior was not a manifestation of the student's disability and that the conduct in question was not a direct result of the failure to implement the IEP/504 Plan, then the Charter School may apply the relevant disciplinary procedures to children with disabilities in the same manner and for the same duration as the procedures would be applied to students without disabilities.

4. Due Process Appeals

The parent/guardian of a child with a disability who disagrees with any decision regarding placement, or the manifestation determination, or the Charter School believes that maintaining the current placement of the child is substantially likely to result in injury to the child or to others, may request an expedited administrative hearing through the Special Education Unit of the Office of Administrative Hearings or by utilizing the dispute provisions of the 504 Policy and Procedures.

When an appeal relating to the placement of the student or the manifestation determination has been requested by either the parent/guardian or the Charter School, the student shall remain in the interim alternative educational setting pending the decision of the hearing officer in accordance with state and federal law, including 20 U.S.C. Section 1415(k), until the expiration of the forty-five (45) day time period provided for in an interim alternative educational setting, unless the parent/guardian and the Charter School agree otherwise.

In accordance with 20 U.S.C. Section 1415(k)(3), if a parent/guardian disagrees with any decision regarding placement, or the manifestation determination, or if the Charter School believes that maintaining the current placement of the child is substantially likely to result in injury to the child or to others, the parent/guardian or Charter School may request a hearing.

In such an appeal, a hearing officer may: (1) return a child with a disability to the placement from which the child was removed; or (2) order a change in placement of a child with a disability to an appropriate interim alternative educational setting for not more than 45 school days if the hearing officer determines

that maintaining the current placement of such child is substantially likely to result in injury to the child or to others.

5. Special Circumstances

Charter School personnel may consider any unique circumstances on a case-by-case basis when determining whether to order a change in placement for a child with a disability who violates a code of student conduct.

The Principal or designee may remove a student to an interim alternative educational setting for not more than forty-five (45) school days without regard to whether the behavior is determined to be a manifestation of the student's disability in cases where a student:

- a. Carries or possesses a weapon, as defined in 18 U.S.C. Section 930, to or at school, on school premises, or to or at a school function;
- b. Knowingly possesses or uses illegal drugs, or sells or solicits the sale of a controlled substance, while at school, on school premises, or at a school function; or
- c. Has inflicted serious bodily injury, as defined by 20 U.S.C. Section 1415(k)(7)(D), upon a person while at school, on school premises, or at a school function.

6. Interim Alternative Educational Setting

The student's interim alternative educational setting shall be determined by the student's IEP/504 Team.

7. Procedures for Students Not Yet Eligible for Special Education Services

A student who has not been identified as an individual with disabilities pursuant to IDEA and who has violated the Charter School's disciplinary procedures may assert the procedural safeguards granted under this administrative regulation only if the Charter School had knowledge that the student was disabled before the behavior occurred.

The Charter School shall be deemed to have knowledge that the student had a disability if one of the following conditions exists:

- a. The parent/guardian has expressed concern in writing, or orally if the parent/guardian does not know how to write or has a disability that prevents a written statement, to Charter School supervisory or administrative personnel, or to one of the child's teachers, that the student is in need of special education or related services.
- b. The parent/guardian has requested an evaluation of the child.
- c. The child's teacher, or other Charter School personnel, has expressed specific concerns about a pattern of behavior demonstrated by the child, directly to the director of special education or to other Charter School supervisory personnel.

If the Charter School knew or should have known the student had a disability under any of the three (3) circumstances described above, the student may assert any of the protections available to IDEA-eligible children with disabilities, including the right to stay-put.

If the Charter School had no basis for knowledge of the student's disability, it shall proceed with the proposed discipline. The Charter School shall conduct an expedited evaluation if requested by the parents;

however, the student shall remain in the education placement determined by the Charter School pending the results of the evaluation.

The Charter School shall not be deemed to have knowledge that the student had a disability if the parent/guardian has not allowed an evaluation, refused services, or if the student has been evaluated and determined to not be eligible.