



## **Student & Family Handbook**

**2023-2024 School Year**

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## **2023-24 Academic Calendar**

### **School Mission**

Through academic rigor, character development, and a structured learning environment, Soleil Academy Charter School ensures that every transitional kindergarten through 5th grade scholar has the foundation necessary for college success and a future bright with opportunity.

### **Vision Statement**

Soleil Academy Charter School provides an academically challenging, disciplined, and jubilant elementary school in which all members of the school community — board members, leaders, teachers, families, and scholars — understand and are driven by the mission of Soleil Academy, rooted in the belief that the path to college for all students begins in elementary school.

We devote the majority of our financial, temporal, and curricular resources towards powerful literacy acquisition for our scholars; we provide a unique and comprehensive focus on the development of oral language as the hallmark of our school wide enrichment program; and we measure students' academic progress on growth, comparative, and absolute terms.

### **Non-Discrimination Statement**

Soleil Academy is committed to providing a safe school environment where all individuals in education are afforded equal access and opportunities. Soleil Academy's academic and other educational support programs, services and activities shall be free from discrimination, harassment, intimidation, and bullying of any individual based on the person's actual race, color, ancestry, national origin, ethnic group identification, age, religion, marital or parental status, physical or mental disability, sex, sexual orientation, gender, gender identity, or gender expression; the perception of one or more of such characteristics; or association with a person or group with one or more of these actual or perceived characteristics.

Specifically, state law prohibits discrimination on the basis of gender in enrollment, counseling, and the availability of physical education, athletic activities, and sports.

Transgender students shall be permitted to participate in gender-segregated school programs and activities (e.g., athletic teams, sports competitions, and field trips) and to use facilities consistent with their gender identity. Soleil Academy assures that lack of English language skills will not be a barrier to admission or participation in any programs. Complaints of unlawful discrimination, harassment, intimidation, or bullying are investigated through the Uniform Complaint Process. Such complaints must be filed no later than six months after knowledge of the alleged discrimination was first obtained.

### **Admission**

Soleil Academy shall admit scholars pursuant to the Admissions Requirements as outlined in our charter. Each scholar interested in enrolling at Soleil must be a resident of California and submit an application form to the school. If the number of interested scholars exceeds the number of seats available by the application deadline, admittance shall be determined by a public random drawing.

### **Application Form**

Each scholar interested in enrolling at Soleil must submit an application form to the school before the application deadline. Applications received after the deadline shall be placed on the waitlist in the order they are received.

### **Lottery Priorities**

Existing scholars are guaranteed admission in the following school year and are exempt from the public random drawing (lottery).

**During the lottery, the following priorities shall be extended:**

Siblings currently attending Soleil Academy;

Applicants whose guardian is a current employee of Soleil Academy

Applicants that live within the city limits of Lynwood

Note regarding the lottery priority for current siblings: This priority does not mean that your scholar will automatically be enrolled into Soleil, nor does it mean they are guaranteed admission. If you are interested in taking advantage of this lottery priority, you must submit an application via SchoolMint before the lottery deadline. The priority significantly increases your chances of receiving an offer, but does not guarantee admission.

Priorities are only granted to applicants that apply within the open enrollment window. If an application is received after the application deadline, no priorities will be considered.

**Lottery Procedures**

Typically, the lottery will be held at the school or through zoom. If needed, the lottery will take place on a weekday afternoon or evening or during the weekend to help ensure all interested parties can attend. The specific date, time and location will be determined one week following the application due date, and will be communicated to families and interested parties. Lottery procedures will be followed and related materials will be made available upon request. Interested parties are welcome to observe the random public drawing should one be necessary.

If the number of applicants exceeds the number of available seats on the application due date, a lottery will be hosted and the applicants will be randomly drawn to fill the available seats. The lottery will follow the school's lottery priorities. Applicants that are not offered a seat during the lottery will be placed on the waitlist in the order their names are drawn. All applications and a record of the order in which they are drawn will be kept on file at the school. The school may choose to conduct the lottery using an online enrollment system. The online enrollment system allows families to apply online and allows the school to run the lottery using a secure computer algorithm so that rules and lottery priorities are followed every time and families can be assured of an equitable process.

After the offered list is set, a waitlist shall be created and maintained. Should vacancies occur, admission will be offered to applicants on the waitlist in the order their names appear. The school can utilize the online enrollment system to manage the waitlist to ensure seats are offered to scholars in the order they appear on the waitlist.

**Communication**

The offered list and waitlist will be made available following the lottery (if needed) and upon request. Parents/guardians of applicants on the offered list and waitlist will be contacted by designated school office staff via phone and/or in writing. Multiple communications on different days will be attempted. Communication attempts will be logged by school staff. Parents/guardians of applicants will have a designated amount of time from initial contact (e.g., 3 school days) to

respond to the designated contact person to accept or decline their seat. If parents/guardians do not respond within the timeline, the applicant's offer will be rescinded and the next applicant's parents/guardians on the waitlist will be contacted.

### **Enrollment**

As part of the enrollment process at Soleil Academy, each parent/guardian shall submit the following documentation:

- Completed Enrollment Packet
- Student Health Screening/Physical Exam
- Immunization Records
- Birth Certificate
- Residency Verification
- Parent Identification
- IEP or Section 504 Plan (if applicable)
- Custody Court Orders (if applicable)
- Scholar Transcripts (if applicable)

### **Enrollment of Scholars in Special Subgroups**

#### **Homeless Scholars**

Soleil Academy shall adhere to the provisions of the McKinney-Vento Homeless Assistance Act and ensure that each homeless child or youth has equal access to the same free, appropriate public education as provided to other children and youths. Soleil shall comply with all applicable provisions of Education Code Sections 48850-48859.

#### **Temporarily Displaced Scholars**

For the purposes of enrollment, if an enrolled scholar leaves an Soleil Academy for any of the following reasons, the school will consider the leave a temporary displacement and will hold their spot and re-enroll the scholar upon their return.

- Scholar is a homeless or foster youth
- Scholar is attending a Residential Treatment Center

#### **Scholar Withdrawal**

If a parent wishes to withdraw a scholar from Soleil Academy, it is the parent's/guardian's responsibility to notify the office. A scholar check-out form is required for any scholar withdrawal. Scholars will receive unofficial transcripts until all books and equipment are returned and outstanding fees are paid.

#### **Scholar Returns**

If a scholar leaves an Soleil Academy and later chooses to return, the scholar must complete an application form and return it to the main office. When the application is submitted, the scholar will be informed if there is space available or if they will be placed on the waitlist, pursuant to the Admissions policy.

### **Attendance**

Attendance is the first step in ensuring academic achievement. In order for students to be academically successful at Soleil Academy, they must be in attendance and make their strongest effort each and every day. At Soleil Academy, regular attendance is required. Our curriculum is an ambitious one; every day is essential for students to keep pace with their

learning. Parents/guardians/families are expected to ensure that their children are in school. Please do not allow your child to miss a day of school except in the case of serious illness. Excessive absences will be considered a violation of the parent/guardian/family-school contract

and of the statewide attendance policy. Students who miss an excessive number of days may not be promoted to the next grade.

### **Absences**

Scholars and parents should do everything in their power to guard against absences from classes, including taking good care of their health and arranging necessary appointments outside of school time. The maximum number of parent-excused notes allowed at this school is 3 each school year.

### **Truancy**

A scholar who is subject to compulsory full-time education who is absent from school without a valid excuse for three (3) or more full days in one school year will be considered truant. Any scholar who has once been reported as truant and who is again absent from school without a valid excuse for three (3) or more days shall again be reported as truant. A scholar will be classified as a habitual truant if they have been reported as truant three (3) or more times in one school year and after the school has made a conscientious effort to hold at least one meeting with the parent/guardian and scholar. A scholar will be classified as chronically truant if they are absent from school without a valid excuse for ten percent (10%) or more of the school days in one school year, from the date of enrollment to the current date.

Upon a scholar's initial classification as truant, the school shall notify the scholar's parent/guardian that:

- The scholar is truant;
- The parent/guardian is obligated to compel the attendance of the scholar at school;
- Parents/guardians who fail to meet this obligation may be guilty of an infraction and subject to prosecution per Education Code (starting with Section 48290);
- The charter school is a school of choice and alternative educational programs are available in the district;
- The parent/guardian has the right to meet with appropriate school personnel to discuss solutions to the scholar's truancy;
- The scholar may be subject to prosecution under Education Code Section 48264;

### **Chronic Absenteeism**

A scholar who misses ten percent (10%) or more of school days, regardless of whether the absences are excused or unexcused, or if the scholar is suspended, is considered chronically absent. Chronic absenteeism is linked with poor scholar performance, low academic engagement, and increased risk of high school dropout. Many families are surprised to learn that missing just two days of school per month can lead to a scholar becoming chronically absent. Over the course of the school year (184 days), a scholar cannot miss more than 18 total days in order to not be chronically absent. We are committed to partnering with families to prevent chronic absenteeism. When a scholar becomes, or is at risk of becoming, chronically absent, we will initiate various forms of intervention to help improve attendance and remove barriers to missing school.

### *Never Miss School for Appointments*

Parents/guardians are responsible for scheduling medical appointments outside of school time. The best times are Friday afternoons (after 1:30 pm) or days when school is not in session. In the rare

case when a student has a medical appointment during school, he or she should not be absent for the entire school day.

#### *Early Pickups*

Students are expected to stay in school until the very end of the day (3:15pm; 1:15pm on Fridays). Early pickups are disruptive to the learning environment. Early pickups will require that parent/guardian provide a valid excuse followed by a note if its absence is related to medical/court reasons. Personal reasons are considered unexcused and will be coded in our system as such.

#### *Tracking and Following Up on Student Absences*

The school will keep records of all student absences. If a student misses school, Soleil Academy staff will make reasonable efforts to contact the student's parent/guardian by telephone, writing, or in person. Staff will explain the school's attendance policy and request the parent/guardian's strong support in enforcing this policy.

#### *"Excused" and "Unexcused" Absences*

Absences at Soleil Academy are tracked as either excused or unexcused absences. Absences that qualify as "excused" need to be documented (doctor's note or parent/guardian note) and submitted to the office within 72 hours of the student absence. Phone calls are not sufficient to track an absence as "excused".

#### **Annual Notification of Education Code 48205 – Excused Absences:**

Pupils, with the written consent of their parents or guardians, may be excused from school in order to participate in religious exercises or to receive moral or religious instruction.

No pupil shall have his or her grade reduced or lose academic credit for any excused absence or absences, if missed assignments and tests that can reasonably be provided are satisfactorily completed within a reasonable period of time.

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

- (1) Due to his or her illness.
- (2) Due to quarantine under the direction of a county or city health officer.
- (3) For the purpose of having medical, dental, optometric, or chiropractic services rendered.

- (4) 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.
- (5) For the purpose of jury duty in the manner provided for by law.
- (6) Due to the illness or medical appointment during school hours of a child of whom the pupil is the custodial parent.
- (7) For justifiable personal reasons, including, but not limited to, an appearance in court, attendance at a funeral service, observance of a holiday or ceremony of his or her religion, attendance at religious retreats, attendance at an employment conference, or attendance at an educational conference on the legislative or judicial process offered by a nonprofit organization when the pupil's absence is requested in writing by the parent or guardian and approved by the principal or a designated representative pursuant to uniform standards established by the governing board.
- (8) For the purpose of serving as a member of a precinct board for an election pursuant to Section 12302 of the Elections Code.
- (9) For the purpose of spending time with a member of the pupil's immediate family, who is an active duty member of the uniformed services, as defined in EC § 49701, and has been called to duty for, is on leave from, or has immediately returned from, deployment to a combat zone or combat support position. Absences granted pursuant to this paragraph shall be granted for a period of time to be determined at the discretion of the superintendent of the school district.

(b) A pupil absent from school under this section shall be allowed to complete all assignments and tests missed during the absence that can be reasonably provided and, upon satisfactory completion within a reasonable period of time, shall be given full credit therefore. The teacher of the class from which a pupil is absent shall determine which tests and assignments shall be reasonably equivalent to, but not necessarily identical to, the tests and assignments that the pupil missed during the absence.

(c) For purposes of this section, attendance at religious retreats shall not exceed four hours per semester.

(d) Absences pursuant to this section are deemed to be absences in computing average daily attendance and shall not generate state apportionment payments.

(e) "Immediate family," as used in this section, has the same meaning as that set forth in Section 45194, except that references therein to "employee" shall be deemed to be references to "pupil."

Absences for reasons not defined above will be classified as 'unexcused absences.' Unexcused absences may include, but are not limited to:

- Unverified absence (e.g., absence note that lists reason as "personal", Transportation issues, lack of covid results or pending covid results)
- Absence due to taking an early vacation or extending a vacation
- Running errands for family
- A tardy of 30 minutes or more

### **Procedure for Clearing Absences**

When the scholar returns to school, they must provide the school main office with a note from

their parent/guardian or have their parent/guardian call the school within 3 school days explaining the reason for the absence. Any scholar who is absent for medical, dental or other professional services must, in addition, present a note to the main office directly from the provider's office. The school is required to keep the note, signed by the parent/guardian for every scholar absence, on file. Absences of three (3) consecutive school days or longer due to illness will require a doctor's note to excuse the absence. A scholar may not participate in any after-school extracurricular activity if they are absent from school on the day of the activity unless the scholar's IEP or 504 plan states otherwise.

## Interventions for Addressing Truancy

### Truancy Tiered Intervention Protocol

Phase	Truancies	Interventions
<b>Phase 1</b>	1-2 Truancies	<ul style="list-style-type: none"> <li>• School attendance team to call parent/guardian</li> </ul>
<b>Phase 2</b>	3 Truancies	<ul style="list-style-type: none"> <li>• School attendance team to call parent/guardian</li> <li>• Send Truancy Letter #1 home</li> </ul>
<b>Phase 3</b>	6 Truancies	<ul style="list-style-type: none"> <li>• School attendance team to call parent/guardian</li> <li>• Send Truancy Letter #2 home</li> <li>• Hold a parent/guardian conference or scholar Attendance Review Team (SART-Level I) to develop scholar intervention plan/contract</li> </ul>
<b>Phase 4</b>	9 Truancies	<ul style="list-style-type: none"> <li>• School attendance team to call parent/guardian</li> <li>• Send Truancy Letter #3 home</li> <li>• Hold a parent/guardian conference or scholar Attendance Review Team (SART-Level II) to review and update scholar intervention plan/contract</li> <li>• Home visit may be recommended</li> </ul>

## **Attendance – Tardiness**

Getting to school on time is key to your child's success – at school and in life. Late students miss vital academic time and we would like to instill timeliness as a value in order to prepare our students for college and beyond. At Soleil Academy, the learning begins from the moment students walk in the door. Students read and complete challenging critical thinking problems during breakfast. Students who are late miss essential reading instruction, disrupt the learning of other children, and risk falling behind on our ambitious curriculum.

## **Definition of Tardiness**

A scholar is considered tardy if they are not in their seat when the bell rings signaling the start of class. If a scholar arrives late to school, they must obtain a tardy slip from the school main office. A tardy may be excused only with written verification from a parent/guardian upon the scholar's arrival at the school, or if the parent/guardian accompanies the scholar into the school building to sign them in with a valid excuse.

Unexcused tardies are cumulative and may result in the following disciplinary action:

1. Warning & Call Home
2. Detention & Call Home
3. Detention & Parent Conference
4. Administrative Conference

Excessive tardies may result in an appearance before the School Attendance Review Team (SART). Our doors open at 7:15 am each morning. Students must arrive by 7:50 am. A student is tardy when they arrive past 8:00 am.

## **Consequences for Tardiness**

## **Arrival & Dismissal Policy**

### **Arrival**

The school officially opens to students at 7:15 am each day.

### **Dismissal**

The school day officially ends at 3:15pm. Dismissal is at 1:15pm each Friday. No student will be allowed to leave the school with an adult who is not his/her legal guardian unless the guardian has submitted a signed and written note to the Office in advance that specifies the name, address, and working phone number for the adult as well as specific dates and times for pick-up.

All families submit a release form through schoolmint, this applies to new student registration or re-enrollment, listing the names and information for any individuals, besides parent/guardian, who are regularly authorized to pick up their children.

### **Homework**

Homework is an essential part of the Soleil Academy educational program. At Soleil Academy all students will be held accountable for completing homework assignments as homework is designed to reinforce skills taught in the classroom, to help students develop a deeper understanding of concepts, and to promote good study habits. Students who do not complete homework are missing an important opportunity to reinforce skills and student habits that are essential in preparation to attend and graduate from college. Homework will be assigned every night at Soleil Academy, Monday through Friday as well as on holidays and breaks.

Homework must be completed in full and in accordance with Soleil Academy's high standards for hard work and professional presentation, which includes clear and neat handwriting, full heading and parent signature. Soleil Academy provides every student with a homework folder that is sent home nightly. Homework folders are designed to teach students essential organizational skills and must be kept professional. There should be no stickers, pictures or images in or on the folder. Homework folders are turned into teachers each morning as soon as students arrive in their classroom so that homework can be checked.

### **Independent Reading**

Research shows that the number one way to improve a student's reading skills is to have them READ, READ, READ. Supporting your child's independent reading at home is the number one way to help him/her improve reading speed, accuracy, vocabulary, and comprehension.

Although Soleil Academy students have high-quality reading time during school, they also must READ, READ, READ at home every night, weekend and during any vacations from school. Parents/guardians should make sure to supervise their child in reading at least 30 minutes every night and on weekends and will sign their child's reading log daily upon completion of the reading.

## **Discipline**

Our approach to discipline is rooted in a belief that the learning environment is sacred. At Soleil Academy, we will do whatever it takes to make sure that every child is safe (physically, emotionally, mentally, and intellectually) and to make sure that every child has the chance to learn without needless disruptions. We have very high expectations for student behavior, and we “sweat the small stuff” to create and preserve a focused learning environment.

Our teachers will use a large array of strategies to promote positive behavior and to correct problem behaviors. Our faculty uses positive reinforcement whenever possible, and recognizes and celebrates student successes at every opportunity.

## **Point System**

We also use a point system to help shape positive student behavior. When students earn additions, they earn privileges. If students earn point deductions, they may lose privileges (social time or Enrichment) when they violate the rules. Students and families will receive frequent communication regarding student academic progress.

Our Principal, supported by our Dean of Students, is the point person on discipline issues. The Principal and Dean work closely with teachers, families, and students to help them learn and grow. The Principal has the authority to decide on the appropriate consequences for student behavior. The Head of School may solicit parent/guardian input in certain situations, but they retain all decision-making authority. In the absence of a Principal or Dean, the Assistant Principal will be the point person for discipline issues.

## **Safe Place to Learn and Bullying Prevention**

Soleil Academy is committed to maintaining a learning environment that is free from discrimination, harassment, violence, intimidation, and bullying based on actual or perceived characteristics, and 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.

All school personnel who witness an act of discrimination, harassment, intimidation, or bullying must take immediate steps to intervene when safe to do so. Any student who engages in acts of discrimination, harassment, violence, intimidation, or bullying related to school activity or school attendance occurring within a school of the school district may be subject to disciplinary action up to and including expulsion. To report an incidence and/or to receive a copy of the district's antidiscrimination, anti-harassment, anti-intimidation, and anti-bullying policies, please contact the office..

## **Sexual Harassment**

Soleil Academy is committed to maintaining a learning and working environment that is free from sexual harassment. Any student who engages in sexual harassment of anyone in or from the school(s) may be subject to disciplinary action up to and including expulsion. Any employee who permits, engages in, or fails to report sexual harassment shall be subject to disciplinary action up to and including dismissal. For a copy of the district's sexual harassment policy or

to report incidences of sexual harassment, please contact the office..

### **Child Abuse Mandated Reporting**

The California Child Abuse and Neglect Reporting Act requires that any administrator, teacher, counselor or other school staff member who has a reasonable suspicion that a scholar has been subjected to child abuse and neglect (e.g., physical abuse, sexual abuse, willful cruelty or unjustified punishment, unlawful corporal punishment or injury, and neglect (including both acts and omissions)) must make a report to the proper authorities immediately or as soon as is practicably possible. School site staff shall be trained on child abuse mandated reporting every school year by the sixth week of school or within the first six weeks of their start date as established by AB 1432.

Child abuse must be reported when one who is a legally mandated reporter "...has knowledge of or observes a child in his or her professional capacity, or within the scope of his or her employment whom he or she knows or reasonably suspects has been the victim of child abuse." Mandated reporters must make their report to the county welfare department (child protective agency) or to any police, sheriff, or, in some cases, county probation department.

Reports are to be made initially via phone then followed-up within 36 hours later with a written report to the child protective or law enforcement agency to which the telephone report was made.

### **Administrative Searches**

Soleil Academy may conduct searches of scholars and items under the scholars' control (e.g., locker, backpack, purse) to ensure scholar and staff safety. Specifically, the purposes of these searches are to:

- Detect the possession of weapons or controlled substances;
- Deter bringing weapons or controlled substances onto school grounds or during school activities;
- Reduce the potential for violent incidents.

Searches may be conducted under the following circumstances:

### **Searches Based on Reasonable Suspicion**

If a scholar has engaged in conduct that causes an administrator to have reasonable suspicion that the scholar has committed, or is about to commit, a crime or has violated statutory laws or school rules, the administrator may conduct a search of that scholar. The administrator must:

- Be able to articulate the reasons for their suspicion and the facts and/or circumstances surrounding a specific incident.
- Be able to reasonably connect the scholar to a specific incident, crime, rule, or statute violation.
- Have relied on recent, credible information from personal knowledge and/or other eyewitnesses.
- Ensure that a search based on reasonable suspicion is not excessively intrusive in light of the scholar's age and gender and the nature of the offense.

When conducting a scholar search based on reasonable suspicion, school administrators must adhere to the following practices:

- Conduct the search only if there are clear and specific reasons for suspicion and there are facts that connect the scholar to a specific incident of misconduct.
- Jackets, purses, pockets, backpacks, bags and containers in the scholar's possession may be searched to the extent reasonably necessary.
- Under no conditions may a body or strip search be conducted.
- Only school administrators of the same gender as the scholar searched may conduct the search.
- Searches based on reasonable suspicion must be conducted in a private area where the search will not be visible to other scholars or staff (except for a school administrator or designee witness, also of the same gender).
- School can request law enforcement participation if necessary.

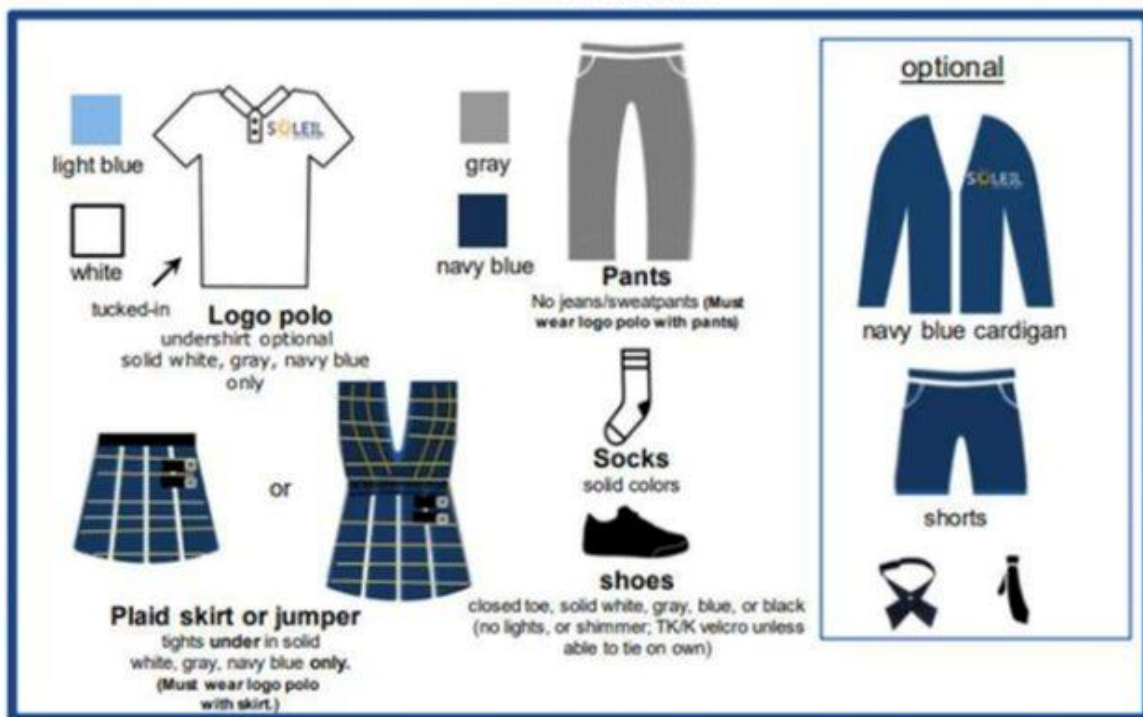
### **School Uniforms**

Soleil Academy upholds its **BRIGHT** values in all aspects of the school to establish a safe a jubilant community. Student uniforms unite us as a community and allow students to focus on the important learning at hand. All students must come to school in the Soleil Academy uniform every day. If a student arrives at school out of uniform, parents/guardians will be called and asked to bring in a uniform and provided a uniform violation notice. Scholars will wait in the school main office until the appropriate clothing or shoes arrive. Schoolwork will be provided during this time

Please make sure your scholar is in uniform every day and ready to learn. This means students must have their uniform shirts with the school logo, shirts tucked into their pants, wearing the appropriate shoes, pants or skirt/jumper. We highly recommend writing your child's name in permanent marker on all sweater tags and uniform items.

Students may not change out of the Soleil Academy uniform at any point during the school day. Students may wear their uniform pants and/or skirts with their class college t-shirts every Friday and on all school field trips, unless otherwise stated by school staff.

Scholars that regularly violate the uniform policy may be counseled on an individual basis by the Principal or administrator.



## Parent Participation

Soleil Academy wants parents/guardians to be partners in the education of their children. The important task of educating a child calls for the school, the student and the family to all work together to ensure success. Because we believe parent/guardian participation is extremely important to the Soleil mission, we encourage our families to volunteer on our campus at least 20 hours a school year

All Soleil volunteers that will be providing help at the school site must abide by the following

procedures:

1. All volunteers must first sign-in at the school office prior to entering to the main building.
2. Volunteers and visitors must wear a Soleil badge at all times during their stay at Soleil so that staff can identify the adults that have authorization to be in the school.

The following is a list of opportunities for volunteers looking to participate at the school site.

### **Help Supervising Students/Areas**

Parents and volunteers that will be providing help with the scholars must first attend a Soleil workshop on participation expectations.

*Participation Opportunities that involve direct interaction with students.*

- Breakfast help
- Snack help
- Lunch help
- Recess/PE help
- Pick-up and drop-off help
- Field trip chaperone
- Classroom helper

### **School/Office Volunteer**

Parents and volunteers that will be providing help with day-to-day opportunities

- Office helper

- Cleaning student snack/lunch tables
- Maintaining playground/area
- Sweeping the school grounds
- Take home projects
- Aiding in school fundraisers
- Participating in leadership roles at school (ex: secretary for SSC)

The following list gives examples of other ways in which our families can volunteer or participate.

### **Soleil Meetings**

Our families are invited to attend any Soleil Academy events or meeting. The goal is to have a strong sense of communication among school and family and this is being nurtured through the participation in these meetings or events. When attending the following meetings or events parents/guardians will sign-in.

- Cafecitos/ Parent Advisory Committee (PAC)
- Board Meetings
- Family events
- Parent conferences
- Attending community events (ex: Neighborhood Council meetings)

### **Monthly Newsletters**

Every month, you will receive updates from the school via ParentSquare. This will contain important information about the schedule/calendar, events, announcements, field trips, and other important reminders. It is very important that you take the time to read these updates completely. Please remove all letter updates from the student's homework folder once read and provide a parent/guardian signature on homework cover page as an indicator to school staff the information has been received.

### **Trimester Family Conferences**

At the end of the first and second trimester, a parent/guardian will be expected to attend a parent conference with their child's teacher. During this conference, families will meet with their child's teacher to review academic performance and progress, character development progress and student behavior during that trimester. Teachers will provide families with tools to support scholar growth as well as set goals for scholar performance during the next trimester.

### **Report Cards**

Report cards will be issued at the conclusion of each trimester. Report cards include final grades that will be reflected on a scholar's transcript.

### **PowerSchool Gradebook**

Parents/guardians can follow scholar academic progress through PowerSchool. Scholar attendance, homework, grades, and assignments can be reviewed through PowerSchool on the internet. PowerSchool also provides a direct link to teacher email. To access PowerSchool, you will need the following:

The website location:  
Your Username

Your Password  
A Valid Email

Login information is distributed to parents/guardians soon after school starts. It is also available by contacting the school main office.

## **Parent/Family Concerns**

As you know, Soleil Academy has high expectations for all scholars with both academics and behavior. All of us – parent/guardians, teachers, and school leaders – are working hard to help your child climb the mountain to college. We are all part of your child’s team: if you and your child work with us, we can all succeed. If you have a concern about a school policy, academic grade, discipline decision, or anything else, we ask that you take some time to reflect on it and then follow the meeting procedures at the school. We welcome any conversation. Please bring issues concerning your child(ren) to us, and we will work with you to address those concerns as quickly and efficiently as possible.

## **Cell Phones/Electronics**

Students are not allowed to use cell phones or electronics at school or on school field trips. If a cell phone or electronic device is used during school, rings during school, or is seen by a staff member, it will be confiscated from the student and will be returned to a parent/guardian once they have come to the school to pick it up.

## **USDA School Nutrition Program**

Free or reduced-price breakfast and lunches are available at school for pupils whose parents or legal guardians qualify, based on annual household income, and complete the required application form. Application forms may be obtained through the front desk. All families will need to complete a form that enables the school to participate in the free or reduced-price meal program.

Parents of students who do not qualify for free meals will be billed for each breakfast and lunch consumed. Invoices are generated on a monthly basis and sent via email and/or hardcopy. Parents are expected to pay invoices by the end of the month in which they are received.

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, religion, sex, gender identity (including gender expression), sexual orientation, disability, age, marital status, family/parental status, income derived from a public assistance program, political beliefs, or reprisal or retaliation for prior civil rights activity, in any program or activity conducted or funded by USDA (not all bases apply to all programs). Remedies and complaint filing deadlines vary by program or incident.

Persons with disabilities who require alternative means of communication for program information (e.g., Braille, large print, audiotape, American Sign Language, etc.) should contact the responsible Agency or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program discrimination complaint, complete the USDA Program Discrimination Complaint Form, AD-3027, found online at [How to File a Program Discrimination Complaint](#) and at any USDA office or write a letter addressed to USDA and provide in the letter all of the

information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by: (1) mail: U.S. Department of Agriculture, Office of the Assistant Secretary for Civil Rights, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410; (2) fax: (202) 690-7442; or (3) email: [program.intake@usda.gov](mailto:program.intake@usda.gov). USDA is an equal opportunity provider, employer, and lender.

### **Local School Wellness Policy**

Local School Wellness Policy (LSWP) will be open for review on an annual basis. Changes will be reviewed during board meetings or School Site Council Meetings to include feedback from parents, community, and school leader.

Families may send lunch to school; however, students will not have access to a refrigerator or microwave. If you are sending lunch to school with your child, we ask that you send only nutritious foods. Please do not let your child bring unhealthy drinks (sodas, juices that are not 100% juice, sports drinks, and/or energy drinks) or unhealthy snacks to school. Candy, gum, chips and soda are not allowed at school. If you choose to send lunch, the entire lunch must be in one bag or container that has the student's name on it.

### **Community Eligibility Provision (CEP)**

In an effort to increase access to meal programs and provide more scholars with healthy meals, Soleil Academy began participating in the Community Eligibility Provision in the 2023-2024 school year. This federal program allows schools to offer breakfast and lunch at no charge to all scholars enrolled in our schools. This means that families will not be required to submit a meal application to receive free meals and will not be charged for any meals while at school. In order to collect income information for funding purposes, families will be asked to complete a Family Household Survey.

### **Family Household Survey**

Regardless of income, all scholars at Soleil Academy will be given free meals due to Soleil's participation in the Community Eligibility Provision. Families will be asked to complete a Family Household Survey (FHS) in lieu of a meal application. Collecting income information through the Family Household Survey is required for funding purposes and to ensure accurate state and federal reporting.

### **Assessments**

Soleil Academy employs multiple assessments to monitor student progress, inform instruction, and ensure that all students succeed. Staff works to ensure that assessments are not stressful times for students; rather they are presented as opportunities to show off all that students have learned. The assessments, which include nationally normed standardized tests and internally developed assessments, are administered throughout the year. Teachers analyze the results to inform their instruction, identify students in need of extra help, and to assess the overall effectiveness of the school's curriculum.

Parents are informed of student progress and are consistently updated of student growth both academically and behaviorally via BRIGHT Reports. These reports are sent home daily for TK-2 students and weekly for students in grades 3-5. In TK-2, these reports include daily behavior and performance on homework. In grades 3-5, these reports include weekly behavior and homework, as well as regular grade updates. Throughout the year, teachers will have multiple touch points with parents through bi-weekly phone calls home and Trimester Parent Conferences during which

they will share scholar achievement and progress towards end of year goals and benchmarks.

### **Nursing Services & Medication**

Health and wellness of students supports their academic progress in school. Soleil Academy will not have a nurse on site. If your child requires medication during school hours, the School Operations team will assist by administering medication. Families must complete a medication authorization form and can get a copy of this form by calling or stopping by the school office. The requirement to have a form on file applies to all medicine, including aspirin, Tylenol, and other over-the-counter medicines. All student medicines will be kept in a locked cabinet. The school will keep a detailed log of all medicines that are administered.

### **Entrance Health and Oral Health Screenings**

State law requires that the parent or legal guardian of each pupil provide the school within 90 days after entrance to first grade documentary proof that the pupil has received a health screening examination by a doctor within the prior 18 months. Pupils may be excluded from school for failing to comply or not providing a waiver, these absences would be considered unexcused. Free health screening is available for eligible students through the Child Health Disabilities Prevention Program.

A record of a dental assessment done by a dental professional is required for all kindergarteners and first graders attending public school for the first time. Dental assessments must be completed in the 12 months prior to entry or by May 31st of the pupil's first school year.

### **Physical Examinations and Health Exclusions**

Schools are required by Education Code to conduct physical examinations including sight and hearing testing. A parent or guardian may file annually with the school principal a written statement, signed by the parent or legal guardian, withholding consent to a physical examination of the pupil. However, whenever there is good reason to believe that the pupil is suffering from a recognized contagious or infectious disease, the pupil shall be sent home and shall not be permitted to return until school authorities are satisfied that the contagious or infectious disease no longer exists.<sup>8</sup>

### **Emergency Treatment for Anaphylaxis- Epinephrine Auto Injectors**

Anaphylaxis is a severe and potentially life-threatening allergic reaction that can occur after encountering an allergic trigger, such as food, medicine, an insect bite, latex or exercise. Symptoms include narrowing of the airways, rashes or hives, nausea or vomiting, a weak pulse and dizziness. It is estimated that approximately 25% of the anaphylactic reactions occur during school hours to students who had not previously been diagnosed with a food or other allergy. Without immediate administration of epinephrine followed by calling emergency medical services, death can occur. Being able to recognize and treat it quickly can save lives. Education Code requires school districts to provide epinephrine auto-injectors to school nurses and trained personnel and authorizes them to use epinephrine auto-injectors for any student who may be experiencing anaphylaxis, regardless of known history.

### **Automated External Defibrillators**

In case of a cardiac emergency, Soleil has an Automated External Defibrillator (AED) on campus for use on scholars and/or adults. All CPR trained staff are also trained in AED use. Trained staff will use an AED on persons who are unconscious, not breathing, or gasping, and not exhibiting signs of circulation. AEDs will be serviced on a yearly basis.

### **Immunizations**

Students must be immunized against certain communicable diseases. Students are prohibited from attending school unless immunization requirements are met for age and grade. The school shall cooperate with local health officials in measures necessary for the prevention and control of communicable diseases in school age children. The district may use any funds, property, or personnel and may permit any person licensed as a physician or registered nurse to administer an immunizing agent to any student whose parents have consented in writing.

A student not fully immunized may be temporarily excluded from a school or other institution when that child has been exposed to a specified disease and whose documentary proof of immunization status does not show proof of immunization.

### **Scholar with Exceptional Needs**

#### **Equal Education Opportunities**

At Soleil Academy, all scholars shall be afforded the right and opportunity to an equal education. No scholar shall be excluded, segregated or discriminated against in the Soleil environment for reasons of race, ethnicity, color, national origin, gender, economic status, sexual orientation, actual or perceived disability, religion, or religious affiliation.

- Schools are obligated to provide a "free appropriate public education" (FAPE) to all eligible scholars with disabilities.

### **Section 504 Plan**

Section 504 of the Rehabilitation Act of 1973 states that “no otherwise qualified handicapped individual in the United States...shall, solely by reason of his handicap, be excluded from the participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance.” (29 U.S.C. Section 794)

- Compliance with Section 504 is monitored by the U.S. Department of Education, Office of Civil Rights.
- Applies to all institutions receiving federal financial assistance, such as public schools.

Section 504 prohibits discrimination while assuring that disabled scholars have educational opportunities and benefits equal to those provided to non-disabled scholars. If you would like to know more about 504 Plans or other types of assistance available to your scholar, please contact the Principal.

### **Special Education**

The Individuals with Disabilities Education Act (IDEA) requires that public schools, including Soleil Academy, make available a free appropriate public education (FAPE) to eligible scholars with disabilities and ensure special education and related services to those scholars.

Referrals for determination of eligibility for special education and services may come from teachers, parents/guardians, agencies, appropriate professional persons, and from other members of the public. Special education referrals will be coordinated with school site procedures for referral of scholars with needs that cannot be met with interventions in the regular instructional program, including referrals from scholar intervention teams, such as the Scholar Support Team (SST).

## **English Language Learners**

### **Definition**

English Learners (ELs) are a diverse group of scholars who are unable to communicate fluently or fully access the curriculum in academic English. ELs encompass everyone from newly arrived immigrants to long-term English learners (LTEL).

### **Identification and Assessments**

Upon enrollment Soleil Academy, each scholar's primary language will be determined through a Home Language Survey (Education Code Section 52164.1). Any scholar speaking a primary language other than English or newly identified as an English Learner will be assessed for English proficiency using the state's designated English Language Proficiency Assessments for California (ELPAC) test (Education Code Section 313).

Each year after a scholar is identified as an English Learner and until they are reclassified/redesignated as English proficient, the summative ELPAC assessment shall be administered to the scholar as determined by the California Department of Education (Education Code Section 313). Any scholar with a disability will receive necessary accommodations and may take an alternative assessment if stated in their IEP.

### **Parental Notifications**

The school's English Learner designee will provide the following to parents/guardians of English Learners in writing:

1. **Assessment Notification:** The school will notify parents/guardians of their child's results on the state's English language assessment within 30 calendar days of receipt.
2. **Placement Notification:** At the beginning of each school year, parents/guardians will be informed of the placement of their child in an English Learner program.
3. **Title III Notifications:** Each parent/guardian of a scholar participating in a language instruction program will receive notification of the assessment of their child's English proficiency no later than 30 calendar days after the beginning of the school year. The notice shall include all of the following (Education Code Section 440):
  - a. The reason for the scholar's classification as an English Learner;
  - b. The English proficiency level and the status of the scholar's academic achievement;
  - c. A description of the program for English language development instruction; and
  - d. Information regarding a parent/guardian's option to decline to enroll in the program.

### **Reclassification/Redesignation**

English Learners shall be reclassified as Reclassified Fluent-English-Proficient (RFEP) when they are able to comprehend, speak, read, and write English well enough to receive instruction in an English language mainstream classroom and make academic progress at a level substantially equivalent to that of scholars of the same age or grade whose primary language is English and who are in the regular course of study (Education Code Section 52164.6). Reclassification criteria can be found in the English Language Learner Master Plan.

### **Progress Monitoring of RFEP Scholars**

The school's English Learner designee shall monitor scholars for at least four years following their reclassification to determine whether the scholar needs any additional academic support to ensure their language and academic success.

### **School Visitor Policy**

The safety and security of staff and scholars at Soleil Academy is of utmost importance. A critical part of creating a safe campus environment is for the administration, as well as those individuals or classrooms receiving visitors, to have advance knowledge of all visitors. School administration must know at all times who is on campus and reserves the right to refuse entry to any visitor. The following procedures for visiting Soleil Academy will be strictly followed.

## Closed Campus

Soleil Academy is a closed campus. All scholars are required to remain on school grounds during the regularly scheduled school day, including the lunch period. It is unlawful for anyone to take a scholar away from school during the regular school day without first obtaining proper permission from a designated school official.

## Visitor Policy, Sign-in, and Verification

The Director of Operations is responsible for managing involvement of volunteers and visitors, and for ensuring that the activities of visitors and volunteers do not result in undue disruption of the instructional program and preserve the peaceful conduct of school activities. It is also important that the presence of visitors and volunteers does not contribute to safety or security issues for scholars and staff members or for the visitors themselves. No outsider—which would include immigration-enforcement officers—shall enter or remain on school grounds of the school's campus during school hours without having registered with the Director of Operations or designee.

## All Campus Visitors Must

- Request an appointment for a visitation date and time from the office staff before entering the school office. As much advance notice as possible should be given, but no visitor can be guaranteed entry to the campus on a specific date and time.
- Sign into the visitor's log immediately upon entrance, providing all requested information (e.g., visitor's name, date, time, purpose of visit, other additional information the school may require). This is for the safety of scholars, staff, as well as the individual in case of emergency. Failure to provide information will be grounds for denial of access.
- Show identification. Failure to provide information will be grounds for denial of access.
- Complete a visitor's badge and obtain the Principal's or designee's approval before proceeding. The visitor's badge may include the following information: visitor name, date, time, destination and office approval. You may be required to wait depending on the Principal's or designee's availability.
- Wear a visitor's badge at all times during your stay at the school.
- Keep observation of classroom activity to a particular purpose and reasonable frequency, as determined by the school.
- Follow the established procedures for scheduling an appointment with the teacher(s).
- Return the visitor's badge to the school office before leaving the campus and sign out. You must indicate on the visitor's log the time you are leaving the school.

## Some Important Rules for All Visitors:

- The staff person/scholar you are visiting must be on campus that day and aware of the visit.
- Visitors must be escorted by designated school personnel at all times on campus unless otherwise permitted by an administrator.
- Do not interfere with any school activity during the visitation. Visiting the school is a privilege, not a right.
- Enter and leave the classroom as quietly as possible when class is in session.
- While class is in session, do not converse with scholars, teachers, and/or instructional aides during the visitation unless explicitly permitted.

Failure to follow any of these basic procedures may result in a visitor not receiving authorization to enter the building and/or being barred from future visits.

Soleil Academy, where it has such authority, shall post signs at the entrance of its school grounds or in the school main office to notify stakeholders of the hours and requirements for visitors.

School personnel shall report entry by immigration-enforcement officers to the Director of Operations or Principal or other appropriate administrator as would be required for any unexpected or unscheduled outside visitor coming on campus. If there are no exigent circumstances necessitating immediate action, and if the immigration officer does not possess a judicial warrant or court order that provides a basis for the visit, the officer must provide the following information to the Principal or designee:

- Name, address, occupation;
- Age, if less than 21;
- Purpose in entering school grounds;
- Proof of identity; and
- Any other information as required by law.

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<sup>8</sup> California Legislative Information.

[https://leginfo.ca.gov/faces/codes\\_displayText.xhtml?lawCode=EDC&division=4.&title=2.&part=27.&chapter=9.&article=4](https://leginfo.ca.gov/faces/codes_displayText.xhtml?lawCode=EDC&division=4.&title=2.&part=27.&chapter=9.&article=4)

## **Administrative Supervision**

Supervision is provided for all school sponsored programs, activities, and meals during the instructional day. Unless otherwise noted for a specific school sponsored program or activity, hours of supervision at school begin at 7:15am and end at 3:15pm.

To ensure the safety of all scholars, it is important that scholars do not arrive before supervision has begun and that they leave promptly at the conclusion of their school day. Scholars who linger on or near campus will be sent home. Should any scholar create a disturbance by lingering before or after school, disciplinary action may be taken.

School administration, staff, parent/guardian volunteers and external vendors are available to help ensure the campus remains safe and scholars are following traffic laws when crossing the street. Scholars are to obey all directions from supervisory staff and parent volunteers.

## **Student Records**

Soleil Academy will protect the privacy of such records. Parents/guardians have the right to 1) inspect and review the student's educational record maintained by the school, 2) request that a school correct records which they believe to be inaccurate or misleading, and 3) have some control over the disclosure of information from educational records.

School officials with legitimate educational interests may access student records without parental consent as long as the official needs to review the records in order to fulfill his/her professional responsibility. Upon request from officials of another school district in which a student seeks or intends to enroll, Soleil Academy shall disclose educational records without parental consent. Parents' request to access their student's educational records must be submitted in a written form to and the school will have five (5) business days from the day of receipt of the request to provide access to the records. Any challenge to school records must be submitted in writing to the Director of Operations. A parent challenging school records must show that the records are 1) inaccurate, 2) an unsubstantiated personal conclusion or inference, 3) a conclusion or inference outside the observer's area of competence, 4) not based on the personal observation of a named person with the time and place of the observation noted, 5) misleading, or 6) in violation of the privacy or other rights of the student. Parents have the right to file a complaint with the United States Department of Education concerning an alleged failure by the District to comply with the provisions of the United States Family Educational Rights and Privacy Act (FERPA) by writing to: Family Policy Compliance

The operational staff is in charge of student records. If a parent/guardian would like to examine a child's record, the parent/guardian should submit a request in writing and submit it to the Director of School Operations. Within five business days of receipt of a written request, the school, depending on the requested information, responds by:

- Making the information available at the school itself during normal business hours to the person requesting it;
- Denying the request in writing; or
- Providing a written acknowledgment of receipt of the request that supplies an approximate

date for when the request will be granted or denied.

## **Other Information and Policies**

### **Student Belongings**

Students who disrupt class for any reason are violating school rules. This rule applies to students' personal possessions as well. Items including, but not limited to, game cards, trading cards, portable electronic games or devices, toys, and cell phones are not allowed in school. Students who violate this rule will have their item(s) confiscated until the item(s) is/are picked up by a parent/guardian and will be subject to consequences.

### **Lost and Found**

The school will keep a lost and found box. Parents/guardians may come in any day between 8:00 am and 3:30pm to search the Lost and Found. At the end of every trimester, items left in the box will be donated to a local charity.

### **School Supplies**

Soleil Academy will provide a list of school supplies needed for the classroom that families could donate. This list will consist of basic supplies for school such as pencils, glue, crayons, tissues, etc. These donations will be distributed amongst the classrooms.

### **Acceptable Use of Technology**

One of the adopted goals of Soleil Academy is to assist in advancing the use of technology to enhance student learning. Access to Soleil Academy's technology is a privilege, not a right, and students enrolled in school or after-school programs or activities must follow school guidelines and procedures regarding acceptable use of technology.

For grades TK-5<sup>th</sup>, Soleil Academy students and their parents/guardians shall sign the Acceptable Use of Technology Agreement prior to using Soleil Academy technological resources. Soleil Academy shall make a diligent effort to filter inappropriate or harmful matter accessible through the internet, and students shall also take responsibility not to initiate access to inappropriate or harmful matter while using school technology. Violation of this policy may result in disciplinary action and the loss of the privilege to use the technology and/or civil or criminal liability.

### **Internet Safety**

Soleil Academy encourages parents to talk with their child about the potential danger of the social media and the Internet. Parents should ask their child if they have an account with Facebook, Instagram, Snapchat, WhatsApp, or similar websites or applications. If your child is using such a site with your permission, you may want to review his or her profile to ensure that no personal and identifiable information has been posted.

Soleil Academy will continue to provide Internet security within our schools. It is important that parents also monitor Internet use at home. If parents have questions or would like more information, please contact the office.

### **Damage Responsibility**

Parents/guardians will be held responsible for ALL willful damage to their scholar's device including, but not limited to: broken screens, damaged metal casing, cracked plastic pieces, liquid spills, tampering or scrambling of keyboard keys, electro-static discharge that render the device inoperable, etc. Should the cost to repair the device exceed the value of the device, the scholar's parent/guardian will pay for full replacement value. Lost items such as cases, actual devices and cables will be charged the actual replacement cost.

Education Code Section 48904 states, in pertinent part, that the parent/guardian of any minor who willfully cuts, defaces, or otherwise injures any real or personal property of Soleil Academy or its employees, or fails to return same upon demand of Soleil Academy, shall be liable for all damages caused by the minor. Scholars should report any damage to the office so the technology staff can do further evaluation. Responsibility will be determined after the device is sent for repair.

### **School Field Trips**

Prior to departure on a school activity trip, all pupils riding on a school bus or school activity bus shall receive safety instruction that includes, but is not limited to, location of emergency exits, and location and use of emergency equipment. Instruction also may include responsibilities of passengers seated next to an emergency exit.

Students are expected to follow daily behavior expectations during school field trips. All field trip slips need to be completed by parents in advance in order for students to attend.

### **Elementary School Commencement**

- Soleil Academy may require scholars to complete any or all of the following to be eligible to participate in the school's commencement ceremony:
- Meet or exceed all course requirements as defined by the school
- Adhere to all behavioral requirements as defined by the school (e.g., code of conduct, attendance, suspension/expulsion, tardies)
- Scholar attendance must be in good standing, not exceeding 9 unexcused absences and/or tardies.

### **Service Animals in School**

Service animals are permitted on school property and/or at school-sponsored activities for persons with disabilities. Service animals whose behavior poses a direct threat to the health or safety of others or is disruptive to the campus community may be excluded at the time of the threat/disruption, regardless of training or certification. A service animal is any animal individually trained to do work or perform tasks for the benefit of an individual with a disability, including but not limited to guiding individuals with impaired vision, alerting individuals with impaired hearing, providing minimal rescue or protection work, pulling a wheelchair or fetching dropped items. The service the animal is providing must be directly related to the functional limitation of the person's disability. Therapy or companion animals, including pets, are not service animals, are not covered under the Americans with Disabilities Act, and therefore are not permitted on school property or at school-sponsored activities.

The parent/guardian of a scholar who believes the scholar needs to bring a service animal to school or an employee who wishes to bring a service animal to school must submit a written request to the Director of Operations or administrative designee. The Director of Operations or administrative designee, in consultation with the Section 504 coordinator, as appropriate, will determine whether or not to permit the service animal in school.

### **Notice Regarding Homeless Students**

The McKinney-Vento Homeless Assistance Act for Homeless Children and Youth entitles all homeless school-aged children to the same free and appropriate public education that is provided to non-homeless students. A homeless student is defined as a person between the ages of birth

(Early Head Start and Head Start Programs) and twenty-two (special education students) who lacks a fixed, regular, and adequate nighttime residence and may temporarily:

- Live in an emergency or transitional shelter; abandoned building, parked car, or other facility not designed as a regular sleeping accommodation for human beings;
- Live “doubled-up” with another family, due to loss of housing stemming from financial problems (e.g., loss of job, eviction or natural disaster);
- Live in a hotel or motel;
- Live in a trailer park or campsite with their family;
- Have been abandoned at a hospital;
- Be awaiting foster placement in limited circumstances;
- Reside in a home for school-aged, unwed mothers or mothers-to-be if there are no other available living accommodations; or
- Be abandoned, runaway, or pushed out youth or migrant youth that qualifies as homeless because he/she is living in circumstances described above. A homeless student has the right to attend either the school of origin, defined as the school that the student was last enrolled or attended when last housed or any school attended in the past fifteen (15) months; or the current school of residence. If a dispute arises over school selection or enrollment, the parent/guardian has the right to dispute the school’s decision by contacting the Director of School Operations and following the school’s dispute resolution policy.

The law requires the immediate enrollment of homeless students, which is defined as “attending class and participating fully in school activities”. Schools cannot delay or prevent the enrollment of a student due to the lack of school or immunization records or other documentation usually required for enrollment. It is the responsibility of the district homeless liaison to refer parents to all programs and services for which the student is eligible. Referrals may include, but is not limited to: free nutrition, special education services, tutoring, English Language Learners programs, Gifted and Talented Education program, preschool, before and after school services or any other program offered by the school or district. The district shall ensure that transportation is provided, at the request of the parent/guardian/unaccompanied homeless youth, to and from the school of origin, if feasible.

Unaccompanied youth; such as teen parents not living with their parent or guardian or students that have runaway or have been pushed out of their homes, have access to these same rights. A homeless student that transfers schools after the second year of high school, and is greatly deficient in credits may be able to graduate within four years with reduced state requirements. School districts are required to issue and accept partial credit for courses that have been satisfactorily completed.

### **Uniform Complaint Procedure for Parents and Students**

A complaint under the Uniform Complaint Procedures (UCP) is a written and signed statement by an individual, public agency, or organization alleging a violation of federal or state laws governing educational programs, including allegations of unlawful discrimination, harassment, intimidation, bullying, and failure to comply with laws relating to pupil fees and the Local Control and Accountability Plan (LCAP).

The Uniform Complaint Procedures apply to the filing, investigation and resolution of complaints regarding alleged:

- 1) failure to comply with federal or state law or regulations governing adult education, consolidated categorical aid programs, migrant education, vocational education, child Los Angeles County Office of Education, 2016 41 care and developmental programs, child nutrition programs and special education programs;
- 2) unlawful discrimination against any protected group as identified under Education Code (EC) sections 200 and 220 and Government Code section 11135, including actual or perceived sex, sexual orientation, gender, ethnic group identification, race, ancestry, national origin, religion, color, or mental or physical disability, or age, or on the basis of a person's association with a person or group with one or more of these actual or perceived characteristics, in any program or activity conducted by a local agency, which is funded directly by, or that receives or benefits from any state financial assistance;
- 3) failure to comply with school safety planning requirements as specified in Section 7114 of Title 20 of the United States Code;
- 4) unlawful discrimination, harassment, intimidation, and bullying based on actual or perceived characteristics set forth in Section 422.55 of the Penal Code and EC 220, and 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;
- 5) unlawful imposition of pupil fees for participation in educational activities in public schools; and
- 6) failure to comply with the requirements established through the Local Control Funding Formula related to the Local Control and Accountability Plan as described in EC sections 52060 through 52076 or sections 47606.5 and 47607.3.
- 7) Failure to carry out responsibilities under Title IX of the Education Amendments of 1972 (Title IX) and Section 504 of the Rehabilitation Act of 1973 (Section 504) including any investigation of any complaint filed with Soleil Academy alleging its noncompliance with these laws or alleging any actions which would be prohibited by these laws.

A complaint must be filed no later than six months from the date the complainant first obtains knowledge of the concern. These uniform procedures require the complainant to submit a written complaint to Ramon Avilez, Director of School Operations who will coordinate an investigation and response within 60 days of receipt of the written complaint, unless the complainant agrees in writing to extend the time line. If Soleil Academy finds merit in a complaint, Soleil Academy shall provide a remedy to all affected pupils, parents/guardians. A complainant may appeal Soleil Academy's decision to the California Department of Education (CDE) by filing a written appeal within 15 days after receiving Soleil Academy's decision. The CDE may directly intervene in the complaint without waiting for action by the district when one of the conditions listed in Section 4650 of Title 5 of the California Code of Regulations exists, including cases in which Soleil Academy has not taken action within 60 days of the date the complaint was filed with the district. If Soleil Academy is found to have violated a state or federal law and/or regulation, and does not take corrective action to comply, then various civil remedies may be available. Contact your Executive Director for additional information or assistance.

### **General Complaint Policy for Parents and Students**

Soleil Academy takes seriously all concerns or complaints by students, parents, employees or other persons. Not all complaints fall under the scope of the Uniform Complaint Policy as described above. Concerns related to classroom assignments, common core, grades, graduation

requirements, hiring and evaluation of staff, homework policies and practices, provision of core curricula subjects, public meeting laws (such as the Brown Act and Greene Act), student advancement and retention, student discipline, students' records, and other general education requirements should be expressed as general complaints directly to the school in accordance to the following procedures.

While written complaints are encouraged, a complaint may be made orally. Any employee receiving a complaint will advise the Director of Operations or immediate supervisor of the receipt of the complaint. The supervisor will make an initial determination of the appropriate action to address the complaint and whether the matter should be referred to the Director of Operations or Executive Director.

The following guidelines will be followed whenever a complaint or concern is voiced. The goal should be to resolve the conflict at the lowest intervention level possible, but do not hesitate to follow the entire process if necessary. Parents and staff are strongly encouraged to maintain open lines of communication. The procedures below have been established for the purpose of maintaining lines of communication between the school, parents/guardians and students for the resolution of concerns related to the education program.

Respectful communication is expected between all parties. If at any time the meetings become confrontational, they will be rescheduled.

- Step 1: Staff/Student: The student and teacher will meet to discuss the issue. The goal of this meeting is to bring to closure the concern. This meeting should occur within five days of the incident.
- Step 2: Staff/Student/Parent: The parent and student should schedule a meeting with the teacher within five school days of the incident or within five days of the initial meeting between the teacher and student. Meeting time must be convenient to both parties. The meeting agenda should be limited to the initial issue. Staff may request administrative presence at the meeting, but the staff member will run the session and provide a detailed summary for the administrator.
- Step 3: Staff/Student/Parent/Administrator: If no closure is obtained at the meeting, the teacher must create a written summary of the meeting within five school days for review by the administrator. If the parent requests a meeting with the administrator, a written summary of the parent/teacher meeting should be provided. The administrator will establish a meeting with the student, parent and teacher. After the meeting, the administrator will make a ruling on the issue and shall share the findings and solution strategy with the family and teacher.
- Step 4: Parent/Executive Director: If the established ruling/strategy is still unacceptable, the family may then meet with the Executive Director to discuss alternatives. The teacher or student will meet with the parent and Executive Director.

**Student Grade:**

**ACKNOWLEDGMENT OF RECEIPT OF SOLEIL ACADEMY CHARTER SCHOOL -  
STUDENT AND FAMILY HANDBOOK AND AGREEMENT**

Education Code 48980(a) states that School Boards are required by law to notify parents of their rights to services and programs offered by their district school/schools. Parents/Guardians must sign a notification form and return it to their children's schools acknowledging that they have been informed of their rights. Please read the new Parent Student Handbook and return the signed form below to the school. Your signature does not constitute consent to take part in any particular program.

*I acknowledge I have received a copy, reviewed and understand the Soleil Academy Charter School Student and Family Handbook. I understand the Handbook has provided me for information on policies, procedures and practices.*

*I acknowledge I will follow the policies, procedures and practices to the best of my abilities in order to be a partner in my child's education at Soleil Academy Charter School.*

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print or Type Name

\_\_\_\_\_  
Print or Type Student Name

## Information Release Form

Under Federal and State law, school districts may share student directory information with authorized individuals, organizations and/or officials. Pursuant to California Education Code Section 49073, Soleil Academy has identified the categories of information listed below as directory information:

- Name
- Address
- Telephone Number
- Date of Birth
- Dates of Attendance
- Previous Schools

This Directory Information may be released to:

- Department of Health
- Department of Children and Family Services
- Department of Mental Health
- Probation Department
- Elected Officials
- California Charter Schools Association

Parents of students 17 years or younger and adult students 18 years or older may request the school principal limit the release of directory information or not release directory information at all. The request to withhold the student directory information is applicable only to the current school year.

PLEASE READ AND COMPLETE THE INFORMATION RELEASE BELOW AND RETURN IT TO YOUR SCHOOL'S FRONT OFFICE. UNLESS THIS FORM IS RETURNED, YOUR STUDENT'S INFORMATION MAY BE RELEASED AS INDICATED.

### STUDENT DIRECTORY RELEASE OF INFORMATION

☐

**I do not wish to have any directory information released to the organizations listed.**

School Name: Soleil Academy

Student Name: \_\_\_\_\_

Grade: \_\_\_\_\_

Parent Name: \_\_\_\_\_

Parent Signature: \_\_\_\_\_

## SOLEIL ACADEMY

### Code of Conduct and Family Contract

#### Mission

The mission of Soleil Academy is to provide academic rigor, character development, and a structured learning environment to ensure that every transitional kindergarten through 5th grade scholar has the foundation necessary for college success and a future bright with opportunity.

The following beliefs inform our Code of Conduct:

- **Safety.** The Code of Conduct is designed first and foremost to ensure that Soleil Academy is always safe for every student.
- **Respect.** Respectful behavior is a hallmark of effective character development and facilitates a strong community.
- **Self-discipline.** By learning to behave professionally, students learn skills useful beyond the walls of Soleil Academy. Students who behave well in school, speak in public, and are helpful to others will develop strong self-advocacy skills that will serve them well throughout their lives.
- **Clear consequences.** Many disciplinary problems can be avoided by having clear, well-articulated consequences. The students of Soleil Academy will know exactly what behavior is expected and what consequences will result if the expectations are not met. The school will always communicate with parents about any disciplinary consequence.
- **Uninterrupted learning.** The purpose of this code is to remove distractions from the classroom so that students can commit 100 percent of their attention to academic learning.

#### Rules

For all teachers to focus on teaching, all students to focus on learning, and to ensure the safety of all members of the school community, Soleil Academy has established a clear set of rules for student behavior.

The following rules inform our expectations for all students.

1. Students will exhibit respectful behavior toward other students, teachers, school leadership and the school community.
2. Students must arrive at school in the Soleil Academy uniform every day.
3. Students will attend school every day. Absences are excused only for illness, medical appointments, religious observance, or family emergency, and must be verified in writing by a parent/guardian.
4. Students will always be prepared and on time for class every day.
5. No possession of weapons on school grounds.
6. No fighting, violence, or behavior threatening of violence.
7. No possession or sale of any drugs, alcohol, tobacco, or illegal substance.

Any student who violates rule 5-7, will receive an immediate out-of school suspension and should expect an expulsion hearing.

Any student declared a "Habitually Disruptive Student," having been suspended for school three or more times should expect an expulsion hearing.

#### **Parents and Guardians**

- I commit to supporting Soleil Academy's demanding academic program, high standards of conduct, and extended school day and year.
- I commit to making sure that my student is at school on time, in uniform, every single day, unless sick or unable to attend because of an illness, medical appointments, religious observance, or family emergency.
- I commit to dropping off and picking up my child in a safe and respectful manner.  
I commit to monitoring my student's schoolwork, homework, and grades regularly. I will always encourage him or her to work hard and produce the best possible work.
- I commit to providing support to my student by signing the homework nightly.
- I commit to maintaining an environment at home where my student can do his/her homework, with a clean desk or table and necessary materials.
- I commit to calling Soleil Academy if I have questions and attending the parent events during the school year.
- I have read and understand the Code of Conduct.

#### **For Students**

- The day begins at 7:15 am with dismissal at 3:15 pm Mon.-Thurs. and 1:15pm on Fridays.
- I understand the core values and commit to always doing my best to follow them.
- I commit to attend school every day unless I am sick, have a medical appointment, religious observance, or family emergency and I promise to give my full respect and my full attention to every task.
- I commit to do my homework every night and bring it neatly to school and turn it in at the appropriate time.
- I commit to always obey the Code of Conduct at Soleil Academy, at any school events or fieldtrips.
- I commit to speaking regularly with my parents and guardians about my progress at school, my grades, my assignments, and my behavior.
- I have read and understand the Code of Conduct.

#### **For Teachers and Staff**

- I commit to being at Soleil Academy from 7:15 am - 4:00pm every day unless I have a valid reason for absence such as an illness, medical appointment, religious observance, or family emergency.
- I commit to being fully prepared for each class that I teach.
- I commit to grading and returning all homework within one day.
- I commit to grading and returning all tests and written assignments within five days.
- I commit to enforcing all rules and policies consistently and fairly.
- I commit to calling the parents/guardians of my students with reasonable frequency to communicate both positive and negative feedback.
- I commit to maintaining the highest standards of academic performance and appropriate conduct.  
I have read and understand the Code of Conduct.

Parent/Guardian Signature: \_\_\_\_\_

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

Student Signature: \_\_\_\_\_

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

