



## Magnolia Public Schools

### Regular Board Meeting

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#### Date and Time

Thursday July 11, 2024 at 6:30 PM PDT

#### Location

Home Office: 250 E. 1st Street, Suite 1500, Los Angeles, CA 90012

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#### Access to the Board Meeting

Teleconferencing locations are provided at each Magnolia Science Academy school site:

- Magnolia Science Academy-1 (18238 Sherman Way, Reseda, CA 91335)
- Magnolia Science Academy-2 (17125 Victory Blvd, Van Nuys, CA 91406)
- Magnolia Science Academy-3 (1254 E Helmick St, Carson, CA 90746)
- Magnolia Science Academy-4 (11330 W Graham Place, Los Angeles, CA 90064)
- Magnolia Science Academy-5 (18238 Sherman Way, Reseda, CA 91335)
- Magnolia Science Academy-6 (745 S. Wilton Ave, Los Angeles, CA 90005)
- Magnolia Science Academy-7 (18355 Roscoe Boulevard, Northridge, CA 91325)
- Magnolia Science Academy-8 (6411 Orchard Ave, Bell, CA 90201)
- Magnolia Science Academy-Santa Ana (2840 W 1st Street, Santa Ana, CA 92703)
- Magnolia Science Academy-San Diego (6525 Estrella Ave, San Diego, CA 92120)

Any interested parties or community members from remote locations may attend the meeting at any Magnolia Science Academy school, or the addresses where Board Members are joining from.

- Magnolia Science Academy-San Diego - 6525 Estrella Ave., San Diego, CA 92120 (**Dr. Salih Dikbas**)
- 1407 W Glenoaks Blvd., Glendale, CA 91201 (**Mrs. Esra Eldem-Tunc**)

**Dialing information for this meeting is included below:**

**Dial in:** 1-669-444-9171

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**Meeting ID:** 978 5606 4990 - **Passcode:** 021250

**Zoom:** <https://zoom.us/j/97856064990?pwd=MHhBZCtGT0xEMIZpNEZQZVJ3RDBPZz09>

### **Accessibility**

In compliance with the Americans with Disabilities Act (ADA) and upon request, Magnolia Public Schools may furnish reasonable auxiliary aids and services to qualified individuals with disabilities. Members of the public who need special accommodations or translation are strongly encouraged to contact Magnolia Public Schools at least 24 hours in advance of the Board meeting so assistance can be assured. Please contact Jennifer Lara at 213-628-3634 or email [jlara@magnoliapublicschools.org](mailto:jlara@magnoliapublicschools.org) with such requests.

Any public records relating to an agenda item for an open session which are distributed to all, or a majority of all, of the Board Members shall be available for public inspection.

### **Public Comment Procedures**

Magnolia Public Schools greatly values public comment during Board meetings. For members of the public who would like to speak, please fill out the Public Speaker Form which can be accessed at [magnoliapublicschools.org](http://magnoliapublicschools.org), there will also be speaker cards to be filled out prior to the beginning of the meeting. By law, the Board is only allowed to discuss or take action on items listed on the agenda. The Board may, at its discretion, refer a matter to MPS staff or add the issue to a future board meeting date for discussion. Public speakers are limited to three (3) minutes and speakers with interpreters up to six (6) minutes.

Please note that the agenda presenting times for when that item will be discussed, or taken action on, is subject to change on the day of the Board meeting to accommodate public speaker times indicated above.

For any questions regarding this meeting please email [board@magnoliapublicschools.org](mailto:board@magnoliapublicschools.org) or call (213) 628-3634 ext. 21101.

### **Board Members:**

Mr. Mekan Muhammedov, Chair

Ms. Sandra Covarrubias, Vice-Chair

Dr. Umit Yapanel

Dr. Salih Dikbas

Ms. Diane Gonzalez

Mrs. Esra Eldem Tunc

### **Student Board Member:**

Melissa De La Rosa Aparicio

**CEO & Superintendent:**

Mr. Alfredo Rubalcava

**Agenda**

	Purpose	Presenter	Time
<b>I. Opening Items</b>			<b>6:30 PM</b>
Opening Items			
A. Call the Meeting to Order			1 m
B. Pledge of Allegiance			1 m
C. Record Attendance and Guests			1 m
D. Approval of Agenda	Vote		1 m
E. Public Comments			6 m
F. Approval of Minutes from MPS Regular Board Meeting - June 17, 2024	Approve Minutes		1 m
<b>II. Closed Session</b>			<b>6:41 PM</b>
A. Public Announcement of Closed Session	FYI		1 m
B. Public Employee Performance Evaluation (§ 54957) - Title: CEO & Superintendent			30 m
C. Conference with Legal Counsel – Initiation of Litigation Pursuant to § 54956.9(c): 2 cases			45 m
D. Report Out of Closed Session	FYI		1 m
<b>III. Information/Discussion Items</b>			<b>7:58 PM</b>
A. Update on the Non-Programmatic Trip to Costa Rica	Discuss	Erdinc Acar	15 m
B. Facilities Project Updates	Discuss	Katrina Jimenez	10 m
C. MPS College Acceptances Data Presentation	Discuss	Erdinc Acar	10 m

	Purpose	Presenter	Time
<b>IV. Consent Items</b>			<b>8:33 PM</b>
<b>A.</b> Approval of the MPS 2024-25 Student/Parent Handbook	Vote	David Yilmaz	3 m
<b>B.</b> Approval of MPS Board Committee Calendar	Vote	Alfredo Rubalcava	3 m
<b>C.</b> Approval of ASES Memorandum of Agreement with YMCA and San Diego County Office of Education	Vote	Meagan Craig	3 m
<b>V. Action Items</b>			<b>8:42 PM</b>
<b>A.</b> Approval of MPS 2024-25 Student Board Member	Vote	Erdinc Acar	7 m
<b>B.</b> Approval of Preferred Vendor Contracts for the Expansion & Replication of Magnolia Public Schools	Vote	Brenda Olivares	10 m
<b>C.</b> Approval of Updated 2024-25 Employee Pay Raise Scale for Full-Time Teaching Positions & Non-Classroom Based Academic ("NCBA") Positions & School Leaders	Vote	Fiorella Del Carpio	5 m
<b>D.</b> Approval of Creation and Elimination of Positions for Magnolia Science Academy-San Diego for the Improvement of School Operations	Vote	Fiorella Del Carpio	5 m
<b>E.</b> Approval of Board Resolution for Creation of Position for Magnolia Science Academy-8 for the Improvement of Academic Support	Vote	Fiorella Del Carpio	5 m
<b>F.</b> Approval of College Counselor Position at Magnolia Science Academy-3	Vote	Zekeriya Ocel	7 m
<b>G.</b> Approval of Charter Renewals Board Resolutions for Magnolia Science Academies: MSA-1, MSA-2, and MSA-3	Vote	Brenda Olivares	7 m
<b>H.</b> Approval of Memorandum of Understanding Agreement between Magnolia Science Academy-Orange County and the Orange County Department of Education	Vote	Brenda Olivares	7 m



	Purpose	Presenter	Time
I. Approval of CEO Contract Renewal & 2024-25 CEO Metrics	Vote	Mekan Muhammedov	7 m
<b>VI. Closing Items</b>			<b>9:42 PM</b>
A. Adjourn Meeting			1 m

# Coversheet

## Approval of Minutes from MPS Regular Board Meeting - June 17, 2024

**Section:** I. Opening Items  
**Item:** F. Approval of Minutes from MPS Regular Board Meeting - June 17, 2024  
**Purpose:** Approve Minutes  
**Submitted by:**  
**Related Material:** Minutes for Regular Board Meeting on June 17, 2024

APPROVED



## Magnolia Public Schools

### Minutes

#### Regular Board Meeting

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**Date and Time**

Monday June 17, 2024 at 3:30 PM

**Location**

Home Office: 250 E. 1st Street, Suite 1500, Los Angeles, CA 90012

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**Board Members:**

Mr. Mekan Muhammedov, Chair  
Ms. Sandra Covarrubias, Vice-Chair  
Dr. Umit Yapanel  
Dr. Salih Dikbas  
Ms. Diane Gonzalez  
Mrs. Esra Eldem Tunc

**Student Board Member:**

Melissa De La Rosa Aparicio

**CEO & Superintendent:**

Mr. Alfredo Rubalcava

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**Directors Present**

D. Gonzalez, E. Eldem Tunc, M. Muhammedov, S. Covarrubias (remote), U. Yapanel (remote)

**Directors Absent**

S. Dikbas

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## Guests Present

J. Lara

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## I. Opening Items

### A. Call the Meeting to Order

M. Muhammedov called a meeting of the board of directors of Magnolia Public Schools to order on Monday Jun 17, 2024 at 5:29 PM.

Meeting was restarted due to quorum to comply with posting procedures. The meeting first started at 3:46pm. The public was informed that due to the discrepancy and to ensure compliance, the meeting would be restarted from the beginning. The restarted meeting occurred at 5:29pm in which all items such as attendance, approval of agenda, public comment, approval of minutes and Closed Session was done again.

### B. Pledge of Allegiance

Board, staff and guests conducted the pledge of allegiance.

### C. Record Attendance and Guests

Refer to attendance information recorded above. S. Covarrubias joined the meeting from Magnolia Science Academy-2 when the meeting was restarted.

### D. Approval of Agenda

D. Gonzalez made a motion to approve the agenda as presented.

M. Muhammedov seconded the motion.

The board **VOTED** to approve the motion.

#### Roll Call

D. Gonzalez	Aye
M. Muhammedov	Aye
E. Eldem Tunc	Aye
U. Yapanel	Aye
S. Dikbas	Absent
S. Covarrubias	Aye

### E. Public Comments

No public comments were made at this time.

### F. Approval of Minutes from MPS Regular Board Meeting - June 7, 2024

D. Gonzalez made a motion to approve the minutes from Regular Board Meeting on 06-07-24.

E. Eldem Tunc seconded the motion.

The board **VOTED** to approve the motion.

**Roll Call**

U. Yapanel	Aye
D. Gonzalez	Aye
S. Covarrubias	Aye
S. Dikbas	Absent
M. Muhammedov	Aye
E. Eldem Tunc	Aye

**II. Closed Session**

**A. Public Announcement of Closed Session**

M. Muhammedov announced that the Board will be going into closed session to discuss public employee performance evaluation for title: CEO & Superintendent and would report out any actions that may be taken.

**B. Public Employee Performance Evaluation (§ 54957) - Title: CEO & Superintendent**

This item was discussed in Closed Session.

**C. Report Out of Closed Session**

M. Muhammedov announced in Open Session at 5:36pm that the Board discussed the item and did not take any action today and will continue the discussion.

**III. Information/Discussion Items**

**A. Student Board Member Presentations for 2024-25**

J. Hernandez, Director of Student Services, announced the nominees of the Student Board Member position for 2024-25. Student nominees that were elected by their peers were: Zoya Ullah from Magnolia Science Academy-2, Samantha Martinez from Magnolia Science Academy-3, Gabriela Lemus Crocker from Magnolia Science Academy-5, and Naim Bayraktar from Magnolia Science Academy-Santa Ana. Students presented before the Board. Vote will take place at the July Regular Board Meeting.

**B. MPS' Progress on Meeting Local Performance Indicators on the CA School Dashboard**

O. Polat, Director of State & Federal Programs, provide background of what the local performance indicators encompassed. Performance on these measures is reported through the California School Dashboard. He reported that the Dashboard includes a set of state and local indicators that are founded on the Local Control Funding Formula priorities. He reported on the seven local indicators. He reported that the templates are

ready and available. Schools would upload the documents and those will be official. Board Members questions were addressed by staff.

**C. Public Hearing for Local Control and Accountability Plans (LCAP) for All MPS**

O. Polat, Director of State & Federal Programs, provided background of the LCAP processes. He reported that the budget overview for parents contains information on various funds such as state and federal funds and budget expenditures. He reported that once Principals received their data on their testing performance, home visits, etc. they analyzed what was effective and non-effective. For any non-effective actions, strategies were developed. After feedback from authorizers, schools would have the opportunity to come up with their own targets for tests in which the target goals would be obtainable and achievable. Once adopted those will be uploaded and submitted to authorizers. Time was made for the public hearing. No comments or questions were asked from the public.

**D. Public Hearing for 2024-25 Adopted Budgets for All MPS**

S. Budhraj, Chief Financial Officer, reported on the adopted budgets for the 2024-25 school year. He reported that there was an increase of ADA from last year. He reported on the revenues, expenses, net surplus, and ending cash balance. He provided a breakdown of each school site. He added that they wind down on one time funding and pandemic funds. Time was made for the public hearing. No comments or questions were asked from the public. Board Members questions were addressed by staff.

**E. Facilities Projects Updates**

The Facilities Department shared updates on various facilities related projects from the schools: MSA-1, MSA-2, MSA-5, MSA-7 and MSA-Santa Ana. P. Ontiveros, General Counsel & Director of Facilities, reported that on Wednesday of this week, they will have a meeting with the division of state architect to review further where the MSA-5 project stands. Board Members questions were addressed by staff.

**IV. Action Items**

**A. Appointment of 2024-25 MPS Board Officers**

U. Yapanel, Chair of the Nominating/Governance Committee, thanked the Board for their dedication and passion to serve the students. He reported M. Muhammedov's knowledge of finance and facilities matters greatly benefited MPS in addition to S. Covarrubias's contributions to dual enrollment and student education. Therefore, he reported to keep the same board officer structure to 2024-25.

U. Yapanel made a motion to appoint Mr. Mekan Muhammedov to serve as the MPS Board Chair, Ms. Sandra Covarrubias as the MPS Vice-Chair and Ms. Jennifer Lara as MPS Board Secretary starting June 18, 2024.

D. Gonzalez seconded the motion.

The board **VOTED** to approve the motion.

**Roll Call**

D. Gonzalez Aye  
S. Covarrubias Aye  
M. Muhammedov Aye  
U. Yapanel Aye  
S. Dikbas Absent  
E. Eldem Tunc Aye

**B. Approval of Local Control and Accountability Plans (LCAP) for All MPS**

D. Yilmaz, Chief Accountability Officer, reported that as per the Public Hearing section, the LCAP's are ready and completed. They contain new metrics and new targets for each of the school sites. He also reported that these were in collaboration with educational partners engagement that served in developing the LCAP. he also reported that O. Polat, Director of State & Federal Programs, assisted greatly in overseeing the schools during the process. Once approved the LCAPs will be submitted.

D. Gonzalez made a motion to approve the Local Control Accountability Plans for all MPS.

E. Eldem Tunc seconded the motion.

The board **VOTED** to approve the motion.

**Roll Call**

D. Gonzalez Aye  
E. Eldem Tunc Aye  
S. Covarrubias Aye  
M. Muhammedov Absent  
S. Dikbas Absent  
U. Yapanel Aye

**C. Approval of the 2024-25 Adopted Budgets for all MPS Sites & Home Office Management Fee Policy**

S. Budhraj, Chief Financial Officer, reported that each school and the home office is projected to have a a balanced budget for next year. He added that all costs were incorporated into the budget including the home office fees for services that the home office provides to the school sites. Board Members questions were addressed by staff especially in relations to MSA-4 and keeping their enrollment projection.

M. Muhammedov made a motion to approve the 2024-25 Adopted Budget as reviewed and presented and the Home Office Management Fee Policy for the 2024-25 fiscal year.

D. Gonzalez seconded the motion.

The board **VOTED** to approve the motion.

**Roll Call**

D. Gonzalez Aye  
E. Eldem Tunc Aye  
M. Muhammedov Aye  
U. Yapanel Aye

**Roll Call**

S. Dikbas            Absent  
S. Covarrubias    Aye

**D. Approval of the MPS Annual Master List of Contracts for the 2024-25 Fiscal Year**

S. Budhraj, Chief Financial Officer, reported that each year staff brings forth the annual contracts to the Board containing the various vendors the supply services to MPS. Such services include payroll, special education, textbooks, etc. He reported that costs are incorporated to the adopted budget.

M. Muhammedov made a motion to approve the MPS Annual Master List of Contracts for the 2024-25 Fiscal Year.

E. Eldem Tunc seconded the motion.

The board **VOTED** to approve the motion.

**Roll Call**

U. Yapanel            Absent  
M. Muhammedov    Aye  
E. Eldem Tunc      Aye  
S. Dikbas            Absent  
D. Gonzalez        Aye  
S. Covarrubias    Aye

**E. Approval of the Revised MPS Fiscal Policies and Procedures Manual for 2024-25**

S. Budhraj, Chief Financial Officer, reported that the MPS fiscal policies and procedures manual are updated as necessary. He reported that the last time it was updated was in 2022. He reported that many of the updates include language changes, information on the CMO fee policy to add clarity, and adjustments made to the meal policy to reflect inflation. Board Members questions were addressed by staff specifically around CMO fee calculation. S. Budhraj reported that language was included as San Diego Unified requires MSA-San Diego CMO fee to not exceed 11%, similarly Los Angeles County Office of Education states 15%.

M. Muhammedov made a motion to approve the revised MPS Fiscal Policies and Procedures Manual for 2024-25 specifically the changes under: PUR101, PUR104, PUR106, CSH111, G&A124, and G&A103.

D. Gonzalez seconded the motion.

The board **VOTED** to approve the motion.

**Roll Call**

U. Yapanel            Aye  
M. Muhammedov    Aye  
S. Dikbas            Absent  
E. Eldem Tunc      Aye  
D. Gonzalez        Aye  
S. Covarrubias    Aye

**F.**



### **Approval of MPS Safety Manual & Injury and Illness Prevention Program with COVID-19 Prevention Procedures**

S. Acar, Chief Operations Officer, reported that the state is expecting all employers with more than ten (10) employees to have an Injury Illness Prevent Program (IIPP). As of July 1, 2024, MPS will have this policy. S. Acar reported on the steps that comes after board approval which includes him and legal counsel preparing with all required paperwork and follow-up with the school sites. Board Members questions were addressed by staff.

U. Yapanel made a motion to approve the proposed Magnolia Public Schools Safety Manual and Injury and Illness Prevention Program with COVID-19 Prevention Procedures.

M. Muhammedov seconded the motion.

The board **VOTED** to approve the motion.

#### **Roll Call**

D. Gonzalez	Aye
M. Muhammedov	Aye
U. Yapanel	Aye
S. Covarrubias	Aye
S. Dikbas	Absent
E. Eldem Tunc	Aye

### **G. Approval of MPS Workplace Violence Prevention Plan**

S. Acar, Chief Operations Officer, reported the Workplace Violence Prevention Plan stems from Senate Bill 553. MPS will be required to assign employees to designated safety roles, provide employee training and keep detailed safety records. Part of the roles include MPS designating individuals to oversee plan development and training; provide training for all employees on recognizing and reporting potential workplace violence; record keeping and reporting.

M. Muhammedov made a motion to approve the MPS Workplace Violence Prevention Plan.

D. Gonzalez seconded the motion.

The board **VOTED** to approve the motion.

#### **Roll Call**

M. Muhammedov	Aye
S. Dikbas	Absent
E. Eldem Tunc	Aye
U. Yapanel	Aye
D. Gonzalez	Aye
S. Covarrubias	Aye

### **H.**

### **Approval of MPS Students Policy on the Education of Students Experiencing Homelessness**

J. Hernandez, reported that the policy ensures all children, youth and unaccompanied minors experiencing homelessness within MPS have equal access to educational opportunities. He stated that it aims to remove barriers to education that the students may face by providing them essential resources and tailoring support systems to meet their unique needs. He pointed out the term "students experiencing homelessness" which emphasizes homelessness as a temporary condition rather than an identified trait. He reported that this framing acknowledges the student as facing a challenge rather than defining them. He also reported that there are guidelines and protocols including ensuring that the homeless liaisons are constantly trained and provide school staff with appropriate training and resources, as well as graduation flexibility. Board Members questions were addressed by staff.

D. Gonzalez made a motion to approve the MPS Students Policy on the Education of Students Experiencing Homelessness, to be effective immediately.

E. Eldem Tunc seconded the motion.

The board **VOTED** to approve the motion.

#### **Roll Call**

S. Dikbas	Absent
S. Covarrubias	Aye
E. Eldem Tunc	Aye
D. Gonzalez	Aye
U. Yapanel	Aye
M. Muhammedov	Aye

### **I. Approval of 2024-25 MPS Employee Handbook**

F. Del Carpio, Chief People Officer, presented the updates to the MPS Employee Handbook that was in collaboration with legal counsel. She presented all the revisions made to the Handbook including criminal background checks reporting, immigration compliance, professional boundaries with social media, dispute resolution through arbitration agreement, drug and alcohol free workplace, use of school communication equipment and technology, make up time, prohibited conduct, personal appearance, updated holiday/break dates, increase sick leave rate, and pay during leave. Board Members questions were addressed by staff.

M. Muhammedov made a motion to approve the 2024-25 Employee Handbook as presented with an effective date of July 1, 2024.

E. Eldem Tunc seconded the motion.

The board **VOTED** to approve the motion.

#### **Roll Call**

S. Covarrubias	Aye
E. Eldem Tunc	Aye
M. Muhammedov	Aye
S. Dikbas	Absent

**Roll Call**

U. Yapanel        Aye  
D. Gonzalez       Aye

**J. Approval of Expenditures Related to the Investigation of the Property at 18120 Sherman Way for Purposes of Considering a Long Term Lease**

P. Ontiveros, General Counsel & Director of Facilities, reported that staff was looking at property at 18120 Sherman Way as a possible long term lease which would facilitate the expansion of MSA-1 or MSA-7. He reported that they have already signed a letter of intent and will be moving forward with due diligence. Berliner Architects prepared conceptual site and floor plans and staff would review it it would fit the needs of MPS which is attached as an exhibit to the report. He reported that the space would still require improvements. Continuance of due diligence will still be underway including doing an asbestos and lead paint based survey and doing a survey to understand the boundaries of the property. Board Members questions were addressed by staff including the development of a budget for the property.

M. Muhammedov made a motion to approve MPS to undertake all due diligence investigations for the potential lease of the facility located at 18120 Sherman Way (the "Property"), which is currently occupied by Bank of America, for an amount not to exceed Seventy-Five Thousand Dollars (\$75,000). MPS Staff further recommends and moves that the Board grant the Ad Hoc Committee the authority to approve actions related to the foregoing and the lease of the Property.

S. Covarrubias seconded the motion.

The board **VOTED** to approve the motion.

**Roll Call**

U. Yapanel        Aye  
D. Gonzalez       Aye  
E. Eldem Tunc     Aye  
S. Dikbas          Absent  
S. Covarrubias    Aye  
M. Muhammedov   Aye

**K. Approval of DLR Add Service Proposals for MSA-5 7111 Winnetka Ave Construction Project**

P. Ontiveros, general Counsel & Director of Facilities, reported that the add service requests are by DLR Group which is the architect of record for the 7111 Winnetka Ave project. He reported that the add service proposals come because of the switch from on-site construction to a factory built modular construction in order to save costs. He reported that originally the DLR agreement was the on-site construction, so the add services were a direct result from switching to a modular. He went over the service requests. Board Members questions were addressed by staff.

M. Muhammedov made a motion to approve the add service requests from DLR Group in the total amount of Three Hundred Thirty Nine Thousand Eighty Dollars (\$339,080) for

the MSA-5 – 7111 Winnetka Modular Construction Project (the “Project”) related to the switch from conventional on-site construction to modular in-factory fabrication and on-site installation. Staff further recommends and moves that the Board approve a contingency of Seventy-Five Thousand Dollars (\$75,000), for a total of Four Hundred Fourteen Thousand Eighty Dollars (\$414,080).

D. Gonzalez seconded the motion.

The board **VOTED** to approve the motion.

**Roll Call**

U. Yapanel	Aye
M. Muhammedov	Aye
D. Gonzalez	Aye
S. Covarrubias	Aye
E. Eldem Tunc	Aye
S. Dikbas	Absent

**L. Approval of Resolutions Implementing Prequalification of Construction Contractors Under Public Contract Code Section 20111.6 for the MSA-5 Project at 7111 Winnetka Ave.**

P. Ontiveros, General Counsel & Director of Facilities, reported that under the Public Contract Code, there is a need to prequalify the construction vendors. He also reported the report includes a set of resolutions that was drafted by legal counsel and prequalification documents that include financial soundness, history of litigation/complaints, etc. He added this brings MPS closer to bidding of the project and allow for the project to get off the ground and moving.

M. Muhammedov made a motion to adopt the Resolution #20240617-01 implementing prequalification processes and procedures required by the Public Contract Code for the Magnolia Science Academy—5 project located at 7111 Winnetka Avenue (the “Project”).

D. Gonzalez seconded the motion.

The board **VOTED** to approve the motion.

**Roll Call**

D. Gonzalez	Aye
S. Dikbas	Absent
E. Eldem Tunc	Aye
S. Covarrubias	Aye
U. Yapanel	Aye
M. Muhammedov	Aye

**M. Approval of CEO Comparable Compensation Data**

M. Muhammedov, Board Chair, reported that prior to any Board actions to approve decisions regarding executive compensation which includes salaries and benefits, the Board must first exercise their due diligence to review a comparable compensation study to ensure compliance with IRS regulations and restrictions for non-profit executives. The summary of findings provides information on compensations with other charter schools.

The data was gathered by legal counsel and the Board reviewed the findings. He added that there are charter schools with a similar size, academic status, and schools close in proximity to MPS schools.

D. Gonzalez made a motion to approve and accept the compensation comparability study for the CEO & Superintendent job position at Magnolia Public Schools.

U. Yapanel seconded the motion.

The board **VOTED** to approve the motion.

**Roll Call**

S. Covarrubias Aye  
S. Dikbas Absent  
M. Muhammedov Aye  
U. Yapanel Aye  
D. Gonzalez Aye  
E. Eldem Tunc Aye

**N. Approval of CEO Contract Renewal & 2024-25 CEO Metrics**

M. Muhammedov, Board Chair, proposed to table the item. The Board will approve the CEO Contract and 2024-25 CEO Metrics at the next Regular Board Meeting as they require further diligence.

D. Gonzalez made a motion to table the item and approve the CEO Contract and 2024-25 CEO Metrics at the next Regular Board Meeting as more diligence is required.

U. Yapanel seconded the motion.

The board **VOTED** to approve the motion.

**Roll Call**

S. Covarrubias Aye  
U. Yapanel Aye  
M. Muhammedov Aye  
D. Gonzalez Aye  
S. Dikbas Absent  
E. Eldem Tunc Aye

**V. Information/Discussion Items**

**A. MPS Progress towards CDE Significant Disproportionality Compliance**

E. Acar, Chief Academic Officer, provided background as to the work of the Special Education team lead by A. Callaham, Director of Special Education & Support Services.

D. Doyle, CDE Technical Assistance Facilitator, presented the progress made by MSA-1, 2 and 5 towards their progress on Disproportionality Compliance. He reported that MSA-5 has successfully met the CDE requirement for no longer being in Significant Disproportionality this past 2023-24 school year. In addition he reported that MSA-2 were found to be out of danger of becoming Significantly Disproportionate. He also reported that MSA-1 and MSA-5 have developed and implement plans to address the disproportionality in which the schools provide the state with quarterly reports and amend

the plans annually to reduce the disproportionate number of students who are over-identified. Board Members thanked staff and D. Doyle for the update.

## **VI. Closing Items**

### **A. Adjourn Meeting**

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 7:51 PM.

Respectfully Submitted,  
M. Muhammedov

# Coversheet

## Update on the Non-Programmatic Trip to Costa Rica

**Section:** III. Information/Discussion Items  
**Item:** A. Update on the Non-Programmatic Trip to Costa Rica  
**Purpose:** Discuss  
**Submitted by:**  
**Related Material:** III\_A\_Non\_Programmatic Trip Update.pdf



Agenda Item:	III A: Information/Discussion Item
Date:	July 11, 2024
To:	Magnolia Educational & Research Foundation dba Magnolia Public Schools (“MPS”) Board of Directors (the “Board”)
From:	Alfredo Rubalcava, CEO & Superintendent
Staff Lead(s):	Erdinc Acar, Deputy Superintendent Ali Kaplan, Principal at Magnolia Science Academy-5
RE:	2024 MPS Non-Programmatic Excursion to Costa Rica

### **Action Proposed:**

No action. This is to update the Board regarding the exciting educational opportunity update for 11th-grade students — a trip to Costa Rica which took place from June 18-27, 2024. This non-programmatic excursion offered students a unique blend of experiential learning, cultural exchange, and volunteer service.

### **Purpose:**

MPS aims to cultivate Global Citizens as part of its Graduate Profile. The very first Costa Rica trip allows students to Engage with Costa Rica’s natural and socio-economic landscapes to deepen students' comprehension of biodiversity, sustainability, and global interconnectivity.

### **Background:**

January 11: The leadership team discussed the trip idea at the principal’s meeting  
 January/ February 2024: School teams feedback collection on Jamboard  
 Feb 16/ May 13: School Leadership Calls on Costa Rica Trip  
 April 11: Costa Rica Trip Opportunity Item at the MPS Educational Partners & Development Committee  
 May 9: Approval of MPS Summer Costa Rica Trip at the Board Meeting  
 May 22: Interest survey to students, parents, and staff are sent  
 May 23: Approval of Board Resolution.  
 May 24: Run two information sessions for students and families at 8:45 am at MSA-2 and a Zoom call at 5:00 pm  
 May 31: Student non-refundable deposit of \$200 due towards the total cost of \$1,800. Staff applications due.  
 June 3-5: Selection of staff and processing of scholarship applications.  
 June 7: Costa Rica trip staff coordination meeting.  
 June 14: Costa Rica Trip Recap with the Steering Committee, students and parents  
 June 18-27: The trip to Costa Rica was attended by 26 11th-grade MPS students, 4 MPS staff members, and 1 board member.

### **Analysis:**

As part of MPS's commitment to cultivating Global Citizens, 26 11th-grade students, 4 staff members, and 1 board member embarked on an enriching trip to Costa Rica from June 18-27, 2024. This trip offered a unique blend of experiential learning, cultural exchange, and volunteer service. Students engaged with Costa Rica's diverse ecosystems and socio-economic landscapes, enhancing their understanding of biodiversity, sustainability, and global interconnectivity. Participants immersed themselves in local culture through nature, community service, art and history, dance workshops, and language learning.





### **Impact:**

The trip to Costa Rica with 26 juniors had a profound impact on the students, enhancing their global awareness through firsthand experiences with diverse ecosystems and socio-economic environments, thereby deepening their understanding of biodiversity, sustainability, and interconnectedness. Immersion in the history of Costa Rica during the National History Museum trip in San Jose and La Paz Waterfall Gardens Nature Park, along with language learning, broadened their cultural perspectives and appreciation for Costa Rican heritage. Participation in community service activities, such as environmental conservation and supporting local underdeveloped communities by distributing care packages, cleaning up and painting Las Fraijanes Elementary School, and beach clean-up at Verdi Azul, improved their leadership skills, empathy, and social responsibility, which also helped strengthen their college applications. Educational visits to sites like Tamarindo Mangrove & Estuary Boat Tour, Wild Cat Refuge, Rainforest Cocoa Farm for chocolate making, La Fortuna Waterfall, and Arenal Volcano provided practical applications of classroom learning in geography, earth science, and biology. Moreover, students learned about the education system of Costa Rica and attended a presentation at Latin America University of Science and Technology (ULACIT), then toured the campus. The structured yet diverse schedule, including yoga, karaoke night, salsa classes, folkloric dance, city tours, and community projects, fostered personal growth, resilience, and adaptability, while encouraging teamwork and strengthening the sense of community among students and staff. Overall, the Costa Rica trip enriched their educational journey, equipping them with valuable life skills and a deeper commitment to global citizenship.

### **Video:**

Link to View Video: <https://www.youtube.com/watch?v=oiziAKAbjgw>



# Coversheet

## Facilities Project Updates

**Section:** III. Information/Discussion Items  
**Item:** B. Facilities Project Updates  
**Purpose:** Discuss  
**Submitted by:**  
**Related Material:** III\_B\_Facilities Project Updates.pdf



Agenda Item:	III B: Information/Discussion Item
Date:	July 11, 2024
To:	Magnolia Educational & Research Foundation dba Magnolia Public Schools (“MPS”) Board of Directors (the “Board”)
From:	Alfredo Rubalcava, CEO & Superintendent
Staff Lead(s):	Katrina Jimenez, Assistant Project Manager
RE:	Update on Facilities Projects

**1. Action Proposed:**

This is an informational item, there is no action.

**2. Purpose:**

Facilities Department monthly report to give an update on the existing projects at each campus.

**3. Updates:**

MSA5 - 7111 Winnetka

- CDE site approval:
  - Updated the plan with an additional 4,700 square feet on the building’s rooftop, plan was shared with CDE Thursday, 6/6 by DLR. CDE verbally accepted on Friday, 6/7. Formal written approval pending.
- DSA pre-submission meeting was held on Wednesday, 6/19. DSA is fine with adding space on the rooftop.
- MPS Staff completed all requirements to receive advanced site acquisition funds. Expect funds by mid-July.

MSA1:

- JAM Building

- The end of July is the completion date.
- LADWP delayed installation date from 6/17 date to 7/8. EPI Construction is resequencing trades to achieve an end of July completion date.

- Bungalows

- Passed all inspections, waiting for LADBS to issue the Temporary Occupancy. Upon receipt of Temporary Occupancy, we will ask for LACOE to inspect.

- Alley Closure

- Application was submitted Feb 02, 2024.
- In process.

MSA2 -16600 Vanowen

- Community Outreach to resume September.
- Conditional Use Permit is in process.
  - Department of Transportation has provided feedback and traffic engineering is addressing concerns.

MSA7/ MSA1 – 18120 Sherman Way



- Berliner Architect presented a test fit for the BofA building, discussing the options with the staff.
- Letter of Intent was signed 5/14.
- Due diligence is proceeding.
  - ALTA Survey was commissioned.
  - Phase 1 and Lead Inspection to follow.
- Lease Agreement is pending and concurrently working on starting our due diligence.
- Pacific Charter School Development presented a proposal to manage the project for \$375,000. PCSD is also considering an investment in the Project.

MSA SA - Digital Sign

- Updated design was submitted to DSA 6/20/24. DSA response is pending. Berliner Architect will keep us posted on any new developments.

4. Exhibits:  
None

# Coversheet

## MPS College Acceptances Data Presentation

**Section:** III. Information/Discussion Items  
**Item:** C. MPS College Acceptances Data Presentation  
**Purpose:** Discuss  
**Submitted by:**  
**Related Material:** III\_C\_College Acceptances Data Presentation.pdf



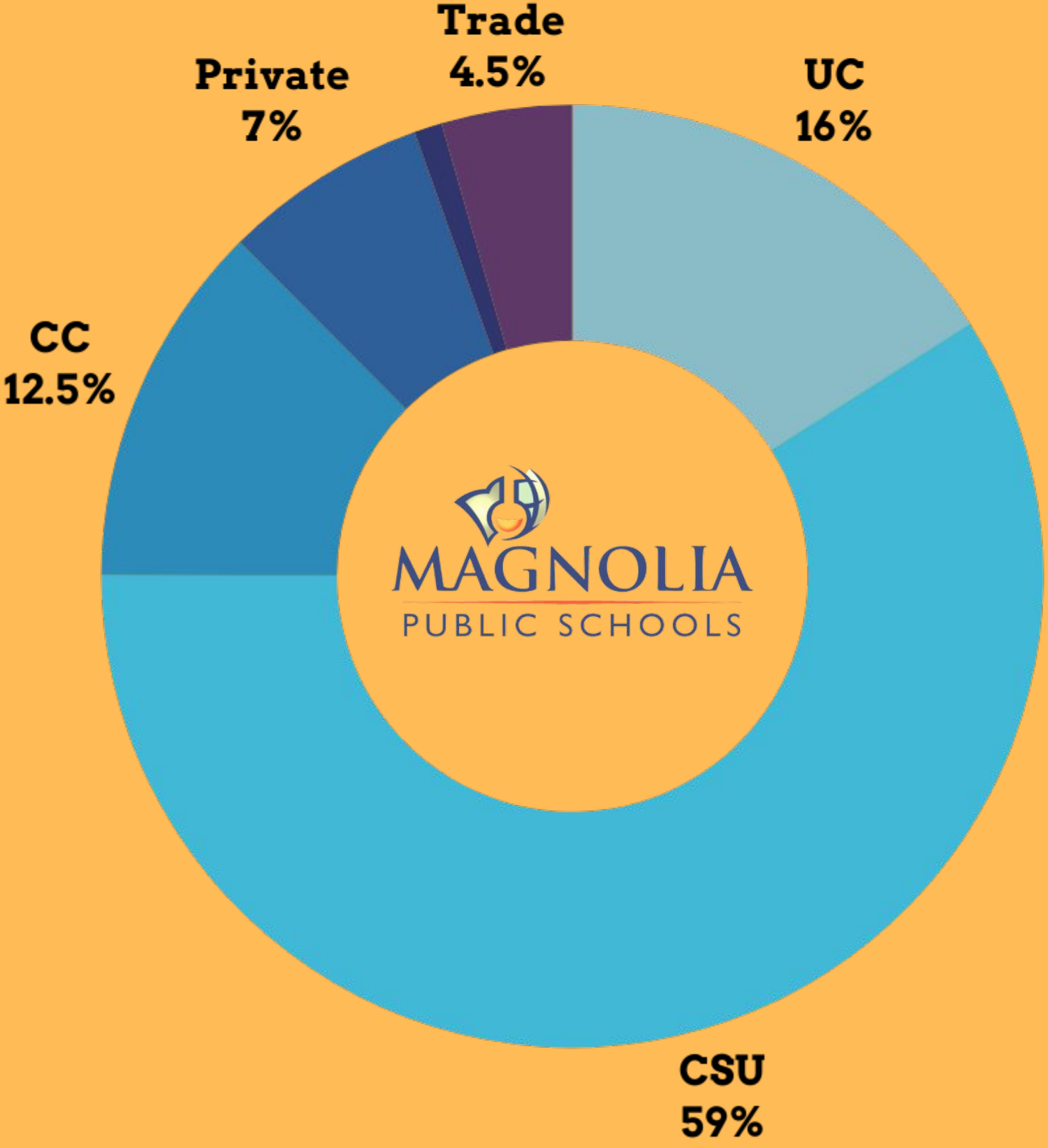
# Class of 2024 College Highlights

**Fatima Ganda**

**College and Career Readiness Program Coordinator**



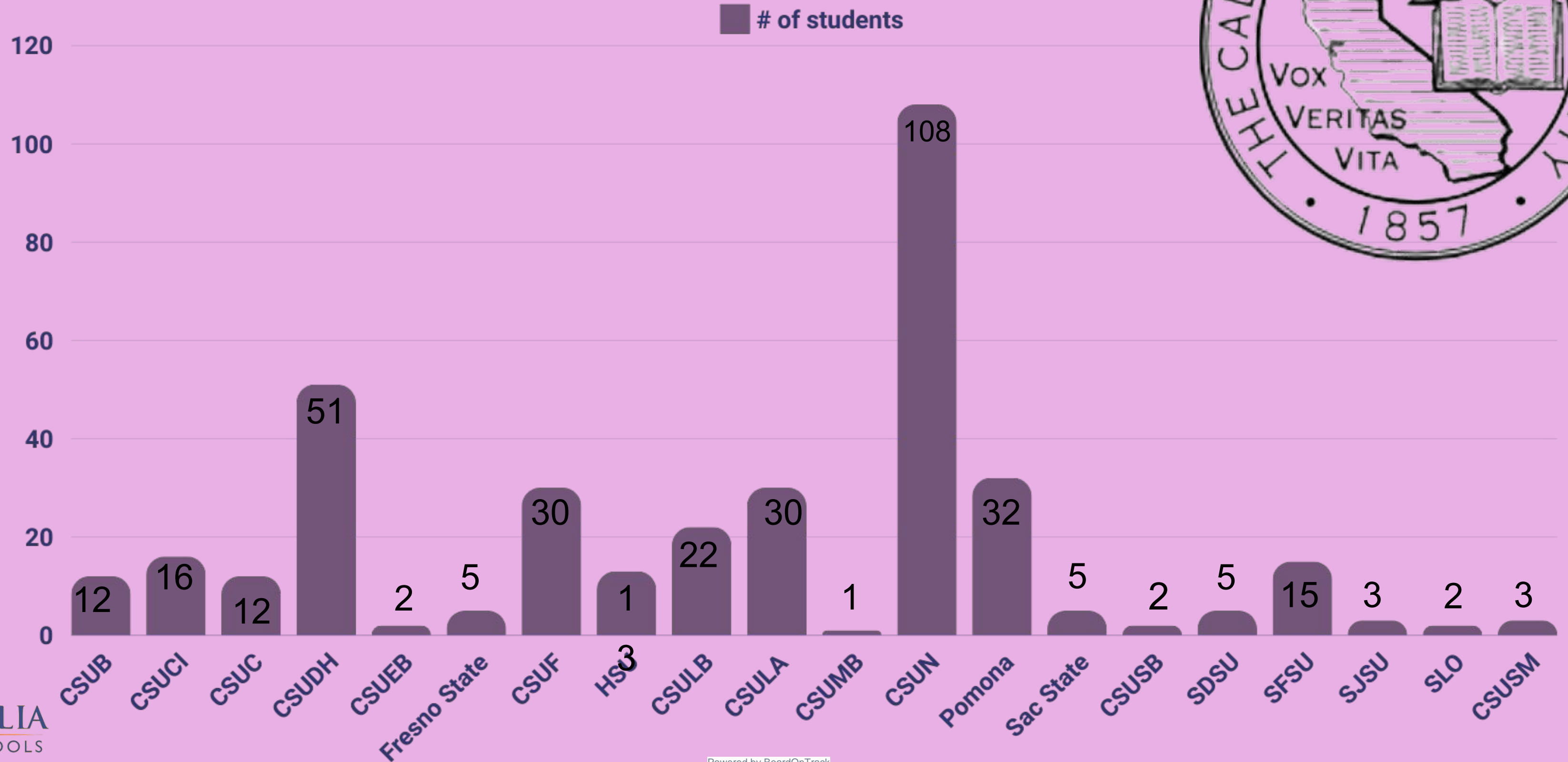
# ORG-WIDE POST SECONDARY ACCEPTANCE



Post Sec. Education	Number of Students
UC	100
CSU	369
Community College	81
Private	55
US Academies	5
Trade	26

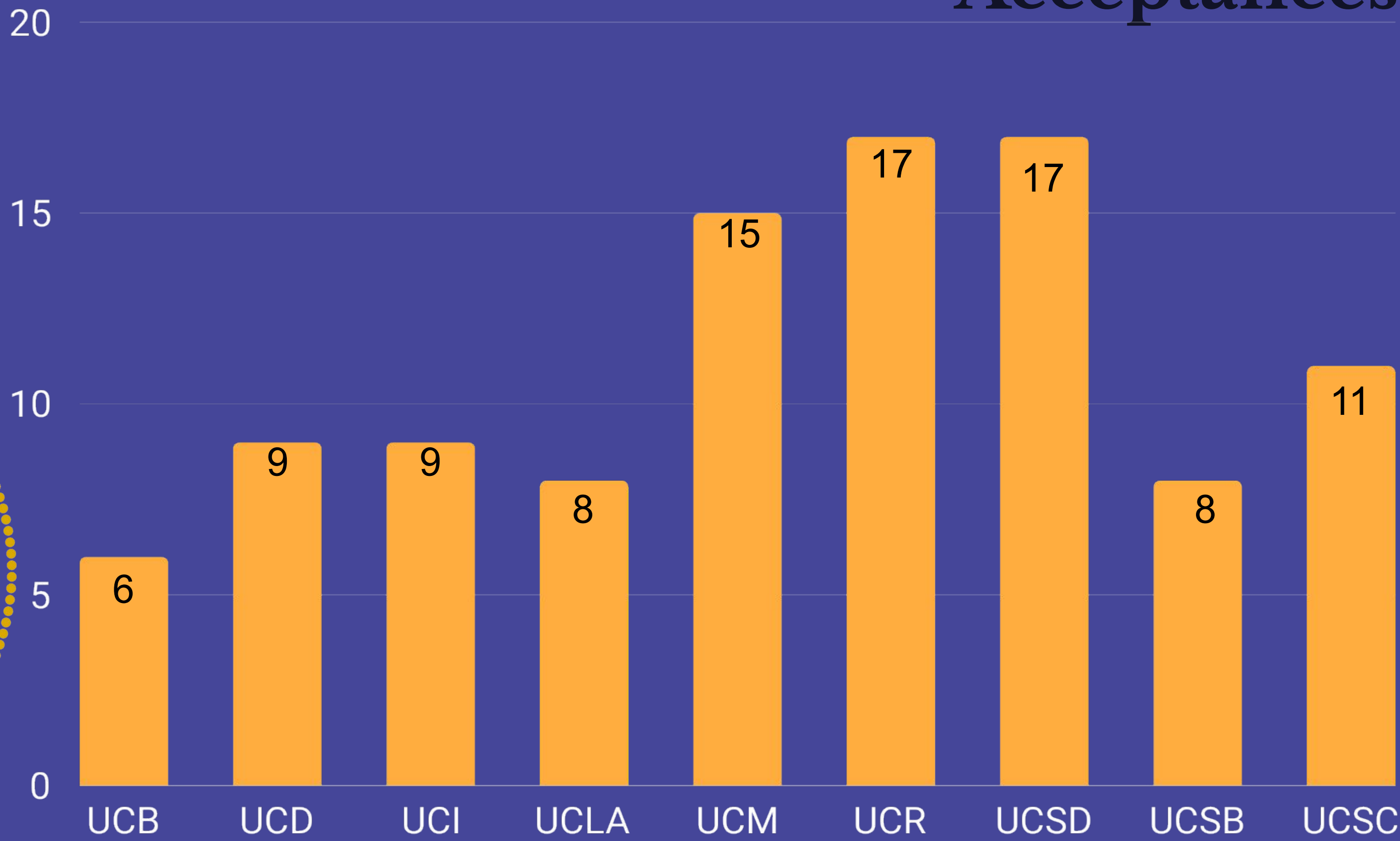


# CSU ACCEPTANCES





# University of California Acceptances





# Private and Out-of-State Acceptances



Loyola  
Marymount  
University



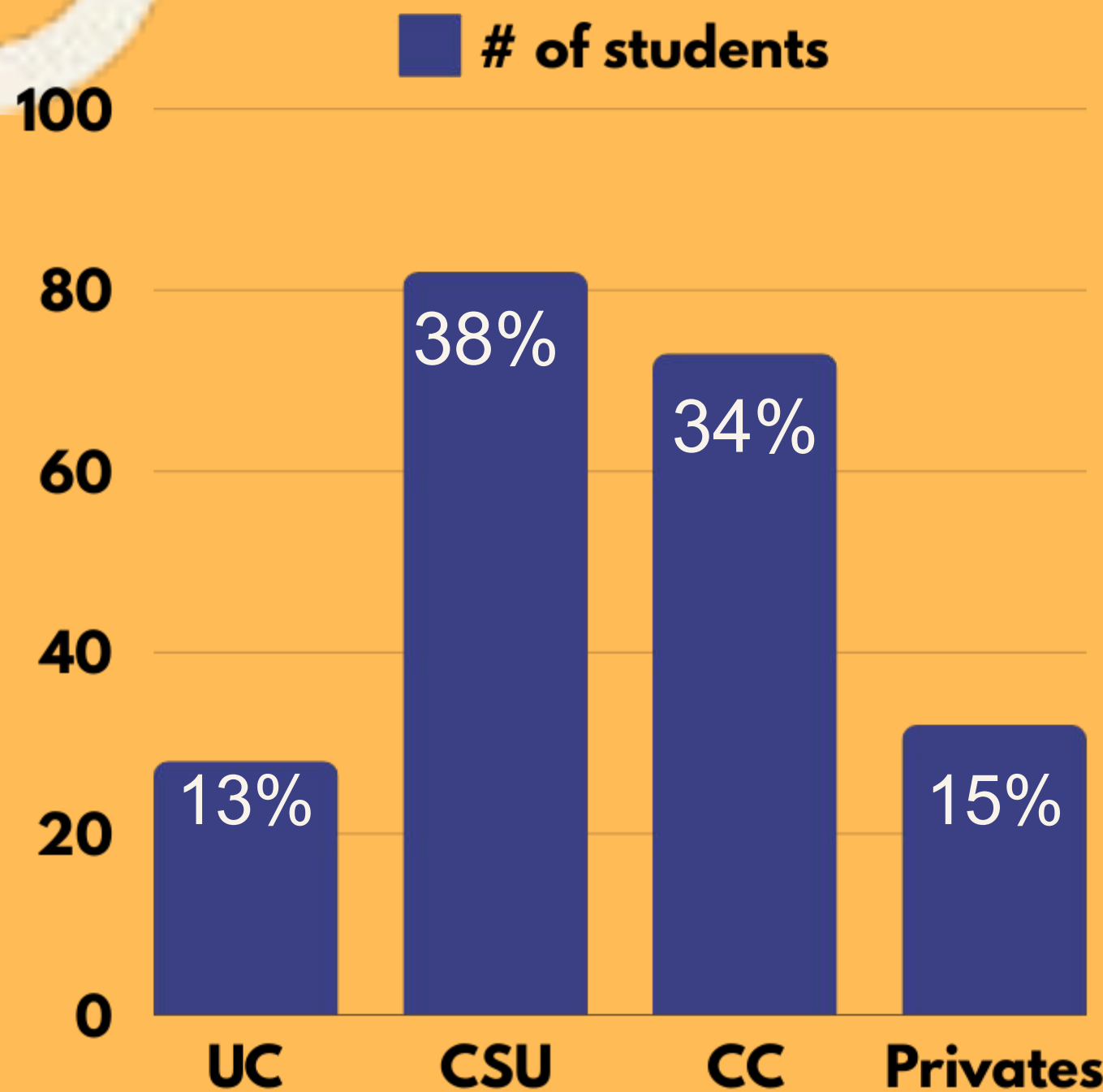
Stanford  
University



ASU



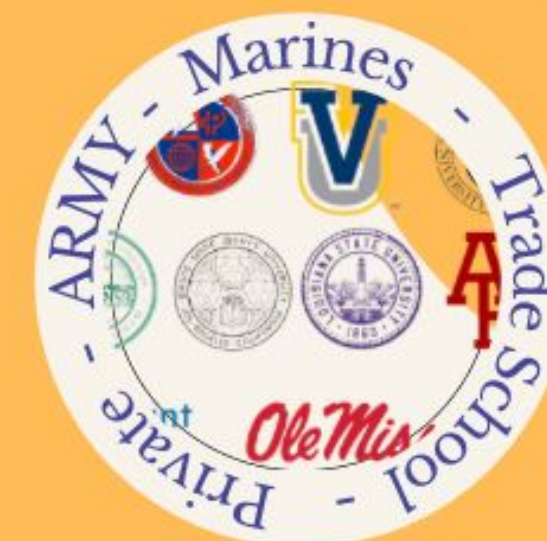
# ORG-WIDE INTENT TO REGISTER UC, CSU, CC & Private



**92%: Post sec  
Commitment Rate**

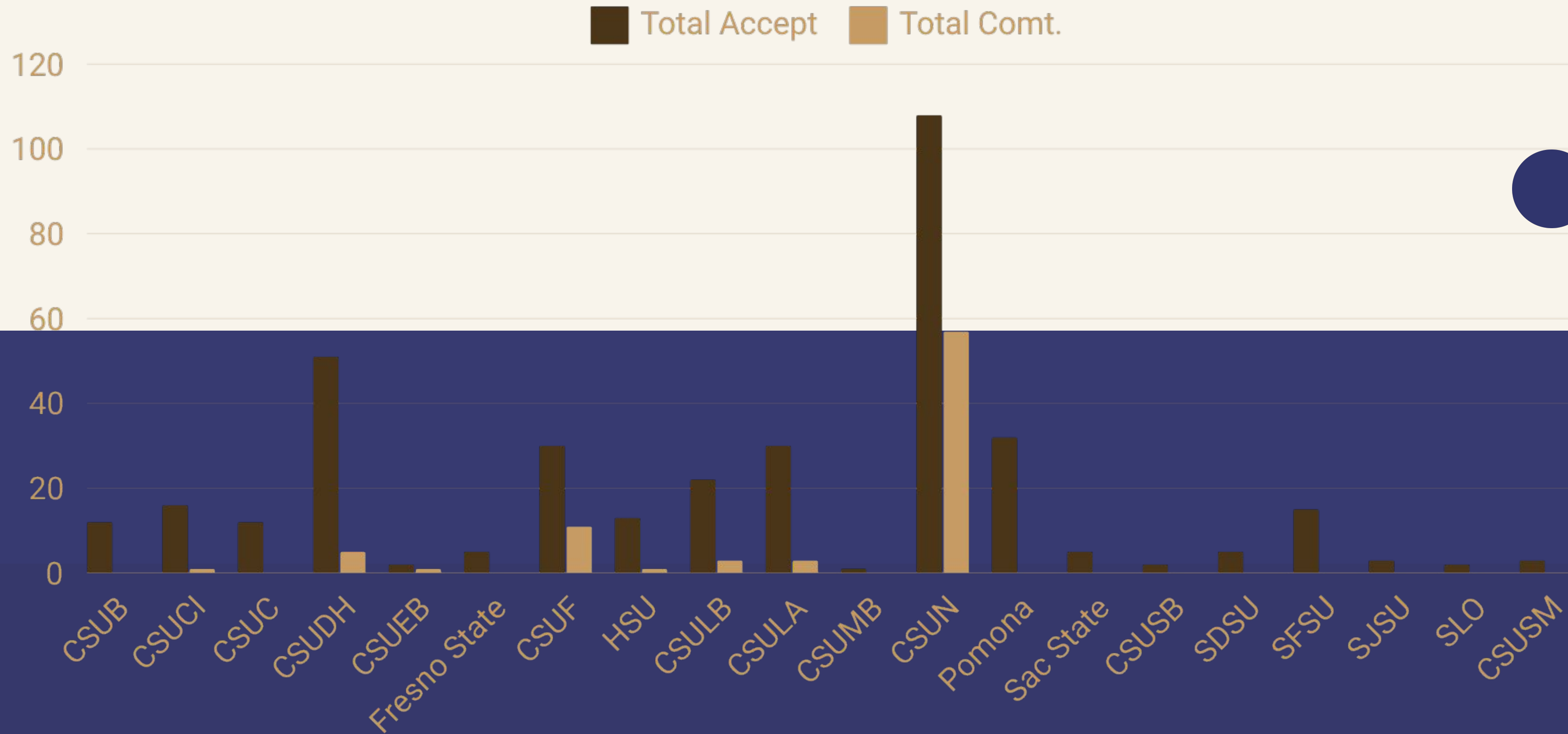
**51%: 4-yr college  
commitment rate**

Total # of seniors committed to UC	28
Total # of seniors committed to CSU	82
Total # of seniors committed to CC	73
Total # of seniors committed to Privates, Trade, US militaries	36
<b>Total # of seniors committed</b>	<b>219</b>
Total # of seniors	238
<b>Total % of seniors committed</b>	<b>92%</b>



# CAL STATES

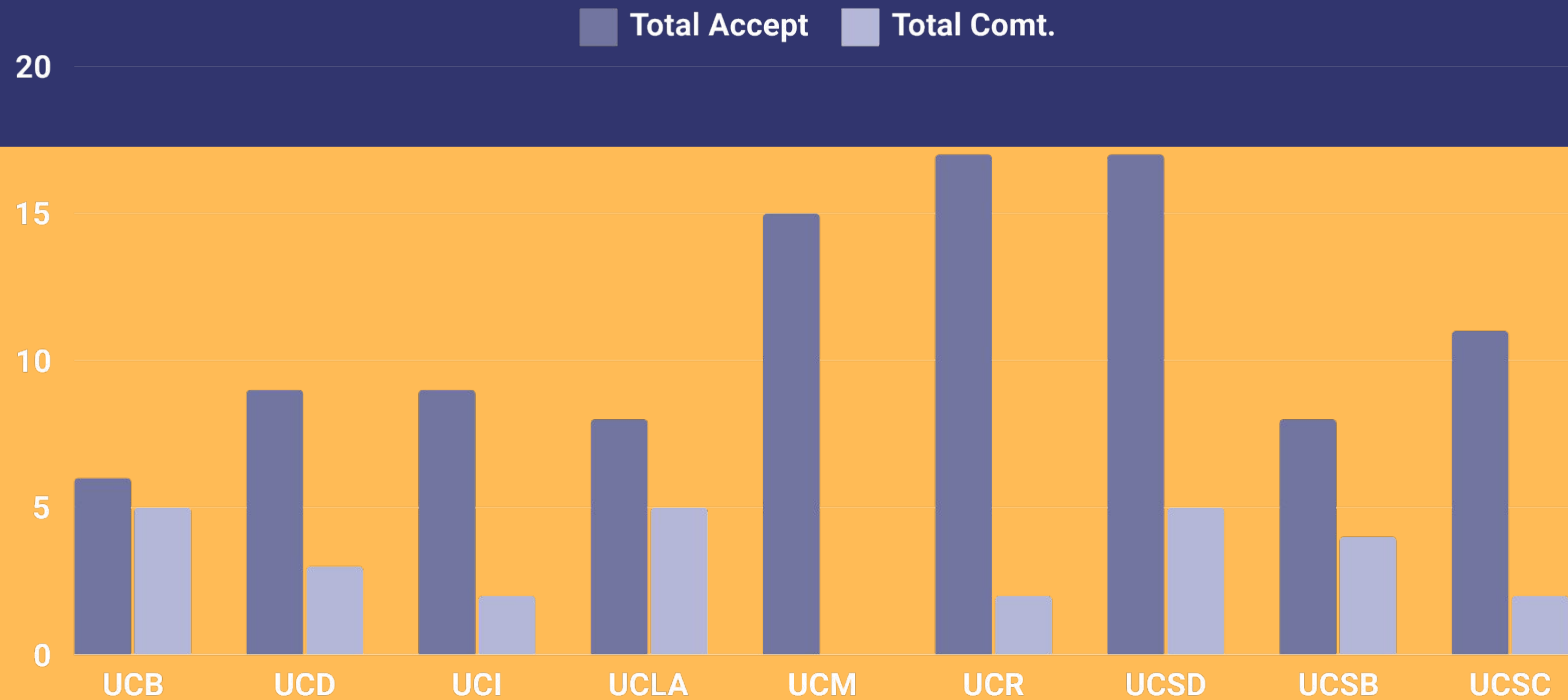
## ACCEPTANCES VS COMMITMENTS



### Top 3 CSU

- CSUN
- CSUF
- CSUDH

# UNIVERSITY OF CALIFORNIA ACCEPTANCES VS COMMITMENTS



Top 3 UC

- UCB
- UCLA
- UCS

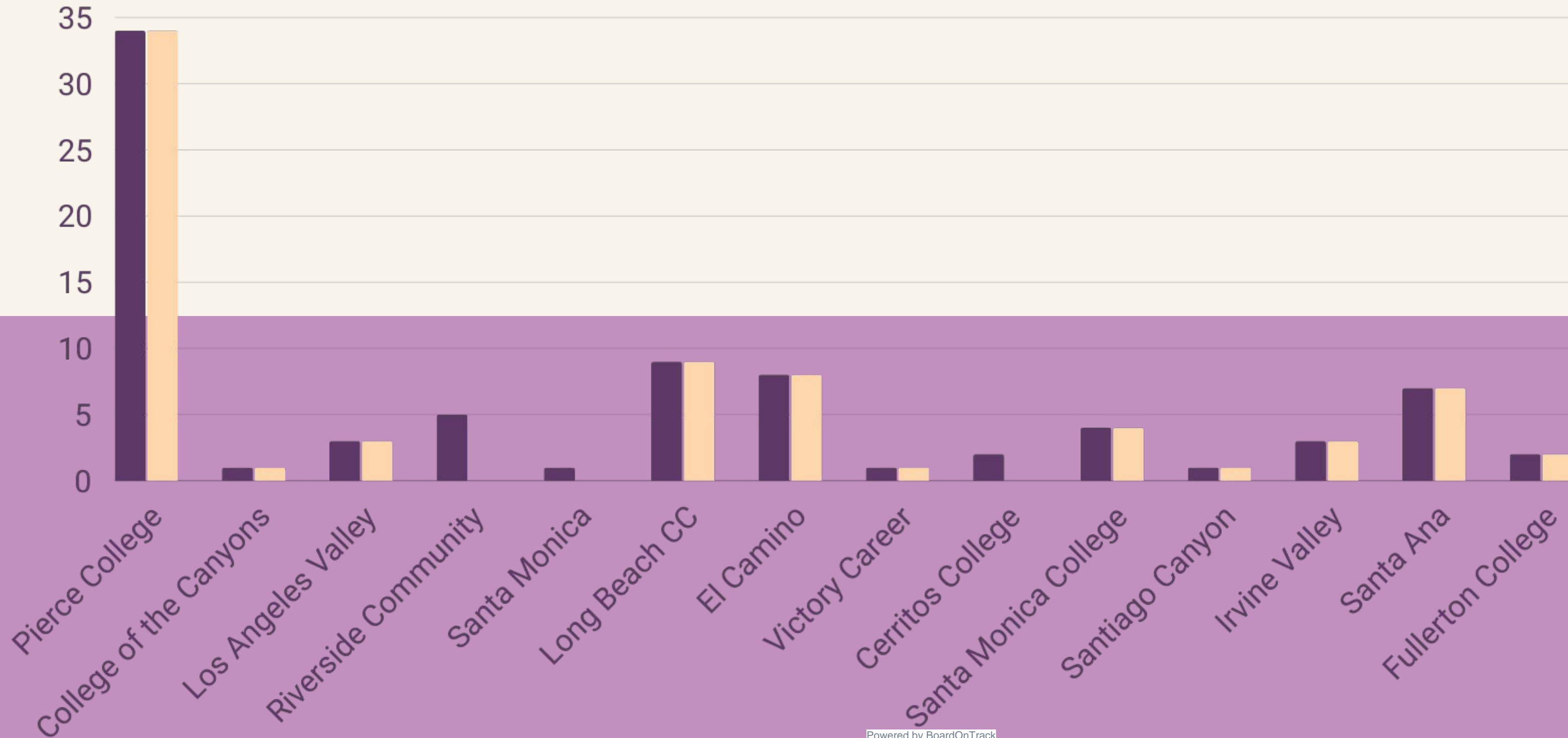
D



# COMMUNITY COLLEGES

## ACCEPTANCES VS COMMITMENTS

■ Total Accept ■ Total Comt.



### Top 3 CC

- Pierce
- El camino
- Santa Ana



# PRIVATES/ TRADE/ US MILITARY ACCEPTANCES VS COMMITMENTS

	Acceptance	Commitment
Private Out-of-State 4-Year	33	4
Private In-State 4-Year	7	7
Public Out-of-State 4-Year	17	0
Trade/Technical Schools and Cosmetology	23	17
US Militaries	5	5
Work	6	6
Gap year	3	3
<b>TOTAL</b>	<b>78</b>	<b>42</b>

## Highlights

- Stanford
- US ARMY
- Paul Mitchell
- Concordia
- US Marines





# SCHOOL-SITES

# ACCEPTANCES & COMMITMENTS

SCHOOL SITE	# SENIORS	ACCEPTANCE	COMMITMENTS	PERCENTAGE
MSA 1	75	111	75	100%
MSA 2	44	134	43	98%
MSA 3	44	79	35	80%
MSA 4	15	46	15	100%
MSA 5	25	86	25	100%
MSA SA	35	144	35	100%
<b>TOTAL</b>	<b>238</b>	<b>831</b>	<b>215</b>	<b>90%</b>



# Class of '23 vs. Class of '24

## Post Secondary Educational Plans

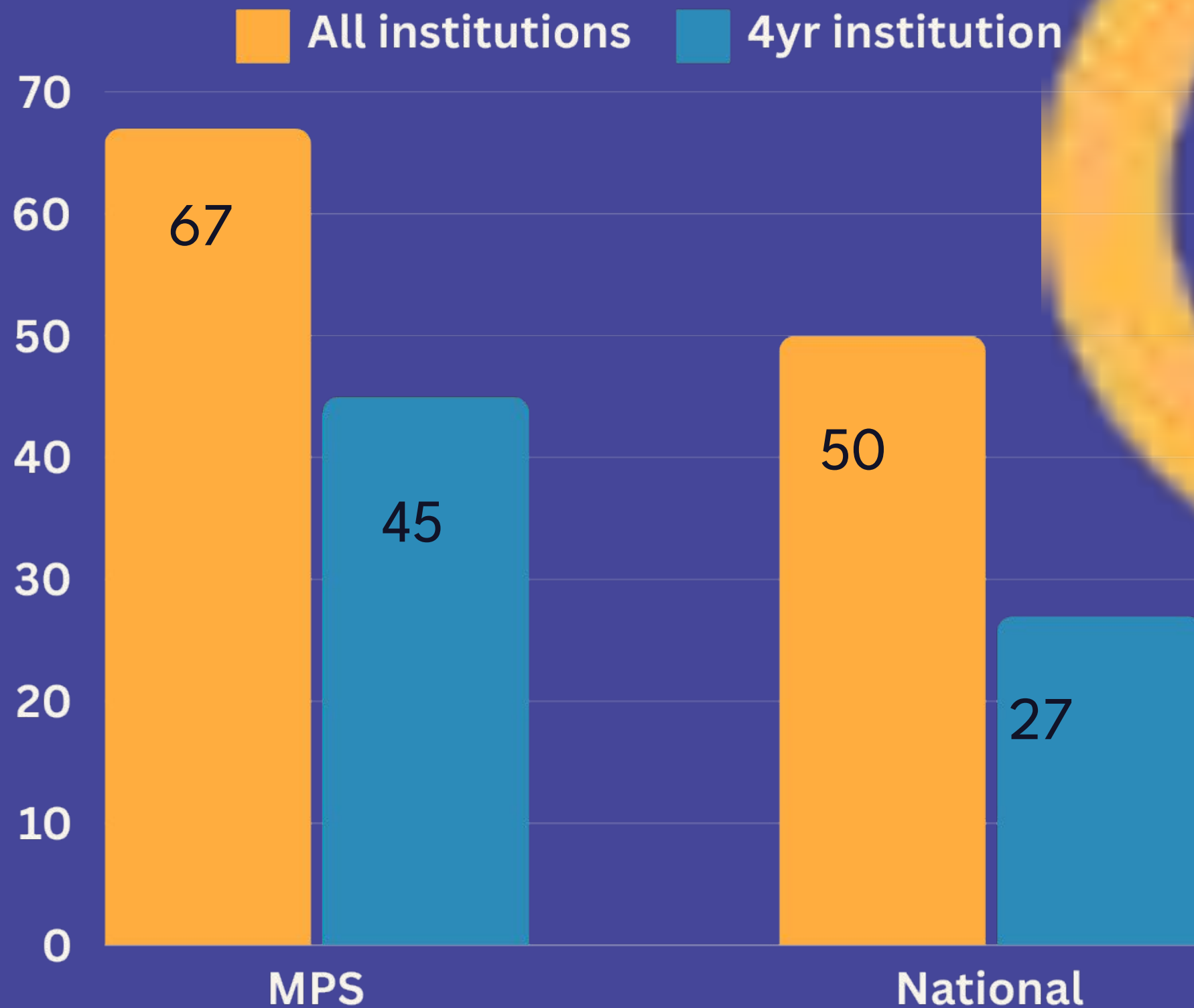
	Class of '23	Class of '24
University of California	30	28
California State university	115	82
CA Community college	77	73
Private Universities	14	11
Trade school	-	17
US militaries	-	5
Gap year/ Workforce	-	9
<b>Total</b>	<b>236 (90%)</b>	<b>219 (92%)</b>
<b>4 year college commitment rate</b>	<b>61%</b>	<b>51%</b>

# WHAT DOES DATA SHOW ABOUT HISTORICAL COLLEGE SUCCESS FOR MPS STUDENTS?



# COLLEGE ENROLLMENT

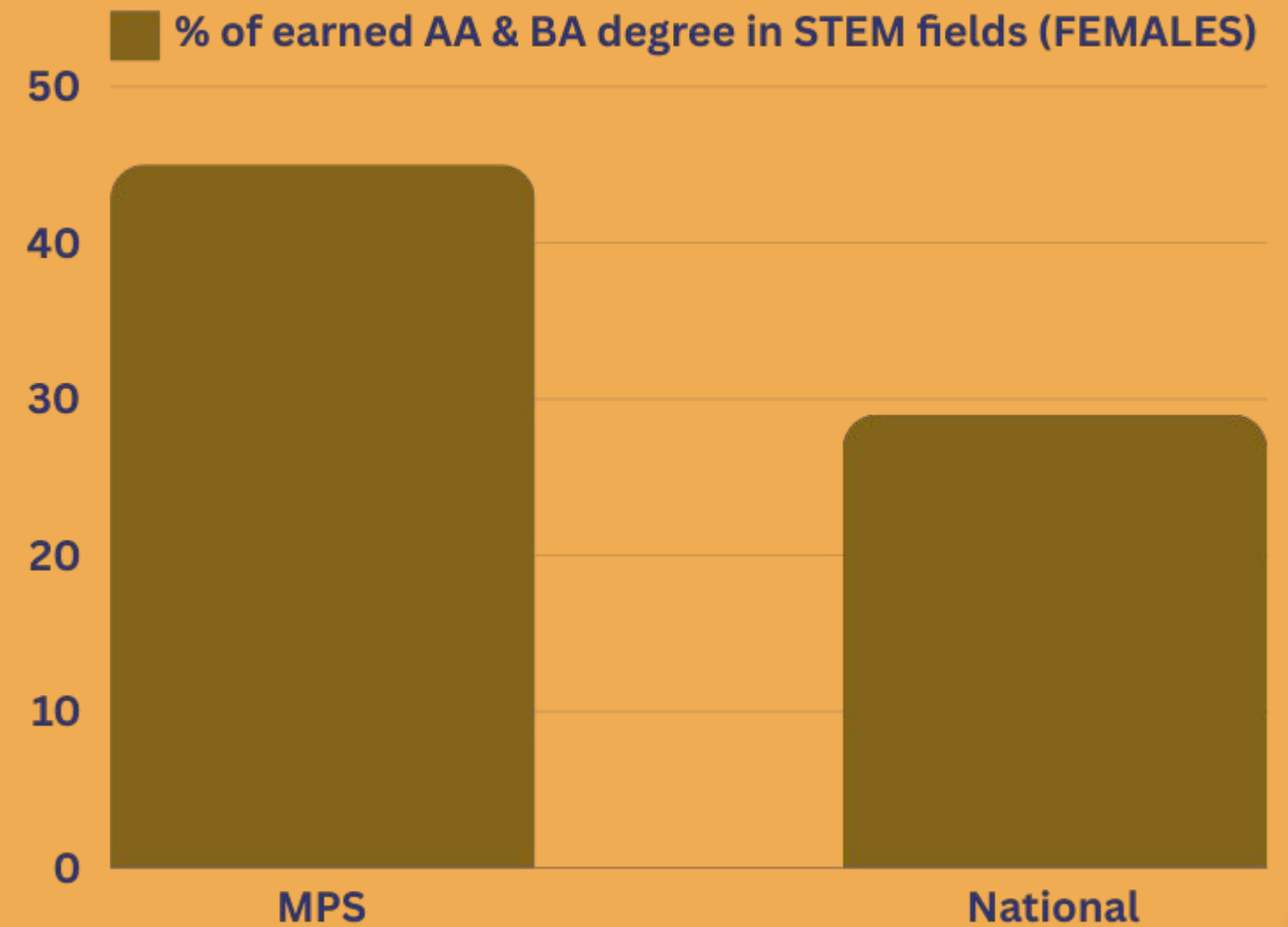
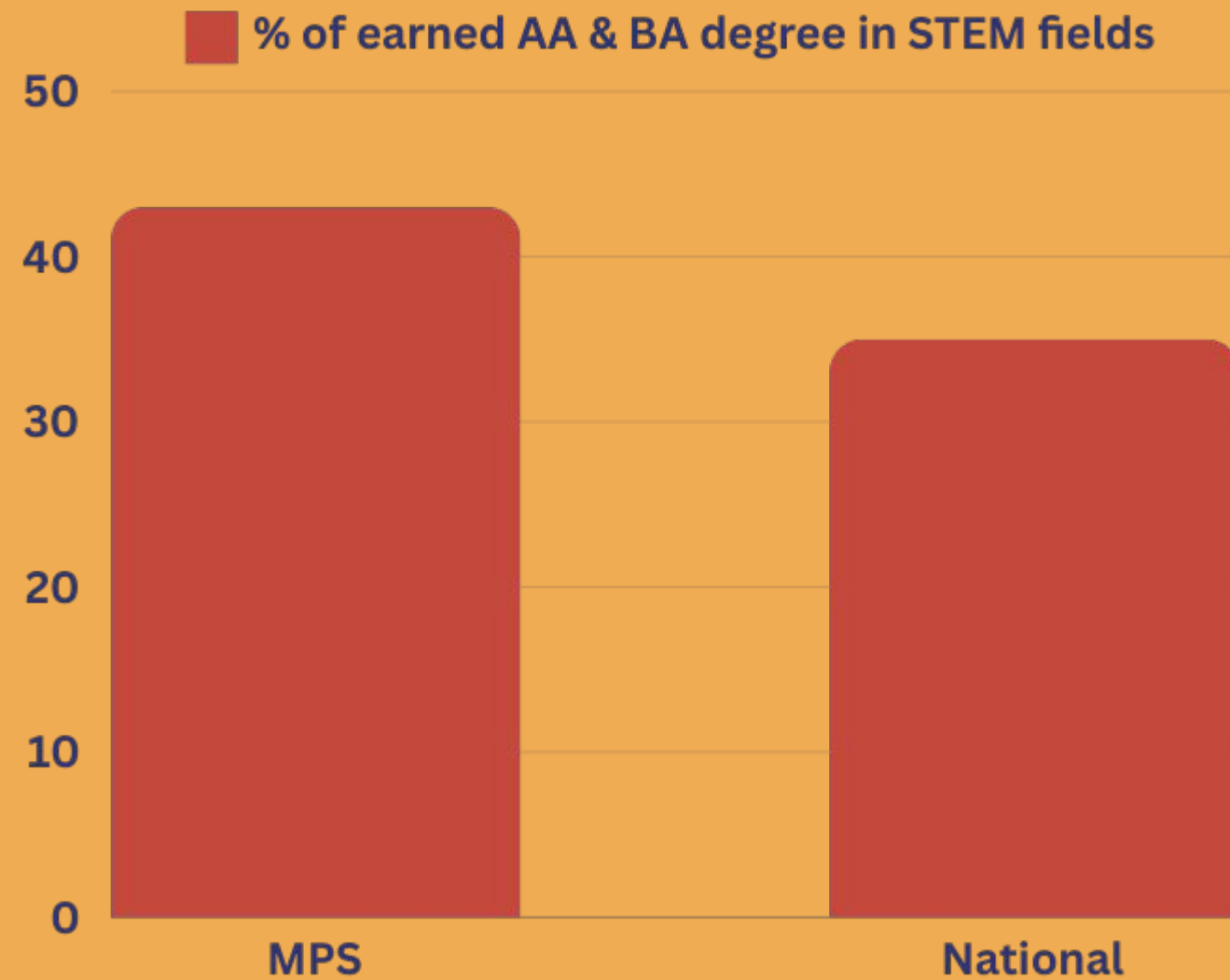
Magnolia graduates were 20% more likely to enroll in college than students from similar schools in the U.S.



College Enrollment after high school (Class of '22)

Sources: National Student Clearinghouse StudentTracker data pertaining to low-income schools  
High School Benchmarks | National Student Clearinghouse Research Center  
High School Benchmarks 2023 - National College Progression Rates

# STEM DEGREE PURSUIT



Magnolia alumni were 22% more likely to study in a STEM field than other college graduates.

Female Magnolia alumni were 54% more likely to graduate from a STEM field than their non-Magnolia peers.

Sources: National Student Clearinghouse StudentTracker data pertaining to low-income schools

High School Benchmarks | National Student Clearinghouse Research Center; High School Benchmarks 2023 - National College Progression Rates



# NEXT STEPS

## College and Career Program

- Preparing seniors and Increase the percentage of seniors accepted to Post secondary educational including four-year universities, particularly for STEM programs
- Continue implementing the comprehensive College & Career Readiness Program in 2024-25 using TK-12 college and career readiness curriculum
- Expand Alumni Success Coach services including monthly newsletter, Alumni annual dinner if budget allows
- Support school sites with post-secondary outcomes data and analysis
- Hosting a MPS wide college and career fair

# QUESTIONS?

THANK YOU!  
FGANDA@



# Coversheet

## Approval of the MPS 2024-25 Student/Parent Handbook

**Section:** IV. Consent Items  
**Item:** A. Approval of the MPS 2024-25 Student/Parent Handbook  
**Purpose:** Vote  
**Submitted by:**  
**Related Material:** IV\_A\_2024-25 Student Parent Handbook.pdf



Agenda Item:	IV A: Consent Item
Date:	July 11, 2024
To:	Magnolia Educational & Research Foundation dba Magnolia Public Schools (“MPS”) Board of Directors (the “Board”)
From:	Alfredo Rubalcava, CEO & Superintendent
Staff Lead(s):	David Yilmaz, Chief Accountability Officer
RE:	Approval of the MPS 2024-25 Student/Parent Handbook

**1. Action Proposed:**

I move that the Board approve the MPS 2024-25 Student/Parent Handbook.

**2. Purpose:**

MPS updates our Student/Parent handbook every year based on changes in law and MPS policies, considering feedback from legal counsel and our educational partners. It is a live document that is consistent with our charter petitions and practices at our school sites. Board approval of the Student/Parent Handbook (“Handbook”) is a routine annual practice for MPS.

**3. Background:**

The Handbook includes most of our student policies in their entirety except those which are too long or specific to be fully included in a general Student/Parent Handbook, such as independent study and forms or math placement policy. Each of those exceptions is included as a synopsis and the student/parent is referred to the full MPS policy for details. All those policies are made available to the schools on our school websites and in the front office of our school sites for convenient access.

The Handbook includes the required annual notices and forms such as Title I meetings, parent-student-school compact, UCP, etc. It also includes agreements for students and parents/guardians to sign, such as the Student Technology Use Policy. Instead of mailing our students and parents/guardians separate notices and forms to review and sign throughout the year, MPS has consolidated all required notifications and forms in a single handbook with an acknowledgement and signature page attached to the end. This approach has resulted in a handbook of a relatively larger size, but the benefits (compliance with notifications, convenient access to policies, etc.) outweigh the size of the Handbook. Besides providing all necessary information in a single Handbook to our educational partners, our school administrators also find this one-stop approach extremely practical for accountability purposes. The Handbook is purposefully designed into seven sections:

- 1) Academics: Educational Equity
- 2) Academics: High School & Beyond
- 3) Attendance & Records
- 4) Health & Wellness
- 5) Safety & Security

- 6) Engaging Educational Partners & Complaint Procedures
- 7) Information Sheets & Notices

The Handbook has subtopics grouped together so that a person interested in one topic, e.g., Health & Wellness related topics, can conveniently find all related information in that section of the Handbook. Most district handbooks list all their topics alphabetically, not by topic, making it hard to find information about related topics in one place and synthesize.

As part of the annual Handbook update process, MPS closely follows LACOE’s “Annual Parent Notifications” manual, with its annual updates, to ensure we cover all required notifications as well as most of the recommended ones that will benefit our community. Consequently, we have ended up including more than 100 notifications in the Handbook. As explained above, all those notifications are grouped into the seven sections of the Handbook by topic along with the related Magnolia policies and procedures to make the Handbook coherent and easy to follow.

#### 4. Analysis:

Following is a list of modifications made in the 2024-25 Student/Parent Handbook. The finalized Handbook is attached for the Board’s approval.

Page #	Modification
5-8	Updated the language for Anchor Core Values: Excellence, Innovation, and Connection with the six competencies of the Magnolia Graduate Profile, i.e., Excellence with Competencies #1 and #2, Innovation with Competencies #3 and #4, and Connection with Competencies #5 and #6. Similarly, LCAP goal descriptions for Excellence, Innovation, and Connection were updated with the competencies, as reflected in the 2024-25 LCAPs.
10	Added MSA-Orange County to the list of MPS campuses with a note: “MSA-Orange County has been approved by the OCDE as a countywide benefit charter school. The proposed target communities are Orange, Placentia-Yorba Linda, Irvine, and Saddleback. The first site is planned to open in Orange in 2025-26.”
26-30	Updated the policy for students experiencing homelessness, aligned with the newly approved board policy.
31-32	Updated the PE requirement with the flexibility to use the Kinesiology course as one year of the requirement.
32-33	Updated the CCI section with the new criteria for the Prepared/Approaching Prepared designations of students on the CCI, as separated by college and career readiness.
44	Updated the list of excused absences regarding death of an immediate family member of the pupil, or a person that is determined by the pupil’s parent or guardian to be in such close association with the pupil as to be considered the pupil’s immediate family.
51	CCIGI language has been added to the FERPA notice. “Please note that data collected and reported by

	Charter School to the California Longitudinal Pupil Achievement Data System (CALPADS)* pursuant to state law, will be shared with the California College Guidance Initiative (“CCGI”)**
53	A section has been added for “Dangers of Synthetic Drugs – AB 889”.
58	A section has been added for “Cancer Prevention Act”.
60	Language has been added to make sure students are provided with “adequate time to eat” their breakfast and lunch.
60	A section has been added for “Earned Income Tax Credit”.
60	A section has been added for USDA “Non-Discrimination Statement”.
60	A section has been added for “Water Bottles and Water Filling Stations”.
79-81	Updated the “Student Freedom of Speech/Expression Policy”.
118	Language has been added pursuant to EC 243(a), newly added by AB1078 (2024).
118	Added Appendix G - Know Your Educational Rights information to families pursuant to Education Code section 234.7(d)(1).
129	MSA-Orange County has been added to the list.
136-143	Updated the year from 2023-24 to 2024-25 in the forms that are required on an annual basis.

### **5. Impact:**

Our Handbook is a reference document for our community. Beyond compliance, it is designed to share our vision, values, programs, aspirations, and expectations with our educational partners. We would like to create a partnership that supports our students’ academic and personal success. The Handbook is a live document that is consistent with our charter petitions and practices at our school sites. Our school leaders, teachers, and staff train students and parents/guardians on parts of the Handbook each school year.

Annually, the Chief Accountability Officer (CAO) trains MPS school site administrators on changes made to the Handbook during the summer training and at monthly academies throughout the year. The CAO, working with the Chief Academic Officer and the Director of Student Services, also facilitates discussion during those meetings and collects feedback on our policies in order to inform the following year’s Handbook.

### **6. Budget Implications:**

N/A

### **7. Committee Recommendations:**

N/A



**8. Exhibits:**

1. MPS Student-Parent Handbook 2024-25



# Student/Parent Handbook

2024-25

Magnolia Public Schools  
250 E. 1st St., Ste. 1500  
Los Angeles, CA 90012  
Tel: (213) 628-3634  
Fax: (714) 362-9588

[www.magnoliapublicschools.org](http://www.magnoliapublicschools.org)

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## Wishing You a Wonderful School Year!

Dear Parents/Guardians and Students:

Magnolia Public Schools (“MPS”) staff believe that education is a shared responsibility between parents, teachers, school staff and students. The success of our students depends on the cooperation of everyone concerned. Each group is responsible for doing its part to make school a place where we can learn and play together in harmony. Everyone has the right to feel safe, secure, and accepted regardless of color, race, gender, popularity, ability, religion, or nationality. This handbook allows us to share our vision with the students and parents/guardians of our school community.

MPS is a reflection of us all. All our policies are intended to provide a safe and orderly environment that will be conducive to learning. Our faculty and staff look forward to sharing their expertise in academics, special programs, and extracurricular activities. We encourage you to get to know the school, its programs, activities, and schedule. Become an active participant in your education. Get involved through classes, clubs, and activities.

MPS is aware of the fact that a school environment is viable only with clearly defined and implemented rules. MPS compiled this Student/Parent Handbook (“Handbook”), which addresses the school’s regulations and policies to set a standard for our students. It is an essential reference book describing what we expect and how we do things. Read it carefully, discuss it with your parent/guardian or child/youth, and let it act as a guide for your effective involvement in all aspects of school. Keep this handbook so you can refer to it throughout the school year.

Wishing you a wonderful 2024-25 school year!

MPS Administration

## About MPS

MPS are tuition-free, public charter schools with campuses throughout Southern California, that focus on Science, Technology, Engineering, Arts, and Math (STEAM) - based teaching to ensure its students are well-rounded and college-ready from day one. We offer smaller class sizes, more attention from teachers, as well as safe campuses that foster ideal learning conditions for our students.

### MISSION:

Magnolia Public Schools provides a safe and nurturing community using a whole-child approach to provide a high-quality, college preparatory STEAM educational experience in an environment that cultivates respect for self and others.

### VISION:

Graduates of Magnolia Public Schools commit to building a more peaceful and inclusive global society by transforming traditional ideas with *creative thinking*, *effective communication*, and the *rigor of science*.

### ANCHOR CORE VALUES AND COMPETENCIES:

Beyond our mission and vision, MPS has long identified Excellence, Innovation, and Connection as our anchor core values, which permeate all school activities. More recently, our Board of Directors adopted the Magnolia Graduate Profile, developed through a comprehensive design process that engaged a variety of different MPS educational partners in focused conversations about the knowledge, skills, mindsets, and literacies essential for success in college and 21st century careers, aligned to our anchor core values. The Profile defines six competencies: • Literacy with a Learner’s Mindset • Critical Thinking • Creativity • Effective Communication • Adaptability • Global Citizenship, all defined below.



### EXCELLENCE

Magnolia students will exhibit the desire to pursue knowledge and greatness and to contribute original and provocative ideas in a learning environment, in diverse settings, and as a catalyst to future academic knowledge. We foster academic excellence through project-based, “real-world” learning using a constructivist/project-based approach, Culturally and Linguistically Responsive Teaching, blended learning and tech-fluency development through integrated technology across subjects, student portfolio that are personalized to their path and interests, individualized scheduling models, assessments of and for learning and academic discourse, and opportunities for acceleration including dual enrollment college courses in high school. All of this prepares students for 21st century demands. As they grow and develop, students learn where and how to access the needed information and supports to advance their academic pursuits and societal contributions. Students demonstrate their mastery and excellence in their learning goals based on the MPS core competencies, with a specific focus on:

**COMPETENCY #1 - Literacy with a Learner’s Mindset** for Magnolia students is to demonstrate a depth of knowledge and literacy in multiple subject areas with a learner’s mindset to make informed decisions. Students will overcome

challenges by developing a positive attitude and belief about learning, embracing curiosity to experience new ideas, and sustaining the desire to learn, unlearn, and relearn. Students will achieve Excellence in the classroom and society as a result of both their mastery of content knowledge and skills across academic subjects, and an ingrained perspective that there is no ceiling to what can be learned – and that knowledge itself can be mutable as people continue to iteratively research and discover how the world works.

**COMPETENCY #2 - Critical Thinking** is demonstrated by Magnolia students as they problem solve by identifying, evaluating, and prioritizing solutions to difficult or complex situations, and implementing and reflecting critically on a solution. Students will achieve Excellence as a result of distilling problems to their root causes using multiple sources and perspectives, designing solutions that align to said root causes and adequately address them, and while considering the cost-benefit impact of potential solutions based on community input. To develop excellence in research, project artifacts, and presentations, students will also learn to apply the essential skill of discernment for the reliability, validity, quality, and value of sources and content.

## INNOVATION

Students will have the freedom to choose how and what they learn and demonstrate it as a public display of excellence. Individualized scheduling, including A-G planning done each year in high school grades, early identification of learning styles, personalities, interests, and college/career plans support students' matriculation and college and career readiness. This includes student participation in the planning of their educational experience, enrichment and acceleration programs, engaging STEAM program choice options, individualized and blended (tech-based) learning programs, differentiated educational experiences, extended learning options, electives, contests and competitions, clubs, teams, and adaptive assessments.

**COMPETENCY #3 - Creativity** for Magnolia students is to have the freedom within our innovative model to demonstrate originality, imagination, and new ways of thinking critically and independently. Students will transcend traditional ideas, rules, patterns, and relationships to create and convey new or meaningful ideas, methods, or interpretations. Through STEAM-themed interdisciplinary learning, local and national academic and STEAM competitions, mentoring, STEAM clubs, college and career instructional field trips, students will be motivated to pursue 21st century careers. Innovation will occur through student voice and choice in what they learn, adapted teaching based on student interests and personal assets, and freedom and variety in how mastery of content knowledge and skills is demonstrated.

**COMPETENCY #4 - Adaptability** for Magnolia students is to demonstrate flexibility when acclimating to various roles and situations. Students will work effectively in a local, national and global climate of ambiguity and changing priorities, demonstrating agility in thought and action. They will understand, negotiate, and balance diverse views and beliefs to reach workable solutions, responding productively to feedback, praise, setbacks, and criticism. MPS' educators continuously adapt to student data, differentiating learning. Magnolia students will understand that fluidity is necessary to be responsive to an unpredictable and dynamic world, as well as diverse sources of input and feedback.

## CONNECTION

Magnolia school communities are integrated partnerships with the school site staff, families, students, and all other stakeholders. This sense of connection creates a safe place for all learners and stakeholders to affirm individual strengths, celebrate character, provide academic support through mentorship and internship, and promote unity and better decision-making through the implementation of restorative justice practices. Additionally, community cultivates identity and gives each member a sense of belonging and pride. MPS utilizes home visits, stakeholder surveys, field trips, life skills classes, and coaching to support our overall community-based goals. We implement a "community schools" approach and work with community partners to establish mentoring relationships and other social capital to support our students' development of personal and academic networks for long-term resilience and connection.

**COMPETENCY #5 – Effective Communication** for Magnolia students is to articulate thoughts and ideas effectively using oral, written, and non-verbal communication skills in a variety of forms and contexts, for a range of purposes and audiences. Students will also demonstrate empathy through awareness, sensitivity, concern, and respect for others' feelings, opinions, experiences, and culture. Students will create true, authentic Connection by listening fully to others' perspectives and experiences, accurately reflecting back input, and expressing themselves clearly and accurately.

**COMPETENCY #6 – Global Citizenship** for Magnolia students is to contribute to making the world a better place. Students will understand the world and its complexities, value and embrace diverse cultures and unique perspectives through mutual respect and open dialog, cultivate compassion, and take action in building more peaceful and inclusive environments. Students will develop the social and emotional skills needed to compete in a global society, including having a growth mindset, being resilient, reflective, and demonstrating grit, self-respect and good character. These traits are crucial to not only for enrolling in and completing college, but also for

developing and contributing their original ideas in a workplace environment. Underlying the effective exercise of the Global Citizenship competency is Connection – specifically, an orientation towards understanding the diverse cultures of the world, acknowledging the effort to understand others as an asset, and recognizing the interconnectedness of human beings – in particular, the global repercussions of our actions regardless of geographic boundaries.

These values and competencies overlap and are integrated across the school, in every grade level and every classroom, providing consistent messaging to our students and entire school community about what we value and what we are working towards. Together, these values and competencies shape Magnolia’s definition of what it means to be an educated person in the 21st century and “orient actions” among all stakeholders, helping form a shared sense of purpose and connection across the school and organization. Studies have also revealed that children who maintain a solid sense of values and ethics are more likely to exhibit positive behaviors and attitudes. And at the educator level, research shows that clarifying and deliberately practicing core values is an essential way for teachers to build resilience.

#### **MAGNOLIA GRADUATE PROFILE:**

Our overarching objective at MPS is to create a vibrant and mutually beneficial partnership between school and community that supports our students’ academic and personal success. With the focused conversation about knowledge, skills, mindsets, and literacies essential for 21st-century student success, and through a design process that intentionally engaged our MPS community, MPS has developed the Magnolia Graduate Profile. Our goal with the Magnolia Graduate Profile is a collective vision for MPS that articulates our organization and community’s aspirations for our students.

#### **Magnolia Graduate Profile Competencies**

The following are SIX COMPETENCIES in our community’s Graduate Profile.

1. Literacy with a Learner’s Mindset
2. Critical Thinking
3. Creativity
4. Adaptability
5. Effective Communication
6. Global Citizenship

#### **SCHOOLWIDE LEARNER GOALS (SLGs):**

The SLGs are measurable schoolwide goals that every student is expected to achieve upon graduation from MPS. Our SLGs are embedded in our curriculum, instructional practice, core values, and daily culture at the school.

#### **LITERACY WITH A LEARNER’S MINDSET**

1. Develop and implement literacy skills that impact all content areas so that they can be well-rounded individuals within society.
2. Meaningfully engage in learning activities by knowing their readiness levels, interests,

backgrounds, and making informed decisions about their learning pathways.

3. Students take ownership of their learning by creating long and short-term academic goals and reflecting on them throughout the school year.

#### **CRITICAL THINKING**

1. Apply, analyze, identify, synthesize, and evaluate information and experiences and connect the skills and content learned across the curriculum.
2. Are inspired to be lifelong readers and critical thinkers.
3. Are able to take a variety of sources and viewpoints, evaluate them critically, and make judgments that reflect an understanding of the possible consequences of those decisions.

#### **CREATIVITY**

1. Apply innovative skills and practices which connect to their learning experiences.
2. Have opportunities for multiple methods of the expression of ideas in a project (ex. writing, drawing, creating video, slide presentations, memes).
3. Incorporate new and meaningful ideas and methods through cross-curricular STEAM activities.

#### **ADAPTABILITY**

1. Develop self-awareness and self-advocacy skills and maintain physical, mental, social, and emotional well-being to guide in their pursuit towards a college degree and career choices.
2. Collaborate, work effectively, and manage interpersonal relationships within diverse groups and settings. Respond productively to feedback, praise, setbacks, and criticism.
3. Demonstrate consideration of others’ ideas by keeping an open mind, questioning ideas, and demonstrating flexible thinking.

#### **EFFECTIVE COMMUNICATION**

1. Demonstrate effective oral and written communication skills, using the expected academic language for the purpose, audience, and setting.
2. Develop listening skills and exhibit empathy through awareness, sensitivity, concern, and respect for self and others’ feelings, opinions, experiences, and cultures.
3. Use technology effectively and respectfully to access, organize, research, and present information to become proficient communicators.

#### **GLOBAL CITIZENSHIP**

1. Contribute to the improvement of life in their school and local community by demonstrating leadership skills and participating in community-based projects.
2. Understand and reflect on connections between their local community and the broader world, through both current events and historical context.

3. Are internationally minded individuals who recognize and value other perspectives and cultures.

#### GOALS:

**By 2027, more than 2,600 Magnolia Public Schools graduates will be productive, innovative, and responsible individuals who through the pursuit of their passions and educational opportunities will be poised to be change agents within their communities.**

We will achieve this goal by supporting the Magnolia Public Schools strategic and continuous improvement plans that are in alignment with our LCAP overarching goals:

- **Goal #1: BASIC SERVICES FOR A HIGH-QUALITY LEARNING ENVIRONMENT** - All students and staff will have access to a safe, secure, healthy, and high-quality learning and working environment. Students will receive high-quality services that are fundamental to academic success, including fully credentialed teachers, standards-aligned and high-quality instructional materials, and appropriately maintained school facilities.
- **Goal #2: EXCELLENCE** - Under our first core pillar of *Excellence*, all students will have equitable access to a high-quality core curricular and instructional program and make academic progress in alignment with California content standards (CCSS, NGSS, etc.) through our data-driven, differentiated and engaging learning program. Students will develop competencies aligned with our “Graduate Profile,” including *Literacy with a Learner’s Mindset* and *Critical Thinking* skills as they pursue academic excellence.
- **Goal #3: INNOVATION** - All students will have access to a well-rounded, 21st century education under our second core pillar of *Innovation*. Each student will become an independent, innovative scholar by practicing *Creativity* and *Adaptability* in their learning, using technology and data-driven online learning, and demonstrating high-quality learning outcomes in myriad ways.
- **Goal #4: CONNECTION** - All students, families, staff, and other educational partners will experience our third core pillar, *Connection*, and have access to meaningful engagement opportunities that help cultivate *Effective Communication* and *Global Citizenship* in a safe and nurturing environment. Educational partners will feel a sense of community and connectedness. Students will be college and career ready.

#### WHY MPS?

Students throughout all MPS campuses use technology daily at school and at home as a tool to work collaboratively with each other and communicate with teachers. We challenge their minds, and foster an environment where students want to learn, whether that is through our science labs, or our robotics projects and competitions.

At MPS we place great emphasis on STEAM education, as it will give our students an advantage in their college and career plans. MPS students also participate in a variety of school activities and clubs including technology & engineering, language & culture, community service, and visual & performing arts.

We are looking for great minds who want to learn. With the help of our teachers, principals, staff, and of course parents, we aim to prepare our students to succeed in whatever educational and career paths they choose.

#### OUR TEACHERS:


All teachers at MPS go the extra mile for their students, even visiting the homes of our students through our Home Visit Program to do whatever is possible to ensure our students perform at their best. It is no wonder many of our parents, who themselves are quite involved in their children's academic careers, have given us top ratings among charter schools.

#### OUR CAMPUSES:

Our STEAM charter school campuses throughout Southern California are enrolling high school, middle school, and elementary students from the areas of Reseda, Van Nuys, Northridge, Granada Hills, Chatsworth, North Hills, Lake Balboa, North Hollywood, Sun Valley, Arleta, Mission Hills, Panorama City, Valley Glen, Carson, Bell, Santa Ana, San Diego, and Los Angeles.



**Magnolia Science Academy-1** *Grades: 6-12*



18238 Sherman Way, Reseda, CA 91335  
 (818) 609-0507  
[www.msa1.magnoliapublicschools.org](http://www.msa1.magnoliapublicschools.org)

**Magnolia Science Academy-4** *Grades: 6-12*



11330 W Graham Place, Los Angeles, CA 90064  
 (310) 473-2464  
[www.msa4.magnoliapublicschools.org](http://www.msa4.magnoliapublicschools.org)

**Magnolia Science Academy-2** *Grades: 6-12*




17125 Victory Blvd., Van Nuys, CA 91406  
 (818) 758-0300  
[www.msa2.magnoliapublicschools.org](http://www.msa2.magnoliapublicschools.org)

**Magnolia Science Academy-5** *Grades: 6-12*



18238 Sherman Way, Reseda, CA 91335  
 (818) 705-5676  
[www.msa5.magnoliapublicschools.org](http://www.msa5.magnoliapublicschools.org)

**Magnolia Science Academy-3** *Grades: 6-12*



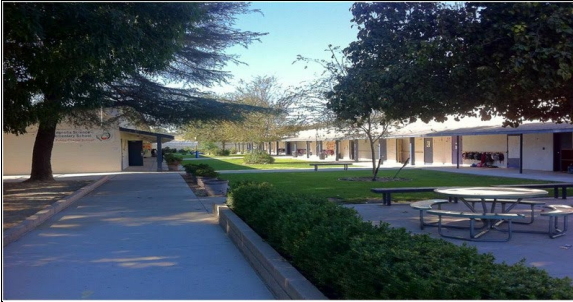
1254 East Helmick St., Carson, CA 90746  
 (310) 637-3806  
[www.msa3.magnoliapublicschools.org](http://www.msa3.magnoliapublicschools.org)

**Magnolia Science Academy-6** *Grades: 6-8*



745 S. Wilton Place, Los Angeles, CA 90005  
 (310) 842-8555  
[www.msa6.magnoliapublicschools.org](http://www.msa6.magnoliapublicschools.org)

**Magnolia Science Academy-7** *Grades: TK-5*



18355 Roscoe Blvd., Northridge, CA 91325  
 (818) 221-5328  
[www.msa7.magnoliapublicschools.org](http://www.msa7.magnoliapublicschools.org)

**Magnolia Science Academy-Santa Ana** *Grades: TK-12*



2840 W 1st St., Santa Ana, CA 92703  
 (714) 479-0115  
[www.msasa.magnoliapublicschools.org](http://www.msasa.magnoliapublicschools.org)


**Magnolia Science Academy-8 (Bell)** *Grades: 6-8*



6411 Orchard Ave, Bell, CA 90201  
 (323) 826-3925  
[www.msa8.magnoliapublicschools.org](http://www.msa8.magnoliapublicschools.org)

**Magnolia Science Academy-Orange County** *Grds: TK-12*

MSA-Orange County has been approved by the OCDE as a countywide benefit charter school. The proposed target communities are Orange, Placentia-Yorba Linda, Irvine, and Saddleback. The first site is planned to open in Orange in 2025-26.



[www.msaoc.magnoliapublicschools.org](http://www.msaoc.magnoliapublicschools.org)

**Magnolia Science Academy-San Diego** *Grades: 6-8*



6525 Estrella Ave., San Diego, CA 92120  
 (619) 644-1300  
[www.msasd.magnoliapublicschools.org](http://www.msasd.magnoliapublicschools.org)

## Annual Notifications to Parents or Guardians

This Handbook covers required and recommended annual notifications to parents or guardians.

### Key to Code and Regulation Section Abbreviations

EC	California Education Code
BPC	Business and Professions Code
CC	Civil Code
5 CCR	Title 5, California Code of Regulations
HSC	California Health and Safety Code
LEA	Local Educational Agency
PC	California Penal Code
VC	California Vehicle Code
WIC	California Welfare and Institutions Code
34 CFR	Title 34, Code of Federal Regulations
40 CFR	Title 40, Code of Federal Regulations
USC	United States Code

## ACADEMICS: EDUCATIONAL EQUITY

### Curriculum, Instruction, & Assessment

#### COVID-19, School Opening, & Distance Learning

The COVID-19 crisis has proven that schools are the heart of our community, not only for learning, but for nutrition, safety, and social-emotional well-being. MPS staff have shown they are flexible, skilled, and creative in meeting the rapidly changing needs of students and families.

As we look to the 2024-25 academic year, we know schools will need additional resources to become better equipped and skilled at remote learning, address learning loss, implement vital health and safety protocols, and support mental health and wellness. When schools open, it is vital to provide students with an environment that is friendly, supportive, and caring. We must identify students who need help or are having difficulty adjusting. We need to make sure all students return to class and reach out to those who do not. The trauma and stress we have experienced must be vocalized and addressed.

In a short time, MPS has developed a comprehensive planning tool. We have analyzed the frameworks and guidance documents released by the CDE, LACOE, OCDE, SDCOE, and other agencies in developing the best school opening plans for our diverse school communities in collaboration with staff, students, families, and other educational partners. These include, but are not limited to, instructional models, health and safety practices, social-emotional support systems, family and community engagement, and operations.

MPS remains committed to continuously evaluating our plans to ensure the health and safety of students. We will be in close communication with our educational partners as we develop, implement, and evaluate our plans.

For specific health and safety information, including protocol regarding re-opening of school facilities and related requirements for staff and students, please see the “**Health & Safety Plan**” located on the school website and contact the school office with any questions you may have.

#### Standards-Based Curriculum

All curricula at MPS are based on the California state standards, including but not limited to the Common Core State Standards, the Next Generation Science Standards, English Language Development Standards, History-Social Science Framework, and other applicable content standards.

#### Availability of Prospectus

Upon request, MPS will make available to any parent or legal guardian, a school prospectus, which shall include the curriculum, including titles, descriptions, and instructional aims of every course offered. Please note that, pursuant to law, MPS may charge for the prospectus in an amount not to exceed the cost of duplication.

A syllabus is a document about the course content, goals, and elements and a guide for students to the kind of teaching and learning they can expect in their class. Each teacher will hand out copies of the class syllabus on the first day of class and, if applicable, post a digital copy on the course website.

#### Calendar & Bell Schedule

The school will annually provide all parents and guardians with the school calendar and bell schedules. Notification shall be sent to parents and guardians of all students advising of the schedule of minimum days and pupil-free staff development days. If this schedule subsequently changes, MPS shall notify parents and guardians of the affected students as early as possible, but no later than one month before the scheduled minimum or pupil-free day.

Please check the school website or contact the school office for a copy of the school calendar and bell schedules.

#### California Assessment of Student Performance and Progress (CAASPP)

The California Assessment of Student Performance and Progress, or CAASPP, is the state academic testing program. CAASPP is a system intended to provide information that can be used to monitor student progress on an annual basis and ensure that all students leave high school ready for college and career. The CAASPP assessment system encompasses the following assessments:

- Smarter Balanced Summative Assessments for English Language Arts (ELA) and mathematics in grades 3 through 8 and 11;
- California Alternate Assessment (CAA) for ELA and mathematics for eligible students in grades 3 through 8 and 11;



- California Science Tests (CAST) for Science in grades 5, 8, and once in high school;
- California Alternate Assessment (CAA) for Science in grades 5, 8, and once in high school;
- California Spanish Assessment (CSA) for eligible students in grades 3-12.

Starting with spring 2019 CAASPP testing, the CDE will no longer print CAASPP Student Score Reports (SSR) for parents. Hence, parents may no longer receive their child's CAASPP SSR by mail. Parents will be able to access their student's electronic CAASPP SSR in the Infinite Campus Parent Portal. If you do not have an Infinite Campus Parent Portal account, we encourage you to create one soon. Please see section on Parent Portal for details on how to create an account and access test scores.

CAASPP SSRs will include an overall score and a description of the student's achievement level for ELA and mathematics. Score reports for students in grades 5, 8, and 11 will include Science test results. Early Assessment Program (EAP) results will be included on the score reports for students in grade-11, providing an early indication of readiness for college-level coursework. Students who take the CSA will get a separate report.

As the parent or guardian, you have the option of excusing your child from any or all parts of the CAASPP. If you would like to excuse your child from the test, you must submit your request in writing to the school. Please let the school know as soon as possible so the school can make alternative arrangements for your child.

Testing dates may be found on the school calendar. If you have additional questions about the testing program, please contact the School Principal. Additional information is posted on the internet at <http://www.cde.ca.gov/ta/tg/ca/>.

#### **Class Change / Course Withdrawals**

During the first five school days from the beginning of the course, students will attend the classes they are assigned and/or they signed up for; no changes will be allowed unless there is a scheduling error on the student's schedule. After the first five school days, if necessary academic changes arise, students will have 10 school days to complete changes. Students may withdraw from a course without penalty of an F grade within 15 school days from the beginning of the course. After 15 school days, students must remain in the course until its conclusion. Proof of extenuating circumstances must be provided for any late requests to be considered.

Scheduling errors will receive immediate attention by the Dean of Academics. The following are considered scheduling errors: missing a class period, double up of courses in the same period, missing a course needed for graduation, student has not met the prerequisite for a course, etc.

The school will not consider schedule changes for the following reasons: to be with friends, to change teachers, athletics, early/late arrival adjustments (unless required by state or federal law), etc. Class change is at the discretion of the school administration.

#### **Formative & Summative Assessments**

The primary purpose for assessment and grading is to provide feedback to students and parents on the achievement of learning goals. At MPS course report card grades are to be represented in letter-grade equivalent to the percentage earned in each course. Course report card grades are based on performance and practice assessments, as can be seen in the table below.

Aligned with the grading guidelines, each department will work with the Department Chair and the Dean of Academics to develop specific and consistent weights for each assessment/grading subcategory, to be shared with parents and students.

Teachers will create reasonable number of assignments for each subcategory in their assessment/grading system. Teachers will provide students with access to course material, homework assignments, projects, and students' grades through the school information system, and update SIS records daily/weekly.

Assessment Type	Subcategories
Performance Assessments  <u>SUMMATIVE</u>  ~70-80%	<ul style="list-style-type: none"> <li>• Unit assessments (no more than 50%)</li> <li>• Benchmark assessments (no more than 30%)</li> <li>• Final assessment (no more than 30%)</li> <li>• Performance tasks (Projects, portfolios, essays, artwork, models, visual representations, multimedia, oral presentations, live or recorded performances, labs, etc.)</li> </ul>
Practice Assessments  <u>FORMATIVE</u>  ~20-30%	<ul style="list-style-type: none"> <li>• Independent practices</li> <li>• Daily assignments</li> <li>• Classwork</li> <li>• Homework (no more than 15%)</li> <li>• Warm-ups</li> <li>• Reviews</li> <li>• Quizzes</li> </ul>

#### **Discretionary Extra Credit**

With prior approval from the Dean of Academics, teachers may offer extra credit. A maximum of five percentage (5%) discretionary extra credit points (out of 100%) may be applied to a student's overall grade in each of their classes.

#### **Extra Credit Based on MAP Test Scores**



For both English and math classes, a student may earn up to an additional five percentage (5%) extra credit points by demonstrating growth in their overall MAP RIT\* scores. Combined with the discretionary extra credit, this increases the maximum allowable extra credit points in English and math classes to ten percentage (10%) points (out of 100%). Extra credit percentage points may be earned in the testing cycle from Fall to Spring and would be applied to the student's second semester English/math grades. If Winter MAP test is offered during the first semester, students may also earn points towards their first semester grades.

For each point increase in their overall RIT score, students will earn one percentage (1%) point of extra credit towards their applicable grade, up to five percentage (5%) extra credit points maximum. Regardless of their growth score, students will earn five percentage (5%) extra credit points if they meet or exceed the following "Standard Met" cut scores on their Fall or Winter MAP test in the first semester or Spring MAP test in the second semester. The following chart shows some examples.

Overall Grade	Extra Credit (Discretionary)	MAP Growth (in RIT pts)	Extra Credit (MAP)	Final Grade
66% (F)	2%	4 pts growth	4%	72% (C)
79% (C+)	1%	7 pts growth	5%	85% (B)
88% (B+)	0%	Met or exceeded the "Standard Met" cut score	5%	93% (A)

\* A RIT score measures a student's level of achievement in a particular subject. (Source: Linking Data Table: CA Smarter Balanced & MAP)

Grade	MAP RIT ELA* Fall-Winter-Spring	MAP RIT Math* Fall-Winter-Spring
2	175-184-188	175-184-189
3	189-196-199	188-196-201
4	198-204-206	202-209-213
5	204-209-211	214-220-224
6	211-214-216	218-223-226
7	213-216-217	224-228-231
8	218-221-222	232-235-237
9	221-222-223	237-239-240
10	222-223-224	241-243-244

11	223-224-225	245-246-247
12	224-225-226	248-249-250

### Homework

Homework is essential to success at MPS. Doing homework will help students develop many valuable skills such as good study habits, time management, responsibility, and perseverance. Teachers will assign homework that will foster individual learning and growth that is appropriate for the subject area. Homework is part of all student evaluations. It is the student's responsibility to complete and turn in homework on time. If the student or parent has questions about homework, he or she should immediately contact the teacher who assigned it.

Generally, all homework assignments will be posted online, either on teacher/class web pages or on the school information system, which will be accessible to the parents/guardians by using an authenticated password. The password will protect confidentiality and allow parents/guardians to access their children's academic records. SIS is not intended to replace contacting parents for regular conferences to discuss student progress.

### Final Assessments/Exams

All academic classes will have cumulative final assessments/exams at the end of each semester. These final assessments may be in different forms such as test, essay, project, book report, etc. depending on individual teachers' discretion upon approval by the MPS administration. All students are required to take these final assessments. Cumulative assessments are part of the college preparatory culture; these assessments will help students learn how to study more effectively, as well as improve their retention of the subject content.

### Make-up Procedures - Incomplete Grades

Every effort should be made for a student to make up work as soon as possible when returning to school from an absence or series of absences. If a student fails to complete a significant number of performance and/or homework tasks due to absence or other extraordinary circumstances, a grade of Incomplete (I) may be assigned with administrative approval. If the necessary performance and/or homework tasks are not complete by the end of the following marking period, the report card grade will revert to the earned numeric grade. In the final marking period, an Incomplete (I) will revert to the earned numeric grade if not complete by a date agreed upon by the teacher and administrator.

### Grading System

#### Elementary School Grading Scale

MPS will follow the standard scale below to assign percentages/proficiency level for semester work. Individual teachers will establish grading policies and procedures for their classes, and their grades will correspond with this scale. Each teacher will give written policies to students the first week of school.

Percentage	Achievement Level
90% - 100%	Level 4: Standard Exceeded
80% - 89%	Level 3: Standard Met
70% - 79%	Level 2: Standard Nearly Met
<b>Below 70%</b>	<b>Level 1: Standard Not Met</b>

### Secondary School Grading Scale

MPS will follow the standard scale below to assign letter grades for semester work. Grading is based on a 4.0 (unweighted) scale for regular courses and a 5.0 (weighted) scale for Honors, AP, and approved college courses.

Individual teachers will establish grading policies and procedures for their classes, and their grades will correspond with this scale. Each teacher will give written policies to students the first week of school.

Courses at MPS have passing grades that are outlined in the below grading scale, with a minimum passing score of 70%.

Percentage Grade	Letter Grd Equivalent	Grd-Pt Eqv Unweighted	Grd-Pt Eqv Weighted
98% – 100%	A+	4.0	5.0
93% – 97%	A	4.0	5.0
<b>90% – 92%</b>	A-	3.7	4.7
87% – 89%	B+	3.3	4.3
83% – 86%	B	3.0	4.0
<b>80% – 82%</b>	B-	2.7	3.7
75% – 79%	C+	2.3	3.3
<b>70% – 74%</b>	C	2.0	3.0
<b>Below 70%</b>	<b>F</b>	<b>0.0</b>	<b>0.0</b>

### No “D” Policy

There will not be a “D” grade option in the grading scale unless it is made available to a student based on his or her IEP. The primary concern of MPS is the educational success of our students. This policy will allow for MPS to maintain a high standard throughout its program and ensure that MPS students remain competitive, especially in the area of college and scholarship applications.

The “No D Policy” applies to all students in secondary grades. Courses transferred from another accredited school will appear on student’s transcript as they are, and “D” will be accepted as a passing grade for all transferred courses. Therefore, the “No D Policy” does not negatively impact graduation.

### Assignment Grades

Teachers will create a reasonable number of assignments for each subcategory in their grading system and assign a weight

to each assignment. The weight of an assignment depends on its importance relative to the other assignments in the same subcategory. Students will receive percentage grades for each graded assignment and the student’s final semester grade will be a weighted average of the assignment grades, scaled to a maximum of 100 percentage points. SIS will automatically convert a student’s final percentage grade to a final letter grade according to the scale in the table above.

- **Numerical Assignment Grades:** Teachers are typically accustomed to using numerical grades for student assignments. For example, on a math assignment with 10 questions, a score of 6 out of 10 would be equivalent to 60%, corresponding to a failing grade for that assignment.
- **Letter Assignment Grades:** Sometimes teachers directly use letter grades for assignments. For example, a teacher may choose to grade an assignment using letter grades A, B, C, F. In that case, SIS will convert those letter assignment grades to percentage grades as shown in the table below.

Letter Grade	Converted to % Grade
A+	100%
A	97%
A-	92%
B+	89%
B	86%
B-	82%
C+	79%
C	74%
<b>F</b>	<b>55%</b>

As you may observe, the highest score available for each letter grade range is assigned to each letter assignment grade, keeping the best interest of our students in mind. Since the letter grade “F” has a wide range of 0%-69%, MPS has chosen to assign 55% to mitigate the harm to the student’s final class grade.

- **“Check” Grades:** When possible, MPS encourages all teachers to use the check grades for assignments. This grading system is well suited for assignments with a 1-4 rubric. For example, on a writing assignment with a 1-4 rubric, the teacher can use the check system as follows: Check Plus for 4; Check for 3; Check Minus for 2; and Unsatisfactory for 1. In that case, SIS will convert those check grades as shown in the table below.

Check Grade	Converted to % Grade
Check Plus (“+”)	100%

Check (“=”) 85%	85%
Check Minus (“-”) 70%	70%
<b>Unsatisfactory (“/”) 55%</b>	<b>55%</b>

- Special Marks:**

Mark	Converted to % Grade
<b>Missing (“M”)</b>	<b>0%</b>
Excused (“E”)	N/A
Not Assessed (“NA”)	N/A

- Grade Floor of 55%:** Missing assignments will be marked as 0%. However, the lowest grade for a submitted assignment will be 55%.

### Numerical Assignment Grades vs. Check Grades

It is important for teachers to understand the negative impact of numerical assignment grades on student’s final grade. Numerical assignment grades distort the average percentage grade except when the assignments are graded out of 100 points. To mitigate the harm, MPS has developed the letter assignment grades and the check grades and strongly recommends the use of check grades for assignments.

*Example 1:* Assume a student received a 1 out of 4 on her first writing assignment based on a 1-4 rubric and a 4 out of 4 on her second assignment. Common sense tells us the student must pass. Following are the student’s average percentage grades based on the two grading systems.

Numerical Assignment Grade System	Numerical Grade	% Grade
Assignment #1	1 out of 4	25%
Assignment #2	4 out of 4	100%
<b>Average %</b>		<b>63%</b>
<b>Final Letter Grade</b>		<b>F</b>

Student receives a failing average if numerical assignment grades (1 and 4) are used.

“Check” System	Grade	Check Grade	% Grade
Assignment #1		Unsatisfactory	55%
Assignment #2		Check Plus	100%
<b>Average %</b>			<b>78%</b>
<b>Final Letter Grade</b>			<b>C+</b>

Student receives a passing average if check grades (Unsatisfactory, Check Plus) are used.

*Example 2:* Assume a student received the following scores on his science class demonstrations on a 1-4 scale: 2, 3, 3, 3.

Common sense tells us the student must pass. The following are the student’s average grades based on the two grading systems. While the student fails in the numerical grading system, the student receives a passing B- in the check grading system.

Numerical Assignment Grade System	Numerical Grade	% Grade
Assignment #1	2 out of 4	50%
Assignment #2	3 out of 4	75%
Assignment #3	3 out of 4	75%
Assignment #4	3 out of 4	75%
<b>Average %</b>		<b>69%</b>
<b>Final Letter Grade</b>		<b>F</b>

“Check” System	Grade	Check Grade	% Grade
Assignment #1		Check Minus	70%
Assignment #2		Check	85%
Assignment #3		Check	85%
Assignment #4		Check	85%
<b>Average %</b>			<b>81%</b>
<b>Final Letter Grade</b>			<b>B-</b>

*Example 3:* Similar to the 1-4 scale, 1-10 scale distorts the grade as well. For example, a student with a score of 6 out of 10 (60%) on her first assignment will need to score a 7 out of 10 (70%) on 18!!! more assignments to be able to raise her average to a passing percentage of 70%.

It may seem a stretch to provide such details about different grading systems in a Student/Parent Handbook, but we wanted to show that points-based grading systems have an inherent problem. Because final letter grades are based on a 100-point system, individual assignment grades based on a numerical scale will always result in distortion and harm to student average grade unless assignments are actually graded out of 100. As a remedy, MPS teachers are asked to use the check system whenever possible and be diligent in their grading practices. We want our students and parents/guardians to focus on the learning process without the worry of grades. Therefore, we strive to implement a purposeful and thoughtful grading system. We are traditionally used to points-based grading in secondary school, but even the best points-based grading system still relies on averaging of assignment scores and a final grade on a report card will not truly show what topics the student has learned and the level of mastery. See Standards-Based Grading!

### Standards-Based Grading (SBG)

Standards-based grading (SBG) measures student’s mastery of the essential standards for a class, or how well the student

understands the material in class. Standards based grading does not rely on the average score of an accumulation of scores. Rather, it relies upon a specific standards-based grading rubric per course, per unit, per project. Final/summative grades reflect the knowledge and skills learned rather than an average over time.

MPS would like to report grades that are accurate, consistent, meaningful, and supportive of learning. While most MPS teachers currently implement points-based grading and reporting, MPS encourages teachers to explore and implement standards-based grading and reporting. We will keep you updated on our progress.

#### **[For Secondary Grades] Determining Final Grades**

In middle and high school, course grades are semester based and credit is granted at the end of each semester. Students need to have an end-of-the-semester final grade of at least a "C" (=2.0) to earn credit for the course. MPS grade promotion policy is based on each semester grade and not on yearly average of two semester grades.

#### **[For Secondary Grades] Grading for Transfer Students Entering Mid-Semester to MPS from Another School**

When a transfer student enters mid-semester to MPS, the transfer grade from the previous school for the same class, if available, will be given the following weights to determine the final semester grade.

Week of the semester student enrolled in MPS	Weight of transfer grade	Weight of grade at MPS
1-6	0	1
7-9	1/3	2/3
10-12	1/2	1/2
13+	2/3	1/3

The teacher may assign make-up work to determine the grade if no transfer grade is available. Make-up work must be assigned within a reasonable time frame that allows the student to complete the work for credit.

The following guidelines apply when a transfer student wants or needs to enroll in a class that he or she was not taking at her/his previous school. The decision will be made on a case-by-case basis.

Week of the semester student enrolled in MPS	Credit
1-6	Full credit enrollment
7-9	Student may or may not be enrolled in new class. If enrolled, it may be either for full credit or for no-credit observation only. Decision will be made on a case-by-case basis. If a

	decision is made for full credit enrollment, the student is expected to commit to intense intervention which may include attending after-school tutoring and receiving out-of-school support.
10+	Student may or may not be enrolled in new class. If enrolled, it is for no-credit observation only. The decision will be based on the best interest of the student.

#### **Report Cards**

Student report cards create a succinct written record of student performance by compiling data from multiple assessments both formal and informal. Report cards are one of several ways to keep parents informed about student performance and to ensure that data collection is regular and consistent. Report cards reflect student achievement toward state standards, and summarize narratives, anecdotal records, attendance data, and information about student participation in class and school life. Results of standardized tests are mailed separately as well as included in the student grade report with explanations designed to help students and parents interpret their relationship to other assessments.

In elementary grades, students will receive a progress report mid-semester and a final report card at the end of each semester. In secondary grades, students will receive two progress reports in a semester and a final report card at the end of each semester.

Teachers will arrange a conference to discuss student progress with at least one parent/guardian each semester. End-of-the-year conferences are prioritized for parents/guardians of students not making progress, low-achieving students, and those identified for retention. Other parents/guardians are encouraged to attend teacher conferences at the end of the year as well.

Ongoing communication between teachers, parents, and students is an essential component of MPS. MPS' school information system provides an effective online communication tool for teachers, students and parents for course material, homework assignments, projects, course grade statistics and records of student grades. In addition to progress reports, report cards, and assessment reports, newsletters are distributed monthly. Parents can conference with teachers on an informal basis as needed, and on a formal basis at least twice (2) a year, to discuss students' progress reports and proficiency levels. Back to School Nights and Open Houses also take place each year to provide parents with information about the school programs.

#### **Grade Change Request Process**

Parents have a right to request a change of their student's grade on the following grounds:

- Mistake,
- Fraud,
- Bad faith, and/or
- Incompetency in assigning the grade.

When grades are earned for any course of instruction, the grade earned by each pupil shall be the grade determined by the teacher of the course. In the absence of any of the grounds listed above, the grade shall be final.

Any request for a grade change must start with the classroom teacher within twenty (20) working days of the date the grade report was mailed. The next step, if not resolved with the teacher within ten (10) working days, is a written request to the principal. If not resolved with the principal within ten (10) working days, the decision may be appealed to the Chief Academic Officer. At each step, the parent has the right to present information in support of the request.

### **Grade Promotion/Retention**

#### **[For Elementary Grades] Identification of Students at Risk of Retention**

- **Grades K–2:** Any student who is not at benchmark based on reading benchmark assessments, math benchmark assessments or report card grades will be identified for retention. Retention will only occur if the teacher and parent agree that retention is the best intervention to ensure student success.
- **Grades 3–5:** Any student who does not meet the achievement standards and needs substantial improvement to demonstrate the knowledge and skills in ELA/Literacy or math needed or likely success in future coursework based on Smarter Balanced assessments (*Level 1 on Smarter Balanced assessments*) or any student who is more than one year behind grade level in mathematics or ELA/Literacy as determined by the MAP tests will be identified for retention.
- An identified student who is performing below the minimum standard for promotion shall be recommended by the student's teacher for retention in the current grade unless the student's teacher determines in writing that retention is not the appropriate intervention for the student's academic deficiencies. The teacher's recommendation to promote is contingent upon a detailed plan to correct deficiencies.

#### **[For Middle School Grades] Grade Promotion**

- To be promoted to the next grade, a middle school student must have a 2.0 grade point average (GPA) and passing grades in all core courses by the end of the school year or by the end of the summer before the start of the next school year. Core courses are Math, Science, English Language Arts, and History/Social Science.
- **Summer School:** Students who fail any core courses should attend summer school at MPS, if available, or at a public school to make up failed course courses during summer. Students who perform successfully at summer school will receive a passing grade as their final grade on their transcript for that course. Student transcripts will be updated to include summer grades and GPA

will be recalculated. If a student earns passing grades during the summer for all the failed core courses and has a recalculated GPA of at least a 2.0, he or she may be promoted to the next grade.

#### **[For Middle School Grades] Identification of Students at Risk of Retention**

If the student has a failed core course or has a recalculated GPA less than 2.0 after the summer before the start of the next school year, student will be recommended for retention in the current grade unless the school administration determines that retention is not the appropriate intervention for the student's academic deficiencies. In that case, promotion is contingent upon a detailed plan to correct deficiencies.

#### **Retention Procedures**

At MPS, the following steps will be taken prior to a student's being retained:

- A letter shall be sent to the student's parent(s) or guardian(s) informing them that their child is at risk of retention.
- The teacher's evaluation shall be provided to and discussed with the student's parent(s) or guardian(s) and the principal before any final determination of pupil retention. The parent(s)/guardian(s) are informed at that meeting that their child is recommended for retention. This meeting is documented with an academic support plan signed by both the teacher and parent/guardian.
- The principal shall make a decision regarding the recommended retention. Upon the acceptance or rejection of the above stated plan by the principal, a letter shall be sent within five (5) school days to formally inform the student's parent(s) or guardian(s) of the principal's decision regarding the retention.
- The parent(s) or guardian(s) shall have the right to appeal the decision to the Chief Academic Officer (CAO) of Magnolia Public Schools (MPS). If the decision of the CAO is not in agreement with the parent(s)/ guardian(s), the latter have the right to appeal directly to the MPS Board of Directors. This meeting will take place at the next regularly scheduled board meeting or by direction of the board president. Or the Board may form a committee to review the appeal and make a recommendation to the Board for approval at the next regularly scheduled meeting.

The program design of MPS is to ensure that all children succeed. Students who are in jeopardy of retention are individually counseled and given extra help in their specific areas of concern, both in class and through intervention offerings.

#### **Grade requirement for school team participation**

All students are required to maintain a "C" or better in all classes to play/participate on a school sports or other extracurricular activity team.



### Honor Roll

At the end of each semester MPS publishes the honor rolls for students. Honors and High Honors are awarded to all students with a semester GPA of 3.00-3.49 (Honors) and 3.50+ (High Honors). Students must pass all classes to make the semester honor rolls.

### Participation in Promotion Activities/ Ceremony

In order for students to participate in any promotion activities they must fulfill all the promotion requirements and not be on suspension or recommended for expulsion at the time of the Promotion Ceremony.

Tardies/Absences: After 20 tardies or unexcused absences students may be referred to the Reflection Committee regarding their standing and opportunity to participate in the Promotion Ceremony.

### High School Credit Earned in Middle School

Students who take high school courses in middle school have the option to have these courses counted toward graduation. These courses must have the same expectations, curriculum and final exams as the equivalent courses taught in high school. Students who choose to have their middle school courses counted toward graduation need to consult with the school administration since these courses need to be reflected on the student's high school transcript. Grades from such courses will not be included in high school cumulative GPA calculations.

The following middle school courses have been identified for high school credit: Mathematics (Algebra 1, Geometry, Integrated Mathematics I, and other high school level mathematics courses), Computers & Technology (approved high-school level courses), and Language Other Than English (LOTE). For middle school LOTE course(s), one year of high school credit will be given for each different language if students demonstrate proficiency by passing those courses or a LOTE proficiency test provided by the school. Again, middle school courses must be comparable in content to courses offered at the high school level. Magnolia Public Schools Home Office ("Home Office") has the final authority to decide which middle school courses will be counted toward graduation.

### Field Trips

Field Trips offer exciting ways to learn. MPS students may have the opportunity to go on field trips at various times throughout the school year. MPS plans many field trips, weekend getaways, summer camp, and interstate and international field trips. Students must bring to school a Field Trip Permission Slip signed by a parent or guardian by the specified date in order to be eligible for participation. Phone calls by parents to the school will not be accepted as permission for students to attend.

Students will not be denied participation in educational trips because of race, color, national origin, sex, sexual orientation, disability or any other category protected by applicable law. Each student's parent/guardian must provide written permission for a field trip, authorization for medical

care, and a personal health history for those students with health issues/medical conditions. Parents are responsible to provide all necessary medications, supplies, and equipment needed for the field trip at least five school days prior to departure. In order to administer medication (prescription and over-the-counter) on the field trip, parents/guardians must have submitted a complete "Request For Medication To Be Taken During School Hours" form, which includes a parent/guardian signature and the written California licensed health care provider's order with signature and date. If a student needs a Specialized Health Care Service (Protocols), a current completed Parent Consent and Authorized Healthcare Provider Authorization covering the field trip date(s) MUST be in place.

A complete copy of the "Field Trip Policy" is available for review in the school office and on the school website.

### Gifted and Talented Education (GATE)

MPS is committed to supporting gifted and highly capable students in a safe, caring environment which promotes a college preparatory, STEAM education. Instructional programs for Gifted and Talented students are based on the core principles that all students have the potential to excel and should have the opportunity to develop their individual abilities, interests and potential. The purpose of the MPS GATE program is not to simply identify the highest achieving students, but rather, identify students with exceptional abilities, those that go well beyond their peer group.

MPS' advanced academic programming serves students in grades K-12 and offers highly challenging learning opportunities that adhere to our Core Values of Excellence, Innovation, and Connection. Educational experiences and are designed to meet the needs of advanced learners with an emphasis on innovation, critical thinking, and logical reasoning.

MPS serves GATE students through a number of delivery models and settings so that students obtain an optimal level of learning, including, but not limited to, Advanced Placement (AP) classes, Honors classes, cluster groupings, acceleration, enrichment activities, and independent studies/group projects.

MPS' identification procedures are equitable, comprehensive, and on-going. Assessments and recommendations for the program reflect best practices and are research-based. MPS understands that examinations alone may not reflect the abilities of all students, as well as GATE students of diverse populations. Therefore, MPS includes teacher and/or administrator recommendations as well as work samples in its identification process.

In order to identify a student as gifted, evidence must be gathered relating to his/her ability to perform beyond chronological peers. Data should be broad enough to discover aptitudes across racial, ethnic, and economic groups. The final determination of eligibility for the GATE program rests with the administration of the individual school site in accordance with the procedures assumed by the MPS governing board. The school shall base decisions on evaluation of pertinent data by an expert in the gifted and

talented field. Students referred to the GATE program will be assessed in grades 3, 6, and 9 or upon enrollment and parent request. In order to ensure equity and accurate identification of GATE students, there will be annualized random sample testing of at least 5% of students in grades 3, 6, and 9 across each MPS school. If a parent recognizes characteristics of giftedness in their child, they may request an assessment.

Please contact the school office for a copy of the “**MPS GATE Program Policy.**”

#### **Harm or Destruction of Animals**

##### **Harm or Destruction of Animals – EC 32255 et seq.**

Any pupil with a moral objection to dissecting or otherwise harming or destroying an animal, or any part thereof, must inform his or her teacher of the objection. Objections must be substantiated by a note from the pupil’s parent or guardian.

A pupil who chooses to refrain from participation in an education project involving the harmful or destructive use of an animal may receive an alternative education project, if the teacher believes that an adequate alternative education project is possible. The teacher may work with the pupil to develop and agree upon an alternative education project so that the pupil may obtain the knowledge, information, or experience required by the course of study in question.

#### **Math Placement**

MPS has adopted a math placement policy to establish a fair, objective, and transparent protocol for placement in mathematics courses in order to ensure the success of every student.

Please contact the school office or visit the MPS website for a copy of the “**MPS Math Placement Policy.**”

#### **Physical Education (PE)**

MPS will provide students with physical education, using an age-appropriate, sequential PE curriculum consistent with state standards for PE. The curriculum will promote the benefits of a physically active lifestyle and will help students develop skills to engage in lifelong healthy habits, as well as incorporate essential health education concepts. Please refer to the “**School Wellness Policy**” posted on the MPS website for details.

CDE mandates districts to provide at least 200 minutes of PE for every 10 school days for students in grades 1-6 and at least 400 minutes for every 10 school days for students in grades 7-12. High school physical education course content must include instruction in each of the eight content areas: The effect of physical activity upon dynamic health, mechanics of body movement, aquatics, individual/dual sports, gymnastics/tumbling, team sports, rhythms/dance, and combatives. While charter schools are only required to provide PE consistent with their individual charters, MPS strives to offer a strong PE and health education program that

promotes student physical fitness and health and that includes instruction, to the extent possible, in the eight areas over the span of the PE classes offered as part of the school’s course of study.

MPS will make appropriate accommodations to allow for equitable participation for all students and will adapt physical education classes and equipment as necessary. The Board of Directors of Magnolia Public Schools (“Board”) recognizes a desire and a need for its students to have flexibility in meeting the PE graduation requirement. An Alternative PE policy meets this need by allowing students to receive credit for physical activities not normally offered as part of the regular on-site PE program. It is the goal of MPS to promote the health of its students by supporting regular physical activity as a vital component of the complete learning environment and providing its students with the opportunity to engage in an array of physical activities that are fun, culturally appropriate, and challenging. Please refer to the MPS Alternative PE Policy for details.

Please contact the school office for a copy of the “**MPS School Wellness Policy**” and the “**MPS Alternative PE Policy.**”

#### **Physical Fitness Test (PFT)**

MPS administers the state-designated Physical Fitness Test (PFT) to all students in grades five, seven, and nine as required by EC Section 60800 and 5 CCR Section 1040, regardless of enrollment in a PE course. The test provides criterion-referenced standards to evaluate fitness. These standards represent minimum levels of fitness known to be associated with those health and physical characteristics that offer protection against diseases resulting from physical inactivity. Achievement of the fitness standards is based upon a score falling in the Healthy Fitness Zone (HFZ) for each of six fitness areas. The HFZ represents minimal levels of satisfactory achievement on the tasks. The goal is for students to achieve the HFZ for all six fitness areas of the physical fitness test.

### **Before and After School Programs**

#### **Academic Tutoring Program**

- Tutoring will be available as part of the MPS after-school program.
- Students can receive tutoring from faculty and volunteers from local universities.
- The program will benefit all students.
- The sessions will generally occur after school; some may be scheduled on the weekends.
- Upon availability, Saturday tutoring is available to all students who wish to improve their academic skills. All students are welcome to join at specified times.



### After School Activities

MPS offers a variety of after school tutoring, clubs, sports, and activities for all students free of charge. There is no better way for students to enrich their education than by taking part in clubs, after-school activities or working with a teacher (Tutoring). These opportunities allow students to explore more deeply things they already enjoy and to try other areas that sound interesting. Students who stay for an after-school activity must follow these rules:

- Be with a teacher or other staff member at all times.
- Arrange to have their transportation pick them up at the end of the activity.
- Abide by the MPS code of student conduct and all school rules and policies as outlined in the handbook while participating in the activity.

Students who are disruptive, disrespectful, or who do not follow the rules will be prohibited from participating in the after-school program.

Students not participating in after school activities may not stay after school to wait for another student.

A full list and description of after school clubs and activities will be communicated after school starts, as well as information regarding how to join. We strongly encourage our students to explore and take advantage of these after school opportunities.

MPS is not responsible for students on campus who are not participating in after school activities or who remain on campus after the completion of the after-school activity. Those students must leave the campus within ten minutes of school or after dismissal time. Following is the MPS policy regarding students left on campus after school hours.

A complete copy of the “Afterschool Program Policy” is available for review in the school office and on the school website.

### Policy Regarding Students Left on Campus After School Hours

MPS is committed to providing a safe campus for all students. When students are left on school property after the close of business hours, MPS will follow certain steps to ensure students are safe until their parents/guardians come to pick them up. In the event students are left on campus after school hours, MPS staff will:

1. Notify the Principal or designee immediately.
2. Attempt to reach parents/guardians through the phone number provided to the school by parents/guardians at the beginning of the year. This may include contacting any emergency contact(s) listed for the student.
3. If a staff person becomes aware a child is on campus more than ten minutes after dismissal of the regular school day or after school activity, the staff person or another employee will remain on site until an adult,

including but not limited to an emergency contact, police officer, or social worker, retrieves the student.

4. Notify the Principal or designee after the fifteen (15) minutes after dismissal has passed if there is a possibility that law enforcement may be called to assist the student.
5. As a last resort, contact law enforcement and/or child welfare services who may remove the student and may assume responsibility for the student until the parent/guardian retrieves the student.
6. In cases of repeated incidents where parents/guardians have been late in picking up their child, notify the parents/guardians in writing of parental responsibilities and consequences for their child.

Students should not be dropped off more than **thirty (30)** minutes early for School. The school will open its doors at **7:30 a.m.** and starting at this time students will be supervised by School staff. All students that arrive before 7:30 a.m. will be unsupervised and the school will not be responsible for the safety and well-being of these students.

Each individual MPS school may include site-specific amendments into the drop-off, pick-up, and supervision times addressing local issues.

## Education of English Learners

### English Learners Identification Notice

#### English Learners Identification Notice - EC 313.2

State law requires that parents of English learners are to be notified annually if they are identified as one of the following: Long-term English Learner or English learner at risk of becoming a Long-term English Learner. The school coordinator for English Language Development will be sending these notices at the beginning of each school year.

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

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

MPS values your child’s cultural and language assets and offers various instructional program options to best meet your child’s educational needs. To better serve the

instructional needs of students who are not yet fluent English speakers, school districts are required to identify students' English proficiency levels. Parents and school staff work together to determine the languages that families and students speak at home using the Home Language Survey. Based on responses on the Home Language Survey, state law requires school districts to assess the English language proficiency of new enrollees who speak a language other than English using the Initial English Language Proficiency Assessments for California (ELPAC).

The initial ELPAC must be administered within the first 30 calendar days of enrollment. The school will notify you of the results of this assessment and your student's instructional program placement with a parent letter called the "Initial Parent Notification Letter for English Learners."

To measure student progress in learning English, all continuously enrolled English Learners will be administered the Summative ELPAC in the Spring until the reclassification criteria is met. Parents will receive annual notification of their student's progress toward reclassification and will be notified that their child is a "Long-term English Learner" or is an "English learner at-risk of becoming a Long-term English Learner."

To find more information about the ELPAC assessment or reclassification criteria, please contact the Principal or designee.

#### **Placement of English Learners (EL) - Structured English Immersion Program**

All MPS EL students participate in a Structured English Immersion (SEI) program. The U.S. Department of Education describes the goal of this program as "acquisition of English language skills so that the EL student can succeed in an English-only mainstream classroom. All instruction in an immersion strategy program is in English." Within this SEI program, ELs are provided with daily designated and integrated English Language Development. Integrated ELD is provided to all ELs across all disciplines utilizing the researched based frameworks and strategies to support language acquisition. Designated ELD is also provided to all ELs, however instructional placement and support vary according to the students' ELD level. All curricula used within the SEI program has ELD components/resources that facilitate language acquisition. Additionally, Newcomers and Long-Term English Learners receive supplemental services as needed.

For further information on language acquisition, please contact the school office for a copy of the "MPS EL Master Plan."

### **Education of Students with Disabilities**

#### **Child Find System**

MPS is dedicated to the belief that all students can learn and must be guaranteed equal opportunity to become contributing members of the academic environment and society. MPS provides special education instruction and related services in accordance with the Individuals with

Disabilities Education Act ("IDEA"), Education Code requirements, and applicable policies and procedures of the charter authorizer. These services are available for special education students enrolled in MPS. We offer high quality educational programs and services for all our students in accordance with the assessed needs of each student. MPS collaborates with parents, the student, teachers, and other agencies, as may be indicated, in order to appropriately serve the educational needs of each student.

Pursuant to the IDEA and relevant state law, MPS is responsible for identifying, locating, and evaluating children enrolled at MPS with known or suspected disabilities to determine whether a need for special education and related services exists. This includes children with disabilities who are homeless or foster youth. The Charter School shall not deny nor discourage any student from enrollment solely due to a disability. If you believe your child may be eligible for special education services, please contact the school office.

A complete copy of MPS' "Special Education Policy and Procedures" is available for review in the school office and on the school website.

#### **Instruction for Pupils with Temporary Disabilities**

##### **Instruction for Pupils with Temporary Disabilities – EC 48206.3, 48207, and 48208**

A pupil with a temporary disability which makes attendance in the regular day classes or the alternative educational program in which the pupil is enrolled impossible or inadvisable may receive individualized instruction provided in the pupil's home for one hour a day. Please contact MPS for further information.

A pupil with a temporary disability, who is in a hospital or other residential health facility, excluding a state hospital, may be deemed to have complied with the residency requirements for school attendance in the school district in which the hospital is located.

It is the responsibility of the parent or guardian to notify the school district in which the hospital or other residential health facility is located of the presence of a pupil with a temporary disability. Upon receipt of the notification, the district will within five working days determine whether the pupil will be able to receive individualized instruction pursuant to EC 48206.3 and, if so, provide the instruction within five working days or less.

A pupil with a temporary disability may remain enrolled in the district of residence or charter school and may attend regular classes when not confined to the hospital setting, the total days of instruction may not exceed the maximum of five days with both school settings and attendance may not be duplicated. If necessary, the district of residence may provide instruction in the home for the days not receiving instruction in the hospital setting, depending upon the temporary doctor orders. The supervisor of attendance shall ensure that absences

from the regular school program are excused until the pupil is able to return to the regular school program.

An honorary high school diploma which is clearly distinguishable from the regular diploma of graduation may be awarded to a pupil who is terminally ill, from the resident governing school board, a county office of education or a charter school.

### Section 504 Policies and Procedures

#### Section 504 – 29 USC 794, 34 CFR 104.32

Section 504 of the Rehabilitation Act of 1973 is a federal law which prohibits discrimination against persons with a disability. The school provides a free and appropriate public education to all pupils regardless of the nature or severity of their disability. The school has a responsibility to identify, evaluate, and if eligible, provide pupils with disabilities the same opportunity to benefit from education programs, services, or activities as provided to their non-disabled peers. To qualify for Section 504 protections, the pupil must have a mental or physical impairment which substantially limits one or more major life activity. For additional information about the rights of parents of eligible pupils, or questions regarding the identification, evaluation, and eligibility of Section 504 protections, please contact the Principal.

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

A copy of MPS' "Section 504 Policies and Procedures" is available upon request in the school office.

### Special Education – Use of Assistive Technology

#### Use of Assistive Technology – EC 56040.3

MPS allows home and community use of assistive technology devices by students who have assistive technology devices as part of their IEP FAPE offer. Students may continue to use while at distributing school and for up to a maximum of two months or until a replacement or comparable device is obtained in new setting. Not every IEP will have an AT device as part of the IEP team offering, but if it is there, it must remain in possession so that the student does not have a lapse in educational access to such device.

## Education of Foster and Mobile Youth

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

- *“Foster youth”* means any of the following:
  1. A child who has been removed from their home pursuant to Section 309 of the California Welfare and Institutions Code section 309 and/or (“WIC”).
  2. A child who is the subject of a petition filed pursuant to WIC section 300 or 602 (whether or not the child has been removed from the child’s home by juvenile court).
  3. A child who is the subject of a petition filed pursuant WIC section 602, has been removed from the child’s home by the juvenile court, and is in foster care.
  4. A nonminor under the transition jurisdiction of the juvenile court, as described in WIC section 450, who satisfies all of the following criteria:
    - The nonminor has attained 18 years of age while under an order of foster care placement by the juvenile court.
    - The nonminor is in foster care under the placement and care responsibility of the county welfare department, county probation department, Indian tribe, consortium of tribes, or tribal organization.
    - The nonminor is participating in a transitional independent living case plan.
  5. A dependent child of the court of an Indian tribe, consortium of tribes, or tribal organization who is the subject of a petition filed in the tribal court. (Note: The Charter School shall not require an Indian tribe or tribal court representative to certify that any student is a dependent of an Indian tribe, consortium of tribes, or tribal organization.)
  6. A child who is the subject of a voluntary placement agreement, as defined in WIC section 11400.
- *“Former juvenile court school student”* means a student who, upon completion of the student’s second year of high school, transfers from a juvenile court school to the Charter School., excluding a school district operated by the Division of Juvenile Justice of the Department of Corrections and Rehabilitation, from a juvenile court school.
- *“Child of a military family”* refers to a student who resides in the household of an active-duty military member.
- *“Currently Migratory Child”* refers to a child who, within the last 12-months, has moved with a parent, guardian, or other person having custody to the Charter School from another Local Educational Agency (“LEA”), either within California or from another state,

in order that the child or a member of the child's immediate family might secure temporary or seasonal employment in an agricultural or fishing activity, and whose parents or guardians have been informed of the child's eligibility for migrant education services. "Currently Migratory Child" includes a child who, without the parent/guardian, has continued to migrate annually to secure temporary or seasonal employment in an agricultural or fishing activity.

- "*Newcomer pupil*" is a person aged 3 to 21 years, who was not born in any of the 50 United States, the District of Columbia, or the Commonwealth of Puerto Rico, and has not been attending one or more schools in any one or more of the 50 United States, the District of Columbia, or the Commonwealth of Puerto Rico, for more than three (3) full academic years.
- "*Educational Rights Holder*" ("*ERH*") means a parent, guardian, or responsible adult appointed by a court to make educational decisions for a minor pursuant to WIC sections 319, 361 or 726, or a person holding the right to make educational decisions for the student pursuant to Education Code section 56055.
- "*School of origin*" means the school that the foster youth attended when permanently housed or the school in which the foster youth was last enrolled. If the school the foster youth attended when permanently housed is different from the school in which the student was last enrolled, or if there is some other school that the foster youth attended within the immediately preceding 15 months, the Charter School liaison for foster youth, in consultation with and with the agreement of the foster youth and the ERH for the youth, shall determine, in the best interests of the foster youth, the school that shall be deemed the school of origin. For a foster youth who is an individual with exceptional needs as defined in Education Code section 56026, "school" as used in the definition of "school of origin" includes a placement in a nonpublic, nonsectarian school as defined in Education Code section 56034, subject to the requirements of Education Code section 56325.
- "*Best interests*" means that, in making educational and school placement decisions for a foster youth, consideration is given to, among other factors, the opportunity to be educated in the least restrictive educational program and the foster youth's access to academic resources, services, and extracurricular and enrichment activities that are available to all Charter School students.
- "*Partial coursework satisfactorily completed*" includes any portion of an individual course, even if the student did not complete the entire course.

Within this notice, foster youth, former juvenile court school pupils, a child of a military family, a currently migratory child, and a newcomer pupil will be collectively referred to as "Foster and Mobile Youth." Within this notice, a parent, guardian, or other person holding the educational rights for a Foster and Mobile Youth will be referred to as a "parent/guardian" or "ERH."

### **Foster and Mobile Youth Liaison**

The MPS Board of Directors designates the following staff person as the Liaison for Foster and Mobile Youth:

CEO & Superintendent  
Magnolia Public Schools  
250 E. 1st St. Ste 1500  
Los Angeles, CA 90012  
(213) 628-3634

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

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

### **School Stability**

The Charter School will work with foster youth and their parent to ensure that each pupil is placed in the least restrictive educational programs, and has access to the academic resources, services, and extracurricular and enrichment activities that are available to all pupils, including, but not necessarily limited to, interscholastic sports. All decisions regarding a foster youth's education and placement will be based on the best interest of the child and shall consider, among other factors, educational stability, and the opportunity to be educated in the least restrictive educational setting necessary to achieve academic progress.

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

Foster youth, currently migratory children, and children of military families have the right to remain in their school of origin following the termination of the child's status as a foster youth, currently migratory child, or child of a military family, as follows:

1. For students in kindergarten through eighth grade, inclusive, the student will be allowed to continue in the school of origin through the duration of the



academic year in which the student's status changed.

2. For students enrolled in high school, the student will be allowed to continue in the school of origin through graduation.

If the Charter School operates an intersession program, Charter School shall grant priority access to foster youths. Notwithstanding any other law, if the foster youth will be moving during an intersession period, the pupil's educational rights holder, or Indian custodian in the case of an Indian child, shall determine which school the pupil attends for the intersession period, if applicable. "Intersession program" means an expanded learning program offered by the Charter School on nonschooldays, including, but not limited to, summer school. "Indian custodian" is as the term is defined in Section 1903 of Title 25 of the United States Code.

### **Graduation Requirements**

Foster and Mobile Youth who transfer to the Charter School any time after the completion of their second year of high school, and newcomer pupils who are in their third or fourth year of high school, shall be exempt from any of the Charter School's graduation requirements that are in excess of the California minimum graduation requirements specified in Education Code section 51225.3 ("additional graduation requirements") unless the Charter School makes a finding that the student is reasonably able to complete the Charter School's graduation requirements by the end of the student's fourth year of high school.

To determine whether a Foster and Mobile Youth is in their third or fourth year of high school, either the number of credits the student has earned to the date of transfer, or, for students with significant gaps in school attendance, the student's age as compared to the average age of students in the third or fourth year of high school may be used, whichever will qualify the student for the exemption. For a newcomer pupil, enrollment in grade 11 or 12, based on the average age of students in the third or fourth year of high school, may be used to determine whether the student is in their third or fourth year of high school.

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

The Charter School shall notify and consult with students who are exempted from the Charter School's additional graduation requirements and the student's ERH. The consultation shall include all of the following:

1. Discussion regarding how any of the requirements that are waived may affect the pupil's postsecondary education or vocation plans, including the ability to gain admission to a postsecondary educational institution.

2. Discussion and information about other options available to the pupil, including, but not limited to, a fifth year of high school, possible credit recovery, and any transfer opportunities available through the California Community Colleges.
3. Consideration of the pupil's academic data and any other information relevant to making an informed decision on whether to accept the exemption.

The Charter School shall not require any student who would otherwise be entitled to remain in attendance at the Charter School to accept the exemption from the Charter School's additional graduation requirements or deny the student enrollment in, or the ability to complete, courses for which the student is otherwise eligible. The Charter School shall not revoke an exemption and shall grant an eligible student's request for the exemption at any time if the student qualifies, regardless of whether the student previously declined the exemption.

If a Foster and Mobile Youth who was eligible for an exemption and 1) was not properly notified of the availability of the exemption, or 2) previously declined the exemption pursuant to this Policy, the Charter School shall exempt the student within thirty (30) days of the exemption request, if an exemption is requested by the student or the student's ERH and the student at one time qualified for the exemption, even if the student is no longer a Foster and Mobile Youth or the court's jurisdiction of the pupil has terminated.

An eligible student's exemption from the Charter School's additional graduation requirements will continue to apply while the student is enrolled in the Charter School or if the student transfers to another school even after the court's jurisdiction terminates or the student no longer meets the definition of Foster and Mobile Youth.

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

If a student who is exempted from the Charter School's additional graduation requirements completes the California minimum coursework requirements specified in Education Code section 51225.3 before the end of the student's fourth year of high school and would otherwise be entitled to remain in attendance at the Charter School, the Charter School shall not require or request that the student graduate before the end of the student's fourth year of high school.

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

1. Consult with the student and the student's ERH regarding the student's option to remain at the Charter School for a fifth year to complete the Charter School's graduation requirements,

consistent with the laws regarding continuous enrollment and satisfactory progress for Charter School students over age 19.

2. Consult with the student, and the ERH for the student, about how remaining in school for a fifth year to complete the Charter School's graduation requirements will affect the student's ability to gain admission to a postsecondary educational institution.
3. Consult with and provide information to the student and the student's ERH about transfer opportunities available through the California Community Colleges.
4. Permit the student to stay at the Charter School for a fifth year to complete the Charter School's graduation requirements upon agreement with the student, if the student is 18 years of age or older, or, if the student is under 18 years of age, upon agreement with the student's ERH.
5. For a student identified as a foster youth, consult with the student, and the student's ERH, regarding the student's option to remain in the school of origin.

Through January 1, 2028, upon making a finding that a Foster and Mobile Youth is not reasonably able to complete the Charter School's additional graduation requirements but is reasonably able to complete state coursework requirements specified in Education Code Section 51225.3 within the student's fifth year of high school, the Executive Director or designee shall exempt the pupil from Charter School's graduation requirements and provide pupil the option of remaining in school for a fifth (5th) year to complete the statewide coursework requirements. Charter School shall consult with the Foster and Mobile Youth and their ERH regarding all of the following:

1. The pupil's option to remain in school for a fifth year to complete the statewide coursework requirements.
2. How waiving the local educational requirements and remaining in school for a fifth year may affect the pupil's postsecondary education or vocation plans, including the ability to gain admission to an institution of higher education.
3. Whether any other options are available to the pupil, including, but not limited to, possible credit recovery, and any transfer opportunities available through the California Community Colleges.
4. The pupil's academic data and any other information relevant to making an informed decision on whether to accept the exemption and option to remain in school for a fifth year to complete the statewide coursework requirements.

If a Foster and Mobile Youth is not eligible for an exemption in the year in which the pupil transfers between schools, or for a newcomer pupil, is not eligible for an exemption in the student's third year of high school, because Charter School makes a finding that the pupil is reasonably able to complete Charter School's additional graduation requirements in time

to graduate from high school by the end of the pupil's fourth year of high school, then Charter School shall do the following:

1. Within the first 30 calendar days of the **following** academic year, Charter School shall reevaluate eligibility.
2. Provide written notice to the pupil, the pupil's ERH, and the pupil's social worker or probation officer, if applicable, whether the pupil qualifies for an exemption upon reevaluation, based on the course completion status of the pupil at the time of reevaluation, to determine if the pupil continues to be reasonably able to complete Charter School's additional graduation requirements in time to graduate from high school by the end of the pupil's fourth year of high school.
3. If, given their course completion status at that time the reevaluation is conducted, the pupil is not reasonably able to complete Charter School additional graduation requirements in time to graduate from high school by the end of the pupil's fourth year of high school, the Charter School shall provide written notice to the pupil and the pupil's ERH of the pupil's options to:
  - a. Receive an exemption from all coursework and other requirements adopted by the governing board body of Charter School that are in addition to the statewide coursework requirements specified in Section 51225.3, **or**
  - b. Upon agreement with the pupil's ERH, stay in school for a fifth year to complete the Charter School's additional graduation requirements.

The pupil (if not a minor) or the pupil's ERH shall have sole discretion whether to accept the exemption, based on the pupil's best educational interests.

#### **Reporting Requirements**

Charter School shall report to the California Department of Education ("CDE") annually on the number of pupils who, for the prior school year, graduated with an exemption from the Charter School's graduation requirements that are in addition to the statewide coursework requirements. This data shall be reported for pupils graduating in the fourth year and fifth year cohorts, and shall be disaggregated by cohort, pupil category, race, and disability status. The CDE shall make this data publicly available on an annual basis aligned with other reporting timelines for the California dashboard graduation data. For purposes of this notice, "pupil category" means the categories of pupils identified in the "Definitions" section of this Policy, above.

#### **Acceptance of Course Work**

The Charter School will accept any coursework satisfactorily completed at any public school, a juvenile court school, a school in a country other than the United States, and/or a nonpublic, nonsectarian school or agency by a Foster and Mobile Youth.



The Charter School will provide Foster and Mobile Youth credit for the partial completion of courses taken while attending a public school, a juvenile court school, a school in a country other than the United States, and/or a nonpublic, nonsectarian school or agency. If the student did not complete the entire course, the Charter School shall not require the student to retake the portion of the course the student completed unless the Charter School, in consultation with the holder of educational rights for the student, finds that the pupil is reasonably able to complete the requirements in time to graduate from high school. When partial credit is awarded in a particular course, the Foster and Mobile Youth shall be enrolled in the same or equivalent course, if applicable, so that the student may continue and complete the entire course. These students shall not be prevented from taking or retaking a course to meet California State University or the University of California admission eligibility requirements.

### **Student Records**

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

The Charter School shall not lower a foster youth's grades as a result of the student's absence due to a verified court appearance, related court ordered activity, or a change the placement of the student made by a county or placing agency. If a foster youth is absent from school due to a decision to change the placement of the student made by a county or placing agency, the grades and credits of the pupil will be calculated as of the date the student left the Charter School.

In accordance with the Charter School's Educational Records and Student Information Policy, under limited circumstances, the Charter School may disclose student records or personally identifiable information contained in those records to certain requesting parties including but not limited to a foster family agency and state and local authorities within a juvenile justice system, without parental consent. Students who are 16 years of age or older or have finished 10th grade may access their own school records.

### **Discipline Determinations**

If the Charter School intends to extend the suspension of any foster/ youth pending a recommendation for expulsion, the Charter School will invite the student's attorney and an appropriate representative from the relevant county agency to participate in the meeting at which the extension of the suspension will be discussed.

If the Charter School intends to suspend for more than ten (10) consecutive school days or expel a student with a disability who is also a foster youth due to an act for which the recommendation for expulsion is discretionary, the Charter School will invite the student's attorney and an appropriate representative from the relevant county agency to participate in the Manifestation Determination Review meeting.

### **Complaints of Noncompliance**

A complaint of noncompliance with any of the requirements outlined above may be filed through the Charter School's Uniform Complaint Procedures.

A copy of MPS' "**Uniform Complaint Policy and Procedures**" is available in the school office and on the school website.

### **Education of Foster Youth - EC 47605, 47605.6, 48432.5, 48911, 48911.1, 48915.5, and 48918.1**

In addition to parental notification requirements for an involuntary transfer to a continuation school, suspension, or expulsion, to the foster child's attorney and social worker, and, for the child's tribal social worker, if applicable, and county social worker. The attorney and social worker have the same rights as parents during these processes, such as requests for meetings and the ability to inspect all documents.

### **Education of Homeless Children and Youth**

**Definitions:** The term "homeless children and youth" means individuals who lack a fixed, regular and adequate nighttime residence. It includes children and youth who (42 U.S.C. § 11434a):

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

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

### **School Liaison**

The MPS Board of Directors designates the principal of each school site as the School Liaison for homeless students (42 U.S.C. § 11432(g)(1)(J)(ii)):

CEO & Superintendent  
Magnolia Public Schools  
250 E. 1st St. Ste 1500  
Los Angeles, CA 90012  
(213) 628-3634

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

1. Homeless students are identified by school personnel and through outreach and coordination activities with other entities and agencies, and through the annual housing questionnaire administered by the Charter School.
2. Homeless students enroll in and have a full and equal opportunity to succeed at the Charter School.
3. Homeless students and families receive educational services for which they are eligible, including services through Head Start programs (including Early Head Start programs) under the Head Start Act, early intervention services under part C of the Individuals with Disabilities Education Act (“IDEA”), any other preschool programs administered by the Charter School, if any, and referrals to health care services, dental services, mental health services, substance abuse services, housing services, and other appropriate services.
4. Parents/guardians are informed of the educational and related opportunities available to their children and are provided with meaningful opportunities to participate in the education of their children.
5. Public notice of the educational rights of homeless children is disseminated at places frequented by parents or guardians of such youths, and unaccompanied youths, including schools, shelters, public libraries, and soup kitchens, and in a manner and form understandable to the parents and guardians of homeless youth and unaccompanied youth.
6. Enrollment/admissions disputes are mediated in accordance with law, the Charter School’s charter, and Board policy.
7. Parents/guardians and any unaccompanied youth are fully informed of all transportation services, as applicable.
8. Charter School personnel providing services receive professional development and other support.
9. The Charter School Liaison collaborates with State coordinators and community and school personnel responsible for the provision of

education and related services to homeless children and youths.

10. Unaccompanied youth are enrolled in school; have opportunities to meet the same challenging State academic standards as the State establishes for other children and youth; and are informed of their status as independent students under section 480 of the Higher Education Act of 1965 and that the youths may obtain assistance from the Charter School Liaison to receive verification of such status for the purposes of the Free Application for Federal Student Aid described in section 483 of the Act.

The California Department of Education publishes a list of the contact information for the Homeless Education Liaisons in the state, which is available at: <https://www.cde.ca.gov/sp/hs/>.

### **Housing Questionnaire**

Charter School shall administer a housing questionnaire for the purpose of identifying homeless children and youth. Charter School shall ensure that the housing questionnaire is based on the best practices developed by the CDE. Charter School shall annually provide the housing questionnaire to all parents/guardians of students and to all unaccompanied youths at Charter School. The housing questionnaire shall include an explanation of the rights and protections a student has as a homeless child or youth or as an unaccompanied youth. The housing questionnaire shall be available in paper form. The housing questionnaire shall be available in English, and if fifteen (15) percent or more of the students enrolled at Charter School speak a single primary language other than English, it shall also be written in the primary language. The questionnaire shall be translated into other languages upon request of a student’s parent/guardian or an unaccompanied youth. Charter School shall collect the completed housing questionnaires and annually report to the CDE the number of homeless children and youths and unaccompanied youths enrolled. (Education Code Section 48851.)

### **School Stability**

The Charter School will work with homeless students and their parent/guardian to ensure that each student is placed in the least restrictive educational programs, and has access to the academic resources, services, and extracurricular and enrichment activities that are available to all students, including, but not necessarily limited to, interscholastic sports. All decisions regarding a homeless student’s education and placement will be based on the best interest of the child and shall consider, among other factors, educational stability and the opportunity to be educated in the least restrictive educational setting necessary to achieve academic progress.

Homeless students have the right to remain in their school of origin if it is in their best interest. The Charter School will immediately enroll a homeless student seeking reenrollment in the Charter School as the student’s school of origin

(subject to the Charter School's capacity and pursuant to the procedures stated in the Charter School's charter and Board policy). The Charter School will also immediately enroll any homeless student seeking to transfer to the Charter School (subject to the Charter School's capacity and pursuant to the procedures stated in the Charter School's charter and Board policy) regardless of the student's ability to meet normal enrollment documentation or uniform requirements (e.g., producing medical records or academic records from a previous school).

Homeless students have the right to remain in their school of origin following the termination of the child's status as a homeless student as follows:

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

If the Charter School operates an intersession program, Charter School shall grant priority access to homeless students. Notwithstanding any other law, if the homeless student will be moving during an intersession period, the pupil's parent, guardian, educational rights holder, Indian custodian in the case of an Indian child, or, if none of the preceding are applicable, an accompanied homeless student themselves shall determine which school the pupil attends for the intersession period, if applicable. "Intersession program" means an expanded learning program offered by the Charter School on nonschooldays, including, but not limited to, summer school. "Indian custodian" is as the term is defined in Section 1903 of Title 25 of the United States Code. (Note: "Indian custodian" means any Indian person who has legal custody of an Indian child under tribal law or custom or under State law or to whom temporary physical care, custody, and control has been transferred by the parent of such child. *Section 1903 of Title 25 of the United States Code.*)

### **High School Graduation Requirements**

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

To determine whether a homeless student is in their third or fourth year of high school, either the number of credits the student has earned to the date of transfer, or, for pupils with significant gaps in school attendance, the pupil's age as compared to the average age of pupils in the third or fourth year of high school may be used, whichever will qualify the student for the exemption.

Within thirty (30) calendar days of the date that a student who may qualify for exemption under the above requirements transfers into the Charter School, the Charter School shall notify the student, the student's educational rights holder ("ERH"), and the Charter School Liaison of the availability of the exemption and whether the student qualifies for an exemption.

The Charter School shall notify and consult with students who are exempted from the Charter School's additional graduation requirements and the student's ERH. The consultation shall include all of the following:

1. Discussion regarding how any of the requirements that are waived may affect the pupil's postsecondary education or vocation plans, including the ability to gain admission to a postsecondary educational institution.
2. Discussion and information about other options available to the pupil, including, but not limited to, a fifth year of high school, possible credit recovery, and any transfer opportunities available through the California Community Colleges.
3. Consideration of the pupil's academic data and any other information relevant to making an informed decision on whether to accept the exemption.

The Charter School shall not require any student who would otherwise be entitled to remain in attendance at the Charter School to accept the exemption from the Charter School's additional graduation requirements or deny the student enrollment in, or the ability to complete, courses for which the student is otherwise eligible. The Charter School shall not revoke an exemption and shall grant an eligible student's request for the exemption at any time if the student qualifies, regardless of whether the student previously declined the exemption.

If a homeless student who was eligible for an exemption and 1) was not properly notified of the availability of the exemption, or 2) previously declined the exemption pursuant to this Policy, the Charter School shall exempt the student within thirty (30) days of the exemption request, if an exemption is requested by the student or the student's ERH and the student at one time qualified for the exemption, even if the student is no longer homeless.

An eligible student's exemption from the Charter School's additional graduation requirements will continue to apply while the student is enrolled in the Charter School or if the student transfers to another school even after the student no longer meets the definition of a homeless child.

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

If a student who is exempted from the Charter School's additional graduation requirements completes the California minimum coursework requirements specified in Education

Code section 51225.3 before the end of the student's fourth year of high school and would otherwise be entitled to remain in attendance at the Charter School, the Charter School shall not require or request that the student graduate before the end of the student's fourth year of high school.

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

1. Consult with the student and the student's ERH regarding the student's option to remain at the Charter School for a fifth year to complete the Charter School's graduation requirements, consistent with the laws regarding continuous enrollment and satisfactory progress for Charter School students over age 19.
2. Consult with the student and the ERH for the student, about how remaining in school for a fifth year to complete the Charter School's graduation requirements will affect the student's ability to gain admission to a postsecondary educational institution.
3. Consult with and provide information to the student and the student's ERH about transfer opportunities available through the California Community Colleges.
4. Permit the student to stay at the Charter School for a fifth year to complete the Charter School's graduation requirements upon agreement with the student, if the student is 18 years of age or older, or, if the student is under 18 years of age, upon agreement with the student's ERH.
5. Consult with the student, and the student's ERH, regarding the student's option to remain in the school of origin.

Through January 1, 2028, upon making a finding that a homeless student is not reasonably able to complete the Charter School's additional graduation requirements but is reasonably able to complete state coursework requirements specified in Education Code Section 51225.3 within the student's fifth year of high school, the Executive Director or designee shall exempt the pupil from Charter School's graduation requirements and provide pupil the option of remaining in school for a fifth (5th) year to complete the statewide coursework requirements. Charter School shall consult with the homeless student and the student's ERH regarding all of the following:

1. The pupil's option to remain in school for a fifth year to complete the statewide coursework requirements.
2. How waiving the local educational requirements and remaining in school for a fifth year may affect the pupil's postsecondary education or vocation plans, including the ability to gain admission to a institution of higher education.
3. Whether any other options are available to the pupil, including, but not limited to, possible credit

recovery, and any transfer opportunities available through the California Community Colleges.

4. The pupil's academic data and any other information relevant to making an informed decision on whether to accept the exemption and option to remain in school for a fifth year to complete the statewide coursework requirements.

If a homeless student is **not** eligible for an exemption in the year in which the pupil transfers between schools, because Charter School makes a finding that the pupil is reasonably able to complete Charter School's additional graduation requirements in time to graduate from high school by the end of the pupil's fourth year of high school, then Charter School shall do the following:

1. Within the first 30 calendar days of the **following** academic year, Charter School shall reevaluate eligibility.
2. Provide written notice to the pupil, the ERH, and the pupil's social worker or probation officer, if applicable, whether the pupil qualifies for an exemption upon reevaluation, based on the course completion status of the pupil at the time of reevaluation, to determine if the pupil continues to be reasonably able to complete Charter School's additional graduation requirements in time to graduate from high school by the end of the pupil's fourth year of high school.
3. If, given their course completion status at that time the reevaluation is conducted, the pupil is not reasonably able to complete Charter School additional graduation requirements in time to graduate from high school by the end of the pupil's fourth year of high school, the Charter School shall provide written notice to the pupil and the ERH of the pupil's options to:
  - a. Receive an exemption from all coursework and other requirements adopted by the governing board body of Charter School that are in addition to the statewide coursework requirements specified in Section 51225.3, **or**
  - b. Upon agreement with the ERH, stay in school for a fifth year to complete the Charter School's additional graduation requirements.

The pupil (if not a minor) or the ERH shall have sole discretion whether to accept the exemption, based on the pupil's best educational interests.

#### **Reporting Requirements**

Charter School shall report to the California Department of Education ("CDE") annually on the number of pupils who, for the prior school year, graduated with an exemption from the Charter School's graduation requirements that are in addition to the statewide coursework requirements. This data shall be reported for pupils graduating in the fourth year and fifth year cohorts, and shall be disaggregated by cohort, pupil category, race, and disability status. The CDE shall make this data publicly available on an annual basis aligned



with other reporting timelines for the California dashboard graduation data.

### **Acceptance of Course Work**

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

The Charter School will provide homeless students credit for the partial completion of courses taken while attending a public school, a juvenile court school, a school in a country other than the United States, and/or a nonpublic, nonsectarian school or agency. If the student did not complete the entire course, the Charter School shall not require the student to retake the portion of the course the student completed unless the Charter School, in consultation with the holder of educational rights for the student, finds that the student is reasonably able to complete the requirements in time to graduate from high school. When partial credit is awarded in a particular course, the homeless student shall be enrolled in the same or equivalent course, if applicable, so that the student may continue and complete the entire course. These students shall not be prevented from taking or retaking a course to meet California State University or the University of California admission eligibility requirements.

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

### **Complaints of Noncompliance**

A complaint of noncompliance with any of the requirements outlined above may be filed through the Charter School's Uniform Complaint Procedures. A copy of the Uniform Complaint Policy and Procedures is available upon request at the main office.

A copy of the complete Policy is available upon request at the school office and on the school website.

#### **Education of Homeless Youth: Right to Apply for Financial Aid - EC 69432.7, 69519, 69731, 69956, 70032, 78220, and 88931**

Students experiencing homelessness have a right to apply for financial aid to seek education beyond high school. Every district and charter school must appoint a homeless liaison to assist students and families. Please contact the Charter School Liaison for more information of services and policies related to homeless education rights.

### **Pregnant and Parenting Pupils**

The Charter School recognizes that pregnant and parenting students are entitled to accommodations that provide them with the opportunity to succeed academically while protecting their health and the health of their children. A pregnant or parenting student is entitled to eight (8) weeks

of parental leave, or more if deemed medically necessary by the student's physician, which the student may take before the birth of the student's infant if there is a medical necessity and after childbirth during the school year in which the birth takes place, inclusive of any mandatory summer instruction, in order to protect the health of the student who gives or expects to give birth and the infant, and to allow the pregnant or parenting student to care for and bond with the infant. The Charter School will ensure that absences from the student's regular school program are excused until the student is able to return to the regular school program.

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

Complaints of noncompliance with laws relating to pregnant or parenting students may be filed under the Uniform Complaint Procedures ("UCP") of the Charter School. The complaint may be filed in writing with the compliance officer:

CEO & Superintendent  
Magnolia Public Schools  
250 E. 1st St. Ste 1500  
Los Angeles, CA 90012  
(213) 628-3634  
ceo@magnoliapublicschools.org

A copy of the UCP is available upon request at the school office. For further information on any part of the complaint procedures, including filing a complaint or requesting a copy of the complaint procedures, please contact the school office.

## ACADEMICS: HIGH SCHOOL & BEYOND

### High School Graduation Requirements

MPS has minimum requirements for a standard diploma that meets and exceeds the state graduation requirements and the UC/CSU “a-g” requirements.

#### Credit Requirement for a Standard Diploma

Currently, every student must earn a total of 200 semester credits in grades 9 through 12 to receive a high school diploma. (See section “**High School Credit Earned in Middle School**” for middle school courses identified for high school credit.) Each high school course at MPS is semester based and worth 5 credits, except for courses such as Sustained Silent Reading (SSR) or Advisory which last one-half of a typical class period or less and are worth 2.5 credits. Students need to have an end-of-the-semester final grade of at least a “C” (=2.0) to earn credit for the course. Credit is awarded based on student participation, mastery of subject matter, and/or attainment of skills.

#### Specific Course Requirements

MPS meets and exceeds the admission requirements of all four-year universities including University of California (“UC”). MPS adopts all options approved for meeting UC’s minimum “a-g” subject requirements, including approved “a-g” high school courses, ACT/SAT examination, AP or IB examination, and U.S. regionally accredited college/university courses (in person or online) as well as validation of coursework and grades as described by the UC. MPS will continue to adapt to any changes in UC subject requirements. The following table lists courses required to graduate from MPS.

**Math Requirements:** MPS math requirements are threefold:

- **Credit requirements:** MPS requires at least 30 semester credits of math for a standard diploma (and 40 semester credits of math for an advanced or honors diploma.) Some of these credits can be earned in middle school.
- **Year requirements:** MPS requires students to be enrolled in a math course for at least two years in grades nine through twelve for a standard diploma (state requirement) and at least three years in grades nine through twelve for an advanced or honors diploma. For example, a student may take Mathematics-I or Algebra I in seventh grade, Mathematics II or Geometry in eighth grade, and Mathematics III or Algebra II in ninth grade. The student would still need to take one more year of math for a standard diploma (and two more years of math for an advanced or honors diploma.)
- **Course requirements:** Students need to complete three years of math courses that include the topics covered in elementary and advanced algebra and two- and three-dimensional geometry before graduation. Integrated math courses fulfill this requirement.

**Science Requirements:** *UC requirement:* Two years of college-preparatory laboratory science, including or integrating topics that provide fundamental knowledge in two of these three subjects: biology, chemistry, or physics is required. One year of approved interdisciplinary or earth and space sciences coursework can meet one year of the requirement. Computer Science, Engineering, Applied Science courses can be used in area “d” as an additional laboratory science (i.e., third year and beyond). *CSU requirement:* Two years, including one year of biological and one year of physical science with lab.

**Language Other Than English (LOTE) Courses:** MPS will allow other options to satisfy the “e”-LOTE requirement for graduation. Completion of higher-level LOTE coursework with a grade of C or higher may validate D or F grades earned in lower-level courses or when a lower-level course is skipped. Please check UC Admissions website for details of course validation. UC-transferable college courses or satisfactory scores on SAT Subject, AP or IB exams can also be used to fulfill the LOTE subject requirement.

Generally, bilingual students are considered to have met the “e” subject requirement and may choose not to enroll in LOTE courses. Students who elect not to take courses in a LOTE may satisfy the “e” requirement (*for all diploma types*) by one of the following methods:

- **Formal schooling in a language other than English** – Students who have completed two years of formal schooling at the sixth-grade level or higher in a school where a LOTE was used as the medium of instruction have met the LOTE requirement. A school transcript or other official document is required.
- **Assessment by a recognized test or University** – Earning a satisfactory score on a SAT Subject, AP or IB exam, or a proficiency test administered by a UC campus or other university can demonstrate a student’s proficiency in a LOTE. Most language departments at universities will conduct an assessment and issue a statement of competency on official letterhead serving as certification.
- **Certification by high school principal** – In cases where the options above are not available, certification by the high school principal is acceptable. Principals should develop and maintain clear standards for providing this certification. Certification should be based on the judgment of language teachers, advice of professional or cultural organizations with an interest in maintaining language proficiency, or other appropriate sources of expertise. The principal notes the certification of competency on the student’s transcript with the language and level of proficiency.

**PE Requirement:** Two years of PE is required. Junior Reserve Officers’ Training Corps (JROTC)/Cadet Corps and CIF Sports can be used to meet *one or both years* of the requirement. The following approved courses and programs can be used to meet *one year* of the requirement: Marching Band, Kinesiology, Health, and other specialized PE courses (weight training,



aerobics, dance, yoga, fitness and conditioning, team sports, and individual sports.) Also, MPS Alternative PE policy allows students to receive credit for physical activities not normally offered as part of the regular on-site PE program.

college credits are awarded for each course

- Receive a score of 3 on one AP exam or score 4 on one IB exam
- Complete a CTE Pathway

### College/Career Indicator (CCI)

A high school diploma should represent the completion of a broad and rigorous course of study. The CCI was designed by the CDE to encourage high schools to provide all students with a rigorous broad course of study that will lead to likely success after high school. It recognizes that students pursue various options, whether completing: (a) a Career Technical Education (CTE) Pathway, (b) course requirements for a-g, or (c) a course of study specifically designed to meet the student's individual interests.

Each year the CDE measures graduating students' preparedness for college/career.

**College Readiness:** College readiness means completing rigorous coursework, passing challenging exams, or receiving a state seal. Several measures have been approved by the State Board of Education as indicating college readiness, as shown below. For each measure, specific criteria are used to determine whether a student is "Prepared" or "Approaching Prepared."

#### Prepared:

Graduates classified as Prepared must meet at least one of the criteria:

- **Smarter Balanced Summative Assessments** Receive a score of Level 3 "Standard Met" or higher on both English language arts/literacy (ELA) and mathematics
- **Advanced Placement (AP) Exams** Receive a score of 3 or higher on two AP exams
- **International Baccalaureate (IB) Exams** Receive a score of 4 or higher on two IB exams
- **College Credit Courses** Complete two semesters, three quarters, or three trimesters of college coursework with a grade of C- or better in academic/Career Technical Education (CTE) subjects where college credits are awarded
- **State Seal of Biliteracy (SSB)** Receive the SSB and a score of Level 3 or higher in ELA on the Smarter Balanced Summative Assessments
- **University of California (UC) and California State University (CSU) Requirements** Meet all a-g requirements for admission to a UC or CSU school and meet one of the additional criteria below:
  - Smarter Balanced Summative Assessments: Receive a score of Level 3 or higher in one subject area (ELA or mathematics) and a score of Level 2 in the other area
  - Complete one semester/two quarters/two-trimesters of College Credit Courses with a grade of C- or better in academic/CTE subjects where

#### Approaching Prepared:

Graduates classified as Approaching Prepared must meet at least one of the criteria:

- **Smarter Balanced Summative Assessments** Receive a score of Level 2 "Standard Nearly Met" on both ELA and mathematics
- **College Credit Courses** Complete one semester, two quarters, or two trimesters of college coursework with a grade of C- or better in academic/CTE subjects where college credits are awarded
- **UC and CSU Requirements** Meet all a-g requirements for admission to a UC or CSU school

**Career Readiness:** Career readiness means completing rigorous coursework and engaging in learning experiences that are designed to prepare students for the workforce. Several measures have been approved by the State Board of Education as indicating career readiness, as shown below. For each measure, specific criteria are used to determine whether a student is "Prepared" or "Approaching Prepared."

#### Prepared:

Graduates classified as Prepared must meet at least one of the criteria:

- **Leadership/Military Science** Complete two years of Leadership/Military Science and receive a score of Level 3 or higher in one subject area on both English language arts/literacy (ELA) and mathematics and a score of Level 2 "Standard Nearly Met" or higher in the other
- **Career Technical Education (CTE) Pathway** Complete a CTE Pathway with a grade of C- or better in the capstone course and meet one of the additional criteria below:
  - Smarter Balanced Summative Assessments: receive a score of Level 3 or higher in one subject area (ELA or mathematics) and a score of Level 2 or higher in the other
  - Complete one semester, two quarters, or two trimesters of College Credit Courses, outside of the completed CTE Pathway, with a grade of C- or better in academic/CTE subjects where college credits are awarded for each course
- **Registered Pre-Apprenticeship** Complete a registered pre-apprenticeship
- **State and Federal Job Programs** Complete one of the following programs and complete one semester, two quarters, or two trimesters of a CTE course with a C- or better: Workforce Innovation and Opportunity Act (WIOA), Job Corps, YouthBuild, California Conservation Corps

(CCC), and Regional Occupational Centers and Programs (ROCP)

- **Transition Classroom and Work-Based Learning Experiences (available only to students with Individualized Education Programs [IEPs] who earn a Special Education Certificate of Completion)** Complete at least 100 hours of work experience **and** the equivalent of four semester courses of college and career exploration/preparation designed to prepare a student with an IEP for employment and independent living

#### **Approaching Prepared:**

Graduates classified as Approaching Prepared must meet at least one of the criteria:

- **Leadership/Military Science** Complete two years of Leadership/Military Science
- **CTE Pathway** Complete a CTE Pathway with a grade of C- or better in the capstone course
- **Non-Registered Pre-Apprenticeship** Complete a non-registered pre-apprenticeship
- **State and Federal Job Programs** Complete one of the programs (i.e., WIOA, Job Corp, YouthBuild, CCC, or ROCP)
- **Transition Classroom or Work-Based Learning Experiences (available only to students with IEPs who earn a Special Education Certificate of Completion)** Complete at least 100 hours of work experience **or** the equivalent of four semester courses of college and career exploration/preparation designed to prepare a student with an IEP for employment and independent living

#### **California State University Early Assessment Program (CSU-EAP)**

The EAP is a joint program of the CDE, California State University (CSU) and California Community Colleges (CCC). The EAP provides students with an early indicator of their college readiness in English and mathematics prior to starting the senior year. In addition, EAP may earn students an exemption from CSU and participating CCC English and/or mathematics placement tests that are required for entering freshman. EAP is now embedded in the CAASPP Smarter Balanced grade eleven ELA and mathematics assessments. Students taking the grade eleven assessments will automatically be participating in the EAP. To provide information to students on their college readiness, students may voluntarily release their results to the CSU and CCCs. The results will not be used for admissions. To find more information about the CAASPP Program CSU/EAP, please contact your child's counselor or contact the school office. Additional information is posted on the internet at: <http://www.cde.ca.gov/ci/gs/hs/eapindex.asp>.

**MAGNOLIA PUBLIC SCHOOLS (MPS)  
HIGH SCHOOL GRADUATION REQUIREMENTS**

Subject Area	Requirements	Diploma Type		
		S	A	H
(a) History / Social Science	<b>Three years</b> of history/social studies, including <b>one year</b> of U.S. history and geography; <b>one year</b> of world history, culture, and geography; <b>one semester</b> of American government and civics, and <b>one semester</b> of economics.	30	30	30
(b) English	<b>Four years</b> of college-preparatory English that include frequent writing, from brainstorming to final paper, as well as reading of classic and modern literature. <i>(No more than one year of ESL-type courses can be used to meet this requirement.)</i>	40	40	40
(c) Mathematics	<b>Three years</b> of college-preparatory math, including or integrating the topics covered in elementary and advanced algebra and two- and three-dimensional geometry. <i>(Four years recommended)</i>	30	<b>40</b>	<b>40</b>
(d) Science	<b>Two years</b> of college-preparatory science, including or integrating topics that provide fundamental knowledge in two of these three subjects: biology, chemistry, or physics. Two years, including one year of biological and one year of physical science with lab required. <i>(Three years recommended)</i>	20	<b>30</b>	<b>30</b>
(e) Language Other Than English (LOTE)	<b>Two years</b> , or equivalent to the 2nd level of high school instruction, of the same language other than English. <i>(Three years recommended)</i>	20	20	20
(f) Visual & Performing Arts (VPA)	<b>One yearlong</b> course of visual and performing arts chosen from the following disciplines: dance, drama/theater, music, interdisciplinary arts or visual art — or <b>two one-semester</b> courses from the same discipline is also acceptable.	10	10	10
(g) Electives <i>Elective course offerings may change depending on student interest and resource availability.</i>	Additional courses in Social Science, English, Mathematics, Science, Language Other Than English (LOTE), Visual & Performing Arts (VPA), and Computers & Technology	20	20	20
Physical Education	<b>Two years</b>	20	20	20
Computers & Tech.	<b>One year</b>	10	10	10
<b>Total Required Credits:</b>		<b>200</b>	<b>220</b>	<b>220</b>
AP Course / College Credit Requirements	AP <u>or</u> college courses can be taken to meet minimum course requirements or as elective. <i>(Not required for a standard diploma.)</i>	N/A	10	20
College/Career Prepared Designation	Designation of “Prepared” on the College/Career Indicator (CCI). <i>(Not required for a standard diploma.)</i>	N/A	P	P
Other Requirements	Minimum Cumulative GPA:	2.00	3.25	3.50
	Required Service-Learning Hours:	N/A	40	40
	MPS encourages students to participate in Congressional Award programs and engage in more than 40 hours of community service to develop and demonstrate crucial life skills.			

<b>Comparison of Requirements for Graduation</b>
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Source: <https://www.cde.ca.gov/ci/ga/hs/hsgtable.asp> (Rows are re-ordered to match the a-g order.)

High School Subject Area	State Mandated Requirements (EC 51225.3) for High School Graduation	UC Requirements for Freshman Admissions	CSU Requirements for Freshman Admissions
History / Social Science	Three years of history/social studies, including one year of U.S. history and geography; one year of world history, culture, and geography; one semester of American government and civics, and one semester of economics.	Two years of history/social science, including one year of U.S. history or one-half year of U.S. history and one-half year of civics or American government; and one year of world history, cultures, and geography.	Two years, including one year of U.S. history or U.S. history and government and one year of other approved social science.
English	Three Years	Four years of approved courses	Four years of approved courses
Mathematics	Two years, including Algebra I, beginning in 2003–04. (EC 51224.5)	Three years, including algebra, geometry, and intermediate algebra. Four years recommended.	Three years, including algebra, geometry, and intermediate algebra.
Science	Two years, including biological and physical sciences.	Two years with lab required, chosen from biology, chemistry, and physics. Three years recommended.	Two years, including one year of biological and one year of physical science with lab.
Language Other Than English (LOTE)	One year of either visual and performing arts, foreign language, or career technical education.	Two years in same language required. Three years recommended.	Two years in same language required.
Visual and Performing Arts (VPA)	One year of either visual and performing arts, foreign language, or career technical education.	One year of visual and performing arts chosen from the following: dance, drama/theater, music, or visual art.	One year of visual and performing arts chosen from the following: dance, drama/theater, music, or visual art.
Electives	Not Applicable	One year	One year
Physical Education	Two years	Not Applicable	Not Applicable
<b>Total</b>	<b>13</b>	<b>15</b> (7 in the last two years of high school)	<b>15</b>

## Course Credit Acceptance & Transferability

### High School Grade Promotion Policy

**Criteria:** To be promoted to the next grade, a high school student must have a 2.0 grade point average (GPA) and the minimum required credits described below by the end of the school year or by the end of the summer before the start of the next school year.

Student transcripts will be updated to include summer grades and GPA will be recalculated. If students have the minimum required credits and at least a 2.0 recalculated GPA, they will be promoted to the next grade.

**Core Courses:** Core courses are Math, Science, English, and History/Social Science.

#### Minimum Required Credits:

- To be enrolled in grade 10, a student must have a minimum of 50 credits, including at least 20 credits in core courses.
- To be enrolled in grade 11, a student must have a minimum of 100 credits, including at least 50 credits in core courses.
- To be enrolled in grade 12, a student must have a minimum of 150 credits, including at least 90 credits in core courses.
- A student's grade level placement remains the same for an entire school year.

MPS has minimum requirements for a standard diploma that meet and exceed the state graduation requirements and the UC/CSU "a-g" requirements.

### Credit Acceptance

Students transferring to MPS from another accredited school, private or public, a home school, or an alternative school, will receive credit toward graduation for courses successfully completed in the sending school.

These courses will appear on student's transcript as they are transferred and will be included in cumulative GPA calculations. Upon review and approval by the school administration, students transferring to MPS from a non-accredited school may receive credit toward graduation within the following guidelines:

Documentation must be provided to MPS by the sending school as to the course of study the student followed, materials used, course description, total number of contact hours per course, grading criteria, teacher name and qualifications, student work or projects, and scores of any standardized tests the student has taken. Grades from such courses will not be included in cumulative GPA calculations.

Normally, students may not retake courses that they have already passed and for which they have earned credit. Credit is not awarded for classes repeated to raise a grade unless the grade previously earned was a Fail (F) or Incomplete (I). However, the school administration reserves the right to final decision in case of any extenuating circumstances. Extenuating circumstances may include foreign transcripts, transcripts from non-accredited schools, college courses,

ESL/ELD courses, and other approved courses on a case-by-case basis. Please consult with the school administration. If the school administration allows repeat of a course for extenuating circumstances, MPS will use the new grade when calculating the student's GPA. However, the repeated grade will not be used in calculating the "a-g" GPA for UCs if a student repeats a course used to satisfy the "a-g" requirement in which the student originally earned a grade of C or higher.

### Credit Recovery

A high school student who fails a course at MPS is expected to take full responsibility for their personal credit recovery process. Following are some recovery options:

**Summer School:** Students can take a summer school course at any public school to recover missing credits. MPS may offer summer school depending on student needs and availability of teachers and resources.

**Online Courses:** Students who are credit deficient may enroll in accredited online courses to recover missing credits. Some examples to accredited online course providers are Edgenuity, APEX Learning, BYU, etc. College counselor's approval is necessary in order for the grade of an online course to be included in cumulative GPA calculations.

**College Dual and Concurrent Enrollment:** Students may enroll in a post-secondary course creditable toward high school completion. College counselor's approval is necessary in order for the grade of a college course to be included in cumulative GPA calculations.

### Exemption From MPS Local Graduation Coursework Requirements

Students in foster care, homeless students, former juvenile court students, children of military families, migratory students and newly arrived immigrant students, and students with disabilities, if written in the IEP of the student, may qualify to be exempted from local graduation coursework requirements that are beyond the California state requirements. Please make an appointment with the school counselor to review your child's options for graduation. All coursework that was completed at another school outside of MPS will be issued full or partial credit.

### WASC Accreditation & Transferability of Courses

All MPS schools are WASC-accredited and all A-G courses of MPS are transferable to other public schools and meet the rigorous requirements for admission to both the UC and state university systems. Every transfer student will participate in an intake meeting which includes a review of his/her transcript and tracking towards graduation. Every exiting student will also receive a transcript to provide him/her with an official record of courses completed and credits earned. In addition, the school's master schedule will be informed by student needs to ensure sufficient intervention opportunities are available for the student population. Please contact the Dean of Academics & College Counselor for further information.

## Diploma Types & Graduation

### Diploma Types

MPS offers three different high school diploma types: Standard (S), Advanced (A), and Honors (H). Each diploma has minimum requirements that meet and exceed the state graduation requirements and the “a-g” subject requirements of California’s four-year public universities. Students are always welcome, and often encouraged, to exceed these minimum requirements.

### The “Golden State Seal Merit Diploma” & The “State Seal of Biliteracy”

As directed and described by the CDE, MPS will award eligible graduates the “Golden State Seal Merit Diploma” (GSSMD) and the “State Seal of Biliteracy” (SSB) by affixing the “Golden State Seal” and the “State Seal of Biliteracy” to their high school diplomas. GSSMD is a recognition of graduates who have demonstrated mastery of the high school curriculum in at least six subject areas, four of which are English language arts, mathematics, science, and U.S. history, with the remaining two subject areas selected by the student. SSB is recognition by the State Superintendent of Public Instruction for graduating high school students who have attained a high level of proficiency in speaking, reading, and writing in one or more languages in addition to English.

### Service-Learning Requirement

Completing 40 hours of community service before graduation is no longer a high school requirement for a standard diploma beginning with the class of 2013. However, MPS encourages students to engage in community service to develop and demonstrate crucial life skills. This will help students gain “real life” experience and develop responsibility, caring and respect for the community. Therefore, students will be required to earn 40 hours of community service before graduation for an advanced or honors diploma. Students may begin to earn these hours once they complete their 8th grade year.

### Cumulative GPA & Valedictorian Policy

A cumulative GPA (CGPA) is calculated for all high school level courses based on the number of credits received and their weighted grade point equivalencies. Cumulative GPAs are used to determine class rank and graduation honors, eligibility for National Honor Society, by colleges as part of the admission criteria, by many scholarship and grant providers, and occasionally, by employers. This information is reported to parents on the student’s high school transcript. The high school transcript is a record of all final course grades received for high school courses.

MPS requires a minimum of **2.00** cumulative GPA for graduation, **3.25** for an advanced diploma, and **3.50** for an honors diploma.

All graduating students who are eligible to receive an Honors diploma with a cumulative GPA of **4.0** or above shall be designated as the Valedictorian. Cumulative GPA computation for Valedictorian shall be based upon student’s

projected grades as of the first of June prior to the date of graduation.

The following table summarizes how courses are included in GPA calculations.

Course Type	Inclusion in MPS CGPA
Approved Honors and AP courses	Weighted
Approved college courses that meet the “a-g” requirements and/or that are identified in the ASSIST student transfer information system as UC/CSU transferable	Converted to high school credits and weighted
Other approved college courses	Converted to HS credits and unweighted
Courses transferred from another accredited school, private or public, a home school, or an alternative school	Included as they are transferred
Courses transferred from a non-accredited school	Not included
Repeated courses	Case-by-case; typically included unless the original grade is not a C or higher; replaces the prior D or F grade
High school courses taken in middle school	Not included

**Note:** UC/CSU systems do their own GPA calculations for a-g courses taken between the summer following 9th grade through the summer following 11th grade in calculating a student’s GPA. Please see your high school college counselor for further details.

### Participation in Senior Activities/Graduation Ceremony

In order for students to participate in any senior activities they must have a total of 150 credits at the beginning of the first semester and/or 180 credits at the beginning of the second semester of their senior year. In addition, students have to fulfill all the graduation requirements, described herein, and not be on suspension, or recommended for expulsion at the time of the Graduation Ceremony.

**Tardies/Absences:** After 20 tardies or unexcused absences students may be referred to the Reflection Committee regarding their standing and opportunity to participate in the Graduation Ceremony.

### California High School Proficiency Exam

**California High School Proficiency Exam – 5 CCR 11523**



The California High School Proficiency Exam (CHSPE) is a voluntary test that assesses proficiency in basic reading, writing, and mathematics skills taught in public schools. Eligible pupils who pass the CHSPE are awarded a Certificate of Proficiency by the State Board of Education. A pupil who receives a Certificate of Proficiency may, with verified approval from the parent or legal guardian, leave high school early. The Certificate of Proficiency is equivalent to a high school diploma; however, it is not equivalent to completing all course work required for regular graduation from high school. Pupils planning to continue his or her studies in a college or university should contact the admissions office of the institution to find out if the Certificate of Proficiency will meet admission requirements.

A pupil is eligible to take the CHSPE only if he or she meets one of the following requirements on the test date: 1) is at least 16 years old; 2) has been enrolled in the tenth grade for one academic year or longer; or 3) will complete one academic year of enrollment in the tenth grade at the end of the semester during which the CHSPE regular administration will be conducted. A fee for each examination application shall not be charged to a homeless or foster youth under the age of 25. For more information, including administration dates and registration deadlines, visit the following website: <http://www.chspe.net/>.

**Retroactive Grant of High School Diplomas:  
Departed/Deported Pupils**

**Retroactive Grant of High School Diplomas:  
Departed/Deported Pupils: EC 51430 (9-12)**

MPS may award a diploma to any student who may have been deported outside the US, if in good standing after completing the second year of high school. Any transfer credits from outside the US will be considered as completion through online or foreign classes.

## College Counseling & Readiness Programs

### PSAT/NMSQT Tests & Applications

MPS is dedicated to providing a comprehensive college preparatory program that facilitates students' ambitions to pursue higher education at the nation's top universities and colleges. As part of this process, grades 9 through 11 are required to take the PSAT/NMSQT test in Fall.

PSAT/NMSQT stands for Preliminary SAT/National Merit Scholarship Qualifying Test. It is a standardized test that provides firsthand practice for the SAT Reasoning Test.™ It also gives the students a chance to enter National Merit Scholarship Corporation (NMSC) scholarship programs.

The PSAT/NMSQT measures:

- critical reading skills;
- math problem-solving skills; and
- writing skills.

The most common reason for taking the PSAT/NMSQT is for the students to receive feedback on their strengths and weaknesses on skills necessary for college study. Students can then focus their preparation on those areas that could most benefit from additional study or practice.

### Advanced Placement (AP) Courses

MPS will offer Advanced Placement (AP) classes depending on student needs/demands and availability of teachers and resources. AP courses are college-level courses, taught with college textbooks and exams that can give students college credit in the form of advanced standing when they enter their freshman year. Students have to pass the corresponding AP test in order to get college credit.

### Advanced Placement Fees

#### AP Fees – EC 48980(j)

Eligible high school students may receive financial assistance to cover the costs of the advanced placement examination fees. Please contact the school office for information.

### Counseling Programs

MPS offers a comprehensive counseling and guidance program addressing personal/social, career, and academic needs for all grades. Students may sign up to see the counselor at any time to discuss personal or academic concerns. Social skills, career, and college planning lessons will be provided by the counselor at various times throughout the school year depending on grade level, need etc. The counseling office provides the following resources:

- Academic advising
- College planning resources
- Scholarship information
- SAT/ACT test dates and materials

- Career planning resources
- Conflict resolution
- Family resources
- Counseling resources

Students who wish to see the counselor can make an appointment. Parents are always welcome to make an appointment to see the counselor. All information discussed by the student and/or parent will remain confidential to the fullest extent of the law.

### ASCA National Standards for Students

MPS supports the following American School Counselor Association (ASCA) National Counseling Standards.

#### Academic Development

*Standard A:* Students will acquire the attitudes, knowledge, and skills that contribute to effective learning in school and across the life span.

*Standard B:* Students will complete school with the academic preparation essential to choose from a wide range of substantial post-secondary options, including college.

*Standard C:* Students will understand the relationship of academics to the world of work and home and community life.

#### Career Development

*Standard A:* Students will acquire the skills to investigate the world of work in relation to knowledge of self and to make informed career decisions.

*Standard B:* Students will employ strategies to achieve future career success and satisfaction.

*Standard C:* Students will understand the relationship between personal qualities, education and training, and the world of work.

#### Personal/Social Development

*Standard A:* Students will acquire the attitudes, knowledge, and interpersonal skills to help them understand and respect self and others.

*Standard B:* Students will make decisions, set goals, and take necessary action to achieve goals.

*Standard C:* Students will understand safety and survival skills.

### Career Counseling & Course Selection

#### Career Counseling & Course Selection – EC 221.5(d)

Commencing grade 7, MPS school personnel shall assist pupils with course selection or career counseling, exploring the possibility of careers, or courses leading to careers based on the interest and ability of the pupil and not on the pupil's gender. Parents or legal guardians are notified so that they may participate in such counseling sessions and decisions.

**College & Career Technical Education****College & Career Technical Education – EC 51229****College Admission Requirements and Higher Education Information**

The State of California offers community colleges, California State Universities (CSU), and Universities of California (UC) for students who wish to continue their education after high school.

To attend a community college, you need only a high school diploma or equivalent, or be over the age of 18. To attend a CSU, you have to take specific high school courses, have the appropriate grades and SAT/ACT test scores, and have graduated from high school. Test scores are not required if your GPA is 3.0 or above, and you applied to a campus or enrollment category that is not impacted. To attend a UC, you must meet requirements for coursework, GPA, and test scores. If you are a California student who has not been admitted to UC campus to which you have applied, you will be offered a spot at another campus if space is available and you rank in the top 9 percent of California high school students or of your graduating class at a participating high school. You may also transfer to a CSU or UC after attending a community college. For more information on college admission requirements, please refer to the following webpages:

[www.californiacommunitycolleges.cccco.edu](http://www.californiacommunitycolleges.cccco.edu) – This is the official website of the California Community College system. It offers links to all the California Community Colleges.

<https://www2.calstate.edu/> – This extensive online site offers assistance to students and their families on the CSU system, including the ability to apply online, and links to all CSU campuses.

[www.universityofcalifornia.edu](http://www.universityofcalifornia.edu) – This massive website offers information regarding admissions, online application, and links to all UC campuses.

[www.assist.org](http://www.assist.org) – This online student-transfer information system shows how course credits earned at one public California college or university can be applied when transferred to another.

Students may also explore career options through career technical education. These are programs and classes offered by a school that are specifically focused on career preparation and/or preparation for work. The programs and classes are integrated with academic courses and support academic achievement. Students can learn more about career technical education by referring to the following webpage: [www.cde.ca.gov/ci/ct/gi/](http://www.cde.ca.gov/ci/ct/gi/).

You may meet with a school counselor to choose courses at your school that will meet college admission requirements or enroll in career technical education courses, or both.

**Dual and Concurrent Enrollment Policy**

MPS provides a college preparatory educational program emphasizing science, technology, engineering, arts and math in a safe environment that cultivates respect for self and others. Through Honors courses, AP courses and dual enrollment courses, students who demonstrate high achievement, interest and/or ability are provided the opportunity for a rigorous learning environment. As we encourage our students to have an accredited college/university/post-secondary institution (“college”) course-taking experience as early as possible, we also need to ensure it is a successful one and that it complements the rigorous course of studies offered at MPS. The following are guidelines for dual and concurrent enrollment.

**Eligibility**

- **Maturity:** High school students who have demonstrated academic, personal and social maturity are welcome to apply. The high school counselor (“counselor”) will meet with the deans, the student’s teachers and other related school staff to assess the student’s maturity level necessary for dual and concurrent enrollment. During this holistic assessment, student’s attendance records, classroom study habits, homework completion, problem-solving and task-management skills, ability to engage in cooperative learning and whole class discussion as well as student’s behavior and social skills such as self-control, positive interactions and relationships with classmates and teachers, and other skills will be considered.
- **GPA:** Minimum Cumulative GPA of 3.0 (weighted) by the end of the semester prior to dual enrollment.
- **Restrictions:** The student and the parent are responsible for checking whether the college has admission/enrollment restrictions based on age, grade level, or demonstrated eligibility for instruction using assessment methods and procedures.
- **Counselor Approval:** The student is responsible for obtaining approval from the counselor for the specific courses the student intends to take before enrolling in college courses.

**Procedures**

- **Readiness:** The student must demonstrate on-track preparation in the discipline to be studied. With input from related school staff, the counselor will determine student readiness for the requested course. MPS expects that requested courses are part of the student’s four-year plan with input from the student, parents, and school staff.
- **Courses:** The student has exhausted all opportunities to enroll in an equivalent course at his or her school of attendance.
- **Credits/GPA:**
  - To determine how a college course fulfills a high school requirement see your counselor. The counselor will indicate whether the

course will receive high school credit along with college credit or only college credit. Counselor's approval is necessary in order for the grade of a college course to be included in cumulative GPA calculations.

- Ultimately, it is the ultimate responsibility of the student/parent to determine college credit and the transferability of the course to other colleges. The following website can be used for that purpose: [www.assist.org](http://www.assist.org). ASSIST is an online student-transfer information system that shows how course credits earned at one public California college or university can be applied when transferred to another.
- Prior to enrollment, the student needs to make a written application to the appropriate college/university office indicating that he or she is seeking high school credit in addition to college credit. Student/parent is responsible for following application deadlines and filling out forms such as "Supplemental Application for Admission of Students in Grades K-12" or other forms required by the college/university and completing the application process in a timely manner.
- It is the responsibility of the college/university to offer college credit. However, it is the responsibility of the student/parent to learn whether dropping or failing the course may impact admission to that college/university.
- It is important for students and parents to understand that students start building college credits as they take college courses. The grades earned may impact student's college GPA and any transfer requirements between colleges. Students and parents are encouraged to choose courses carefully by considering student's future college plans.
- Student/parent will provide an official transcript from the college/university to the counselor in a timely manner. Upon receipt of an official transcript from the college/university showing the course title, number of college units and the course grade, the high school equivalent course and the credits allowed will be recorded on the student's cumulative record.
- Academic college courses that meet the University of California "a-g" requirements will be given a weighted grade point on the high school transcript and included in cumulative GPA calculations.
- The following table will be used for conversion of college units to high-school credits:

College Units	High School Credits
Less than 2 semester college units or less than 3 quarter college units	2.5 high school credits
2 semester college units or 3 or more quarter college units	5.0 high school credits
3 or more semester college units	10.0 high school credits

- Attendance Requirements:

- The student must provide a copy of the college course schedule to the high school counselor for approval before enrolling in college courses.
- The student must inform the counselor in case of any changes in course enrollment (dropping the course, changes in course dates and hours, etc.)
- All students in grades 11 and 12 are required to be enrolled in at least five courses each semester (including the Advisory course). These courses can be classroom-based courses taken at MPS, online courses provided by MPS or approved online course-providers, CSU, UC or community college courses, and other courses and activities for which academic credit will be provided upon satisfactory completion.
- MPS requires that the average number of minutes of attendance in any two consecutive schooldays is no less than 240 and minutes of attendance in any one school day is no less than 180.
- Signed Early Release Form is required for leaving school earlier than regular dismissal.
- All students in grades 9 and 10 must stay until regular school dismissal unless an alternative arrangement has been made with the counselor.
- All students in grades 11 and 12 must stay for the Advisory period unless an alternative arrangement has been made with the counselor.

#### Signatures and Dates

I have read and I understand the terms of this policy and agree to all provisions set forth.

_____	_____
Student	Date
_____	_____
Parent/Guardian/Caregiver	Date

Dual and concurrent enrollment form is included in this Handbook and copies are also available in the school office.

## College Funding

### College Application Fee Policy

All MPS high school seniors are eligible to receive up to \$350 reimbursement for up to five (5) application fee instances to university/college campuses. Please refer to the **MPS College Application Fee Policy** for details.

### Cal Grant Program

#### Cal Grant Program – EC 69432.9

A Cal Grant is money for college that does not have to be paid back. To qualify, a student must meet the eligibility and financial requirements as well as any minimum grade point average (GPA) requirements.

Cal Grants can be used at any University of California, California State University or California Community College. Some independent and career colleges or technical schools in California also take Cal Grants.

To assist students to apply for financial aid, all students in grade 12 are automatically considered a Cal Grant applicant and each grade 12 student's GPA will be submitted by the October 1 deadline to the California Student Aid Commission (CASC) electronically by a school or school district official. A student, or the parent or guardian of a student under 18 years of age, may complete a form to indicate that he or she does not wish for the school to electronically send CASC the student's GPA. Until a student turns 18 years of age, only the parent or guardian may opt out the student. Once a student turns 18 years of age, only the student may opt himself or herself out, and can opt in if the parent or guardian had previously decided to opt out the student. Notification regarding CASC and the opportunity to opt out of being automatically deemed a Cal Grant applicant will be provided to all students and their parents or guardians by January 1 of the students' 11th grade year.

Cal Grant Program Opt-out form is included in this handbook and copies are also available in the school office.

### Federal Student Aid

#### Federal Student Aid – EC 51225.8

MPS shall ensure that students prior to entering 12th grade are entitled to information on how to properly complete and submit the Free Application for Federal Student Aid (FAFSA) or the California Dream Act Application at least once. This information will be available in a timely manner as financial aid is awarded in order of submission according to deadlines, on a first-come, first served basis. All family and student personal information will be protected according to state and federal privacy laws and regulations. Student lists will be matched to FAFSA applications for the purpose of ensuring that either the FAFSA is completed or an opt out form is completed to maintain the students' ability to graduate.

Starting in 11<sup>th</sup> grade, MPS will disseminate information on how to properly complete and submit the FAFSA or the

California Dream Act Application through in-class instruction, existing college readiness programs, family information sessions, and counseling sessions in groups or individually.

### Work Permits for Students

It is within the discretion of MPS to determine whether a minor, who is still subject to the state's compulsory education laws, may obtain a work permit and, therefore, be employed to work.

Once a minor is no longer subject to the state's compulsory education laws, he/she is not considered a minor for purposes of the state's child labor laws and is not required to obtain a work permit (LC Section 1286[c]). California's compulsory school attendance law requires a person to attend school until he/she is eighteen years of age, or has graduated from high school, or has passed the High School Proficiency Examination. However, under federal law (29 CFR Section 570.121), Certificates of Age are required for all employed minors under the age of 18 which may be satisfied with the top portions of the work permit application (CDE Form B1-1) (5 CCR Section 10120.1). A work permit may be issued to only minors between the ages of 12 and 18 years of age (EC Section 49111).

**Process:** The minor/student, after obtaining a promise of employment, shall obtain the **“Statement of Intent to Employ a Minor and Request for a Work Permit - Certificate of Age”** (CDE Form B1-1) from the school. The minor must complete the “minor” section, request that the employer and parent complete their sections (making certain to obtain both required signatures), and then return the completed form to the Principal. The Principal or designee shall verify all information on the work permit to be issued. If all requirements are met, the school may issue the work permit (CDE Form B1-4).

The school has discretion to impose additional requirements for the issuance of a work permit. MPS requires that the minor maintain a 2.0 cumulative grade point average (GPA). The school shall retain a copy of the work permit application (CDE Form B1-1) and the work permit (CDE Form B1-4) until the end of the fourth year after the work permit was issued.

## Competitive Athletics

### Competitive Athletics Information

#### Competitive Athletics – EC 221.9

Any MPS school that offers competitive athletics shall publicly make available at the end of the school year all of the following information on its website:

1. The total enrollment of the school, classified by gender.
2. The number of pupils enrolled at the school who participate in competitive athletics, classified by gender.
3. The number of boys' and girls' teams, classified by sport and by competition level.

**“Competitive athletics”** means sports where the activity has coaches, a governing organization, and practices, and competes during a defined season, and has competition as its primary goal.



## ATTENDANCE & RECORDS

### Attendance Policy

It is the intent of the Governing Board of the Magnolia Educational and Research Foundation, doing business as Magnolia Public Schools (“MPS” or “Charter School”) to ensure that students attend school every day on time. Consistent school attendance is critical to school success. Being present for classroom instructional time is essential for students to reach their goals and achieve their dreams. Chronic absenteeism has been linked to an increased likelihood of poor academic performance, disengagement from school and behavior problems.

#### Definitions

- **“Tardy”**: MPS starts at **8:00 a.m.**\* Students shall be classified as tardy if the student arrives after that time.

\* Each individual MPS school start time may vary. Please check with your school office for the exact start time.

- **“Unexcused Absence”**: Students shall have an unexcused absence if the student is absent or is tardy for more than thirty (30) minutes without a valid excuse.
- **“Truant”**: Students shall be classified as truant if the student is absent from school without a valid excuse three (3) full days in one school year, or if the student is tardy or absent for more than any 30-minute period during the school day without a valid excuse on three (3) occasions in one school year, or any combination thereof. Any student who has once been reported as a truant and who is again absent from school without valid excuse one or more days, or tardy on one or more days, shall again be deemed a truant. Such students shall be reported to the Principal or designee.
- **“Habitual Truant”**: Students shall be classified as a habitual truant if the student is reported for truancy three (3) or more times within the same school year. This generally occurs when the student is absent from school without a valid excuse for five (5) full days in one school year or if the student is tardy or absent for more than any 30-minute period during the school day without a valid excuse on five (5) occasions in one school year, or any combination thereof.
- **“Chronic Truant”**: Students shall be classified as a chronic truant if the student is absent from school without a valid excuse for ten (10) percent or more of the school days in one school year, from the date of enrollment to the current date.
- **“School Attendance Review Team (“SART”)**: is the MPS Attendance Review Team and will consist of the individuals listed below: School Administrators, School Psychologist, Counselor, Nurse, Psychiatric Social Worker, Attendance

Clerk, Intervention Teacher(s), MPS Director of Student Services or designee, PSAC or designee. The team may be composed of any individual who is working with the family and has a viable interest in the student’s school attendance.

#### Chronic Absenteeism – EC 60901

A student is considered a chronic absentee when he/she is absent on 10% or more of the school days in one school year, from the date of enrollment to the current date. Chronic absenteeism includes all absences – excused and unexcused – and is an important measure because excessive absences negatively impact academic achievement and student engagement.

#### Arrest of Truants/School Attendance Review Boards – EC 48263 and 48264:

The school attendance supervisor, administrator or designee, a peace officer, or probation officer may arrest or assume temporary custody during school hours, of any minor who is found away from their home and who is absent from MPS without valid excuse within the county, city, or school district. A student who is a habitual truant may be referred to a School Attendance and Review Team (SART).

#### Excused Absences/Tardies for Classroom Based Attendance

No student 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. Absence from school shall be excused only for health reasons, family emergencies and justifiable personal reasons, as required by law or permitted under this Attendance Policy.

(a) A student shall be excused from school when the absence is:

- (1) Due to his or her illness, including an absence for the benefit of the pupil’s mental or behavioral health.
- (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.
  - a. Students in grades 7-12, inclusive, may be excused from school for the purpose of obtaining confidential medical services without the consent of the student’s parent or guardian.
- (4) For the purpose of attending the funeral services or grieving the death of either a member of the pupil’s immediate family, or of a person that is



determined by the pupil's parent or guardian to be in such close association with the pupil as to be considered the pupil's immediate family, so long as the absence is not more than five (5) days per incident. "Immediate family" means the parent or guardian, brother or sister, grandparent, or any other relative living in the household of the pupil.

- (5) For any of the following reasons, if an immediate family member of the pupil, or a person that is determined by the pupil's parent or guardian to be in such close association with the pupil as to be considered the pupil's immediate family, has died:
- a. To access services from a victim services organization or agency.
  - b. To access grief support services.
  - c. To participate in safety planning or to take other actions to increase the safety of the pupil or an immediate family member of the pupil, or a person that is determined by the pupil's parent or guardian to be in such close association with the pupil as to be considered the pupil's immediate family, including, but not limited to, temporary or permanent relocation.

Absences under this section shall not be excused for more than three (3) days per incident, unless extended on a case-by-case basis at the discretion of the school administrator. "Immediate family" means the parent or guardian, brother or sister, grandparent, or any other relative living in the household of the pupil.

- (6) Participation in religious instruction or exercises as follows: The student shall be excused for this purpose on no more than four (4) school days per month.
- (7) For the purpose of jury duty in the manner provided for by law.
- (8) Due to the illness or medical appointment during school hours of a child of whom the student is the custodial parent, including absences to care for a sick child (The school does not require a note from the doctor for this excusal).
- (9) For the purpose of serving as a member of a precinct board for an election pursuant to Elections Code section 12302.
- (10) For the purpose of spending time with a member of the student'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 MPS.

- (11) For the purpose of attending the student's naturalization ceremony to become a United States Citizen.
- (12) Authorized parental leave for a pregnant or parenting student for up to eight (8) weeks, which may be extended if deemed medically necessary by the student's physician.
- (13) Authorized at the discretion of a school administrator or designee, based on the facts of the student's circumstances, are deemed to constitute a valid excuse.
- (14) A student who holds a work permit to work for a period of not more than five (5) consecutive days in the entertainment or allied industries shall be excused from school during the period that the student is working in the entertainment or allied industry for a maximum of up to five (5) absences per school year subject to the requirements of Education Code section 48225.5.
- (15) In order to participate with a not-for-profit performing arts organization in a performance for a public-school student audience for a maximum of up to five (5) days per school year provided the student's parent or guardian provides a written note to the school authorities explaining the reason for the student's absence.
- (16) For the purpose of participating in a cultural ceremony or event. "Cultural," as used in this section, means relating to the habits, practices, beliefs, and traditions of a certain group of people.
- (17) For the following justifiable personal reasons for a maximum of five (5) school days per school year (unless otherwise indicated), upon advance written request by the student's parent or guardian and approval by the Executive Director or designee pursuant to uniform standards:
- a. Appearance in court.
  - b. Observance of a holiday or ceremony of the pupil's religion.
  - c. Attendance at religious retreats (not to exceed one schoolday per semester).
  - d. Attendance at an employment conference.
  - e. Attendance at an educational conference on the legislative or judicial process offered by a nonprofit organization.
- (18) (A) For the purpose of a middle school or high school student engaging in a civic or political event, as provided in subparagraph (B), provided that the student notifies the school ahead of the absence. (B) (i) A middle school or high school student who is absent pursuant to subparagraph (A) is required to be excused for only one school day-long absence per school year. (ii) A middle school or high school student who is absent

pursuant to subparagraph (A) may be permitted additional excused absences in the discretion of a school administrator, as described in subdivision (c) of Section 48260.

A student 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 student 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.

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

Other reasons will be considered that are requested in writing and approved by MPS. If the excuse is not one of the valid excuses listed above, the MPS administrators are authorized to excuse school absences due to the student's circumstances on a case-by-case basis.

#### **Unexcused Absences/Tardies for Classroom Based Attendance**

Students will be marked unexcused if they:

1. Do not verify an absence within **two (2)** school days following an absence; (see verification methods below)
2. Leave school without signing out at the school office;
3. Are absent from class without teacher permission or a valid excuse, including walking out of class;
4. Get a pass to go to a certain place but do not report there; and/or
5. Are absent/tardy for reasons **not acceptable** to the administration including but not limited to:
  - Not waking up on time
  - Transportation problems (missing the bus, traffic, etc.)
  - Running errands for family
  - Work
  - Babysitting
  - Hair appointment
  - Needed at home
  - Vacations or trips
  - Athletic workout
  - Socializing/Lingering in the hallway.

#### **Method of Verification**

A parent/guardian must inform the school office via phone of their child's absence/tardy the morning of the

absence/tardy. When students who have been absent return to school, they must present a satisfactory explanation verifying the reason for the absence/tardy within **two (2)** school days of the excused absence and/or upon the student's return. If a satisfactory explanation is not provided within **two (2)** school days of the absence/return, the absence will be marked as "unexcused." The following methods may be used to verify student absences/tardies:

1. Signed, written note from parent/guardian, or parent representative;
2. Conversation, in person or by telephone, between the verifying employee and the student's parent/guardian or parent representative. The employee shall subsequently record the following:
  - a. Name of student;
  - b. Name of parent/guardian or parent representative;
  - c. Name of verifying employee;
  - d. Date or dates of absence; and
  - e. Reason for absence.
3. Visit to the student's home by the verifying employee, or any other reasonable method, which establishes the fact that the student was absent for the reasons stated. A written recording shall be made, including information outlined above.
4. Healthcare provider verification
  - a. When excusing students for confidential medical services or verifying such appointments, MPS staff shall not ask the purpose of such appointments but may contact a medical office to confirm the time of the appointment.
  - b. A healthcare provider's note of illness will be accepted for any reported absence. When a student has **had twenty (20)** absences in the school year verified by methods listed in #1-#3 above without a healthcare provider's note, any further absences for illness must be verified by a healthcare provider.

Insofar as class participation is an integral part of students' learning experiences, parents/guardians and students shall be encouraged to schedule medical appointments during non-school hours.

Students should not be absent from school without their parents/guardians' knowledge or consent except in cases of medical emergency or for students in grades 7-12, inclusive, who may be excused from school for the purpose of obtaining confidential medical services without the consent of the student's parent or guardian. Student absence for religious instruction or participation in religious exercises away from school property may be considered excused subject to administrative regulations and law. Students who arrive to school late must report to the school office when

the student arrives. If the student fails to do this, he or she will receive an unexcused tardy. If the student fails to present a satisfactory explanation verifying the reason for the tardy, the student will receive an unexcused tardy. The student will be given a “late slip” from office staff to be admitted to class.

#### **Make up Work for Excused Absences**

An absence from school, even for several days, does not excuse students from responsibilities in the classroom. On the day of return, it is the students’ responsibility to find out what work is required and when the work needs to be completed. Students will be given the same number of days they were absent to make up for missed work. For students with excused absences, make-up tests will be scheduled at a time designated by the teacher or as outlined in the teacher’s syllabus. It is the students’ responsibility to take the test at that time. If the student fails to do this, the teacher is not obligated to set another time for make-up. Please check the teacher’s syllabus and make sure for their individual policy.

#### **Independent Study Policy**

Students with a legitimate need for an extended absence of **five (5)** or more days can request independent study.

Please see the school office and website for the “**MPS Independent Study Policy.**”

#### **Extracurricular Activities**

When a student accrues **ten (10)** unexcused absences/tardies in a semester, the student may not be allowed to participate in any extracurricular activities for the remainder of that semester. (Field trips and academic opportunities do not count as extracurricular activities.) Special circumstances with documented explanations should be reviewed with the administration. After **twenty (20)** unexcused absences/tardies within the school year, the student may be referred to the Reflection Committee regarding their standing and opportunity to participate in any culminating activities, i.e., promotion/graduation, prom or graduation night.

#### **Process for Upholding the Attendance Policy**

##### **First Day of School Process**

When students are not in attendance on the **first five (5) consecutive days of school**, MPS will attempt to reach the parent/guardian daily for each of the first five days to determine whether the student has an excused absence, consistent with the process outlined in this policy. If the student has a basis for an excused absence, parents must notify MPS of the absence and provide documentation consistent with this policy. However, consistent with process below, students who are not in attendance due to an unexcused absence by the sixth (6<sup>th</sup>) day of school will be disenrolled from the Charter School roster after following the Involuntary Removal Process described below, as it will be assumed that the student has chosen another school option.

1. Students who are not in attendance on the first (1<sup>st</sup>) day of school will be contacted by phone to ensure their intent to enroll.

2. Students who are not in attendance on the second (2<sup>nd</sup>) day of school will be contacted by phone to ensure their intent to enroll.
3. Students who have indicated their intent to enroll but have not attended by the third (3<sup>rd</sup>) day will receive a letter indicating the student will be disenrolled after the fifth day of school if the student has not attended school without valid excuse.
4. Students who are not in attendance on the fourth (4<sup>th</sup>) day of school will be contacted by phone to ensure their intent to enroll.
5. Students who have indicated their intent to enroll but have not attended by the fifth (5<sup>th</sup>) day of school and do not have an excused absence will receive a phone call reiterating the content of the letter.
6. MPS will send the Involuntary Removal Notice and the CDE Enrollment Complaint Notice and Form to the parent/guardian and follow the Involuntary Removal Process described below for any students who have not attended by the sixth (6<sup>th</sup>) day, and do not have an excused absence.
7. MPS will use the contact information provided by the parent/guardian in the registration packet.
8. The last known District of Residence will be notified of the student’s failure to attend MPS and the voluntary disenrollment within thirty (30) days of the disenrollment.
9. Any documentation received by the Charter School regarding a student’s enrollment and attendance at another public or private school (i.e., CALPADS report) shall be deemed evidence of a voluntary disenrollment and shall not trigger the Involuntary Removal Process.

##### **Truancy Process**

1. Each of the first **two (2)** unexcused absences or unexcused tardies over 30 minutes will result in a call home to the parent/guardian by the Principal or designee. The student’s classroom teacher may also call home.
2. Each of the **third (3<sup>rd</sup>) and fourth (4<sup>th</sup>)** unexcused absences or unexcused tardies over 30 minutes will result in a call home to the parent/guardian by the Principal or designee. In addition, the student’s classroom teacher may also call home and/or MPS may send the parent an e-mail notification. In addition, upon reaching **three (3)** unexcused absences or unexcused tardies over 30 minutes in a school year, the parent/guardian will receive “**Truancy Letter #1 – Truancy Classification Notice**” from the Charter School notifying the parent/guardian of the student’s “Truant” status. This letter must be signed by the parent/guardian and returned to the Charter School. This letter shall also be accompanied by a

- copy of this Attendance Policy. This letter, and all subsequent letter(s) sent home, shall be sent by Certified Mail, return receipt requested, or some other form of mail that can be tracked. This letter shall be re-sent after a fourth (4th) unexcused absence or unexcused tardy over 30 minutes.
3. Upon reaching **seven (7)** unexcused absences or unexcused tardies over 30 minutes, the parent/guardian will receive “**Tuancy Letter #2 – Habitual Truant Classification Notice – Conference Request,**” notifying the parent/guardian of the student’s “Habitual Truant” status and that a parent/guardian conference will be scheduled to review the student’s records and develop an intervention plan/contract. In addition, MPS will consult with a school counselor regarding the appropriateness of a home visitation and/or case management.
    - i. Parent/guardian to attend school with the child for one (1) day
    - ii. Student retention
    - iii. After school detention program
    - iv. Required school counseling
    - v. Loss of field trip privileges
    - vi. Loss of school store privileges
    - vii. Loss of school event privileges
    - viii. Required remediation plan as set by the SART
    - ix. Notification to the County District Attorney
  4. Upon reaching **ten (10)** unexcused absences or unexcused tardies over 30 minutes, the student will be referred to a **Student Support and Progress Team (SSPT)** and the **MPS Attendance Review Team (SART)**. In addition, the parent/guardian will receive a “**Tuancy Letter #3 – Referral to SART Meeting,**” and will be asked/invited to attend a presentation regarding chronic absenteeism.
    - c. The SART panel may discuss other school placement options.
    - d. Notice of action recommended by the SART will be provided in writing to the parent/guardian.
  5. The SART panel can include, but is not limited to, the following school members: School Administrators, School Psychologist, Counselor, Nurse, Psychiatric Social Worker, Attendance Clerk, Intervention Teacher(s), MPS Director of Student Services or designee, PSAC or designee. The panel may be composed of any individual who is working with the family and has a viable interest in the student’s school attendance. The SART panel will discuss the absence problem with the Parent/Guardian to work on solutions, develop strategies, discuss appropriate support services for the student and his/her family, and establish a plan to resolve the attendance issue.
    - a. The SART panel shall direct the parent/guardian that no further unexcused absences or tardies can be tolerated.
    - b. The parent/guardian shall be required to sign a contract formalizing the agreement by the parent/guardian to improve the child’s attendance or face additional administrative action. The contract will identify the corrective actions required in the future, and indicate that the SART panel shall have the authority to order one or more of the following consequences for non-compliance with the terms of the contract:
      6. If the conditions of the SART contract are not met, the student may incur additional administrative action up to and including disenrollment from MPS consistent with the Involuntary Removal Process described below. If the student is disenrolled after the Involuntary Removal Process has been followed, notification will be sent within thirty (30) days to the student’s last known district of residence.
      7. For all communications set forth in this process, MPS will use the contact information provided by the parent/guardian in the registration packet. It is the parent’s or guardian’s responsibility to update MPS with any new contact information.
      8. If student is absent **ten (10) or more consecutive school days** without valid excuse and parent/guardian cannot be reached at the number or address provided in the registration packet and does not otherwise respond to MPS’ communication attempts, as set forth above, the student will be in violation of this Policy and the SART contract (if any) and may be subject to disenrollment, in compliance with the Involuntary Removal Process described below.
      9. Any documentation received by the Charter School regarding a student’s enrollment and attendance at another public or private school (i.e., CALPADS report) shall be deemed evidence of a voluntary disenrollment and shall not trigger the Involuntary Removal Process below.

**Involuntary Removal Process**

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 (5) schooldays before the effective date of the action (“Involuntary Removal Notice”). 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. The Involuntary Removal Notice shall include the 1) charges against the student, 2) an explanation of the student’s basic rights including the right to request a hearing before the effective date of the action, and 3) the CDE Enrollment Complaint Notice and Form. The hearing shall be consistent with the Charter School’s expulsion procedures. 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 suspensions or expulsions pursuant to the Charter School’s suspension and expulsion policy.

Upon parent/guardian request for a hearing, the Charter School will provide notice of hearing consistent with its expulsion hearing process, through which the student has a fair opportunity to present testimony, evidence, and witnesses and confront and cross-examine adverse witnesses, and at which the student has the right to bring legal counsel or an advocate. The notice of hearing 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 include a copy of the Charter School’s expulsion hearing process.

If the parent/guardian is nonresponsive to the Involuntary Removal Notice, the student will be disenrolled as of the effective date set forth in the Involuntary Removal Notice. If parent/guardian requests a hearing and does not attend on the date scheduled for the hearing, the student will be disenrolled effective the date of the hearing.

If as a result of the hearing the student is disenrolled, notice will be sent to the student’s last known district of residence within thirty (30) days.

A hearing decision not to disenroll the student does not prevent the Charter School from making a similar recommendation in the future should student truancy continue or re-occur.

**Truant Consequences – EC 48263, 48267, 48268, and 48269; WIC 236, 601, 601.3, 653.5, 654, and 651.5**

Any student who is identified as “Truant” may be assigned as a ward of the court, if the available community resources do not resolve the students’ continued problem of truancy, by a Probation Officer or Deputy District Attorney.

**Referral to Appropriate Agencies or County District Attorney**

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

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

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

**Non-Discrimination**

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

**Reports**

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



## Pupil Records

### Custody Issues

#### Custody Issues

Custody disputes must be handled by the courts. The school has no legal jurisdiction to refuse a biological parent access to his/her child and/or school records. The only exception is when signed restraining orders or other signed, valid court order, specifically stating visitation limitations, are on file in the school office. Any student release situation which leaves the student's welfare in question will be handled at the discretion of the site administrator or designee. Should any such situation become a disruption to the school, law enforcement will be contacted, and an officer requested to intervene. Parents are asked to make every attempt not to involve school sites in custody matters. The school will make every attempt to reach the custodial parent when a parent or any other person not listed on the emergency card attempts to pick up a child.

### Student Records, Including Challenges and Directory Information

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

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

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

student, the CEO must order the correction or the removal and destruction of the information and inform the parent or eligible student of the amendment in writing.

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

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

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

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

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

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

5. The right to request that the Charter School not release student names, addresses and telephone listings to military recruiters or institutions of



higher education without prior written parental consent.

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

1. Charter School officials who have a legitimate educational interest as defined by 34 C.F.R. Part 99;
2. Other schools to which a student seeks or intends to enroll so long as the disclosure is for purposes related to the student's enrollment or transfer. When a student transfers schools, the Charter School will mail the original or a copy of a student's cumulative file to the receiving district or private school within ten (10) school days following the date the request is received from the public school or private school where the student intends to enroll. Charter School will make a reasonable attempt to notify the parent or eligible student of the request for records at his/her last known address, unless the disclosure is initiated by the parent or eligible student. Additionally, Charter School will give the parent or eligible student, upon request, a copy of the record that was disclosed and give the parent or eligible student, upon request, an opportunity for;
3. Certain government officials listed in 20 U.S.C. § 1232g(b)(1) in order to carry out lawful functions;
4. Appropriate parties in connection with a student's application for, or receipt of, financial aid if it is necessary to determine eligibility, amount of aid, conditions for aid or enforcing the terms and conditions of the aid;
5. Organizations conducting certain studies for the Charter School in accordance with 20 U.S.C. § 1232g(b)(1)(F);
6. Accrediting organizations in order to carry out their accrediting functions;
7. Parents of a dependent student as defined in section 152 of the Internal Revenue Code of 1986;
8. Individuals or entities, in compliance with a judicial order or lawfully issued subpoena. Subject to the exceptions found in 34 C.F.R. § 99.31(a)(9)(i), reasonable effort must be made to notify the parent or eligible student of the order or subpoena in advance of compliance, so that the

parent or eligible student may seek a protective order;

9. Persons who need to know in cases of health and safety emergencies;
10. State and local authorities, within a juvenile justice system, pursuant to specific State law;
11. A foster family agency with jurisdiction over a currently enrolled or former student, a short-term residential treatment program staff responsible for the education or case management of a student, and a caregiver (regardless of whether the caregiver has been appointed as the student's educational rights holder) who has direct responsibility for the care of the student, including a certified or licensed foster parent, an approved relative or nonrelated extended family member, or a resource family, may access the current or most recent records of grades, transcripts, attendance, discipline, and online communication on platforms established by Charter School for student and parents, and any individualized education program ("IEP") or Section 504 plan that may have been developed or maintained by Charter School; and/or
12. A victim of an alleged perpetrator of a crime of violence or a non-forcible sex offense. The disclosure may only include the final results of the disciplinary proceedings conducted by Charter School with respect to that alleged crime or offense. Charter School discloses the final results of the disciplinary proceeding regardless of whether Charter School concluded a violation was committed.

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

1. Student's name
2. Student's address
3. Parent's/guardian's address
4. Telephone listing
5. Student's electronic mail address
6. Parent's/guardian's electronic mail address
7. Photograph/video
8. Date and place of birth
9. Dates of attendance
10. Grade level
11. Participation in officially recognized activities and sports

12. Weight and height of members of athletic teams
13. Degrees, honors, and awards received
14. The most recent educational agency or institution attended
15. Student ID number, user ID, or other unique personal identifier used to communicate in electronic systems that cannot be used to access education records without a PIN, password, etc. (A student's social security number, in whole or in part, cannot be used for this purpose.)

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

CEO and Superintendent  
Magnolia Public Schools  
250 E. 1st St STE 1500  
Los Angeles, CA 90012  
(213) 628-3634

A copy of the complete Policy is available upon request at the school office and on the school website. A directory information release opt-out form is included at the end of this Handbook and copies are also available in the school office.

Note: Please note that data collected and reported by Charter School to the California Longitudinal Pupil Achievement Data System (CALPADS)\* pursuant to state law, will be shared with the California College Guidance Initiative ("CCGI")\*\* and will:

1. Be used to provide pupils and families with direct access to online tools and resources.
2. Enable a pupil to transmit information shared with the CCGI to both of the following:
  - a. Postsecondary educational institutions for purposes of admissions and academic placement.
  - b. The Student Aid Commission for purposes of determining eligibility for, and increasing uptake of, student financial aid.

\* CALPADS is a database maintained by the CDE which consists of pupil data from elementary and secondary schools relating to, among other things, demographic, program participation, enrollment, and statewide assessments data.

\*\* CCGI is an authorized provider of an institutional service to all California local educational agencies and as part of the state's efforts to make college-going a more streamlined experience for students. The CCGI currently receives enrollment data for all public-school students enrolled in grades six through twelve from the California Department of Education (CDE).

#### News Media Access and Social Media Policy

Occasionally, school staff or reporters and other members of the news media may write about, photograph or video school activities such as sporting events, school assemblies, special programs or newsworthy events.

Parents sign an authorization and release form during enrollment to grant MPS permission to create and use visual and/or audio images of their student, or the student's name or work product in internal and external publications for advertising or educational purposes, or share on its website, Facebook, Twitter, or other social media sites. Parents and guardians who do not want their child to be interviewed, videotaped or photographed should not sign or return that form/waiver. However, even with a signed form, students can turn down a request to be interviewed or photographed by telling their teacher.

The waiver only applies to a student who is on campus. Once they leave the school grounds and are on public property such as the sidewalk, reporters and photographers need no permission to ask questions or take pictures or videos.

For this reason, it is best to talk with your child so he or she knows your preference in advance, in case they find themselves in this situation.

Please contact the school office if you would like to request a copy of the waiver form.

A complete copy of the "MPS Social Media Policy" is available in the school office and on the school website.

#### Social Security Number

##### Social Security Number – EC 49076.7

Pupils and their parents or guardians should not be asked to provide their social security numbers or the last four digits of the social security numbers unless required by state or federal law. If a form is requesting that you provide a social security number or the last four digits of the social security number for you and/or your child and it does not specify the state or federal law that requires this information, ask the school administrator for more information before providing it.

#### Student Transfer

- Any student transferring out of MPS must complete the "Student Transfer Form" which can be obtained from the school office. The form must be completed prior to a student transferring. It is the parent/guardian's responsibility to complete the form. The school is not responsible for having it completed.
- It is the student's parent/guardian's responsibility to contact the school that student will be transferring to. It is the parent/guardian's responsibility to make all necessary arrangements for a successful transfer.
- If a student will be transferring to another school for the following school year, the parent/guardian is still responsible to inform the school office before the last day of school, or last day of attendance.
- All textbooks and any school property loaned to the student must be turned in before the last day of attendance in order to complete a successful transfer.

**HEALTH & WELLNESS****Notifications for Student Athletes****Concussion and Head Injuries****Concussion and Head Injuries – EC 49475**

A concussion is a brain injury that can be caused by a bump, blow, or jolt to the head, or by a blow to another part of the body with the force transmitted to the head. Even though most concussions are mild, all concussions are potentially serious and may result in complications including prolonged brain damage and death if not recognized and managed properly. Because MPS has elected to offer an athletic program, we must immediately remove from a school-sponsored athletic activity for the remainder of the day an athlete who is suspected of sustaining a concussion or head injury during that activity. The athlete may not return to that activity until the athlete is evaluated by, and receives written clearance from, a licensed health care provider. If the licensed health care provider determines the athlete has a concussion or head injury, the athlete shall also complete a graduated return-to-play protocol of no less than **seven (7)** days in duration under the supervision of a licensed health care provider. On a yearly basis, a concussion and head injury information sheet must be signed and returned by the athlete and the athlete's parent or guardian before the athlete initiates practice or competition. This requirement does not apply to an athlete engaging in an athletic activity during the regular school day or as part of a physical education course.

MPS shall distribute the concussion information sheet to athletes prior to the start of the athletic season. Information sheet for concussion is included at the end of this Handbook and copies are also available in the school office.

**Controlled Substances: Opioids****Controlled Substances: Opioids – EC 49476**

School authorities must provide facts regarding the risks and side effects of opioid use each school year to athletes. Parents and student athletes must sign acknowledgement of receipt of the document annually.

MPS shall distribute the opioid information sheet to athletes prior to the start of the athletic season. Information sheet for opioid is included at the end of this Handbook and copies are also available in the school office.

**Sudden Cardiac Arrest Prevention and Automated External Defibrillators****Sudden Cardiac Arrest – EC 33479 et seq.**

Sudden cardiac arrest (SCA) is when the heart stops beating, suddenly and unexpectedly. When this happens, blood stops flowing to the brain and other vital organs.

SCA is not a heart attack; it is a malfunction in the heart's electrical system, causing the victim to collapse. The malfunction is caused by a congenital or genetic defect in the heart's structure. SCA is more likely to occur during exercise or sports activity, so athletes are at greater risk. These symptoms can be unclear and confusing in athletes. Often, people confuse these warning signs with physical exhaustion. If not properly treated within minutes, SCA is fatal in 92 percent of cases. MPS must remove from participation a pupil who passes out or faints, or who is known to have passed out or fainted, while participating in or immediately following an athletic activity. A pupil who exhibits any of the other symptoms of SCA during an athletic activity may be removed from participation if the athletic trainer or authorized person reasonably believes that the symptoms are cardiac related. A pupil who is removed from play may not return to that activity until the pupil is evaluated by, and receives written clearance from, a physician or surgeon. On a yearly basis, an acknowledgement of receipt and review of information regarding SCA must be signed and returned by the pupil and the pupil's parent or guardian before a pupil participates in specific types of athletic activities which generally does not apply to those conducted during the regular school day or as part of a physical education course.

MPS shall distribute the sudden cardiac arrest information sheet to athletes prior to the start of the athletic season. Information sheet for the sudden cardiac arrest is included at the end of this Handbook and copies are also available in the school office.

**California Youth Football Act****California Youth Football Act – HSC 124241 (6-12)**

Under state law, students who participate in football games in grades 6-12 must have a licensed medical professional present during the game, whether playing at a home game or away at another school. This does not include Physical Education classes or intramural football games outside of extra-curricular athletics offered at the middle or high school.

**Health Insurance Coverage for Athletes****Health Insurance Coverage for Athletes – EC 32221.5 (9-12)**

Under state law, school districts are required to ensure that all members of school athletic teams have accidental injury insurance that covers medical and hospital expenses. This insurance requirement can be met by the school district offering insurance or other health benefits that cover medical and hospital expenses.

Some pupils may qualify to enroll in no-cost or low-cost local, state, or federally sponsored health insurance programs. Information about these programs may be obtained by calling Medi-Cal at 800-541-5555 or Healthy Families Program at 800-880-5305.

## Medical & Health

### Confidential Medical Services

#### Confidential Medical Services – EC 46010.1

School authorities may excuse any pupil in grades 7-12 from the school for the purpose of obtaining confidential medical services without the consent of the pupil's parent or guardians.

### Confidentiality of Medical Information Act

#### Confidentiality of Medical Information Act – CC 56.10

School linked service coordinators will have access to health care information which complies with federal health insurance requirements. The coordinator must be credentialed and serve with confidentiality requirements per licensed school nurses, marriage and family therapists, educational psychologists, and clinical counselors.

### Medical or Hospital Service

#### Medical or Hospital Service – EC 49472

MPS does not provide or make available medical and hospital services for pupils who are injured in accidents related to school activity or attendance.

### Dangers of Synthetic Drugs

#### Dangers of Synthetic Drugs – AB 889

The illicit use and abuse of synthetic drugs represents an emerging and ongoing public health threat in California. The fentanyl crisis specifically has impacted communities across the state, leading to a sharp increase in fentanyl poisonings and deaths in recent years. This notice aims to address the crisis with a preventative approach ensuring students and families are educated on the deadly consequences of recreational drug use.

A synthetic drug is a drug with properties and effects similar to a known hallucinogen or narcotic but having a slightly altered chemical structure, especially such a drug created in order to evade existing restrictions against illegal substances. Synthetic drugs include but are not limited to synthetic cannabinoids (“synthetic marijuana,” “Spice,” “K2”), methamphetamines, bath salts, and fentanyl.

The California Department of Public Health (“CDPH”) has expounded on the extreme danger of drugs laced with fentanyl. Illicit fentanyl can be added to other drugs to make them cheaper, more powerful, and more addictive. Illicit fentanyl has been found in many drugs, including heroin, methamphetamine, counterfeit pills, and cocaine.

Fentanyl mixed with any drug increases the likelihood of a fatal overdose. Furthermore, it is nearly impossible to tell if drugs have been laced with fentanyl without additional testing, because fentanyl cannot be seen, smelled, or tasted when used as a lacing agent.

Additional information regarding fentanyl from the CDPH’s Substance and Addiction Prevention Branch can be found here:

<https://www.cdph.ca.gov/Programs/OPA/Pages/Communications-Toolkits/Fentanyl-Overdose-Prevention.aspx>

### Emergency Treatment for Anaphylaxis

#### Emergency Treatment for Anaphylaxis

MPS shall provide epinephrine auto-injectors to school nurses and trained personnel and authorize them to use epinephrine auto-injectors for any student who may be experiencing anaphylaxis, regardless of known history. 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.

Trained MPS personnel who have volunteered may use epinephrine auto-injectors to provide emergency medical aid to persons suffering, or reasonably believed to be suffering from, an anaphylactic reaction. MPS will ensure it has the appropriate type of epinephrine auto-injector on site (i.e., regular or junior) to meet the needs of its pupils. MPS will ensure staff properly store, maintain, and restock the epinephrine auto-injectors as needed.

MPS will ensure any school personnel who volunteer are appropriately trained regarding the storage and emergency use of epinephrine auto-injectors based on the standards developed by the Superintendent of Public Instruction. MPS will distribute an annual notice to all staff describing the request for volunteers who will be trained to administer an epinephrine auto-injector to a person if that person is suffering, or reasonably believed to be suffering from, anaphylaxis. The annual notice shall also describe the training the volunteer will receive.

### Entrance Health Screening

#### Entrance Health Screening – HSC 124085, 124100, 124105

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 up to 5 days from school for failing to comply or not providing a waiver. This examination can be obtained from your family physician or possibly through the services provided by your County Health Department. Free health screening is available for eligible students through the Child Health Disabilities Prevention Program.

Information and forms are distributed to students enrolled in kindergarten. If your child's medical status changes, please provide the teacher with a physician's written verification of the medical issue, especially if it impacts in any way your child's ability to perform schoolwork.

### Health Care Coverage

#### Health Care Coverage – EC 49452.9

Your child and family may be eligible for free or low-cost health coverage. For information about health care coverage options and enrollment assistance, go to [www.CoveredCA.com](http://www.CoveredCA.com). Information regarding the availability of insurance is provided with enrollment forms and is also available at:

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

Additionally, California law allows all low-income children under 19 years old, regardless of immigration status, to enroll in Medi-Cal at any time in the year. Families can apply in person at their local county human services office, over the phone, online, with a mail-in application, or at a local health center. For more information about Medi-Cal enrollment, visit [www.health4allkids.org](http://www.health4allkids.org).

### Health Information

A student returning to school following a serious or prolonged illness, injury, surgery, or other hospitalization (including psychiatric and drug or alcohol inpatient treatment), must have written permission by the licensed California health care provider to attend school, including any recommendations regarding physical activity. A health care provider is defined as a California-licensed physician [a Medical Doctor (MD) or a Doctor of Osteopathic Medicine (DO)], California-licensed dentist, California-licensed nurse practitioner (NP), or a California-licensed physician assistant (PA).

A student returning to school with sutures (stitches, staples), ace bandage (elastic bandage, slings), casts, splints, crutches, cane, walker, knee walker/knee scooter, or a wheelchair must have a licensed California health care provider's written permission to attend school that includes any recommendations and/or restrictions related to physical activity, mobility and safety. All equipment must be supplied by the parent(s)/ guardian(s).

#### Excuse from PE

An excuse (less than 10 weeks) from a physical education class may be granted to a student who is unable to participate in regular or modified curriculum for a temporary period of time due to illness or injury. A parent's written request for an excuse will be accepted for up to five days; thereafter, a written request is needed from the student's health care provider.

#### Illness

- MPS does not have a nurse on staff. Consistent with doctor's orders, properly trained office staff can assist students with basic first aid treatment; however, office staff are not registered nurses. Students sent to the office or visiting the office claiming that they are ill will be quickly evaluated by the office staff. If a student needs treatment beyond basic first aid, Parent/Guardian will be contacted to pick him/her up.
- If a student becomes ill or injured during the school day, he or she must report to the school office. Do not leave the building without permission. Any absence or departure from class that is not first cleared through the office will be considered unexcused.
- If a student is not physically well prior to the beginning of the school day, the office should be informed, and the student should be kept at home.

#### Communicable Disease Prevention

- If there is good cause to believe that a student is suffering from a recognized contagious or infectious disease, the student will be excluded from school until the school authorities are satisfied that any contagious or infectious disease does not exist. Guidelines for exclusion and readmission follow policies set forth by MPS, county and state authorities including but not limited to the California Department of Health and the California Department of Education. Guidance in addressing communicable diseases also comes from the Center for Disease Control and Prevention and national organizations.
- Temporary exclusion of a student from school generally occurs for communicable diseases, including, but not limited to, the following conditions: COVID-19, conjunctivitis (pink eye), skin infections (impetigo), strep throat, chickenpox, scabies, head lice, and pertussis (whooping cough). Exclusion may occur immediately or at the end of the school day, depending on the disease, its communicability and the county and state policy. Readmission to school is based on condition and appropriate treatment.
- Any student excluded from school or experiencing flu-like symptoms and/or a fever of 100 degrees or greater while at home, must be free from symptoms and fever for at least 24 hours (or more if required by county or state authorities) without



the use of fever-reducing medication before returning to school.

- Schools may notify parents/guardians about school exposure to chickenpox, head lice, or other communicable diseases that pose a risk to students. The parent/guardian of a student for whom chickenpox presents a particular hazard should contact the school office. Students at risk include those with conditions affecting the immune system and those receiving certain drugs for the treatment of cancers or organ transplants. Information on the treatment and prevention of head lice is available from the school office.

### **Type 1 Diabetes Information Sheet**

MPS will provide an information sheet regarding Type 1 Diabetes to the parent or guardian of incoming elementary grade students, pursuant to Education Code Section 49452.6. The information sheet shall include, but shall not be limited to, all of the following:

1. A description of Type 1 Diabetes.
2. A description of the risk factors and warning signs associated with Type 1 Diabetes.
3. A recommendation regarding those students displaying warning signs associated with Type 1 Diabetes that the parents or guardians of those students should immediately consult with the student's primary care provider to determine if immediate screening for Type 1 Diabetes is appropriate.
4. A description of the screening process for type 1 diabetes and the implications of test results.
5. A recommendation that, following a Type 1 diagnosis, parents or guardians should consult with the student's primary care provider to develop an appropriate treatment plan, which may include consultation with and examination by a specialty care provider, including, but not limited to, a properly qualified endocrinologist.

#### **Type 1 Diabetes Information**

##### **Description**

**Type 1 diabetes usually develops in children and young adults but can occur at any age.**

- According to the U.S. Centers for Disease Control and Prevention (CDC), cases of type 1 diabetes in youth increased nationally from 187,000 in 2018 to 244,000 in 2019, representing an increase of 25 per 10,000 youths to 35 per 10,000 youths, respectively.
- The peak age of diagnosis of type 1 diabetes is 13-14 years, but diagnosis can also occur much earlier or later in life.

**Type 1 diabetes affects insulin production.**

- As a normal function, the body turns the carbohydrates in food into glucose (blood sugar), the basic fuel for the body's cells.
- The pancreas makes insulin, a hormone that moves glucose from the blood into the cells.
- In Type 1 diabetes, the body's pancreas stops making insulin, and blood glucose levels rise.
- Over time, glucose can reach dangerously high levels in the blood, which is called hyperglycemia.
- Untreated hyperglycemia can result in diabetic ketoacidosis (DKA), which is a life-threatening complication of diabetes.

#### **Risk Factors Associated with Type 1 Diabetes**

It is recommended that students displaying warning signs associated with Type 1 diabetes, which are described below, should be screened (tested) for the disease by their health care provider.

#### **Risk Factors**

Researchers do not completely understand why some people develop Type 1 diabetes and others do not; however, having a family history of Type 1 diabetes can increase the likelihood of developing Type 1 diabetes. Other factors may play a role in developing Type 1 diabetes, including environmental triggers such as viruses. Type 1 diabetes is not caused by diet or lifestyle choices.

#### **Warning Signs and Symptoms Associated with Type 1 Diabetes and Diabetic Ketoacidosis**

Warning signs and symptoms of Type 1 diabetes in children develop quickly, in a few weeks or months, and can be severe. If your child displays the warning signs below, contact your child's primary health care provider or pediatrician for a consultation to determine if screening your child for Type 1 diabetes is appropriate:

- Increased thirst
- Increased urination, including bed-wetting after toilet training
- Increased hunger, even after eating
- Unexplained weight loss
- Feeling very tired
- Blurred vision
- Very dry skin
- Slow healing of sores or cuts
- Moodiness, restlessness, irritability, or behavior changes

DKA is a complication of untreated Type 1 diabetes. DKA is a medical emergency. Symptoms include:

- Fruity breath



- Dry/flushed skin
- Nausea
- Vomiting
- Stomach pains
- Trouble breathing
- Confusion

#### **Types of Diabetes Screening Tests That Are Available**

- **Glycated hemoglobin (A1C) test.** A blood test measures the average blood sugar level over two to three months. An A1C level of 6.5 percent or higher on two separate tests indicates diabetes.
- **Random (non-fasting) blood sugar test.** A blood sample is taken at a random time. A random blood sugar level of 200 milligrams per deciliter (mg/dL) or higher suggests diabetes.
- **Fasting blood sugar test.** A blood sample is taken after an overnight fast. A level of 126 mg/dL or higher on two separate tests indicates diabetes.
- **Oral glucose tolerance test.** A test measuring the fasting blood sugar level after an overnight fast with periodic testing for the next several hours after drinking a sugary liquid. A reading of more than 200 mg/dL after two hours indicates diabetes.

#### **Type 1 Diabetes Treatments**

There are no known ways to prevent type 1 diabetes. Once Type 1 diabetes develops, medication is the only treatment. If your child is diagnosed with type 1 diabetes, their health care provider will be able to help develop a treatment plan. Your child's health care provider may refer your child to an endocrinologist, a doctor specializing in the endocrine system and its disorders, such as diabetes.

Contact your student's school nurse, school administrator, or health care provider if you have questions.

#### **References**

Centers for Disease Control and Prevention

<https://www.cdc.gov/diabetes/basics/type1.html>

KidsHealth.Org

<https://kidshealth.org/en/parents/type1.html?ref=search>

The Mayo Clinic

<https://www.mayoclinic.org/diseases-conditions/type-1-diabetes-in-children/symptoms-causes/syc-20355306>

National Library of Medicine (NLM) and National Institutes of Health's (NIH) MedLine

<https://medlineplus.gov/ency/article/000305.htm>

#### **Type 2 Diabetes Information Sheet**

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

6. A description of Type 2 Diabetes.
7. A description of the risk factors and warning signs associated with Type 2 Diabetes.
8. A recommendation that students displaying or possibly suffering from risk factors or warning signs associated with Type 2 Diabetes should be screened for Type 2 Diabetes.
9. A description of treatments and prevention of methods of Type 2 Diabetes.
10. A description of the different types of diabetes screening tests available.

#### **Type 2 Diabetes Information**

##### **Description**

**Type 2 diabetes is the most common form of diabetes in adults.**

- Until a few years ago, type 2 diabetes was rare in children, but it is becoming more common, especially for overweight teens.
- According to the U.S. Centers for Disease Control and Prevention (CDC), one in three American children born after 2000 will develop type 2 diabetes in his or her lifetime.

**Type 2 diabetes affects the way the body is able to use sugar (glucose) for energy.**

- The body turns the carbohydrates in food into glucose, the basic fuel for the body's cells.
- The pancreas makes insulin, a hormone that moves glucose from the blood to the cells.
- In type 2 diabetes, the body's cells resist the effects of insulin, and blood glucose levels rise.
- Over time, glucose reaches dangerously high levels in the blood, which is called hyperglycemia.
- Hyperglycemia can lead to health problems like heart disease, blindness, and kidney failure.

##### **Risk Factors Associated with Type 2 Diabetes**

It is recommended that students displaying or possibly experiencing the risk factors and warning signs associated with type 2 diabetes be screened (tested) for the disease.

##### **Risk Factors**

Researchers do not completely understand why some people develop type 2 diabetes and others do not;

however, the following risk factors are associated with an increased risk of type 2 diabetes in children:

- **Being overweight.** The single greatest risk factor for type 2 diabetes in children is excess weight. In the U.S., almost one out of every five children is overweight. The chances are more than double that an overweight child will develop diabetes.
- **Family history of diabetes.** Many affected children and youth have at least one parent with diabetes or have a significant family history of the disease.
- **Inactivity.** Being inactive further reduces the body's ability to respond to insulin.
- **Specific racial/ethnic groups.** Native Americans, African Americans, Hispanics/Latinos, or Asian/Pacific Islanders are more prone than other ethnic groups to develop type 2 diabetes.
- **Puberty.** Young people in puberty are more likely to develop type 2 diabetes than younger children, probably because of normal rises in hormone levels that can cause insulin resistance during this stage of rapid growth and physical development.

#### **Warning Signs and Symptoms Associated with Type 2 Diabetes**

Warning signs and symptoms of type 2 diabetes in children develop slowly, and initially there may be no symptoms. However, not everyone with insulin resistance or type 2 diabetes develops these warning signs, and not everyone who has these symptoms necessarily has type 2 diabetes.

- Increased hunger, even after eating
- Unexplained weight loss
- Increased thirst, dry mouth, and frequent urination
- Feeling very tired
- Blurred vision
- Slow healing of sores or cuts
- Dark velvety or ridged patches of skin, especially on the back of the neck or under the arms
- Irregular periods, no periods, and/or excess facial and body hair growth in girls
- High blood pressure or abnormal blood fats levels

#### **Type 2 Diabetes Prevention Methods and Treatments**

Healthy lifestyle choices can help prevent and treat type 2 diabetes. Even with a family history of diabetes, eating healthy foods in the correct amounts and exercising regularly can help children achieve or maintain a normal weight and normal blood glucose levels.

- **Eat healthy foods.** Make wise food choices. Eat foods low in fat and calories.
- **Get more physical activity.** Increase physical activity to at least 60 minutes every day.
- **Take medication.** If diet and exercise are not enough to control the disease, it may be necessary to treat type 2 diabetes with medication.

The first step in treating type 2 diabetes is to visit a doctor. A doctor can determine if a child is overweight based on the child's age, weight, and height. A doctor can also request tests of a child's blood glucose to see if the child has diabetes or pre-diabetes (a condition which may lead to type 2 diabetes).

#### **Types of Diabetes Screening Tests That Are Available**

- **Glycated hemoglobin (A1C) test.** A blood test measures the average blood sugar level over two to three months. An A1C level of 6.5 percent or higher on two separate tests indicates diabetes.
- **Random (non-fasting) blood sugar test.** A blood sample is taken at a random time. A random blood sugar level of 200 milligrams per deciliter (mg/dL) or higher suggests diabetes. This test must be confirmed with a fasting blood glucose test.
- **Fasting blood sugar test.** A blood sample is taken after an overnight fast. A fasting blood sugar level less than 100 mg/dL is normal. A level of 100 to 125 mg/dL is considered pre-diabetes. A level of 126 mg/dL or higher on two separate tests indicates diabetes.
- **Oral glucose tolerance test.** A test measuring the fasting blood sugar level after an overnight fast with periodic testing for the next several hours after drinking a sugary liquid. A reading of more than 200 mg/dL after two hours indicates diabetes.

Type 2 diabetes in children is a preventable/treatable disease and the guidance provided in this information sheet is intended to raise awareness about this disease. Contact your student's school nurse, school administrator, or health care provider if you have questions.

#### **References**

American Diabetes Association Clinical Journal

<http://clinical.diabetesjournals.org/content/23/4/181.full>

Helping Children with Diabetes Succeed: A Guide for School Personnel

[http://www.ndep.nih.gov/media/Youth\\_NDEPSchoolGuide.pdf](http://www.ndep.nih.gov/media/Youth_NDEPSchoolGuide.pdf)

KidsHealth.Org

<http://kidshealth.org/parent/medical/endocrine/type2.html>

The Mayo Clinic

<http://www.mayoclinic.com/health/type-2-diabetes-in-children/DS00946>

National Library of Medicine (NLM) and National Institutes of Health's (NIH) MedLine

<http://www.nlm.nih.gov/medlineplus/ency/article/000313.htm>

US Centers for Disease Control and Prevention

<http://www.cdc.gov/diabetes/projects/cda2.htm>

### Cancer Prevention Act

Students in the state are advised to adhere to current immunization guidelines, as recommended by the Advisory Committee on Immunization Practices (ACIP) of the federal Centers for Disease Control and Prevention (CDC), the American Academy of Pediatrics, and the American Academy of Family Physicians, regarding full human papillomavirus (HPV) immunization before admission or advancement to the eighth-grade level of any private or public elementary or secondary school.

Because the vaccine is more effective when given at younger ages, two doses of HPV vaccine are recommended for all kids between the ages of 9 to 12 years, and the second dose should be given before the start of 8th grade. Kids who wait until later to get their first dose of HPV vaccine may need three doses.

HPV vaccination can prevent over 90 percent of cancers caused by HPV. HPV vaccines are very safe, and scientific research shows that the benefits of HPV vaccination far outweigh the potential risks.

### Immunizations

**Immunizations: EC 49403, 48216; HSC 120325, 120335, 120365, 120370, 120375**

Students must be immunized against certain communicable diseases before they can attend school unless they provide a valid exemption. 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 school 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.

Beginning January 1, 2016, parents of students in any school, will no longer be allowed to submit a personal beliefs exemption to a currently required vaccine. A personal beliefs exemption on file at school prior to January 1, 2016 will continue to be valid until the student enters the next grade span at kindergarten (including transitional kindergarten) or 7th grade.

Students are not required to have immunizations if they attend a home-based private school or an independent study program and do not receive classroom-based instruction. However, parents must continue to provide immunizations records for these students to their schools. The immunization requirements do not prohibit students from accessing special education and related services required by their individualized education programs.

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

immunization against one of the communicable diseases described above.

State law requires the following immunizations before a child may attend MPS:

(a) All new students, in transitional kindergarten through grade 12, to MPS must provide documentary proof of receiving the legally required number of doses of polio, diphtheria, pertussis, tetanus, measles, mumps, and rubella, hepatitis B and varicella immunizations.

(b) All students entering seventh grade must also provide proof of an additional dose of tetanus, reduced diphtheria, and acellular pertussis, and two doses of varicella.

Please contact the school office for information on the availability of free- or low-cost immunizations in your neighborhood.

Information about a medical exemption from immunizations for your student is available at CAIR ME. For more information on medical exemptions, please visit the following website:

<https://cair.cdph.ca.gov/exemptions/home>.

A complete copy of the “MPS Immunization Policy” is available for review at the main office.

### Administration of Medications

#### Medication Regimen – EC 49423, 49480

The parent or legal guardian of any pupil required to take medication during the school day must inform the school nurse or **office manager**.

Any pupil who is required to take, during the regular school day, medication prescribed by a physician may be assisted by designated school personnel if MPS receives both 1) a written statement of instructions from the physician detailing the method, amount and time schedules by which such medication is to be taken, and 2) written parent consent requesting school personnel to assist the pupil with prescribed medication as set forth in the physician statement. Students may carry and self-administer auto-injectable epinephrine or inhaled asthma medication if the school district receives both a written statement of instructions from the physician detailing the method, amount and time schedules by which such medication is to be taken and confirming that the pupil is able to self-administer auto-injectable epinephrine or inhaled asthma medicine and a written statement from the parent or guardian consenting to the student self-administration, containing a release for the school nurse or other designated school personnel to consult with the health care provider of the pupil regarding any questions that may arise with regard to the medication, and releasing MPS and school personnel from civil liability if the self-administering pupil suffers an adverse reaction as a result of self-administering medication. A pupil may be subject to disciplinary action if that pupil uses auto-injectable epinephrine or inhaled asthma medicine in a

manner other than as prescribed. All requests are to be approved by designated school personnel prior to use.

- A “**Request for Medication to be Taken During School Hours**” must accompany all medication, containing instructions for administration, including exact times and dosages. The “Request for Medication to be Taken During School Hours” will be filed in the student’s folder. This form can be obtained from the school office. This form shall be provided at least annually and more frequently if the medication, dosage, frequency of administration, or reason for the administration changes. For a copy of this form, please contact the school office.
- All medications are to be delivered to the school office in their original containers, with the name of the student, medication, dosage, and frequency of administration clearly marked. Extra medication should be picked up by the parent/guardian at the completion of the medication regimen or end of the school year, whichever is earlier. The school is not liable for any medication not picked up after the end of the school year.
- MPS staff shall keep records of medication administered at MPS.
- Medication will be kept in a secure and appropriate storage location at each MPS school and administered per physician’s instructions by appropriately designated staff.
- Administration will consult with the parent/guardian and student’s medical professionals to establish a written plan for Students with chronic health issues or conditions that require specific medication regimens or health plans, such as diabetes, asthma, etc.
- Any pupil requiring insulin shots must establish a plan for administration of insulin shots with the Principal in consultation with the parent or guardian and the pupil’s medical professional.

A complete copy of the “**MPS Administration of Medications Policy**” is available for review at the main office and on the school website.

#### **Oral Health Assessment – EC 49452.8**

##### **Oral Health Assessment – EC 49452.8**

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. Please contact the school office if you have questions about this requirement.

#### **Physical Examination and Right to Refuse**

##### **Physical Examination – EC 49451; 20 USC 1232h**

MPS shall comply with all federal and state legal requirements, including but not limited to the requirements of SB 277 (2015), related to student immunization, health examination, and health screening, including but not limited to screening for vision, hearing, and scoliosis, to the same extent as would be required if the students were attending a non-charter public school. MPS shall maintain student immunization, health examination, and health screening records on file.

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.

#### **Sunscreen and Sun-protective Clothing**

##### **Sunscreen and Sun-protective Clothing – EC 35183.5**

Pupils may wear sun-protective clothing while outdoors and may use sunscreen during the school day without a physician’s note or prescription.

## **Student Wellness**

#### **Wellness Policy**

MPS is committed to the optimal development of every student. MPS believes that for students to have the opportunity to achieve personal, academic, developmental, and social success, we need to create positive, safe, and health-promoting learning environments at every level, in every setting, throughout the school year.

Research shows that two components, good nutrition and physical activity before, during and after the school day, are strongly correlated with positive student outcomes. For example, student participation in the U.S. Department of Agriculture’s (USDA) School Breakfast Program is associated with higher grades and standardized test scores, lower absenteeism, and better performance on cognitive tasks. Conversely, less-than-adequate consumption of specific foods including fruits, vegetables, and dairy products, is associated with lower grades among students. In addition, students who are physically active through active transport to and from school, recess, physical activity breaks, high-quality physical education, and extracurricular activities – do better academically. Finally, there is evidence that adequate hydration is associated with better cognitive performance.

The School Wellness Policy outlines MPS' approach to ensuring environments and opportunities for all students to practice healthy eating and physical activity behaviors throughout the school day while minimizing commercial distractions.

You may obtain a copy of the "MPS School Wellness Policy" at the school office or on the school's website.

#### Free School Meals

##### Free School Meals – EC 49501.5

MPS shall provide two school meals free of charge during each schoolday to any pupil who requests a meal without consideration of the pupil's eligibility for a federally funded free or reduced-price meal, with a maximum of one free meal for each meal service period (breakfast and lunch) and with adequate time to eat. The meals provided under this paragraph shall be nutritiously adequate meals that qualify for federal reimbursement.

#### Earned Income Tax Credit

Based on a parent/guardian's annual earnings, a parent/guardian may be eligible to receive the Earned Income Tax Credit from the Federal Government (Federal EITC). The Federal EITC is a refundable federal income tax credit for low-income working individuals and families. The Federal EITC has no effect on certain welfare benefits. In most cases, Federal EITC payments will not be used to determine eligibility for Medicaid, Supplemental Security Income, food stamps, low-income housing, or most Temporary Assistance for Needy Families payments. Even if a parent/guardian does not owe federal taxes, they must file a federal tax return to receive the Federal EITC. Be sure to fill out the Federal EITC form in the Federal Income Tax Return Booklet. For information regarding your eligibility to receive the Federal EITC, including information on how to obtain the Internal Revenue Service (IRS) Notice 797 or any other necessary forms and instructions, contact the IRS by calling 1-800-829-3676 or through its website at [www.irs.gov](http://www.irs.gov).

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

#### Non-Discrimination Statement

In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations

and policies, Charter School is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity.

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

To file a program discrimination complaint, a Complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained online at:

<https://www.usda.gov/sites/default/files/documents/ad-3027.pdf>, from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to USDA by:

#### Mail:

U.S. Department of Agriculture  
Office of the Assistant Secretary for Civil Rights  
1400 Independence Avenue, SW  
Washington, D.C. 20250-9410

#### Or fax:

(833) 256-1665 or (202) 690-7442

#### Or email:

Program.Intake@usda.gov

Charter School is an equal opportunity provider.

#### Water Bottles and Water Filling Stations

Charter School shall allow students, teachers, and staff to bring and carry water bottles. Water bottles may be excluded from libraries, computer labs, science labs, and other places where it is deemed dangerous to have drinking water. Charter School may develop additional policies regarding the types of water bottles that may be carried.

Charter School adheres to all applicable requirements regarding placement and maintenance of water bottle refilling stations on campus.

Charter school shall encourage water consumption through promotional and educational activities and signage that focus on the benefits of drinking water and highlight any water bottle filling stations that are located on campus.

#### Sexual Health Education

##### California Healthy Youth Act – EC 51930-51939

MPS offers comprehensive sexual health education to its students in grades 7-12. MPS provides pupils with integrated, comprehensive, accurate, and unbiased sexual



health and HIV prevention education at least once in middle school and once in high school. It is intended to ensure that pupils in grades 7-12 are provided with the knowledge and skills necessary to: 1) protect their sexual and reproductive health from HIV, other sexually transmitted infections, and unintended pregnancy; 2) develop healthy attitudes concerning adolescent growth and development, body image, gender, sexual orientation, relationships, marriage, and family; and 3) have healthy, positive, and safe relationships and behaviors. It also promotes understanding of sexuality as a normal part of human development.

Parents or legal guardians have the right to:

1. Inspect the written and audiovisual educational materials used in comprehensive sexual health and HIV prevention education.
2. Request in writing that their child not receive comprehensive sexual health or HIV prevention education.
3. Request a copy of Education Codes 51930 through 51939, the California Healthy Youth Act.
4. Be informed whether the comprehensive sexual health or HIV prevention education will be taught by MPS personnel or outside consultants.
5. Receive notice by mail or another commonly used method of notification no fewer than 14 days before the instruction is delivered if arrangements for the instruction are made after the beginning of the school year.
6. When MPS chooses to use outside consultants or to hold an assembly with guest speakers to teach comprehensive sexual health or HIV prevention education, be informed of: a) The date of the instruction, and b) The name of the organization or affiliation of each guest speaker.

MPS may administer to pupils in grades 7 through 12 anonymous, voluntary, and confidential research and evaluation tools to measure pupils' health behavior and risks, including tests, questionnaires, and surveys, containing age-appropriate questions about their attitudes or practices relating to sex. Parents or legal guardians will be notified in writing about the administration of, the right to review, and the right to excuse their child from any test, questionnaire, or survey.

A student may not attend any class in comprehensive sexual health education or HIV prevention education, or participate in any anonymous, voluntary, and confidential test, questionnaire, or survey on student health behaviors and risks, if MPS has received a written request from the student's parent or guardian excusing the student from participation. An alternative educational activity shall be made available to students whose parents or guardians have requested that they not receive the instruction or participate in the test, questionnaire, or survey.

### Mental Health Services

### Mental Health - EC 49428

In order to initiate access to available pupil mental health services, you may contact the Principal or designee. Our school will notify parents at least twice per year. This is one time through our Student/Parent Handbook Annual Notifications. We will also notify you again a second time each school year by the following means: ParentSquare message, newsletter, etc.

The following resources are available to your child:

#### Available on Campus:

- School-based counseling services – your child is encouraged to directly contact a Charter School counselor by coming into the counseling office during school hours and making an appointment to speak with a counselor. Our Charter School counselors support students by providing individual sessions, group or parent consultations whenever a student is having a difficult time due to academic stress, transition to changes in their environment, or social concerns, including isolation. Counseling services, whether provided by our Charter School or by an outside provider listed in this letter, are voluntary.
- Special education services – if you believe your child may have a disability, you are encouraged to directly contact the Principal or designee to request an evaluation.
- Prescription medication while on campus – if your child requires prescription medication during school hours and you would like assistance from School staff in providing this medication to your child, please contact the school office.

#### Available in the Community:

- Will be communicated by each MPS school.

#### Available Nationally:

- National Suicide Prevention Hotline - This organization provides confidential support for adults and youth in distress, including prevention and crisis resources. Available 24 hours at 1-800-273-8255.
- The Trevor Project - This organization provides suicide prevention and crisis intervention for LGBTQ youth between the ages of 13 and 24. **Available at 1-866-488-7386 or visit <https://www.thetrevorproject.org/>.**
- Big Brothers/Big Sisters of America – This organization is a community-based mentorship program. Community-specific program information can be found online at

<https://www.bbbs.org> or by calling (813) 720-8778.

### Suicide Prevention Policy

#### Suicide Prevention Policies – EC 215

Student suicide rates are of concern to all members of the school community. One child, ages 12 and older, dies by suicide every five days in California. Local Districts were required by California law to provide suicide prevention education, according to age-appropriate and sensitive local policies, for grades 7 to 12. Legislators have determined that training in mental health and coordination around improved services is extended to our elementary students. A shared goal by all staff educators is to keep a safe place to learn, free from harm to any of our students.

MPS recognizes that suicide is a major cause of death among youth and should be taken seriously. To attempt to reduce suicidal behavior and its impact on students and families, MPS has developed prevention strategies and intervention procedures.

“MPS Suicide Prevention Policy” is posted on the school website. You may also obtain a copy at the school office.

## SAFETY & SECURITY

### Technology Use

#### Acceptable Use of Technology

New technologies are modifying the way in which information may be accessed, communicated and transferred. Those changes also alter instruction and student learning. Magnolia Public Schools (“Charter School”) offers students access to technologies that may include Internet access, electronic mail, and equipment, such as computers, tablets, or other multimedia hardware. The Charter School Governing Board intends that technological resources provided by the school be used in a safe, responsible, and proper manner in support of the instructional program and for the advancement of student learning.

#### Educational Purpose

Use of Charter School equipment and access to the Internet via Charter School equipment and resource networks is intended to serve and pursue educational goals and purposes. Student use of the Internet is therefore limited to only those activities that further or enhance the delivery of education. Students and staff have a duty to use Charter School resources only in a manner specified in the Policy.

“**Educational purpose**” means classroom activities, research in academic subjects, career or professional development activities, Charter School approved personal research activities, or other purposes as defined by the Charter School from time to time.

“**Inappropriate use**” means a use that is inconsistent with an educational purpose or that is in clear violation of this policy and the Acceptable Use Agreement.

#### Notice and Use

The Charter School shall notify students and parents/guardians about authorized uses of school computers, user obligations and responsibilities, and consequences for unauthorized use and/or unlawful activities.

Before a student is authorized to use the Charter School's technological resources, the student and the student's parent/guardian shall sign and return the Acceptable Use Agreement specifying user obligations and responsibilities. In that agreement, the student and the student's parent/guardian shall agree not to hold the Charter School or any Charter School staff responsible for the failure of any technology protection measures, violations of copyright restrictions, or user mistakes or negligence. They shall also agree to indemnify and hold harmless the Charter School and Charter School personnel for any damages or costs incurred.

#### Safety

The Charter School shall ensure that all Charter School computers with Internet access have a technology protection measure that blocks or filters Internet access to websites that have no educational purpose and/or contain visual depictions that are obscene, constitute child pornography, or that are harmful to minors. While the Charter School is able exercise

reasonable control over content created and purchased by the Charter School, it has limited control over content accessed via the internet and no filtering system is 100% effective. Neither the Charter School nor its staff shall be responsible for the failure of any technology protection measures, violations of copyright restrictions, or user mistakes, misuse, or negligence.

To reinforce these measures, the Principal or designee shall implement rules and procedures designed to restrict students' access to harmful or inappropriate matter on the Internet and to ensure that students do not engage in unauthorized or unlawful online activities. Staff shall monitor students while they are using MPS computers, laptops, or tablets to access the internet or online services on an MPS campus and may have teacher aides, student aides, and volunteers assist in this monitoring. Parents/guardians are required to supervise and monitor their child's use of MPS equipment including but not limited to their child's access to the internet and any online services through such equipment any and all times during which any Charter School equipment is being used by their child outside school facilities or school hours to ensure compliance with this policy.

The Principal or designee also shall establish regulations to address the safety and security of students and student information when using email, chat rooms, and other forms of direct electronic communication.

The Principal or designees shall provide age-appropriate instruction regarding safe and appropriate behavior on social networking sites, chat rooms, and other Internet services. Such instruction shall include, but not be limited to, maintaining the student's online reputation and ensuring their personal safety by keeping their personal information private, the dangers of posting personal information online, misrepresentation by online predators, how to report inappropriate or offensive content or threats, behaviors that constitute cyberbullying, and how to respond when subjected to cyberbullying. Students are expected to follow safe practices when using Charter School technology.

MPS advises students:

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

Students shall not use the Internet to perform any illegal act or to help others perform illegal acts. Illegal acts include, but are not limited to, any activities in violation of local, state,

and federal law and/or accessing information designed to further criminal or dangerous activities. Such information includes, but is not limited to, information that if acted upon could cause damage, present a danger, or cause disruption to the Charter School, other students, or the community. Damaging, debilitating or disabling computers, computer networks or systems through the intentional or overuse of electronic distribution or the spreading of computer viruses or other harmful programs shall be prohibited. Any unauthorized online access to other computers by means of hacking into other computers, downloading hacker tools such as port scanners and password crackers designed to evade restrictions shall also be strictly prohibited.

Student use of Charter School computers to access social networking sites is not prohibited, but access is limited to educational purposes only. To the extent possible, the Principal or designee shall block access to such sites on Charter School computers with Internet access. The Principal or designee shall oversee the maintenance of the Charter School's technological resources and may establish guidelines and limits on their use.

All employees shall receive a copy of this policy and the accompanying Acceptable Use Agreement describing expectations for appropriate use of the system and shall also be provided with information about the role of staff in supervising student use of technological resources. All employees shall comply with this policy and the Acceptable Use Agreement, in addition to any separate policies governing employee use of technology.

Student use of school computers, networks, and Internet services is a privilege, not a right. Compliance with the Charter School's policies and rules concerning computer use is mandatory. Students who violate these policies and rules may have their computer privileges limited and may be subject to discipline, including but not limited to suspension or expulsion per school policy.

#### **Acceptable Use Agreement**

The Charter School believes that providing access to technology enhances the educational experience for students. However, student use of Charter School computers, networks, and Internet services is a privilege, not a right. To make that experience successful for everyone, students must abide by the following terms and conditions:

1. **Security.** Students shall not impair the security of Charter School technology resources. Students are expected to:
  - a. Safeguard all personal passwords. Students should not share passwords with others and should change passwords frequently. Students are expected to notify an administrator immediately if they believe their student account has been compromised.
  - b. Access technology only with their account or with a shared account as directed by their teacher and not to allow others to use their account or to use the accounts of others, with or without the account owner's authorization.

2. **Authorized Use.** Students may use Charter School technology resources when directed by a teacher, when technology has been designated for open student use (e.g., computers in the library), and for other educational purposes.
3. **Protection Measures.** While the Charter School is able exercise reasonable control over content created and purchased by the Charter School, it has limited control over content accessed via the internet and no filtering system is 100% effective. Neither the Charter School nor its staff, employees, officers, directors or volunteers shall be responsible for the failure of any technology protection measures, violations of copyright restrictions, or user mistakes, misuse, or negligence. The student and parent/guardian agree not to hold the Charter School or any Charter School staff, employees, officers, directors or volunteers responsible for the failure of any technology protection measures, violations of copyright restrictions, or user mistakes, misuse, or negligence. They also agree to indemnify and hold harmless the Charter School, Charter School staff, employees, officers, directors and volunteers for any damages or costs incurred. Parents/guardians are required to supervise and monitor their child's use of MPS equipment including but not limited to their child's access to the internet and any online services through such equipment any and all times during which any MPS equipment is being used by their child outside school facilities or school hours to ensure compliance with this policy.
4. **Inappropriate Use.** Charter School technology, hardware, software and bandwidth are shared and limited resources and all users have an obligation to use those resources responsibly. Students are provided access to the Charter School technology primarily for educational purposes. Students shall not use Charter School technology or equipment for personal activities or for activities that violate Charter School policy or local law. These include but are not limited to:
  - a. Playing games or online gaming.
  - b. Downloading software, music, movies or other content in violation of licensing requirements, copyright or other intellectual property rights.
  - c. Installing software on Charter School equipment without the permission of a teacher or other authorized Charter School staff person.
  - d. Downloading, viewing or sharing inappropriate content, including pornographic, defamatory or otherwise offensive material.
  - e. Conducting any activity that is in violation of Charter School policy, the student code of conduct or local, state or federal law.
  - f. Engaging in any activity that is harmful to other student(s), including the use of

- technology to harass, intimidate, bully or otherwise disrupt the educational process.
- g. Conducting for-profit business.
  - h. Using hacking tools on the network or intentionally introducing malicious code or viruses into the Charter School's network.
  - i. Using any software or proxy service to obscure either the student's IP address or the sites that the student visits.
  - j. Disabling, bypassing, or attempting to disable or bypass any system monitoring, filtering or other security measures.
  - k. Accessing or attempting to access material or systems on the network that the student is not authorized to access.
5. **No Expectation of Privacy.** Student acknowledges that computer equipment, Internet access networks, email accounts, and any other technology resources are owned by Charter School and provided to students for educational purposes. The Charter School may require staff to monitor and supervise all access to computer equipment, Internet access networks, and email accounts. To facilitate monitoring of activities, computer screens may be positioned so that they are visible to the staff member supervising the students. The Charter School reserves the right to access stored computer records and communications, files, and other data stored on Charter School equipment or sent over Charter School networks. Such communications, files, and data are not private and may be accessed during routine system maintenance; during inspection of Charter School equipment at the end of the school year/term or agree to use period; and review of individual files or monitoring of individual activity when there is a reasonable suspicion that the student is engaging in an inappropriate use.
6. **Disruptive Activity.** Students should not intentionally interfere with the performance of the Charter School's network or intentionally damage any Charter School technology resources.
7. **Unauthorized Networks.** Students may not create unauthorized wireless networks to access the Charter School's network. This includes establishing wireless access points, wireless routers and open networks on personal devices.
8. **Consequences of Inappropriate Use.** Students who violate this Agreement will be subject to discipline which may include loss of access to Charter School technology resources and/or other appropriate disciplinary or legal action in accordance with the MPS student discipline policy and applicable laws.
9. **Technology Systems/Equipment Care.** Students are not permitted to have food or drink near computers/other technology and must keep equipment and assigned areas free of vandalism.
- MPS promotes the use of networked computer technology in its instructional program in order to facilitate learning and teaching. Towards this end, students may be provided with a "device" (computer, laptop / iPad / Chromebook, etc.) for educational activities at school and home. MPS will make every effort to ensure that the MPS technology services are used responsibly by students. Students are expected to act in a responsible, ethical and legal manner in accordance with this Agreement, accepted rules of network etiquette, and Federal and State law. Following are some safekeeping instructions for MPS-provided devices. As applicable, students shall:
- Bring their MPS device to school every day, fully charged;
  - Never leave the MPS device unattended;
  - Never loan the MPS device to other individuals;
  - Know where the MPS device is at all times;
  - Store the MPS device in the bag/case if provided by MPS; otherwise students are encouraged to purchase protective covers/cases for their devices;
  - Store and use the device in a safe location and environment to avoid loss or damage to the device;
  - Not remove the Asset Tag or other school property identifiers;
  - Charge the MPS device's battery daily;
  - Keep food and beverages away from the MPS device;
  - Only use a soft cloth or approved screen cleaning solution to clean the screen of the device;
  - Not disassemble any part of the MPS device or attempt any repairs;
  - Not place decorations (such as stickers, markers, etc.) on the MPS device;
  - Understand that the MPS device is subject to inspection at any time without notice and remains the property of MPS;
  - Notify MPS by the next school day in the event of loss or damage to the device;
  - File a police report in case of theft, vandalism, and other acts covered by MPS' insurance;
  - Return the device to MPS when requested by the Technology Department for maintenance and upgrades;
  - Return the MPS device and accessories upon demand, upon termination of enrollment and/or at the expiration of the school year in good working condition;
  - Be aware that they may be held accountable for damage to a laptop resulting from "user abuse." Examples of "user abuse" include, but are not limited to, the following: leaving cables plugged



in when storing the device in the carrying case which can cause broken connectors or ports; using the carrying case/sleeve for carrying textbooks, etc.; eating or drinking while using the device, resulting in damage to the device; storing the device for prolonged periods while in “stand by” or “sleep” mode (overheating can occur).

### **Disclaimer**

Electronic information available to students does not imply endorsement of the content by MPS, nor can MPS guarantee the accuracy of information obtained on the Internet.

MPS makes no warranties of any kind, whether expressed or implied, with respect to the information technology services it provides. MPS will not be responsible for damages resulting from the use of MPS device and MPS information technology services, including, but not limited to, loss of data resulting from delays, non-deliveries, missed deliveries, service interruptions.

MPS shall not be responsible for any charges or fees resulting from access to the internet or internet resources which are not authorized in writing by MPS.

### **Signatures**

After reading the “**Acceptable Use of Technology**” policy and this Acceptable Use Agreement, please note that your signature on the form at the end of this Handbook indicates that you agree to the terms and conditions provided here. Please note, the signature of both the parent/guardian and student are mandatory before access may be granted to the technologies available at MPS. This document, which incorporates the Technology Policy and Acceptable Use Agreement, reflects the entire agreement and understanding of all parties. MPS encourages parents/guardians to discuss this Policy with their children to ensure their children understand and comply with this Policy.

### **Camera Surveillance on School Property**

#### **Camera Surveillance on School Property – PC 647(j)**

Surveillance cameras will be utilized only in public areas where there is no “reasonable expectation of privacy.” Public areas may include school buses; building entrances; hallways; parking lots; front offices where students, employees, and parents come and go; gymnasiums during public activities; cafeterias; and supply rooms. However, it is not possible for surveillance cameras to cover all public areas of School buildings or all School activities. School surveillance cameras will not be installed in “private” areas such as restrooms, locker rooms, changing areas, private offices (unless consent by the office owner is given), or classrooms.

### **Use of Security Cameras at MPS**

The Board of Directors (“Board”) of Magnolia Public Schools (“MPS” or the “School”) recognizes the value in protecting the health, safety, and welfare of students and staff, and in protecting the community’s investment in School owned or leased property and facilities. Upon

carefully weighing the privacy rights of students and staff against MPS’ duty to provide a safe, secure, and orderly learning and work environment, the Board has resolved to authorize the limited use of security cameras at MPS schools, in school buildings, and upon school grounds pursuant to the following restrictions:

### **Security Monitoring System**

1. “Security Monitoring System” refers to the School’s network of security cameras, equipment, and recorded footage.
2. Security cameras may be installed in any public area within a School building and/or upon School grounds where people have no reasonable expectation of privacy including, but not limited to, in classrooms, hallways, cafeterias, libraries, computer labs, parking lots, auditoriums, break rooms, weight rooms, and gymnasiums.
3. Security cameras may not be installed in any area in which individuals possess a reasonable expectation of privacy, such as in restrooms, locker rooms, or private offices.
4. The precise location of security cameras shall be determined by MPS or by the School-site principal with the approval of the Chief Executive Officer (“CEO”). Input from staff members may be sought to determine the most beneficial locations for security cameras. A diagram showing the wiring of the local server for the security monitoring system at the school site shall be shared with the Board prior to the installation of the security monitoring system.
5. Under no circumstances shall MPS’ security cameras record, or be equipped to record, audio data. Further, MPS’ security cameras are not intended, and shall not be used, for viewing of live footage. Instead, security camera footage shall be recorded to a digital file. Authorized personnel may view security camera footage by accessing the pre-recorded footage saved to a digital file.
6. Security camera footage may be used as evidence in a staff or student disciplinary matter and/or to provide evidence of any unlawful activity in and around School grounds.
7. Absent a reported incident, security camera footage will be erased after thirty (30) days.
8. Under no circumstances will employees make unauthorized copies or duplicates of security camera footage.
9. Any violation of this policy may result in student discipline in accordance with the Student/Parent Handbook, or employee discipline, up to and including termination, in accordance with the Employee Handbook.
10. MPS shall notify educational partners of the use of security cameras on campus in accordance with

the law and the requirements outlined in this policy.

### **Treatment of Recordings**

#### ***Authorized Personnel***

“Security Monitoring System” refers to the School’s network of security cameras, equipment, and recorded footage.

Only authorized MPS employees may access or operate the security camera system. The footage will only be reviewed by authorized employees if a safety or security incident or suspected incident or situation arises and a review of the footage is appropriate. Absent a qualifying safety or security related incident or suspected incident, the security camera footage shall not be reviewed, unless express permission to review the footage is given by the CEO or the Board President. In cases of a malfunction to the security monitoring system, the footage may be accessed to determine functionality.

Security camera footage may only be viewed in the presence of two (2) authorized persons, which shall include the Principal of the School-site and a second person authorized by the CEO. Alternately, the two (2) authorized persons may be configured as the Board President and a second person authorized by the Board President. Both authorized persons must be physically present with two (2) different unique access keys to access the footage.

Any other parties wishing to view the security camera footage shall first obtain the written consent of the CEO, and must meet the requirements of this policy, unless otherwise required by the law, or a court of competent jurisdiction.

#### ***Data Storage***

Security camera footage shall be stored in a secure location and shall only be accessed by authorized personnel. Security camera footage shall be password protected/encrypted under the direction and support of the MPS IT Director. Additionally, such footage will be stored on a local wired server which will not be connected to an outside server.

Footage of incidents captured by security cameras located on school property may constitute a part of a student’s educational record, subject to relevant Board policies and administrative regulations, including applicable record retention policies. Upon the report of an incident or possible incident, only those persons with a legitimate educational purpose shall be permitted to view the recordings, and these requests must be made in writing and approved by the CEO prior to the footage being viewed by such parties. In most instances, the persons with a legitimate purpose will be the CEO, School-site principal, authorized administrative staff, and authorized MPS area education agency staff members.

#### ***Record Keeping***

The Principal shall keep a written log of all persons who review the security camera footage at their School-site, including the date and time stamps of the footage under review, the name of the individuals viewing the footage, the date and time the footage was viewed, and the purpose for which the footage was viewed. If the content of the recording

becomes the subject of a student or employee disciplinary proceeding, it may be treated like other evidence in that proceeding.

Security camera footage will be stored for thirty (30) days, unless the Principal, CEO, Board President, or other state or federal agency requests that specific footage be preserved for a longer period, in which case the applicable footage will be saved and protected with the same degree of security that other security camera footage is protected. No unauthorized copies of footage or duplicates may be made.

Parents/Guardians may request to view recordings of their children only in the event the recordings are used in disciplinary proceedings involving their children, and such requests must be made in writing by the Parent/Guardian pursuant to the School’s Family Educational Rights and Privacy Act (“FERPA”) Policy. Any such request shall be processed pursuant to the School’s FERPA Policy and in accordance with any other applicable law. If a Parent/Guardian’s request is granted, the faces of other students shown in the recording, who are not children of the requesting parent, will be removed and/or blurred out in order to protect their identities.

In the event footage is used in an employee disciplinary matter, the employee may be given access to the relevant footage at or before the time of discipline. This does not create a right of employees to access or review any other security camera footage.

Under no circumstances will the MPS’ security camera footage be duplicated and removed from MPS property except in accordance with this policy, a court order, and/or a valid subpoena.

#### ***Notification***

MPS shall post security camera signage at all campus and facility entrances disclosing the use of security camera equipment on the premises. Additionally, MPS Home Office shall provide the following annual written notice to students and parents at the affected school-sites:

Dear Students and Parents:

This letter from Magnolia Public Schools (“MPS”) is to inform you of the decision by the MPS Board of Directors to authorize the use of security cameras in public areas of your campus, including in and around School buildings and on School property, including inside School classrooms. The purpose of this program is to promote and maintain a safe, secure, and healthy environment for all students and staff. Private areas of campus, such as restrooms and locker rooms, will not be subject to security camera recording. Additionally, MPS will post signage indicating the areas of campus where security cameras are in use.

This notice hereby notifies students and parents that the video recordings will only be retained if necessary for use in a student disciplinary proceeding or other matters, to the extent permitted by law and as determined necessary by

the MPS administration. Further, this notice hereby notifies Students and parents that the content of video recordings may be used in a student's disciplinary proceeding and may be referred to local law enforcement, as appropriate. The content of the video recordings may be a confidential student record and, if so, will be retained with other student records and will be subject to the Family Educational Rights and Privacy Act ("FERPA") requirements.

Parents/Guardians may request to view recordings of their children only in the event the recordings are used in disciplinary proceedings involving their children, and such requests must be made in writing by the Parent/Guardian pursuant to the School's FERPA Policy. Any such request shall be processed pursuant to the School's FERPA Policy and in accordance with any other applicable law. If a Parent/Guardian's request is granted, the faces of other students shown in the recording, who are not children of the requesting parent, will be removed and/or blurred out in order to protect their identities.

Security cameras will not be used to record audio, and footage will be kept private and destroyed after thirty (30) days, unless the preservation of the footage is otherwise needed as discussed above.

### ***Tampering***

Students and employees are prohibited from tampering with the MPS' security cameras, systems, and/or footage. "Tampering" includes any unauthorized use, access, or physical damage to the system caused by the student or employee. Students found in violation of this policy will be disciplined in accordance with MPS policies. Any employee found to have tampered with MPS security monitoring system may be disciplined, up to and including termination, and they may also be liable for any damage to the system.

### **Electronic Listening or Recording Device**

#### **Electronic Listening or Recording Device – EC 51512**

The use by any person, including a pupil, of any electronic listening or recording device in any classroom without the prior consent of the teacher and the principal is prohibited as it disrupts and impairs the teaching process and discipline in the schools. Any person, other than the pupil, willfully in violation shall be guilty of a misdemeanor. Any pupil in violation shall be subject to appropriate disciplinary action.

### **Electronic Signaling Devices**

#### **Electronic Signaling Devices – EC 48901.5**

The use by any person, including a pupil, of any electronic signaling device in any classroom without the prior consent of the teacher and the principal is prohibited as it disrupts and impairs the teaching process and

discipline in the schools. The only allowable use would be acceptable if it is determined by a licensed physician that the pupil must use for the health and safety of a pupil. Any pupil in violation shall be subject to appropriate disciplinary action.

Smartphone use may be prohibited by MPS while a student is at a school site and under supervision and control of staff. There are health and special education limits or usage that may differ from the general student population but must be in writing and kept on file in student records for confidential record keeping and reasons.

#### **EC 48901.7**

- (a) The governing body of a school district, a county office of education, or a charter school may adopt a policy to limit or prohibit the use by its pupils of smartphones while the pupils are at a school site or while the pupils are under the supervision and control of an employee or employees of that school district, county office of education, or charter school.
- (b) Notwithstanding subdivision (a), a pupil shall not be prohibited from possessing or using a smartphone under any of the following circumstances:
  - (1) In the case of an emergency, or in response to a perceived threat of danger.
  - (2) When a teacher or administrator of the school district, county office of education, or charter school grants permission to a pupil to possess or use a smartphone, subject to any reasonable limitation imposed by that teacher or administrator.
  - (3) When a licensed physician and surgeon determines that the possession or use of a smartphone is necessary for the health or well-being of the pupil.
  - (4) When the possession or use of a smartphone is required in a pupil's individualized education program.

### **Electronic Devices and Phone Use**

MPS policy regarding possession of cellular phones, any personal electronic devices, iPods, MP3 players, cameras, video cameras, laptops, and recording devices is as follows:

- From the moment a student arrives on campus to the time that the student leaves the campus, the power of the electronic device must be turned off and all devices are to be out of sight, secure with the student's belongings in a backpack or purse. The duration of the non-permitted use includes before school on school grounds, instructional time, passing periods, lunch time, and tutoring. At no time, shall the educational program or school activity be interrupted.
- Students are allowed to use cellular phones only in the designated area after school. Phones should

not be used during after school programs, such as tutoring.

- Students should not use or have cellular phones turned on during school hours unless a teacher or administrator of the school grants permission.
- Remember that any personal electronic devices seen during class time will be confiscated and returned to the student's parents/guardians accompanied by the student at the end of the school day.
- The school is not liable if such devices are damaged, lost or stolen. The use of these devices or their ringing/vibrating during school time will be considered a disruption of school activities and subject to disciplinary action which will include confiscation and discipline entry.
- All confiscated devices will be returned to the parent/guardian accompanied by the student at the end of the school day.
- Remember that no personal electronic devices may be visible or used on the campus grounds. CD players, IPOD, MP3 players, phones, PDA, PSP, laptops, smart watches, electronic games, and/or similar devices are not allowed to be used at school. They disrupt classes and distract others from learning. If you choose to bring them for use outside of school, it is at your own discretion. MPS assumes no liability for any damaged, destroyed, lost, stolen, misplaced or otherwise compromised electronic device brought onto MPS property.

### **Contacting Your Child During School Hours**

- Parents/Guardians should not contact their child's cellular phone during school hours absent emergency; students are required to turn off all electronic devices, including cellular phones, and put them away and out of sight.
- Parents/Guardians should only contact the school office if they must leave a message for their child in case of an emergency. Students will not be disrupted during school hours for non-emergency reasons. In case of an emergency, the message will be given to the student by office staff. In case of emergency, students may go to the office with a hall pass from a teacher. Please note: The office phone is for emergency calls only.

A complete copy of the "**Electronic Devices/Cell Phone Use Policy**" is available for review in the school office or on the school website.

### **Internet Safety**

#### **Internet Safety Policy for Students**

MPS prides itself on providing a safe learning environment for its students. An emerging national concern is the inappropriate use of the Internet by students. This problem has the potential to be harmful, and we ask your support in assisting us with this challenge.

Across the nation, schools have seen an increase in negative student behavior as a result of messages written using electronic technology, posted to popular social networking Web sites. Many sites contain instant messaging components that allow students to chat with other students and to post statements that ordinarily would not be said in a face-to-face conversation.

The popularity of these Web sites seems to be growing. FaceBook.com, for example, is said to have millions of members and has become one of the most popular "message exchange" sites among students nationwide.

Unfortunately, some of these Web sites are being used by child predators, "cyber bullies," and con artists. To our knowledge, there are no adults officially responsible for monitoring the content on such Web sites, and some students use the sites to participate in online bullying or to threaten harm to other students. The so-called "cyber bullies," mostly children between the ages of 9 and 14, use the anonymity of the Web to hurt others without witnessing the consequences. Students who are bullied online sometimes do not report these occurrences for fear that they will be barred from using the Internet.

Outside of our schools, there have been instances of adults posing as youths and gaining access to student chat rooms. In some cases, these contacts have led to tragedy. Some unsuspecting students post enough personal information that predators are able to locate students' home or school addresses, thereby becoming easy targets for predators.

MPS has blocked the use of these social networking Web sites from our school computers. We will continue to block objectionable material as we deem appropriate.

Parents should be aware of what their children are writing on the Internet and what others are posting in reply. These Web sites are public domain, and anything posted there can be seen by anyone who has Internet access. Although most of what is written is not immoral, offensive, or illegal, some of it is. If you choose to do so, you may investigate this site by personally logging on to the site. The services are free, and users may register using an e-mail address. Once you have registered, you can search by name and e-mail address to see if your child is registered. You can narrow the search results by entering the name of your city. You will be able to view the kinds of personal information, messages, diaries, and photographs that students post to this Web site.

#### **Helpful Tips and Resources**

We encourage you to talk with your son or daughter about the potential danger of the Internet. Ask if they have an account with Facebook, Instagram, Snapchat, or similar Web sites. 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.

We also encourage you to establish rules and guidelines to ensure the safety of your child while on the Internet. Some Web sites offer parental or family guidance for



Internet safety; for example, SafeKids.com, located online at <http://www.safekids.com>, and Web Wise Kids, located online at <http://www.webwisekids.org>, by telephone at 866-WEB-WISE, or by e-mail at [webwisekids2@aol.com](mailto:webwisekids2@aol.com).

MPS will continue to provide Internet security within our schools. It is important that parents also monitor Internet use at home.

Thank you for your support and cooperation in keeping our students safe. If you have questions or would like more information, please feel free to contact the school office.

A complete copy of the “**Internet Safety Policy**” is available for review in the front office and on the school website.

### StudentSquare

StudentSquare is a communication and organization tool MPS uses to keep students informed and involved in their classes and extracurricular activities. It provides all school, classroom, and group communication in one place; notifications via app, text, and/or email; and the ability to send direct messages to teachers or staff. StudentSquare is a student communication companion to ParentSquare. Each middle school and high school student automatically have an account in StudentSquare based on their school email address. Students receive messages via email, but there are other ways to get StudentSquare messages: students can add their cell phone number to receive text messages, or they can download the StudentSquare app (iOS and Android) and receive notifications.

Students are provided access to StudentSquare primarily for educational purposes and shall not use it for personal activities or for activities that violate Charter School policy or local law. Students will follow the “Acceptable Use of Technology” policy and the Acceptable Use Agreement. The signature of both the parent/guardian and student are mandatory before access may be granted to the technologies available at MPS. Please note that your signature on the form at the end of this Handbook indicates that you agree to the terms and conditions provided here.

## Safety & Emergency Preparedness

### Asbestos Management Plan

#### Asbestos Management Plan – 40 CFR 763.93

MPS maintains and annually updates its management plan for asbestos-containing material in school buildings. For a copy of the asbestos management plan, please contact MPS.

### Pesticide Products

#### Pesticide Products – EC 17612 and 48980.3

To obtain a copy of all pesticide products and expected use at the school facility during the year, and to receive notification of individual pesticide applications at the school at least 72 hours before the application, please contact the school office. The notice will identify the active ingredient(s) in each pesticide product, the intended date of application an Internet address on pesticide use and reduction, and the Internet address where the school site integrated pest management plan may be found if the school site has posted the plan.

A pesticide notification request letter is included at the end of this Handbook and copies are also available in the school office.

### Civility on School Grounds

#### Civility on School Grounds – CC 1708.9; EC 32210

Any person who willfully disturbs any public school or any public school meeting is guilty of a misdemeanor, and shall be punished by a fine of not more than five hundred dollars (\$500).

It is unlawful for any person, except a parent/guardian acting toward his/her minor child, to intentionally or to attempt to injure, intimidate, interfere by force, threat of force, physical obstruction, or nonviolent physical obstruction with any person attempting to enter or exit any public or private school grounds.

### Disaster Preparedness Educational Materials

#### Disaster Preparedness Educational Materials – EC 32282.5

Natural and human-caused disasters affect everyone which is why it is important to be prepared at home, at school, at work, and in the community. Parents and guardians are encouraged to review the safety educational materials provided on the California Department of Education Web page at: <http://www.cde.ca.gov/ls/ss/cp/pupilsafetyeducmat.asp>.

The materials are available in multiple languages and can be used to help families prepare for different types of emergencies and crisis.

### Gun-Free School Zone Act

#### Gun-Free School Zone Act – PC 626.9, 30310

California prohibits any person from possessing a firearm on, or within 1,000 feet from, the grounds of a public or private school, unless it is with the written permission of the principal. This does not apply to law enforcement officers, any active or honorably retired peace officers, members of the military forces of California or the United States, or armored vehicle guards engaged in the performance of, or acting in the scope of, their duties. A



person may also be in possession of a firearm on school grounds if the firearm is unloaded and in a locked container or within the locked trunk of a motor vehicle. A violation of this law is punishable by imprisonment in a county jail for up to six months, a fine of up to \$1,000, or both imprisonment and fine.

### Firearms Safety

#### Firearms Safety – EC 49392

The purpose of this memorandum is to inform and to remind parents and legal guardians of all students at MPS of their responsibilities for keeping firearms out of the hands of children as required by California law. There have been many news reports of children bringing firearms to school. In many instances, the child obtained the firearm(s) from his or her home. **These incidents can be easily prevented by storing firearms in a safe and secure manner, including keeping them locked up when not in use and storing them separately from ammunition.**

To help everyone understand their legal responsibilities, this memorandum spells out California law regarding the storage of firearms. Please take some time to review this memorandum and evaluate your own personal practices to assure that you and your family are in compliance with California law.

- With very limited exceptions, California makes a person criminally liable for keeping any firearm, loaded or unloaded, within any premises that are under their custody and control where that person knows or reasonably should know that a child is likely to gain access to the firearm without the permission of the child's parent or legal guardian, and the child obtains access to the firearm and thereby (1) causes death or injury to the child or any other person; (2) carries the firearm off the premises or to a public place, including to any preschool or school grades kindergarten through twelfth grade, or to any school-sponsored event, activity, or performance; or (3) unlawfully brandishes the firearm to others. (See California Penal Code sections 25100 through 25125 and 25200 through 25220.)
  - **Note:** The criminal penalty may be significantly greater if someone dies or suffers great bodily injury as a result of the child gaining access to the firearm.
- With very limited exceptions, California also makes it a crime for a person to negligently store or leave any firearm, loaded or unloaded, on their premises in a location where the person knows or reasonably should know that a child is likely to gain access to it without the permission of the child's parent or legal guardian, unless reasonable action is taken to

secure the firearm against access by the child, even where a minor **never** actually accesses the firearm. (See California Penal Code section 25100(c).)

- In addition to potential fines and terms of imprisonment, as of January 1, 2020, a gun owner found criminally liable under these California laws faces prohibitions from possessing, controlling, owning, receiving, or purchasing a firearm for 10 years. (See California Civil Code Section 29805.)
- Finally, a parent or guardian may also be civilly liable for damages resulting from the discharge of a firearm by that person's child or ward. (See California Civil Code Section 1714.3.)

**Note:** Your county or city may have additional restrictions regarding the safe storage of firearms.

Thank you for helping to keep our children and schools safe. Remember that the easiest and safest way to comply with the law is to keep firearms in a locked container or secured with a locking device that renders the firearm inoperable.

### Off-Campus Lunch Policy

#### Off-campus Lunch – EC 44808.5

MPS permits the high school students enrolled at MPS to leave the school grounds during the lunch period.

Neither MPS nor any officer or employee thereof shall be liable for the conduct nor the safety of any pupil during such time as the pupil has left the school grounds during the lunch period.

If a student reaches a total number of ten (10) unexcused absences or unexcused tardies over thirty (30) minutes within a school year or if a student has three (3) unexcused absences or unexcused tardies after leaving the school grounds for lunch and before reporting back to school, this privilege will be taken away from the student for the remainder of the school year.

Each individual MPS school may include site-specific amendments into the off-campus policy addressing local issues. This includes removing the off-campus lunch permission or limiting it to specific grade levels as well as implementing additional eligibility criteria as long as the principle of equity is observed.

### School Safety Plan

#### School Safety Plan – EC 32280 et seq.

Each MPS school site has a Comprehensive School Safety Plan, which includes a disaster preparedness plan and emergency procedures.

A copy of the complete Safety Plan can be located at the school office and on the school website.

### **Emergency Preparedness**

MPS works diligently to make sure that students and staff are prepared for emergencies. The school has an emergency plan that provides guidance for the school staff in an emergency. The school conducts regular emergency drills that accommodate persons with disabilities and meet or exceed the state mandated requirements, such as:

- **Fire Drill** – Every elementary and middle school practices this procedure once a month; high schools practice once each semester.
- **Earthquake Exercise** – Once a year, all schools conduct a full-scale earthquake exercise as part of the Great California Shake-Out. The drills are scheduled in the fall and all the elements of the school’s disaster plan are practiced.
- **Drop, Cover, and Hold On (Earthquake) Drill** – Every month, schools use this drill to remind students how to protect themselves during an earthquake.
- **Lockdown Drill** – At least once per semester, schools practice how they will respond to a threat of violence on or near the campus.
- **Shelter-in-Place Drill** – At least once per semester, schools practice how they will respond to an environmental hazard on or near the campus.
- **Take Cover Drill** – At least once per semester, students practice how they would respond to gunfire or an explosion in the neighborhood.

Parents are asked to make sure that their students actively participate and take emergency drills seriously. These drills help make public schools the safest place for students during an emergency. Each school also stocks emergency supplies to sustain students and staff. These supplies include water, food, first aid supplies, search and rescue equipment, and sanitation items. These supplies are checked regularly by school staff.

In the event of a disaster, the school may need to care for your child for several days if you are unable to reach the school. It is important to have adequate emergency medical supplies on hand. School sites request that parents bring a 72-hour supply of any prescription medications for their child to the school health office. Medications should be in a container with the pharmacy label listing the child’s name, the name and dosage of the medication, and instructions for administering the medication.

### **What Can Parents Do During an Emergency?**

Parents should be familiar with the school’s emergency procedures and update contact information whenever it changes. Parents should keep their cell phone with them to receive messages on the emergency. Knowing where to go to pick-up your child will save time and reduce anxiety. Parents should remember that schools have emergency

procedures in place to protect all students and that schools will follow these procedures during an emergency.

Parents should also remember that children look to them for guidance and support during an emergency; parents who are calm and are prepared for emergencies can inspire children to do the same. This will go a long way to promote recovery and a return to normalcy. If you have questions about the school’s emergency procedures, you are encouraged to contact the school office.

### **Emergency Response**

In the event of an emergency, parents should remember that public schools are among the safest buildings in the community. By law, California public schools are built to a higher standard than other public buildings, as required by the Field Act; therefore, schools will generally have less damage from an earthquake than residential or commercial buildings. Schools also have extensive fire/life safety systems that include fire alarms and sprinkler systems that are designed to protect students and staff.

In general, schools will respond to emergencies by moving students to the safest possible location. During fires or earthquakes, students will be moved out of the classrooms to a safe assembly area away from buildings, usually the school field or play yard. During a lockdown or shelter-in-place, students will be moved indoors to use the buildings as protection.

During an emergency, parents who want to pick-up their children may be asked to go to the Request Gate located on the school’s perimeter and show identification. This is a specific location that schools will use to release students. Please remember that students will only be released to a person whose name is listed on the student’s Emergency Information Form. Parents must make sure that the student’s Emergency Information Form is current and correct. Please notify your child’s school any time the emergency contact information changes.

During a threat of violence, students will be sheltered in a locked classroom away from anything that can hurt them. During an emergency when the campus must be protected, parents will not be able to pick-up their children until the school campus is declared to be safe by law enforcement. Parents need to understand that the students are being sheltered in a secure location for their safety and will be released only when it is safe.

### **Schoolbus and Transportation Safety Policy**

#### **Schoolbus Safety – EC 39831.5**

- All students who are transported in a schoolbus or school student activity bus shall receive instruction in school bus emergency procedures and passenger safety. A copy of the complete Policy is available upon request at the main office. Transportation is only provided to eligible students in authorized programs.
- It is recommended that parents and children become familiar with the route to school by walking it

together. Obey marked crosswalks, stop signs, traffic signals and other traffic controls.

- Students who have a home pickup and delivery per their Individualized Education Program (IEP) must have a designated responsible adult present to receive them from the bus when returned from school.
- 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 transported in a school bus or in a school pupil activity bus shall be under the authority of, and responsible directly to, the driver of the bus, and the driver shall be held responsible for the orderly conduct of the students while they are on the bus or being escorted across a street, highway or road. Students who ride school buses are expected to adhere to the same rules of conduct and behavior on the school bus as in school. Any student who engages in misconduct, disrupts school bus travel, disrespects the school bus driver or jeopardizes the safety of school bus rides is subject to disciplinary action, including suspension or expulsion.

A complete copy of the “MPS Transportation Safety Policy” is available for review in the main office.

#### **Walking or Riding a Bicycle to School – VC 21212**

No person under 18 years of age may operate a bicycle, non-motorized scooter, skateboard or wear in-line or roller skates, nor ride as a passenger upon a bicycle, non-motorized scooter, or skateboard upon a street, bikeway, or any other public bicycle path or trail unless that person is wearing a properly fitted and fastened bicycle helmet that meets specified standards.

#### **Volunteer, Visitation, Shadowing, and Removal Policy**

While MPS encourages parents/guardians and interested members of the community to visit MPS and view the educational program, MPS also endeavors to create a safe environment for students and staff. Additionally, parents volunteering in the classroom can be extremely helpful to our teachers and valuable to our students. We thank all parents for their willingness to volunteer in this manner.

Nevertheless, to ensure the safety of students and staff as well as to minimize interruption of the instructional program, MPS has established the following procedures to facilitate volunteering and visitations during regular school days:

##### **Definitions**

- A “*visitor*” is defined as any person seeking to

enter the school building who is not an employee of the Charter School or a student currently enrolled in that building. All visitors who are not parents or guardians of a student must have a specific and educationally relevant purpose for their visit.

- A “*volunteer*” is defined as any person who voluntarily offers and provides a service to the Charter School with Charter School approval without receiving compensation.

#### **Volunteering Categories and Application Process**

##### **A. Certified Volunteers (“C-Volunteers”)**

- a. Who are C-Volunteers: These are volunteers that would like to volunteer with MPS on an ongoing basis and may have unsupervised exposure or contact with students. Examples may include, but are not limited to, classroom volunteers, tutors, field-trip volunteers, etc.
- b. Application Process: C-Volunteers must provide MPS with the following documents:
  - Volunteer Application Form (signed)
  - Volunteer Commitment Form (signed)
  - Fingerprinting and Background Clearance\* (if volunteering outside of the direct supervision of a credentialed employee)
  - Tuberculosis risk assessment or examination\*
  - Valid photo I.D. (driver’s license, passport, military ID, US or other government identification)

##### **B. Single Event Volunteers (“SE-Volunteers”)**

- a. Who are SE-Volunteers: These are volunteers that would like to volunteer at MPS for a one (1) days special event or activity and have no unsupervised exposure or contact with students. Examples may include, but are not limited to, guest story reader, guest speaker, senior exhibition panel member, etc.
- b. Application Process: SE-Volunteers are not required to submit a volunteer application but must comply with the Volunteering Guidelines below and provide MPS with a valid photo I.D.

\* Volunteers will be reimbursed for eligible live scan fingerprinting and TB screening fees.

### **Volunteering Guidelines**

Parents or guardians who are interested in volunteering must adhere to the following guidelines:

1. Volunteers must arrange volunteering schedule with the classroom teacher and/or MPS Principal or designee, at least forty-eight (48) hours in advance. Volunteering in class may be limited to certain hours or specific assignments as determined by the classroom teacher(s) or MPS administration.
2. For all prospective volunteers (both C-Volunteers and SE-Volunteers), the MPS Principal or designee will review California Megan's Law online database at <http://www.meganslaw.ca.gov> to ensure that prospective volunteers are not registered sex offenders.  
  
Prior to volunteering in the classroom or on campus, the volunteer should communicate with the teacher and/or MPS staff to discuss the expectations for volunteering needs. Classroom volunteers are there to benefit the entire class and are not in class solely for the benefit of their own child. Classroom volunteers must follow the instructions provided by the classroom teacher or aide. Classroom rules also apply to volunteers to ensure minimal distraction to the teacher. If a volunteer is uncomfortable following the direction of the teacher or aid the volunteer may leave their volunteer position for that day.
3. Information gained by volunteers regarding students (e.g., academic performance or behavior) is to be maintained in strict confidentiality and may not be shared with any individual except with the MPS Principal. Volunteers must sign in agreement that they have read and understand and agree to follow the Family Educational Rights and Privacy Act ("FERPA") Policy.
4. Volunteers shall follow and be governed by all other guidelines indicated elsewhere in this Policy. This includes, but is not limited to, the process of registering and signing out of the campus at the main office as indicated below.
5. Volunteerism by parents is encouraged but not mandatory. All parents are encouraged – but not required – to contribute a minimum of 10 hours per year to the school. No child will be excluded from MPS or school activities due to the failure of his or her parent or legal guardian to fulfill the encouraged volunteer hours.
6. This Policy does not authorize MPS to permit a parent/guardian to volunteer or visit the campus if doing so conflicts with a valid restraining order, protective order, or order for custody or visitation issued by a court of competent jurisdiction.

### **Visitation Guidelines**

1. Visits during school hours should first be arranged with the teacher and MPS Principal or designee, at least three (3) school days in advance. If a conference is desired, an appointment should be set with the teacher during non-instructional time, at least three (3) school days in advance. Parents/guardians seeking to visit a classroom during school hours must first obtain the written approval of the classroom teacher and the MPS Principal or designee.
2. All visitors (including volunteers) shall register in the Visitor's Log Book and complete a Visitor's Permit in the main office immediately upon entering any school building or grounds when during regular school hours, including immigration enforcement officers. When registering, the visitor is required to provide his/her name, address, age (if under 21), his/her purpose for entering school grounds, and proof of identity. If the visitor is a government officer/official (including but not limited to local law enforcement officers, immigration enforcement officers, social workers, district attorneys, or U.S. attorneys), the officer/official will also be asked to produce any documentation that authorizes school access. MPS shall make reasonable efforts to notify parents or guardians prior to permitting a student to be interviewed or searched, consistent with the law and/or any court order, warrant or instructions from the officer/official. A copy of the documentation provided by the officer and notes from the encounter may be maintained by MPS. The MPS Governing Board and Bureau of Children's Justice in the California Department of Justice, at [BCJ@doj.ca.gov](mailto:BCJ@doj.ca.gov), will be timely informed regarding any attempt by a law-enforcement officer to access a school site or a student for immigration-enforcement purposes, as recommended by the Attorney General.
3. For purposes of school safety and security, the MPS Principal or designee have designated that each visitor wear a visitor's pass/sticker as a visible means of identification for visitors while on school premises.
4. All visitors are asked to comply with current mandated and recommended health and safety protocols. Visitors (including volunteers) who demonstrate signs of a contagious disease (e.g. fever, coughing) may be denied registration. When recommended or requested by the Department of Public Health, visitors will be required to wear personal protective equipment, such as masks, and practice social distancing. MPS reserves the right to implement additional measures for the protection of its school community, such as requiring forehead

temperature checks before entry to the same extent being utilized for students and employees.

5. Except for unusual circumstances, approved in advance by the MPS Principal, MPS visits should not exceed approximately sixty (60) minutes in length and may not occur more than twice per semester.
6. While on campus, visitors are to enter and leave classrooms as quietly as possible, not converse with any student, teacher, or other instructional assistant unless permitted, and not interfere with any school activity. No electronic listening or recording device may be used in a classroom without the teacher's and MPS Principal's advance written permission.
7. Before leaving campus, the visitor shall return the Visitor's Permit and sign out of the Visitors Log Book in the main office.
8. The MPS Principal, or designee, may refuse to register a visitor or volunteer if it is believed that the presence of the visitor or volunteer would cause a threat of disruption or physical injury to teachers, other employees, or students.
9. The Principal may direct a visitor without lawful business on campus to leave campus when the visitor's presence or acts interfere with the peaceful conduct of the activities of the school or disrupt the school or its pupils or school activities. Any visitor who is directed to leave by the Principal or designee will not be permitted to return to the Charter School campus for at least seven (7) days.
10. The MPS Principal or designee may withdraw consent to be on campus even if the visitor has a right to be on campus whenever there is reason to believe that the person has willfully disrupted or is likely to disrupt MPS' orderly operation. Consent will be reinstated whenever the MPS Principal has reason to believe that the person's presence will not constitute a disruption or substantial and material threat to MPS' orderly operation. Consent to be on campus can be withdrawn for up to fourteen (14) days.
11. The MPS Principal or designee may request that a visitor who has failed to register, or whose registration privileges have been denied or withdrawn, promptly leave school grounds. When a visitor is directed to leave, the MPS Principal or designee shall inform the visitor that if the visitor reenters the school without following the posted requirements, the visitor will be guilty of a misdemeanor.
12. Any visitor who is denied registration or has his/her registration revoked may request a conference with the MPS Principal. The request shall be in writing, shall state why the denial or revocation was improper, shall give the address to

which notice of conference is to be sent, and shall be delivered to the MPS Principal with fourteen (14) days of the denial or revocation of consent. The MPS Principal shall promptly mail a written notice of the date, time, and place of the conference to the person who requested the conference. A conference with the MPS Principal shall be held within seven (7) days after the MPS Principal receives the request. If no resolution can be agreed upon, the MPS Principal shall forward notice of the complaint to the MPS Board of Directors. The MPS Board of Directors shall address the Complaint at the next regular board meeting and make a final determination.

13. At each entrance to the campus, signs shall be posted specifying the hours during which registration is required, stating where the office of the MPS Principal or designee is located, and what route to take to that office, and setting forth the penalties for violation of this policy.
14. The MPS Principal or designee may seek the assistance of the police in managing with or reporting any visitor in violation of this Policy.

**“Certified Volunteer (C-Volunteer) Application Form”** and **“Volunteer Commitment and Procedures”** are included at the end of this handbook and copies are also available in the school office.

#### **Shadowing Guidelines**

Shadowing gives parents and students an opportunity to observe instruction during an ordinary school day and can help open dialog between parents and students about school. Parents are welcome to shadow their children, that is, to follow them through their school day. In order to maximize the benefits of shadowing, we request that parents adhere to the following guidelines:

- Follow the above procedure for providing three (3) school days advance notice of your visit, signing in at the main office when arriving at MPS, and obtaining a visitor's pass/sticker. Notice of your visit and intent to shadow should be provided by completing the Shadow Request Form, below, and submitting it to MPS at least three (3) school days in advance of your visit.
- Shadowing is not a time for parent/teacher conferences. If you desire a conference, please make prior arrangements with your child's teachers.
- To preserve the academic environment, please do not take part in the lesson unless invited to do so by the teacher. Do not visit with your child or other students during class time. At no time may visiting parents address other students directly. Visitors are not allowed to record audio or video or take photos. Should you have any concerns, report them to the MPS administrators.
- Meet with MPS administration to debrief your visit.



“Shadow Request Form” is included at the end of this handbook and copies are also available in the school office.

### 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 (five hundred dollars) or imprisonment in the County jail for a period of up to six (6) months or both.
2. Under California Education Code section 44811, disruption by a parent, guardian or other person whose conduct materially disrupts classwork or extracurricular activities or involves substantial disorder is guilty of a misdemeanor and is punishable, upon the first conviction by a fine of no less than \$500.00 (five hundred dollars) and no more than \$1,000.00 (one thousand dollars) or by imprisonment in a County jail for no more than one (1) year, or both the fine and imprisonment.
3. Disruptive conduct may lead to MPS’ pursuit of a restraining order against a visitor, which would prohibit him/her from coming onto school grounds or attending school activities for any purpose for a period of up to three (3) years.

## Student Conduct & Discipline

### Dress Code/Uniforms

MPS has a uniform policy to help create a safe, orderly environment, instill discipline, and eliminate the competition and distractions caused by varied dress styles. Students are expected to arrive in a clean and neat uniform every day. This uniform policy will be enforced from the very first day of school. Students shall cooperate, display modesty and neatness, and take pride in the MPS uniform. We rely on both student and parent/guardian support in helping to maintain this uniform policy and follow it daily.

In addition to wearing the school uniform, MPS requires that students follow these additional guidelines in terms of uniform appearance and personal appearance. **If any aspect of the uniform, including clothes, shoes, jewelry, cosmetics, or any type of body adornment, is not explicitly listed as acceptable in this handbook, then that item is not permitted to be worn when the student is at school or representing the school.** If you have any questions, please check with administration.

If a student is unable to wear the school uniform to school due to extenuating circumstances, please communicate with the school administration.

### A Free MPS Uniform Set

MPS will provide a safe, nurturing, and engaging learning environment for all our students and families. Academic and social-emotional support will be provided to address student

needs as well as instructional materials including a free uniform set.

MPS will make one uniform set of required MPS logo uniform pieces available to each student free of charge for the student’s use during the school year. If parents/guardians or students want to purchase additional MPS logo pieces, they may do so through the school’s uniform vendors.

### Religious Head Coverings

Religious head coverings shall be permitted.

### Free Dress & Theme Dress Days Code

Free Dress days are earned at the discretion of the administration. These days are granted at different times of the year for positive behavior and special occasions. Violation of this policy may result in loss of free dress privileges for the remainder of the school year.

- On free dress days, clothing must be in good taste and appropriate for school. Clothing should not be inappropriately tight, revealing, or transparent.
- The school’s dress code is strictly enforced during free dress days as well. All students must follow the same guidelines with the exception of not wearing their uniform.
- T-shirts are acceptable; however, printing on clothing must be suitable for school - no suggestive, vulgar, or profane language or images are permitted, as well as clothing that promotes alcohol, drugs, tobacco, or other controlled substances.
- Mini-skirts, skirts, and shorts should be no shorter than your longest finger when standing with your hands by your sides. Jeans may be worn during free dress days but cannot be inappropriately tight or baggy; no tattered jeans are allowed.
- Visible undergarments (including boxer shorts, bras, etc.) are not allowed.
- Midriiffs, backless or side less shirts or dresses, halter tops, or tank tops with straps less than 1-inch strap in width are NOT allowed.
- Hats for sun protection must only be worn outside of the school building(s) and classrooms. Hats must be a solid color that aligns with the school uniform and is free of any logos, with the exception of the school logo. Acceptable colors include solid white, gray, black, or navy-blue.
- Gloves, bandanas, or sunglasses are not permitted to be worn in school, except for medical reasons. Head coverings worn for purposes of religious observance are permitted.
- Neatness and good grooming are required.

**MPS STUDENT UNIFORM POLICY**

<b>BOTTOM</b>	<ul style="list-style-type: none"> <li>Pants, shorts, skirts, skorts, or capris are acceptable.</li> <li>Skirts, pants, shorts, skorts, or capris must be either khaki color, black or navy blue.</li> </ul> <p><b><u>Belts (required for all variations of dress uniform)</u></b></p> <ul style="list-style-type: none"> <li>Smooth, straight edge, all black, all blue or all brown belts no wider than 1½ inches with a plain, unadorned buckle (no mesh, rope, or all metal).</li> <li>The buckle may only have one catch.</li> <li>Belt must be of correct waist size, so that there is minimal excess length (less than five inches).</li> <li>Any excess length of belt must be tucked through a belt loop and may not hang down.</li> </ul>	<p><b><u>Pants/Skirts/Skorts/Shorts</u></b></p> <ul style="list-style-type: none"> <li>May not be baggy or inappropriately tight. May not be rolled at waist. Top of garment must be at or above hip bone.</li> <li>Skorts/shorts should be no shorter than your longest finger when standing with your hands by your sides.</li> <li>Skirts that are above the top of the kneecap should be worn with leggings/tights and must be no shorter than the longest fingertip.</li> <li>Pants may not be made from legging or jegging material.</li> <li>Pants must touch the top of the shoes when the student is standing, but not be long enough to bunch up around the ankle. Socks may not be worn over pants.</li> <li>Rubber bands are not allowed on the bottom of pants or ankles.</li> <li>No jean/denim style pants</li> <li>No Cargo pants/shorts.</li> <li>Must have a built-in pocket not a sewn-on pocket.</li> </ul>
<b>TOP</b>	<ul style="list-style-type: none"> <li>White, gray, black or navy-blue polo or woven shirts must have the school logo. They may be either short or long sleeved.</li> <li>Hoods may not be worn at school.</li> <li>Top of garment must be at or above hipbone when student is standing up.</li> </ul>	<p><b><u>Undergarments</u></b></p> <p>All undergarments, including bras, boxer shorts, etc., should not be visible</p> <p><b><u>Other Guidelines</u></b></p> <ul style="list-style-type: none"> <li>Woven shirt or polo shirt must be tucked in neatly at the waist at all times. These shirts may not be inappropriately tight or baggy.</li> <li>Undershirts must be short-sleeved if worn.</li> <li>The student may choose to button, or not button, the top button of the woven shirt. All other buttons of the woven shirt must be buttoned.</li> <li>Under shirt may not hang out of sleeves.</li> </ul>
<b>FOOTWEAR</b>	<ul style="list-style-type: none"> <li>For all footwear including “athletic” footwear, the majority of the shoe must be a solid color that aligns with the school's neutral dress code. Acceptable colors include black, brown, white, or gray. Small to no logos are preferred. (Shoes must be closed toe.)</li> <li>Plain, unadorned socks must always be worn, tights are also acceptable. Color of the socks or tights: Solid black, dark brown, navy blue or white.</li> <li>No sandals, boots, clogs, mules, slippers, flip flops, high heels, platform shoes or shoes with wheels.</li> </ul>	<p><b><u>Shoes</u></b></p> <ul style="list-style-type: none"> <li>Acceptable athletic shoes must be low-profile with minimal design. They must be modest and not attract attention. Shoelaces must match shoes and be in solid color.</li> </ul> <p><b><u>Jewelry and Accessories/Cosmetics</u></b></p> <ul style="list-style-type: none"> <li>Should be modest, appropriate for school, and not attract undue attention.</li> </ul>

<b>PE UNIFORM</b>	<ul style="list-style-type: none"> <li>• <b>Top:</b> Students will wear a solid gray t-shirt, preferably with the MPS logo. Solid white, gray, black, or navy blue sweatshirts with or without the MPS logo may also be worn during PE.</li> <li>• <b>Bottom:</b> Properly fitting navy shorts. Waist size of shorts must be appropriate to student's waist size (i.e. not inappropriately tight or baggy). Shorts should be no shorter than your longest finger when standing with your hands by your sides. <b>Footwear:</b> Any athletic shoes suitable for basketball, tennis, and field sports. The majority of the shoe must be a solid color that aligns with the school's neutral dress code. Acceptable colors include black, brown, white, or gray. Small to no logos are preferred. (Shoes must be closed toe.)</li> </ul>	<ul style="list-style-type: none"> <li>• Necklaces: If worn must be underneath uniform. If visible through an open collar, it must be tasteful and formal (no leather or string). Pendants must not be large or attract attention. Must be tucked in collar of shirt.</li> <li>• No "glitter", decorations, or drawing of any kind should be visible on the skin, hair, body, or uniform,</li> <li>• Facial, tongue, and body piercing are not allowed.</li> <li>• Bracelets: Must be tasteful and not attract undue attention.</li> <li>• Visible tattoos are not acceptable. Permanent visible tattoos must be covered by a flesh-tone bandage while at school or representing the school.</li> </ul>
<b>OUTERWEAR</b>	<ul style="list-style-type: none"> <li>• Hats, hoods, caps, and other headgear may not be worn in school buildings, except for purposes of religious observance. No gloves or finger lacing of any sort are allowed. Hats must be a solid color that aligns with the school uniform and is free of any logos, with the exception of the school logo. Acceptable colors include solid white, gray, black, or navy-blue.</li> </ul> <p><b><u>For colder weather</u></b></p> <ul style="list-style-type: none"> <li>• Crew-neck and zip v-neck sweatshirt and jackets are permitted, with or without the MPS logo.</li> <li>• Sweatshirts and jackets must be solid white, gray, black, or navy-blue.</li> </ul>	<ul style="list-style-type: none"> <li>• Cosmetics must be appropriate for school and not attract undue attention. <ul style="list-style-type: none"> <li>○ No brightly colored or glitter eye shadow, or blush.</li> <li>○ Mascara and eyeliner should be minimal.</li> <li>○ Lipstick should be a natural color.</li> <li>○ Earrings must be studs or one (1) inch hoops and worn on earlobe.</li> </ul> </li> </ul>

**Notes**

- If a student is unable to wear the school uniform to school due to extenuating circumstances, you need to check with your school's administration.
- Each individual MPS school may include site-specific amendments into the uniform policy addressing local issues.

**Duties of Pupils****Duties of Pupils – 5 CCR 300**

Pupils shall conform to school regulations, obey all directions, be diligent in study and respectful to teachers and others in authority, and refrain from the use of profane and vulgar language.

**Electronic Nicotine Delivery Systems (e-cigarettes)****Electronic Nicotine Delivery Systems (e-cigarettes) – PC 308**

MPS prohibits the use of electronic nicotine delivery systems (ENDS) such as e-cigarettes, hookah pens, cigarillos, and other vapor-emitting devices, with or without nicotine content, that mimic the use of tobacco products on all MPS property and in MPS vehicles at all times. ENDS are often made to look like cigarettes, cigars and pipes, but can also be made to look like everyday items such as pens, asthma inhalers and beverage containers. These devices are not limited to vaporizing nicotine; they can be used to vaporize other drugs such as marijuana, cocaine, and heroin.

Students using, in possession of, or offering, arranging or negotiating to sell ENDS can be subject to disciplinary action, particularly because ENDS are considered drug paraphernalia, as defined by 11014.5 of the Health and Safety Code. Section 308 of the Penal Code also states that every person under 18 years of age who purchases, receives, or possesses any tobacco, cigarette, or cigarette papers, or any other preparation of tobacco, or any other instrument or paraphernalia that is designed for the smoking of tobacco, tobacco products, or any controlled substance shall, upon conviction, be punished by a fine of seventy-five dollars (\$75) or 30 hours of community service work.

**Tobacco-free Campus****Tobacco-free Campus BPC 22950.5; HSC 104420, 104495, 104559, PC 308**

Ample research has demonstrated the health hazards associated with the use of tobacco products, including smoking and the breathing of secondhand smoke. Charter School provides instructional programs designed to discourage students from using tobacco products. The Charter School's Governing Board recognizes that smoking and other uses of tobacco and nicotine products constitute a serious public health hazard and are inconsistent with the goals of the Charter School to provide a healthy environment for students and staff.

In the best interest of students, employees, and the general public, the Board therefore prohibits the use of tobacco products at all times on Charter School property and in Charter School vehicles. This prohibition applies to all employees, students, visitors, and other persons at

school or at a school-sponsored activity or athletic event. It applies to any meeting on any property owned, leased, or rented by or from Charter School.

Smoking or use of any tobacco-related product or disposal of any tobacco-related waste is prohibited within 25 feet of any playground, except on a public sidewalk located within 25 feet of the playground. Smoking or use of any tobacco-related product is also prohibited within 250 feet of the youth sports event in the same park or facility where a youth sports event is taking place. In addition, any form of intimidation, threat, or retaliation against a person for attempting to enforce this policy is prohibited.

The Principal or designee shall inform students, parents/guardians, employees, and the public about this policy. All individuals on Charter School premises share in the responsibility of adhering to this policy. Additionally, Charter School will post signs stating "Tobacco use is prohibited" prominently at all entrances to school property.

**Student Freedom of Speech/Expression Policy**

MPS respects students' rights to express ideas and opinions, take stands, and support causes, whether controversial or not, through their speech, their writing, their clothing, and the printed materials they choose to post or distribute including the right of expression in official publications, and/or the wearing of buttons, badges and other insignia.

Student freedom of expression shall be limited only as allowed by state and federal law in order to maintain an orderly school environment and to protect the rights, health, and safety of all members of the school community. Unprotected Expression includes the following: obscenity; defamation; discriminatory material; harassment (including sexual harassment), intimidation and/or bullying; fighting words; vulgarity and/or profanity; or violating privacy as defined below.

**Definitions**

1. "*Obscenity*": when the (1) average person applying current community standards finds the work as a whole appeals to the prurient interest, (2) the work is patently offensive, and (3) the work lacks serious literary, artistic, political, or scientific value. Examples include pornography or sexually explicit material.
2. "*Defamation*": Libel (written defamation) and Slander (oral defamation), which includes but is not limited to inaccurately attributing a statement to another, either on purpose for public officials (which includes Charter School staff) or by mistake for private officials, that mischaracterizes the statement.
3. "*Discriminatory Material*": material that demeans a person or group because of the person/group's disability, pregnancy, gender, gender identity, gender expression, nationality, ancestry, race or ethnicity, immigration status, religion, religious

affiliation, sexual orientation, childbirth or related medical conditions, marital status, age, or association with a person or group with one or more of these actual or perceived characteristics or any other basis protected by federal, state, local law, ordinance or regulation that has the purpose of humiliating, offending, or provoking a person/group.

4. *“Harassment (including sexual harassment), Intimidation and/or Bullying”*: severe or pervasive physical or verbal act or conduct, including communications made in writing or by means of an electronic act. Bullying includes one or more acts committed by a student or group of students that may constitute sexual harassment, hate violence, or creates an intimidating and/or hostile educational environment, directed toward one or more students that has or can be reasonably predicted to have the effect of one or more of the following: (1) placing a reasonable student or students in fear of harm to that student’s or those students’ person or property, (2) causing a reasonable student to experience a substantially detrimental effect on his or her physical or mental health, (3) causing a reasonable student to experience a substantial interference with his or her academic performance, (4) causing a reasonable student to experience a substantial interference with his or her ability to participate in or benefit from the services, activities, or privileges provided by the Charter School.
5. *“Fighting Words”*: words likely to cause (1) the average person to fight or (2) the creation of a clear and present danger of violence, unlawful acts in violation of lawful school regulations, or the substantial disruption of school.
6. *“Vulgarity and/or Profanity”*: the continual use of curse words by a student, even after warning.
7. *“Violating Privacy”*: publicizing or distributing confidential or private material without permission.

### **On-Campus Expression**

Student free speech rights include, but are not limited to, the use of bulletin boards, the distribution of printed materials or petitions, the wearing of buttons, badges, and other insignia, and the right of expression in official publications, whether or not the publications or other means of expression are supported financially by the school or by use of school facilities. Student expression on the Charter School website and online media shall generally be afforded the same protections as print media within the Policy.

Unprotected Expression includes the following: obscenity; defamation; discriminatory material; harassment (including sexual harassment), intimidation and/or bullying; fighting words; vulgarity and/or profanity; or violating privacy as defined above. Also prohibited shall be material that incites a clear and present danger of the commission of unlawful acts on school premises or the violation of lawful school

regulations or the substantial disruption of the orderly operation of the Charter School.

### **Distribution of Circulars, Newspapers, and Other Printed Matter**

Students shall be allowed to distribute circulars, leaflets, newspapers, and pictorial or other printed matter, and to circulate petitions, subject to the following specific limitations:

1. Leaflets, pictorial and other printed matter to be distributed shall be submitted to the MPS school site Principal or designee at least one school day prior to distribution. The Charter School site principal or designee shall review material submitted in a reasonable amount of time and shall allow the approved material to be distributed according to the time and manner established by this Policy. The Charter School Executive Director or designee shall notify student(s) if distribution will be granted or denied (and if denied, why distribution is not in compliance with this Policy).
2. Distribution, free or for a fee, may take place at any time before school, after school, or during lunch providing there is no substantial disruption in the school programs (as determined by the MPS school site Principal). Distribution may not occur during instructional time and should not occur in locations that disrupt the normal flow of traffic within the school or at school entrances.
3. The manner of distribution shall be such that coercion is not used to induce students to accept the printed matter or to sign petitions.
4. The solicitation of signatures must not take place in instructional classes or school offices, nor be substantially disruptive to the school program (as determined by the MPS school site Principal).

### **Official School Publications**

Pupil editors of official school publications shall be responsible for assigning and editing the news, editorial, and feature content of their publications subject to the limitations of this section. However, it shall be the responsibility of the journalism staff adviser or advisers of pupil publications to supervise the production of the pupil staff, to maintain professional standards of English and journalism, and to maintain the provisions of this Policy. The journalism staff adviser(s) shall help the student editors judge the literary value, newsworthiness and propriety of materials submitted for publication. “Official school publications” refers to material produced by students in the journalism, newspaper, yearbook, or writing classes and distributed to the student body either free or for a fee.

There shall be no prior restraint of material prepared for official school publications except insofar as it violates this policy. MPS officials shall have the burden of showing justification without undue delay prior to a limitation of pupil expression under this policy. If the journalism staff adviser(s) consider material submitted for publication to



violate this Policy, he or she will notify the student without undue delay and give specific reasons why the submitted material may not be published. The student should be given the opportunity to modify the material or appeal the decision of the journalism staff adviser to the Principal.

### **Buttons, Badges, and Other Insignia of Symbolic Expression**

Students shall be permitted to wear buttons, badges, armbands, and other insignia as a form of expression, subject to the prohibitions enumerated in this Policy.

### **Use of Bulletin Boards**

Students will be provided with bulletin boards, upon request and subject to availability, for use in posting student materials on campus locations convenient to student use. Where feasible, the location and quantity of such bulletin boards shall be by mutual agreement of student government representatives and MPS administration. Posted material must be in compliance with other sections of this Policy, particularly regarding the distribution of materials and prohibited speech. Students may not post or distribute materials regarding the meetings of non-curricular student-initiated groups.

### **Organized Demonstrations**

Students have the right to lawful organized on-campus demonstrations, subject to the provisions of this Policy and applicable law. Demonstrations that incite pupils to create a clear and present danger of the commission of unlawful acts on school premises or the violation of lawful school regulations, or demonstrations that substantially disrupt the orderly operation of the school are prohibited.

No individual student may demonstrate in the name of the school or as an official school group at any time unless authorized by the school to participate in the activity.

No student may participate in an organized demonstration that occurs during the hours of mandatory school attendance unless sanctioned by the Charter School and supervised by a designated Charter School employee. Missing school to attend an organized demonstration is not an excused absence. The Charter School will follow its Attendance Policy when determining consequences for students which may include but are not limited to detention, a low grade for a missed test, or receiving a truancy letter. The Charter School will follow its Suspension and Expulsion Policy when determining consequences for students if Charter School policy is violated.

### **Student Speeches**

If a student is selected to speak at an MPS sponsored event, including but not limited to graduation or school assemblies, MPS has the right to review the pre-prepared speech to ensure that unprotected speech is not included. If unprotected speech is included, the student will be given the opportunity to revise the speech or deliver a modified speech. If not revised or removed, the student will not be permitted to speak at the MPS sponsored event.

### **Off-Campus Expression**

Off-campus student expression, including but not limited to student expression on off-campus internet web sites, is generally constitutionally protected but shall be subject to discipline when there is a sufficient nexus between the speech and the school.

Relevant considerations include:

1. The degree and likelihood of harm to the Charter School (staff, students, volunteers, and/or property) caused or argued by the expression,
2. Whether it is reasonably foreseeable that the expression would reach and impact the Charter School, and
3. The relation between the content and/or context of the expression and the Charter School. There is always a sufficient nexus between the expression and the Charter School when the Charter School reasonably concludes that it faces a credible, identifiable threat of school violence.

The Charter School Executive Director or designee shall document the impact the expression had or could be expected to have on the educational program. Off-campus expression that results in the material disruption of classwork or involves substantial disorder or invasion of the rights of others may be subject to discipline.

Off-campus expression may result in discipline if the expression involves but is not limited to:

- Serious or severe bullying or harassment targeting particular individuals;
- Threats aimed at teachers or other students;
- The failure to follow rules concerning lessons, the writing of papers, the use of computers, or participation in other online school activities; or
- Breaches of school security devices.

### **Enforcement**

4. The MPS school site Principal or designee shall review material submitted in a reasonable amount of time and shall allow the approved material to be distributed according to the time and manner established by this Policy.
5. Any student may appeal the decision of the MPS school site Principal or designee to the Board who shall render a decision within a reasonable period of time after receipt of the appeal. The appeal by the student must be made within five school days from the time the unsatisfactory decision was rendered.
6. The MPS school site administrator shall work with student government representatives in the development of these procedures. Student responsibilities shall be emphasized.
7. Students who are considering actions in the areas covered by this Policy should be informed of the possible consequences of their action under each specific circumstance.

8. This Policy does not prohibit or prevent the MPS Governing Board from adopting otherwise valid rules and regulations relating to oral communications by pupils upon the premises of each MPS school.
9. No MPS employee shall be dismissed, suspended, disciplined, reassigned, transferred, or otherwise retaliated against solely for acting to protect a pupil engaged in the conduct authorized under this Policy, or refusing to infringe upon conduct that is authorized under this Policy, the First Amendment to the United States Constitution, or Section 2 of Article I of the California Constitution.
10. MPS shall not make or enforce a rule subjecting a student to disciplinary sanctions solely on the basis of conduct that is speech or other communication that, when engaged in outside of the campus, is protected from governmental restriction by the First Amendment to the United States Constitution or Section 2 of Article I of the California Constitution.

#### Jurisdiction

##### Jurisdiction – EC 44807

A student may be disciplined 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; d) during, going to, or coming from a school-sponsored activity.

#### Lost and Found

There will be a lost and found box in the school. If you find books, clothing, or personal items on school grounds, please bring the items to the school office. Items not picked up will be donated monthly.

#### Property Damage

##### Lost or Damaged Property – EC 48904

Parents or guardians may be held financially liable if their child willfully damages school property or fails to return school property loaned to the child. The school may further withhold the grades, diploma, and transcript of the pupil until restitution is paid.

MPS shall notify the parent or guardian of the pupil in writing of the pupil's alleged misconduct and provide the student with due process before withholding the pupil's grades, diploma, or transcripts pursuant to this subdivision. When the minor and parent are unable to pay for the damages, or to return the property, MPS shall provide a program of voluntary work for the minor in lieu of the payment of monetary damages. Upon completion of the voluntary work, the grades, diploma, and transcripts of the pupil shall be released.

#### Requirement of Parent/Guardian School Attendance

##### Requirement of Parent/Guardian School Attendance – EC 48900.1

Teachers may require the parent or guardian of a student who has been suspended by a teacher to attend a portion of that school day in his or her student's classroom. The attendance of the parent or guardian will be limited to the class from which the student was suspended. A written notice will be sent to the parent or guardian regarding implementation of this requirement. Employers are not allowed to apply sanctions against the parent or guardian for this requirement if the parent or guardian has given reasonable notice to his/her employer.

#### Search of School Lockers

##### Search of School Lockers

School lockers remain the property of MPS even when assigned to students. The lockers are subject to search whenever the School finds a need to do so. The use of the school locker for other than school-related purposes is prohibited. Improper use of school lockers will result in loss of locker privileges.

- The lockers are school property; anything placed in them or brought to campus may be subject to search.
- Students are responsible for all items in their locker.
- Students may be provided with a lock or allowed to bring a lock for their lockers. Please check with the school administration for specifics.

#### Student Searches

The 4th Amendment of the United States Constitution protects individuals from unlawful searches. However, the law allows school officials to conduct searches of students and students' personal effects in certain circumstances:

1. If a student has engaged in conduct that causes an administrator to have reasonable suspicion that the student has committed, is about to commit, a crime or has violated statutory laws or school rules, the administrator may conduct a search of that student and/or the student's personal effects. The administrator must:
  - Be able to articulate the reason for his or her suspicion and the facts and/or circumstances surrounding a specific incident;
  - Be able to reasonably connect the student to a specific incident, crime or 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 student’s age and gender and the nature of the offense.
2. When conducting a student search based on reasonable suspicion, school officials 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 student to a specific incident of misconduct;
    - Jackets, purses, pockets, backpacks, bags, and containers in the student’s possession may be searched to the extent reasonably necessary;
    - Under no conditions may a body or strip search be conducted;
    - No search will involve the removing or arranging any or all of the clothing of a student to permit visual inspection of the underclothing, breast, buttocks, or genitalia of the student;
    - Only school officials of the same sex as the student being searched may conduct the search;
    - Searches based on reasonable suspicion must be conducted in the presence of at least one (1) adult witness whenever possible and in a private area where the search will not be visible to other students or staff (except for a school administrator or designee witness, also of the same sex).
  3. Random Metal Detector Searches and Searches of Other Areas of the School:  
California courts and the California Attorney General’s Office have approved the use of random metal detector searches for weapons. Random use of metal detectors is appropriate only if:
    - The method of selection of students to be searched is genuinely random;
    - Students selected to participate in random metal detector searches are selected without regard to personally identifiable characteristics such as race, gender, surname, group affiliation, or past history of misconduct (i.e., selection is random);
    - The searches are minimally intrusive;
    - Searches for concealed weapons in lockers are also conducted;
    - Although parents are advised in this Student/Parent Handbook of the possibility that their child may be searched, schools must send written communication to parents at the opening of the school year. This communication is also to be provided for all students enrolling after the school year has begun.

If, as a result of a metal detector search, *reasonable suspicion* arises that a particular student may be in possession of contraband in violation of school policy, school officials may conduct a search of that student, in a

private area, in accordance with the above guidelines for reasonable suspicion searches.

A complete copy of the “MPS Search and Seizure Policy” is available for review on the school website and in the front office.

### Student Conduct

#### Student Conduct – EC 51100

MPS provides parents and guardians of students the right and the opportunity, as mutually supportive and respectful partners in the education of their children, to be informed in advance about school rules, including disciplinary rules and procedures, attendance policies, dress codes, and procedures for visiting the school.

### Magnolia Public Schools Student Code of Conduct

MPS is committed to excellence in academic instruction and in cooperating with parents/guardians to teach students the behaviors and skills that support social and emotional successes throughout life. To accomplish this goal, MPS is taking a proactive approach to teaching social skills as a significant component of the educational program. The curriculum includes teaching of the behaviors necessary for effective and satisfying social interaction in school, on field trips, in the community, and at home.

#### Uniform and Personal Appearance

The uniform policy at MPS helps create a safe and orderly environment, instill discipline, and eliminate the competition and distractions caused by varied dress styles. Students are required to arrive in uniform every day except for “free dress days”.

All MPS students are required to wear the school uniform at all times including during the afterschool tutoring/activities. Refer to the “MPS Student Uniform Policy” in this Handbook.

#### Expected Student Behavior

Students should always remember that their behavior and actions at school and at school-sponsored activities are a reflection not only of themselves, but also of the school. The following is a guideline of what expected from an MPS student:

#### ***Breakfast/Lunch Time:***

Students must:

- Proceed to the eating area as instructed by MPS staff.
- Eat and finish their breakfast/lunch in the assigned area. No food should be eaten outside the designated areas unless authorized by a school administrator.
- Wait patiently for their food and follow the direction of the adults on duty.
- Clean up after themselves and dispose of their trash in the appropriate area.

- Remember that they are not allowed inside the school building(s) without a pass.
- Be safe and carry a pass that is given to them by a school staff member and are not allowed to be in spaces that are not supervised by school personnel.

**On Campus:**

Students must:

- Stay in designated areas on-campus.
- Be courteous and respectful at all times to everyone.
- Not use profanity, lie, fight, gamble, possess inappropriate literature or material, or be involved in the abuse/harassment of others.
- Not use or have cellular phones turned on during school hours; students are allowed to use cellular phones **only** in the designated area after school. Phones should not be used during after school programs, such as tutoring and clubs, unless directly authorized and supervised by authorized personnel.
- Remember that any personal electronic devices seen during class time will be confiscated and returned to the student's parents/guardians at the discretion of administration.
- Remember that gum chewing is not allowed anywhere on campus.
- Never ride bicycles, use roller blades or skateboards on campus. Check with the school office regarding proper storage during the school day.
- Not leave campus without permission during school hours (except students in 7-12 grade who are being excused to receive confidential medical services without parental permission). (See Off-campus Lunch policy for high school students.)
- Not use matches, lighters, or any type of explosive incendiary device on campus.
- Remember that no personal electronic devices may be visible or used on the campus grounds.
- Be safe and are not allowed to loiter in hallways or be unsupervised by school staff.

**Assemblies:**

Students must:

- Be courteous and quiet during the entire assembly.
- Be respectful to the presenter/speaker.
- Be safe by following all the teacher/ staff directions upon entry, during and while exiting assembly or school wide event.

**Field Trips:**

Students must:

- Be on their best behavior.
- Pay attention to the directives given by the moderator and trip leader.

- Follow all school rules pertaining to behavior.
- Wear MPS uniform unless authorized by administration.

**Public areas: Hallways, Lunchroom & Restrooms:**

Hallways, Lunchroom and Restrooms are areas used by all members of School. Students must:

- Use the halls, lunchroom, or restrooms only as needed and then move on to class.
- Eat only in the cafeteria or other designated area.
- Leave gum at home; chewing gum is strictly prohibited anywhere on campus.
- Maintain orderly conduct always; walk in the halls, lunchroom, or restrooms.
- Keep in mind that profanity and vulgar language at any level is unacceptable and is strictly prohibited in all areas and at school functions at all times.
- Limit excessive noise such as yelling, screaming or banging lockers while in these areas.
- Help keep the school clean by picking up after yourself and putting your belongings in their proper place.
- Respect others personal space and keep your hands to yourself even in play.
- Have a pass to be in the above areas during class time and after school.
- Keep in mind that vandalism, littering, or graffiti in the school is prohibited and should be reported as this reflects poorly on everyone.
- Refrain from lewd or otherwise inappropriate displays of affection.
- Bring only plastic and paper containers to school; all glass containers are prohibited on campus and will be confiscated.
- Be responsible and report any leaks, spills, or other problems in the bathroom to a teacher or the office.
- Be responsible for cleaning up after yourself, including the disposing of or the recycling of garbage.
- Have a hall pass if you are outside of the classroom during class time.
- Not visit with friends or interrupt another classroom.
- Not misuse the hall pass as it will result in loss of the hall pass privilege.
- Get a referral from your teacher before you go to the office. Do not use the hall pass.

**Emergency Drills:**

Fire drills, lockdowns, and evacuation drills are conducted periodically for everyone's protection and are required by law. During these drills it is imperative that students remain silent, follow instructions given by the staff, and carry out all directions in an orderly fashion.

<b><i>Classroom:</i></b>
<p>Students must:</p> <ul style="list-style-type: none"> <li>• Be seated and ready to begin their assignment when the bell rings.</li> <li>• Be courteous to all teachers and students.</li> <li>• Follow all school and classroom rules.</li> <li>• Bring all necessary materials/supplies ready to work daily.</li> <li>• Be Safe by respecting others' personal space and boundaries.</li> </ul>
<b><i>Classroom Procedures and Consequences:</i></b>
<p>Please check the teacher's syllabus for specific consequences which may include:</p> <ol style="list-style-type: none"> <li>1. In-class warning</li> <li>2. Student-Teacher Conference</li> <li>3. Reflection/Parental Notification</li> <li>4. Parent Conference</li> <li>5. Office Referral &amp; Administrative Disciplinary Procedures</li> </ol>

### **SIS Behavior Records**

Student behavior will be recorded on the SIS, Infinite Campus, and students will receive the following rewards or consequences based on their behavior entries.

**Note:** The following tables are for sample purposes only. Each individual MPS school may include amendments into the SIS behavior points, rewards, and consequences addressing local needs.

<b>Positive Rewards:</b>
<ul style="list-style-type: none"> <li>• Contact parent/guardian</li> <li>• Lunch speed pass</li> <li>• Treat</li> <li>• One day free dress (pass will be given)</li> <li>• Extended lunch period</li> <li>• Two-day free dress (pass will be given)</li> <li>• VIP breakfast</li> <li>• Entered in a raffle</li> <li>• Free dress – every Friday for one month (pass will be given)</li> <li>• VIP lunch and “Race to the Top”</li> </ul>

<b>Negative Consequences:</b>
<ul style="list-style-type: none"> <li>• Contact parent/guardian</li> <li>• Loss of privileges</li> <li>• Parent/guardian conference</li> <li>• Behavior plan and lunch reflection</li> <li>• Shadowed by parent/guardian for a day and one hour after school reflection</li> <li>• Student improvement team</li> <li>• Pending Reflection Committee outcome</li> <li>• Reflective hearing with Reflection Committee, parent/guardian and student</li> </ul>

### **Multi-Tiered System of Response to Behavior**

MPS maintains as a priority reinforcing positive behavior through intervention supports. Should students continue to make poor choices the administration team and school staff will create a plan with the parent/guardian to decrease unwanted behaviors and reinforce desired behaviors. Students and guardians have access to the school SIS as a means of staying informed on student progress. The student, family and school connection is part of the Positive Behavioral Interventions & Supports (PBIS) model for our learning community and it takes collaboration with all educational partners.

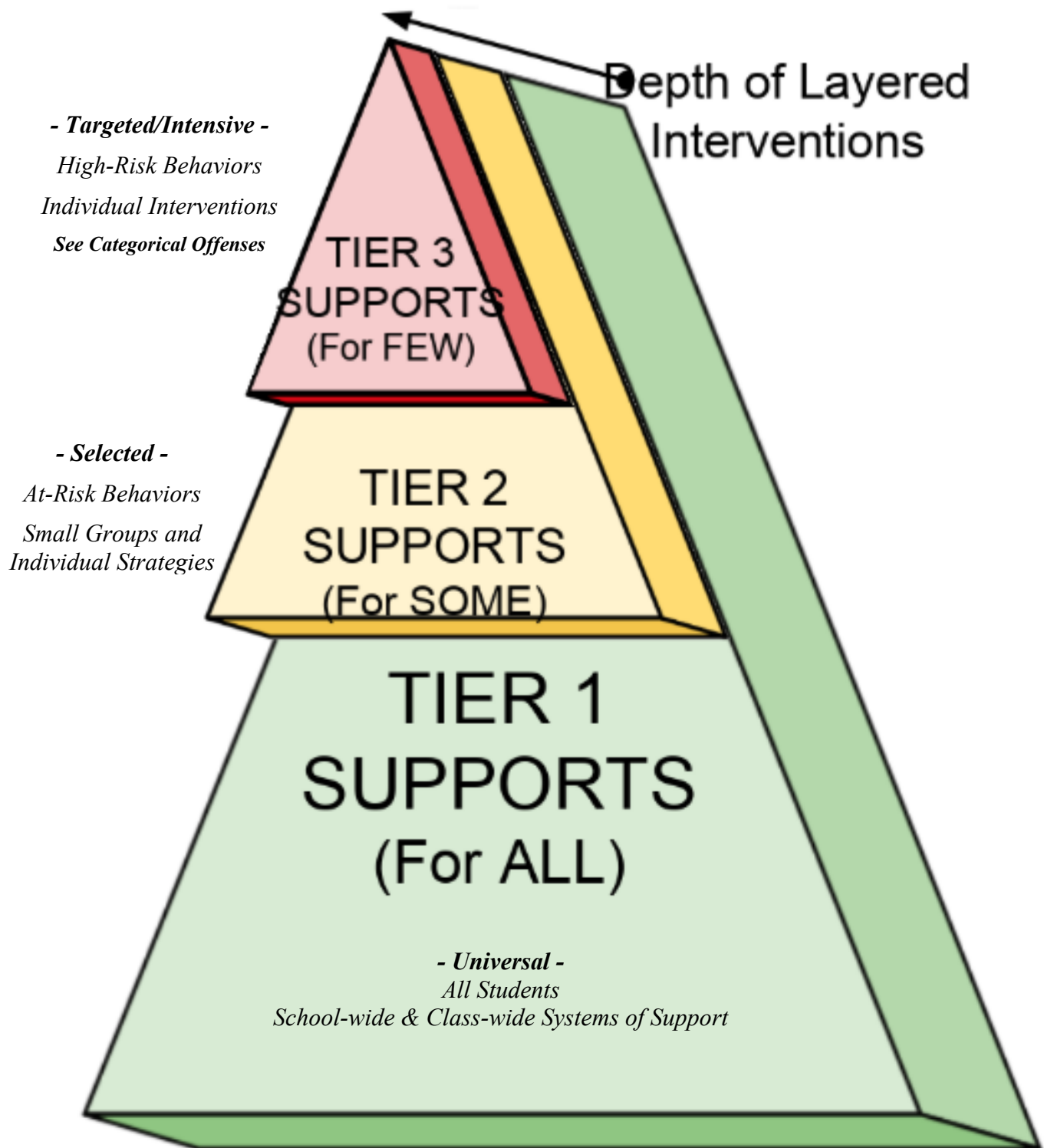
All students at MPS are entitled to the rights guaranteed by the United States Constitution, Bill of Rights, and applicable case law, and their rights will not be knowingly denied by the required code of conduct or by any disciplinary actions taken by the school. Accordingly, after an analysis of each case, any student who exhibits any of the unacceptable student behaviors listed in this handbook may incur consequences. These consequences range from notification of parents, reflection, to emergency removal from a school activity, suspension, expulsion, and referral to appropriate law enforcement agencies.

MPS reserves the right to notify the authorities and the Department of Education as required by law relating to disciplinary actions taken. It is to be noted that MPS reserves the right to discipline any act that has a nexus with MPS or the school community and causes a substantial disruption to the normal operation of the School. In other words, MPS may discipline behavior at school or at a school-related or school-sponsored function or any activity or any act that causes a substantial disruption on the school environment or that is performed with/on/by/via school equipment or school property. MPS respects and observes the rights of student to lawful student expression, as outlined in the “MPS Student Freedom of Speech/Expression Policy” available in the office of each MPS school.

The following charts and tables delineate unacceptable types of behavior in three levels and possible interventions as part of MPS' system of response to behavior.



**Multi-Tiered System of Response to Behavior**

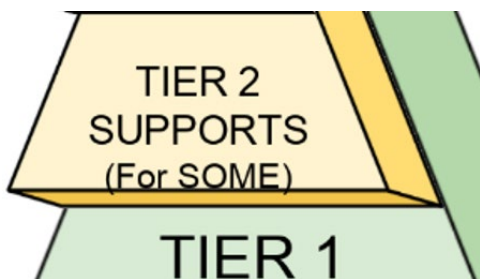


# TIER 1 SUPPORTS (For ALL) *- Universal -*

## Examples of Classroom, Support, and Teacher-Led Responses

These interventions are designed to teach appropriate behavior so that students may contribute to the learning community within the classroom environment. Teachers are encouraged to try a variety of instructional and classroom management strategies to support all learners.

Level 1 Infractions	Interventions
<ul style="list-style-type: none"> <li>• Invading personal space</li> <li>• Antagonizing others</li> <li>• Violation of school/class rules</li> <li>• Horseplaying</li> <li>• Violating off-limits/restricted area</li> <li>• Habitually tardy and/or not being in assigned location</li> <li>• Disrupting the learning environment/Off task</li> <li>• Littering</li> <li>• Not having proper materials, supplies, and/or equipment for class participation</li> <li>• Inappropriate use of electronic devices</li> <li>• Dress code violation</li> <li>• Inappropriate language/actions (hurtful, vulgar, gossip, etc.)</li> <li>• Passive participation in hurtful acts/words against others</li> <li>• Lewd or inappropriate displays of affection</li> <li>• Refusing to cooperate and comply with school rules/personnel</li> </ul>	<ul style="list-style-type: none"> <li>✓ School-wide PBIS</li> <li>✓ Social-emotional learning program</li> <li>✓ Proactive classroom management</li> <li>✓ Regular, preemptive communication with families</li> <li>✓ Classroom incentives</li> <li>✓ Seating, assignment, behavioral accommodations</li> <li>✓ Conferencing with student(s) and parents</li> <li>✓ Verbal correction and redirection</li> <li>✓ Reminders, role-play, daily progress sheet</li> <li>✓ Loss of classroom privileges</li> <li>✓ Written and/or verbal reflection</li> </ul>

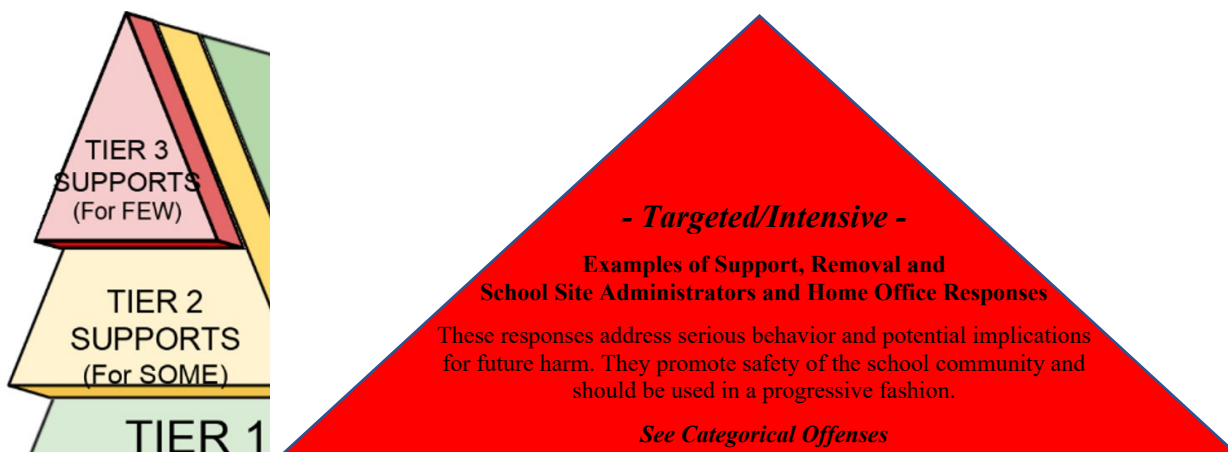


**- Selected -**

**Examples of Support, Removal and Administrative Responses**

These responses engage the students' support system to ensure successful learning and to alter conditions that are inappropriate or disruptive.

Level 2 Infractions	Interventions
<ul style="list-style-type: none"> <li>• Using/possessing tobacco and/or lighter</li> <li>• Violating traffic or safety regulations</li> <li>• Encouraging other students to violate school rules</li> <li>• Leaving school and/or school bus without permission</li> <li>• Fighting and/or arranging altercations</li> <li>• Using objects inappropriately (i.e., the use of an object to harm others or damage property)</li> <li>• Physical assault without serious bodily injury (i.e., pushing with intent, kicking, hitting, pinching, spitting)</li> <li>• Defacing and/or vandalism of school property</li> <li>• Plagiarism/academic dishonesty</li> <li>• Leaving school or classroom without permission (truancy)</li> <li>• Improper use of computer (e.g., viewing unauthorized websites, cheating, overriding district filter, etc.)</li> <li>• Stealing and/or possessing stolen property</li> <li>• Failure to attend to/complete assigned restorative action</li> <li>• Gambling or Extortion</li> <li>• Habitual violations of school/class rules</li> <li>• Forgery of signatures</li> <li>• Sexually explicit behavior</li> <li>• Planning and/or arranging actions with malicious intent</li> <li>• Writing or drawing obscene /profane language/pictures</li> <li>• Harassment (i.e., physical, verbal, and sexual)</li> <li>• Bullying/cyberbullying</li> <li>• Violation of personal boundaries</li> <li>• Refusing to cooperate and comply with school rules/personnel</li> </ul>	<ul style="list-style-type: none"> <li>✓ Behavioral contract</li> <li>✓ Self-monitoring</li> <li>✓ School-home communication</li> <li>✓ Adult or peer mentorship</li> <li>✓ Utilize check-in and check-out system</li> <li>✓ Intensive academic and/or social support</li> <li>✓ Reflection (lunch, after school, Saturday, etc.)</li> <li>✓ Refer student to SSPT</li> <li>✓ Loss of privileges</li> <li>✓ Counseling</li> <li>✓ Temporary removal from class</li> <li>✓ Extended school day</li> <li>✓ Suspension and/or expulsion</li> </ul>



Level 3 Infractions	Interventions
<ul style="list-style-type: none"> <li>• Physically assaulting with serious bodily injury</li> <li>• Conduct or habits injurious to others (peers/authority)</li> <li>• Using/possessing controlled and/or dangerous substances and/or paraphernalia</li> <li>• Bullying (harassing, intimidating, cyberbullying)</li> <li>• Fighting and/or arranging altercations</li> <li>• Using/possessing weapons and/or weapon paraphernalia including but not limited to those prohibited under federal law</li> <li>• Harassment (i.e., physical, verbal, and sexual)</li> <li>• Arson, attempting to commit arson and/or possession of explosives/fireworks (i.e., smoke bombs, sink bombs, etc.)</li> <li>• Causing a false fire alarm</li> <li>• Making a bomb/explosive threat</li> <li>• Encouraging other students to violate school rules</li> <li>• Student hazing</li> <li>• Using gang and/or secret society symbols/acts</li> <li>• Inappropriate use of electronic devices</li> <li>• Public displays of sexually explicit behavior</li> <li>• Defacing and/or vandalism of school property</li> <li>• Gambling</li> <li>• Habitual violations of school/class rules</li> <li>• Forgery of signatures</li> <li>• Stealing and/or possessing stolen property</li> <li>• Improper use of computer (e.g., viewing unauthorized websites, cheating, overriding school filter, etc.)</li> <li>• Sexual explicit behavior, Lewd Conduct, Writing or drawing obscene /profane language/pictures</li> </ul>	<ul style="list-style-type: none"> <li>✓ All Tier 1 and Tier 2 interventions</li> <li>✓ FBA-based behavior intervention plans</li> <li>✓ Teaching replacement behavior</li> <li>✓ Home and community supports</li> <li>✓ Self-management program</li> <li>✓ Restricted access</li> <li>✓ In-school reflection and/or suspension</li> <li>✓ Short-term out-of-school suspension</li> <li>✓ Extended out-of-school suspension</li> <li>✓ Request for alternate educational setting</li> <li>✓ Suspension and/or expulsion</li> </ul>

**Students with an IEP**

If a student has an IEP, that IEP and any applicable behavior plan shall be followed, according to state and federal law. If the behavior(s) worsens or the frequency increases, the student's IEP team may meet to review the plan and its implementation, and modify it, as necessary, to address the behavior(s). Special Education staff, general education staff, parents, and related service providers specified in the IEP must be informed and involved.

MPS follows state and federal laws regarding discipline, including suspension and expulsion, of students with disabilities. See also the **“Suspension and Expulsion Procedures,”** below, for more information.

**Suspension and Expulsion Policy and Procedures**

The Suspension and Expulsion Policy and Procedures have been established to promote learning and protect the safety and wellbeing of all students at Magnolia Public Schools (“MPS” or “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 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, expulsion or involuntary removal.

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. (\* The Charter School shall ensure that a homeless child or youth's educational rights holder; a foster child or

youth's educational rights holder, attorney, and county social worker; and an Indian child's tribal social worker and, if applicable, county social worker have the same rights as a parent or guardian to receive a suspension notice, expulsion notice, manifestation determination notice, involuntary transfer notice, involuntary removal notice, and other documents and related information. For purposes of this Policy and its Procedures, the term “parent/guardian” shall include these parties.)

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 to 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**



Discipline includes but is not limited to advising and counseling students, conferring with parents/guardians, reflection during and after school hours, use of alternative educational environments, suspension and expulsion.

### Positive Behavioral Interventions & Supports (PBIS)

#### *Positive Consequences:*

MPS school staff has committed itself to encouraging and supporting the attainment of academic skills as well as social skills, such as listening, friendship-making, problem solving, and alternatives to aggression. To inspire and encourage students to develop their potential in all of these areas, the following reinforcements will be used for positive behavior:

- Individual awards/recognition
- Classroom awards/recognition
- Certificates
- Displays
- Positive contact with parent/guardian
- Special activities (field trips, movie nights, picnics, etc.)
- Publications
- Assemblies
- Positive SIS points

Positive student behavior and improvements will be acknowledged and encouraged by the MPS staff. Teachers will not only report discipline issues on the school information system, but also positive behaviors and accomplishments. Parents will also be informed of positive behavior and improvements via phone, email, and home visits. Students will receive certificates and/or rewards for outstanding performance and behaviors.

#### Alternatives to Suspension and/or Expulsion

To intervene in student behavior, MPS has a progressive discipline plan in place at each of its schools. This plan is published at the beginning of each school year in the Parent/Student handbook. The handbook also includes a school-parent-student compact that outlines how parents, the entire school staff, and students will share the responsibility for improved student academic achievement and the means by which the school and parents will develop a partnership to help children achieve high academic and behavior standards. The discipline plan includes information about student expectations and progression of disciplinary procedures from day-to-day discipline to suspension and expulsion.

MPS believes that alternatives to suspension align with our schoolwide positive behavior support plan. Following are list of alternatives to be considered before suspending a student: warning, phone call home, parent conference, teacher/administrative reflection, written assignment/research/presentation, loss of privileges, behavior contract, parent shadowing, mentorship (peer/teacher), referral (counseling, SSPT, Dean /Principal), assigning volunteer work/community service, Saturday school, and in-school suspension.

#### **Reflection:**

Reflection will be held on assigned day either during the lunch period or after school for up to 60 minutes. Students will have at least one (1) day notice that they must serve a reflection that is longer than twenty (20) minutes in order to make arrangements to be picked up from school. Parents may request in person a delay of the reflection; no phone calls or notes will be accepted for this request.

#### **In School Suspension (ISS):**

Notice of In School Suspension (ISS) and the reasons for the ISS will be given to the student and the parent in writing. The student will remain on campus during school hours in a designated area not in their regular class setting. The student will have no or limited social distractions while serving an ISS. Student is expected to complete their classroom assignments and school community service during ISS.

### 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) 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 Education Code Section 233(e). 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
    - 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 (1)(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.
- 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) Brandishing a knife at another person.
  - c) Unlawfully selling a controlled substance listed in Health and Safety Code Section 11053, et seq.
  - d) Committing or attempting to commit a sexual assault or committing 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) Brandishing a knife at another person.
- c) Unlawfully selling a controlled substance listed in Health and Safety Code Section 11053, et seq.
- d) Committing or attempting to commit a sexual assault or committing 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 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. In addition, the notice may also state the time when the student may return to school. 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 48913.5, 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 48913.5(b), if a homework assignment that is requested pursuant to Section 48913.5(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.

#### 5. Suspension Appeals

Students and parent/guardian may appeal a suspension within five (5) school days of the suspension. This appeal will be made in writing to the Principal and heard by a Reflection Committee. The Reflection Committee is an advisory committee to the Principal, trained quarterly in restorative practices and PBIS, and will comprise of at least one school administrator (serves as procedural advisor), and at least two teachers, and may also include a non-certificated employee. All Reflection Committee hearings on suspensions will be held within two (2) school days of the appeal being made. The decision of the Reflection Committee is final and will be delivered to the parent/guardian in a written response. Based on the information submitted or requested, the Reflection Committee may make one of the following decisions regarding the suspension:

- Uphold the suspension
- Determine that the suspension was not within school guidelines, overturn the suspension, and order that all records and documents regarding the disciplinary proceeding be destroyed. No information regarding the suspension will be placed in the student's permanent record or shared with anyone not directly involved in the proceedings.

#### 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 by 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. The Administrative Panel 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.

It is preferable for the Administrative Panel members to have experience in education law and student discipline. Typical Administrative Panel members include teachers, school administrators and Home Office Chiefs/Directors. The Home Office will coordinate all administrators and teachers who serve on the Reflection Committee at their school sites to be "on call" for a particular month should their presence be needed at an Administrative Panel hearing. The Administrative Panel may expel any student found to have committed an expellable offense.

#### 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.

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 MPS' 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**

MPS 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. MPS 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, MPS must present evidence that the witness' presence is both desired by the witness and will be helpful to MPS. 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 circumstance 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 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.

If the Administrative Panel decides not to recommend expulsion, the student shall immediately be returned to their previous educational program.

The Administrative Panel 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 Administrative Panel. During the period of the suspension of the expulsion order, the student is deemed to be on probationary status. The Administrative Panel 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 Administrative Panel revokes the suspension of an expulsion order, the student may be expelled under the terms of the original expulsion order. The Administrative Panel 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 Administrative Panel 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 Administrative Panel to expel, shall send written notice of the decision to expel, including the Administrative Panel's adopted findings of fact, to the student and student's parent/guardian. This notice shall also include the following:

1. Notice of the specific offense committed by the student
2. 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 MPS
3. The reinstatement eligibility review date; a copy of the rehabilitation plan; the type of educational placement during the period of expulsion, and notice of appeal rights/procedures

The Principal or designee shall send a copy of the written notice of the decision to expel to the authorizer. This notice shall include the following:

1. The student's name
2. The specific expellable offense committed by the student

### **K. Disciplinary Records**

MPS shall maintain records of all student suspensions and expulsions at MPS. Such records shall be made available to the authorizer upon request.

### **L. Expulsion Appeals**

In order to appeal an expulsion, the student/parent/guardian must submit a written appeal to the CEO of MPS outlining the reason for the appeal, attaching any supporting documentation, within ten (10) calendar days of being informed of the expulsion.

In response to the written request for an appeal, the CEO of MPS shall call a meeting of the Board of Directors. The Board shall convene a hearing on the appeal within fifteen (15) working days of receipt of a timely written request for an appeal. *(This timeline supersedes the timeline statement in the charter petition if different.)*

At the hearing on the appeal, the student shall have the right to present evidence. The Board will consider evidence and/or testimony as appropriate and will render a written decision that shall be in the best interest of the student and MPS. That decision shall be final.

### **M. Interim Placement**

MPS shall be responsible for the appropriate interim placement of students during and pending the completion of the MPS's student expulsion process and shall facilitate the post-expulsion placement of expelled students.

MPS shall work with the District for an interim placement or other alternative program. Should MPS determine after the referral that the student will remain at MPS pending the expulsion hearing based on the best interest of the student, or if MPS secures another alternative interim placement at another charter school or school within its CMO, if appropriate and aligned with applicable charter petitions, MPS will notify the District of such determination.

### **N. Rehabilitation Plans**

Students who are expelled from the Charter School shall be given a rehabilitation plan upon expulsion as developed by the Administrative Panel 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.

#### **Q. Involuntary Removal for Truancy**

As charter schools are schools of choice and as a charter school student who fails to attend school is potentially depriving another student of their opportunity to enroll, a student may be involuntarily removed as described within the Charter School's Board adopted Attendance Policy for truancy and only after the Charter School follows the requirements of the Attendance Policy and only in accordance with the policy described above which requires notice and an opportunity for a parent, guardian, educational rights holder to request a hearing prior to any involuntary removal. Students who are involuntarily removed for truancy will be given a rehabilitation plan and will be subject to the readmission procedures set forth herein.

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

##### **1. Notification of SELPA/District**

The Charter School shall immediately notify the SELPA/District and coordinate the procedures in this policy with the SELPA/ District 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.

## Professional Boundaries, Abuse, & Neglect

### Child Abuse and Neglect Reporting

#### Child Abuse and Neglect Reporting – PC 11164 et seq.

MPS is committed to protecting all students in its care. All employees of MPS are considered mandated reporters, required by law to report cases of child abuse and neglect whenever there is reasonable suspicion abuse or neglect has occurred to a child protective agency (i.e., Police or Sheriff's Department, County Probation Department, or County Welfare Department/County Child Protective Services) immediately, or as soon as practically possible, by telephone and to prepare and send a written report thereof within thirty-six (36) hours of receiving the information concerning the incident. MPS employees may not investigate to confirm a suspicion.

Both the name of the person filing the complaint and the report itself are confidential and cannot be disclosed except to authorized agencies.

Parents and guardians of students also have a right to file a complaint against a school employee or other person that they suspect has engaged in abuse of a child at a school site. Complaints may be filed with a child protective agency; you may also notify the School of an incident by contacting the school office.

Child abuse does not include an injury caused by any force that is reasonable and necessary for a person employed by or engaged in a school:

1. To stop a disturbance threatening physical injury to people or damage to property;
2. For purposes of self-defense;
3. To obtain possession of weapons or other dangerous objects within control of a student;
4. To exercise the degree of control reasonably necessary to maintain order, protect property, protect the health and safety of pupils, and maintain proper and appropriate conditions conducive to learning.

### Megan's Law

#### Megan's Law – PC 290 et seq.

Information about registered sex offenders in California can be found on the California Department of Justice's website, <http://meganslaw.ca.gov/>. The website also provides information on how to protect yourself and your family, facts about sex offenders, frequently asked questions, and sex offender registration requirements in California.

### Professional Boundaries: Staff/Student Interaction Policy

MPS recognizes its responsibility to make and enforce all rules and regulations governing student and employee

behavior to bring about the safest and most learning-conducive environment possible.

#### Corporal Punishment

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

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

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

#### Examples of PERMITTED actions (NOT corporal punishment):

- Stopping a student from fighting with another student;
- Preventing a pupil from committing an act of vandalism;
- Defending yourself from physical injury or assault by a student;
- Forcing a pupil to give up a weapon or dangerous object;
- Requiring an athletic team to participate in strenuous physical training activities designed to strengthen or condition team members or improve their coordination, agility, or physical skills;
- Engaging in group calisthenics, team drills, or other physical education or voluntary recreational activities.

#### Examples of PROHIBITED actions (corporal punishment):

- Hitting, shoving, pushing, or physically restraining a student as a means of control;
- Making unruly students do push-ups, run laps, or perform other physical acts that cause pain or discomfort as a form of punishment;
- Paddling, swatting, slapping, grabbing, pinching, kicking, or otherwise causing physical pain.

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

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

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



family or colleagues, including someone from my HR Department, were standing next to me?"

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

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

Staff must understand their own responsibility for ensuring that they do not cross the boundaries as written in this policy. Disagreeing with the wording or intent of the established boundaries will be considered irrelevant for disciplinary purposes. Thus, it is crucial that all employees learn this policy thoroughly and apply the lists of acceptable and unacceptable behaviors to their daily activities. Although sincere, competent interaction with students certainly fosters learning, student/staff interactions must have boundaries surrounding potential activities, locations and intentions.

#### Duty to Report Suspected Misconduct

When any employee reasonably suspects or believes that another staff member may have crossed the boundaries specified in this policy, he or she must immediately report the matter to a school administrator. All reports shall be as confidential as possible under the circumstances. It is the duty of the administrator to investigate and thoroughly report the situation. Employees must also report to the administration any awareness or concern of student behavior that crosses boundaries or where a student appears to be at risk for sexual abuse.

#### Examples of Specific Behaviors

The following examples are not an exhaustive list:

#### Unacceptable Staff/Student Behaviors (Violations of this Policy):

- Giving gifts to an individual student that are of a personal and intimate nature;
- Kissing of any kind;
- Any type of unnecessary physical contact with a student in a private situation;
- Intentionally being alone with a student away from the school;
- Making or participating in sexually inappropriate comments;
- Sexual jokes;
- Seeking emotional involvement with a student for your benefit;

- Listening to or telling stories that are sexually oriented;
- Discussing inappropriate personal troubles or intimate issues with a student in an attempt to gain their support and understanding;
- Becoming involved with a student so that a reasonable person may suspect inappropriate behavior.

#### Unacceptable Staff/Student Behaviors without Parent and Supervisor Permission:

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

- Giving students a ride to/from school or school activities;
- Being alone in a room with a student at school with the door closed;
- Allowing students in your home.

#### Cautionary Staff/Student Behaviors:

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

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

#### Acceptable and Recommended Staff/Student Behaviors:

- Getting parents' written consent for any after-school activity;
- Obtaining formal approval to take students off school property for activities such as field trips or competitions;
- E-mails, text, phone and instant messages to students must be very professional and pertaining to school activities or classes (communication should be limited to school technology);
- Keeping the door open when alone with a student;
- Keeping reasonable space between the employee and the student;
- Stopping and correcting students if they cross the employees' personal boundaries;
- Keeping parents informed when a significant issue develops about a student;
- Keeping after-class discussions with a student professional and brief;

- Asking for advice from fellow staff or administrators when in a difficult situation related to boundaries;
- Involving a supervisor if a conflict arises with a student;
- Informing the Superintendent about situations that have the potential to become more severe;
- Making detailed notes about an incident that could evolve into a more serious situation later;
- Recognizing the responsibility to stop unacceptable behavior of students or coworkers;
- Asking another staff member to be present if the employee will be alone with any type of special needs student;
- Asking another staff member to be present if the employee must be alone with a student after regular school hours;
- Giving students praise and recognition without touching them;
- Pats on the back, high fives and handshakes are acceptable;
- Keeping professional conduct a high priority.

receive a written request to excuse your child, your child will be included in the instruction.

#### **Additional Resources**

- Human Trafficking in America's Schools  
<https://safesupportivelearning.ed.gov/human-trafficking-americas-schools>
- Tools that Teach: What is Human Trafficking? *(This link will also be available on the school website)*  
<https://www.dhs.gov/blue-campaign/tools>
- The National Child Traumatic Stress Network  
<https://www.nctsn.org/>

If you have any questions regarding access to resources, please feel free to reach out to the school office.

### **Sexual Abuse and Sex Trafficking Prevention**

#### **Sexual Abuse and Sex Trafficking Prevention – EC 51950**

At MPS, our number one priority is the safety of our students and we are committed to sharing the latest information and resources with our families. Below you will find information and resources around the topic of human trafficking as part of SB-1104 Pupil Safety: Human Trafficking Prevention Resources:

[http://leginfo.legislature.ca.gov/faces/billTextClient.xhtml?bill\\_id=201720180SB1104](http://leginfo.legislature.ca.gov/faces/billTextClient.xhtml?bill_id=201720180SB1104)

California has the highest number of incidents of human trafficking in the U.S., and all students may be vulnerable. Charter School believes it is a priority to inform our students about (1) prevalence, nature of and strategies to reduce the risk of human trafficking, techniques to set healthy boundaries, and how to safely seek assistance, and (2) how social medial and mobile device applications are used for human trafficking.

In accordance with the California Healthy Youth Act, Charter School will provide age-appropriate instruction on the prevention of human trafficking, including sexual abuse, assault, and harassment. You have the right to excuse your child from all or part of the instruction on the prevention of human trafficking. An opt-out form is available at the school office for your convenience. Your consent for this instruction is NOT required. If we do not

## ENGAGING EDUCATIONAL PARTNERS & COMPLAINT PROCEDURES

### Engaging Educational Partners

#### Charter Schools: Pupil Admissions

##### Charter Schools: Pupil Admissions

MPS encourages the participation of parents for increased parental involvement, but it is not a requirement for acceptance to, or continued enrollment at, the Charter School.

#### Parent Participation in School Meetings and Conferences

##### Parent Participation in School Meetings and Conferences – LC 230.8

Parents may fear discrimination in hiring or discharge by an employer if they take time off work to attend school meetings. The following labor code indicates that parents have time allowed for these purposes.

If the parent's employer has 25 or more employees, the parent must be allowed to attend school meetings and events for your children, up to a maximum of 40 hours each year without discrimination or fear of job loss. Purposes to attend child-related activities include: enrollment in grades 1-12, to address child care or school emergency, behavior or discipline problem that requires immediate parent attention, sudden school closure, or natural disaster. ("Parent" means a parent, guardian, stepparent, foster parent, or grandparent of, or a person who stands in.) If an employer discharges, threatens to discharge, demotes, suspends or otherwise discriminates against the parent, the employee may be entitled to reinstatement and reimbursement for lost income or benefits. See Labor Code for more details.

#### Rights and Responsibilities

##### Rights of Parents and Guardians to Information

The parents and guardians of pupils enrolled in public schools have the right and should have the opportunity, as mutually supportive and respectful partners in the education of their children within the public schools, to be informed by the school, and to participate in the education of their children, as follows:

- (1) Within a reasonable period of time after making the request, to observe their child's classroom(s).
- (2) Within a reasonable time of their request, to meet with their child's teacher(s) and the principal.
- (3) To volunteer their time and resources for the improvement of school facilities and school programs under the supervision of district employees, including,

but not limited to, providing assistance in the classroom with the approval, and under the direct supervision, of the teacher.

- (4) To be notified on a timely basis if their child is absent from school without permission.
- (5) To receive the results of their child's performance on standardized tests and statewide tests and information on the performance of their child's school on standardized statewide tests.
- (6) To request a particular school for their child, and to receive a response from the school district.
- (7) To have a school environment for their child that is safe and supportive of learning.
- (8) To examine the curriculum materials of their child's class(es).
- (9) To be informed of their child's progress in school and of the appropriate school personnel whom they should contact if problems arise with their child.
- (10) To have access to the school records of their child.
- (11) To receive information concerning the academic performance standards, proficiencies, or skills their child is expected to accomplish.
- (12) To be informed in advance about school rules, including disciplinary rules and procedures, attendance policies, dress codes, and procedures for visiting the school.
- (13) To receive information about any psychological testing the school does involving their child and to deny permission to give the test.
- (14) To participate as a member of a parent advisory committee, schoolsite council, or site-based management leadership team.
- (15) To question anything in their child's record that the parent feels is inaccurate or misleading or is an invasion of privacy and to receive a response from the school.
- (16) To be notified, as early in the school year as practicable, if their child is identified as being at risk of retention and of their right to consult with school personnel responsible for a decision to promote or retain their child and to appeal a decision to retain or promote their child.

#### School Accountability Report Card (SARC)

School Accountability Report Cards (SARC) are posted on the school website as well as at: <https://sarconline.org/>. The physical copy of the most recent SARC document is available to review for all of our educational partners in the school office. MPS SARC is updated before February 1 of each year.

## School Parent and Family Engagement Policy

### **I. Introduction**

Research has shown that the attitudes, behavior and achievement of children are enhanced when parents\* or other caregivers are involved in their children's education. To that end, the Magnolia Public Schools ("MPS," the "LEA" or "School") has adopted this parent and family engagement policy in order to promote learning and provide a more positive learning experience for our students. This policy has also been submitted to the California Department of Education with the School's Consolidated Application.

*\* Within this policy, the word "parent" is employed. This word is intended to reach any caregiver of students enrolled in the school, including but not limited to, parents, guardians, grandparents, aunts, uncles, foster parents, stepparents, etc.*

### **II. Engagement in Drafting the LEA/School Plans**

Parents will be engaged in the development of all school plans, including, but not limited to, the Local Control and Accountability Plan (LCAP), the LCAP Federal Addendum, the Single Plan for Student Achievement (SPSA)\*, and WASC Self-Study.

*\* State law provides that single school districts and charter schools may utilize the LCAP to serve as the SPSA, provided that the LCAP meets federal school planning requirements and relevant educational partners requirements for LCAPs under state law. Charter schools and single school districts may use the LCAP planning process to meet the planning requirements of the LCAP and the SPSA. In doing so, they may utilize the LCAP educational partners engagement requirements. **MPS chooses to utilize the LCAP to serve as the SPSA. MPS will utilize our Parent Advisory Committee (PAC) in developing the LCAP.***

On an annual basis, the LEA will submit California Department of Education ("CDE")-required plans to the PAC for review and suggested changes before appropriate plans are submitted to the authorizers and the CDE. In addition, all parents of participating children will annually be invited to review the LCAP, the LCAP Federal Addendum, and if applicable, the SPSA, and submit comments. If the plans are not satisfactory to the parents of participating children, the LEA will submit any comments from parents of participating children with the plans when it is submitted to the authorizers and the CDE.

### **III. Engagement in School Review and Improvement**

All parents will be engaged, to the extent applicable, in the process of school review and improvement. This includes disseminating the results of the local annual review of each school served under Title I, Part A to parents.

In addition, the parents of participating children will be invited to annually review the effectiveness of the parent and family engagement policy and other Title I, Part A activities and provide comments to the School.

***Identification of a school for improvement:***

- A school that has been identified for CSI, TSI, ATSI, or an eligible school operating a SWP shall develop a comprehensive plan, to be consolidated into a single plan, known as the SPSA in California, pursuant to section 64001(a) of the California Education Code. **MPS chooses to utilize the LCAP to serve as the SPSA.**
- The LCAP, serving as SPSA, shall be developed with the engagement of parents and other members of the community to be served; individuals who will carry out such plan, including teachers, principals, other school leaders, paraprofessionals present in the school, students (in secondary schools), and other individuals determined by the school.
- The LCAP, serving as SPSA, shall remain in effect for the duration of the school's participation under this part and shall be regularly monitored and revised as necessary based on student needs.
- The LCAP, serving as SPSA, shall be available to the LEA, parents, and the public, and the information contained in the plan shall be in an understandable and uniform format and, to the extent practicable, provided in a language that the parents can understand.
- The LCAP, serving as the SPSA, shall be based on a comprehensive needs assessment of the entire school that takes into account information on the academic achievement of children in relation to the challenging state academic standards, particularly the needs of those children who are failing, or are at risk of failing, to meet the challenging state academic standards and any other factors as determined by the LEA.
  - The comprehensive needs assessment shall include an analysis of verifiable data, consistent with all state priorities and informed by all indicators.
- The LCAP, serving as the SPSA, shall include a description of methods and instructional strategies that strengthen the academic program in the school, increase the amount and quality of learning time, help provide an enriched and accelerated curriculum, address the needs of all children in the school, particularly the needs of those at risk of not meeting the challenging state academic standards, and provide opportunities for all children to meet the challenging state academic standards.
- The LCAP, serving as the SPSA, shall include goals set to improve pupil outcomes, including addressing the needs of pupil groups as identified through the needs assessment.
- The LCAP, serving as the SPSA, shall include evidence-based strategies, actions, or services.

- The LCAP, serving as the SPSA, shall include proposed expenditures, based on the projected resource allocation from the governing board or body of the LEA, to address the findings of the needs assessment.

***(If applicable) Comprehensive Support and Improvement (CSI):***

- Upon receiving notification from the state of identification for CSI, the School shall, in partnership with educational partners (including the principal and other school leaders, teachers, and parents), locally develop and implement a CSI plan for the school to improve student outcomes.
- The plan shall be informed by all indicators described in subsection 1111(c)(4)(B) of the ESEA, as amended by the ESSA, including student performance against state-determined long-term goals.
- The plan shall include evidence-based interventions.
- The plan shall be based on a school-level needs assessment.
- The plan shall identify resource inequities, which may include a review of LEA/school-level budgeting, to be addressed through implementation of such plan.

***(If applicable) Targeted Support and Improvement (TSI):***

- Upon receiving notification from the state of identification for TSI, the School shall, in partnership with educational partners (including the principal and other school leaders, teachers, and parents), locally develop and implement a TSI plan for the school to improve student outcomes based on the indicators in the statewide accountability system established under subsection 1111(c)(4) of the ESEA, as amended by the ESSA, for each subgroup of students that was the subject of notification.
- The plan shall be informed by all indicators described in subsection 1111(c)(4)(B) of the ESEA, as amended by the ESSA, including student performance against long-term goals.
- The plan shall include evidence-based interventions.
- The plan shall be approved by the LEA prior to implementation of such plan.
- Upon submission and implementation, the plan shall be monitored by the LEA.
- The plan shall result in additional action following unsuccessful implementation of such plan after a number of years determined by the LEA.

***(If applicable) Additional Targeted Support and Improvement (ATSI):***

- Schools are eligible for ATSI if they are among schools eligible for TSI and if any student group at the school, on its own, meets the criteria for the lowest-performing five percent of Title I schools for CSI.
- A school identified for ATSI shall identify resource inequities, which may include a review of LEA/school-level budgeting, which will be addressed through implementation of its plan.

***(If applicable) Targeted Assistance School Program (TAS):***

- To assist targeted assistance schools (TAS) and LEAs to meet their responsibility to provide for all their students served under this part the opportunity to meet the challenging state academic standards, each targeted assistance program shall carry out the following requirements:
- The TAS program shall determine which students will be served according to the guidelines in section 1115(c) of the ESEA, as amended by the ESSA.
  - Eligible children from eligible populations are children identified by the school as failing, or most at risk of failing, to meet the challenging state academic standards.
  - Children who are economically disadvantaged, children with disabilities, migrant children, and English learners (ELs) are eligible for services under Title I, Part A on the same basis as other children selected to receive services.
- The TAS program shall use resources to help eligible children meet the challenging state academic standards.
- The TAS program shall serve participating students by using effective methods and instructional strategies that strengthen the academic program of the school.
- The TAS program shall coordinate with and support the regular education program of the school.
- The TAS program shall provide PD to teachers, the principal, other school leaders, paraprofessionals, and, if appropriate, specialized instructional support personnel, and other school personnel who work with eligible children in programs under this section or in the regular education program.
- The TAS program shall implement strategies to increase the involvement of parents of eligible children in accordance with section 1116 of the ESEA, as amended by the ESSA.



- The TAS program, if appropriate and applicable, shall coordinate and integrate federal, state, and local services and programs.

#### **IV. Coordination, Technical Assistance, and Other Support**

The MPS Home Office will provide the coordination, technical assistance, and other support necessary to assist all MPS schools in planning and implementing effective parent engagement activities to improve student academic achievement and school performance in the following ways:

- The MPS Home Office and school leaders will collaborate to devise a timeline for parental engagement activities throughout the school year and create a follow up tool to ensure that the activities occur.
- The MPS Home Office and school leaders will collaborate to develop the necessary technical assistance for planning and implementing effective parent engagement activities to improve student academic achievement and school performance.

#### **V. Annual Meeting**

Within 60 days of the first day of school, the School shall convene an annual meeting to which all parents of children participating in Title I, Part A programs are invited and encouraged to attend. The School will hold additional meetings to ensure the maximum parental participation, providing the same information, to be offered at flexible times, such as in the morning or evening.

The information provided at the meetings will inform parents of the School's receipt of Title I, Part A funds and the specific requirements of Title I, Part A. Additionally, parents shall be informed of their rights to be involved in Title I, Part A programs.

#### **VI. Notice**

Within 60 days of the beginning of school, the School will send [e.g., via mail, sent home with students, and/or placed in orientation packets and/or registration packets] a notice to [if in a targeted assistance school] [parents of participating children] [or if in a school with a school wide program] [all parents] containing, but not limited to, the following information:

- Information about Title I, Part A programs;
- An explanation of the requirements of Title I, Part A programs;
- A description of the rights parents have for participation in Title I, Part A programs;
- A description (including timing of meetings, location, etc.) of how parents can participate in the planning, review and/or improvement of the parent and family engagement policy, and if applicable, the schoolwide program.
- A description and explanation of the curriculum in use at the School, the forms of academic

assessment used to measure student progress and the proficiency levels students are expected to meet;

- An invitation to attend the annual meeting and additional meetings, providing information about the purpose of the meetings and the dates and times.
- A copy of the most current Parent and Family Engagement Policy and a feedback form for parents to comment on its content.

With this notice, the School will include a survey for parents to complete identifying whether they will require transportation, child care or home visits in order to participate in the parental engagement program of the School. If there is sufficient need for transportation or child care at any of the parental engagement activities identified in this policy, the School may provide such services and notify the parents of such provided services.

In addition to mailing this notice to parents of participating children, the School will post the information on its website.

#### **VII. Title I, Part A Program Engagement**

In order to engage parents in an organized, ongoing and timely way in the planning, review and improvement of Title I, Part A programs, the parent and family engagement policy, and if applicable, the schoolwide program plan, the School will engage parents of participating students as follows:

- The School will conduct at least one Family Learning Night each year where all parents of participating children will be invited to the School to learn about the different Title I, Part A programs, details of this policy, and if applicable, the schoolwide program plan. These meetings will be held at flexible times. Additionally, some may be located at community libraries or at parent volunteer homes for those who live far from the School.
- Parents not attending the Family Learning Nights will be contacted by a volunteer by telephone to encourage participation and inform them of future Family Learning Nights.
- The School will publish a regular Newsletter with notification of upcoming participation opportunities.
- Each year, the School will hold an End of School Night, at which parents of participating children will be invited to review Title I, Part A programs, the parent and family engagement policy, and if applicable, the schoolwide program plan and recommend any changes.
- **At least one** of parents of participating children will be invited to accompany School staff on retreats to participate in discussions and sessions dealing with Title I, Part A programs.
- If requested by parents of participating children, the School will schedule regular meetings where

parents are able to formulate suggestions and to participate, as appropriate, in decisions relating to the education of their children. The School will respond to such suggestions within **48 hours**.

- If the schoolwide program plan is not satisfactory to parents of participating children, the School will submit any parent comments on the plan when it submits the plan to the authorizers/CDE.

***School Site Council (SSC):***

- **If a SPSA is required**, the School will create a School Site Council (SSC) where it will plan, review, and improve Title I, Part A programs, the parent and family engagement policy, and if applicable, the schoolwide program plan. The SSC will meet at the School and will be composed of 10 members, selected by their peers, as follows:

Category (a):

- The school principal shall be an ex officio member of the SSC
- 3 teacher representatives selected by teachers at the school
- 1 other school personnel selected by peers at the school

Category (b):

- 5 Parents or community members and Students (Parents of students attending the school and community members selected by such parents and Students selected by students attending the school)

The SSC shall be constituted to ensure parity between the principal, classroom teachers and other school personnel; (b) parents or other community members selected by parents and pupils. Classroom teachers shall comprise the majority of persons represented under category (a). (Education Code Section 65000)

Additionally, the SSC will be involved in decisions regarding how funds reserved for parent engagement activities are allotted for those activities.

***Parent Advisory Committee (PAC):***

- **If a SPSA is not required**, and the LCAP can serve as the SPSA, MPS chooses to use the LCAP to serve as the SPSA. MPS will utilize our Parent Advisory Committee (PAC) in developing the LCAP. In this case, PAC will meet the educational partners engagement requirements.
- PAC will plan, review, and improve the LCAP as well as plan, review, and improve Title I, Part A programs and align them to the LCAP. PAC will also be the main committee reviewing the parent and family engagement policy, and if applicable,

other school program plans. School leadership will work closely with PAC to ensure parents are engaged in the school improvement process.

- **Parent Advisory Committee** - as used in California Education Code (EC) sections 52063 and 52069, shall be composed of a majority of parents, as defined in subdivision (e), of pupils and include parents of pupils to whom one or more of the definitions in EC Section 42238.01 apply. A governing board of a school district or a county superintendent of schools shall not be required to establish a new parent advisory committee if a previously established committee meets these requirements, including any committee established to meet the requirements of the federal No Child Left Behind Act of 2001 (Public Law 107-110) pursuant to Section 1112 of Subpart 1 of Part A of Title I of that act.

***English Learner Parent Advisory Committee (ELPAC):***

- **English Learner Parent Advisory Committee** - as used in EC sections 52063 and 52069 for those school districts or schools and programs operated by county superintendents of schools whose enrollment includes at least 15 percent English learners and at least 50 pupils who are English learners, shall be composed of a majority of parents, as defined in subdivision (e), of pupils to whom the definition in EC Section 42238.01(c) applies. A governing board of a school district or a county superintendent of schools shall not be required to establish a new English learner parent advisory committee if a previously established committee meets these requirements.

***Consulting with Pupils:***

- **Consult with Pupils** - as used in EC sections 52060, 52066, and 47606.5, means a process to enable pupils, including unduplicated pupils and other numerically significant pupil subgroups, to review and comment on the development of the LCAP. This process may include surveys of pupils, forums with pupils, pupil advisory committees, or meetings with pupil government bodies or other groups representing pupils.
- The School annually conducts student, parent, and staff surveys to improve our educational partners' school experience and to consult with them. Conducting such educational partner surveys is an essential part of the School's LCAP development process.

**VIII. Building Capacity for Engagement**

**A. Standards, Assessments, Title I Requirements, Monitoring Progress and Improving Student Achievement**

In order to ensure effective parental engagement and support a partnership among the LEA, parents and the community to improve student academic achievement, the LEA will provide the following programs to assist

parents in understanding State academic content standards and State student academic achievement standards, State and local academic assessments, Title I requirements, and how to monitor their child's progress and work with educators to improve the academic achievement of their children (collectively referred to "Standards and Requirements"):

- The LEA will encourage parents to serve on its board of directors;
- The LEA will seek input from the PAC and the SSC on ways to assist parents to understand the Standards and Requirements.
- The LEA will encourage parents to serve on its board committees.
- The LEA will regularly publish in its newsletter, and/or on its website, descriptions and explanations of State academic content standards and State student academic achievement standards, Title I requirements, and how to monitor their child's progress and work with educators to improve the academic achievement of their children.
- Regular meetings will be held by the school, at community libraries and/or parent volunteer homes, to discuss how parents can work with educators to improve their child's academic achievement.
- The LEA will hold Back to School nights to introduce parents to the School's curriculum and its correlation to the State's academic content standards and academic achievement standards.
- Parents will be invited to attend regular classes to learn about State and local academic assessments and to take sample tests.

#### **B. Helping Parents to Work with their Children**

In an effort to foster parental engagement, the LEA will provide materials and training to help parents to work with their children to improve their children's achievement through the following programs:

- **Student-Teacher Portal:** MPS uses an online web portal, Infinite Campus, to enable parents, students, and teachers to communicate more efficiently. Teachers have a webpage for every class in which they post course material, homework assignments, projects, course grade statistics and records of students' grades on quizzes, tests, class participation and homework assignments. Students and parents use confidential passwords to log on.
- Families without home computers will be encouraged to come to the school and use one of the available computer stations. Classes are held at the school on how to use Infinite Campus as well as how to access it via free Internet access at public

libraries if that is more convenient than coming to the school.

- **ParentSquare:** MPS uses a unified school-to-home engagement platform called ParentSquare. This platform enables the school to send automated messages to parents with student-specific information. MPS uses ParentSquare to communicate attendance information, news and upcoming events, parent and family engagement opportunities, surveys, resources for parent education and more. With extensive student information system integration, translation to more than 100 languages and access via app, email, text, voice, and web portal, ParentSquare enables the school to engage all families, ensuring equitable communication.
- The LEA will provide parents with access to literacy programs that bond families around reading and using the public library.
- The LEA will provide annual seminars on parenting skills and parent-child communication.
- The school's psychologist will work with parents to better understand their children and the issues facing them.
- The LEA will train parents how to tutor their children in the school.
- Individualized student and parent advisory sessions: Each of LEA teachers and mentors will be assigned to a small group of students. They will arrange two to four meetings at school during the school year to discuss their students' academic achievements.
- One-on-one meetings with the parents of academically low-achieving students to support the parent in providing the student the study environment he/she needs.

#### **C. Education on Parent Engagement**

The LEA will annually educate teachers, pupil services personnel, principals and other staff, with the assistance of parents, in the value and utility of contributions of parents, and in how to reach out to, communicate with, and work with parents as equal partners, implement and coordinate parent programs and build ties between parents and the School. The training shall take place each year in staff orientations, annual staff development materials and other in-service trainings held throughout the school year.

In order to better understand what works best for the current parents of participating children attending the LEA's schools, the education will take place after the following research is done (which shall be accomplished within the first 90 days of the commencement of the School year):

- **Home Visits:** Research has shown that one of the keys to successful teaching and schooling is

creating personal connections with students inside and outside of school. Knowing the students' outside interests, families, and home routines, and then using this information to connect in meaningful, individualized ways can have huge rewards in helping to create happier, healthier, and smarter kids. Recognizing these facts, the LEA will use home visits as one of the important features of its education program to not only improve student and school performance, but also to identify and intervene early with low-achieving students.

The LEA teachers will visit students at their homes to enhance student learning and engagement. Family visits offer invaluable insights about students. They can provide new understanding about students' learning styles. Visits might also reveal the emotional and social needs and behaviors of students. It is helpful to know if they react to problems with tears, anger, or withdrawal, and how they socialize with peers. Through family visits, teachers can identify students' latest interests or concerns, such as a new hobby, an upcoming trip, or a change in the family.

- A phone tree will be established where volunteers call all parents of participating students to solicit feedback and ideas for building ties between parents and the LEA, how to best communicate with parents and how to work with parents as equal partners.
- A survey will be sent home to parents of participating students that solicits information on what skills each parent has to offer the LEA and what types of parental engagement programs in which parents would most likely participate.

#### **D. Other Optional Parent Participation**

- The LEA will engage parents in the development of the training regarding the importance of parent engagement for teachers, principal, and other educators to improve the effectiveness of such training.
- In order to maximize parental engagement and participation, the LEA will arrange school meetings at various times or conduct in-home conferences between teachers or other educators, who work directly with participating children, with parents who are unable to attend such conferences at the LEA.
- The LEA will adopt and implement model approaches to improving parental engagement.
- The LEA will develop appropriate roles for community-based organizations and businesses in parent engagement activities, such as sponsoring events, providing volunteers for school activities, and creating internships for students.

#### **IX. Coordination with Other Programs**

If applicable, the LEA shall, to the extent feasible and appropriate, coordinate and integrate parent engagement programs and activities with programs such as Head Start, Early Reading First, and public preschool and other programs and conduct other activities, such as parent resource centers, that encourage and support parents in more fully participating in the education of their children.

The LEA will coordinate and integrate parent engagement programs and activities with these programs as follows: 1) requiring that the school conduct meetings involving parents, kindergarten or elementary school teachers, and Head Start teachers or, if appropriate, teachers from other early childhood development programs such as the Early Reading First program, to discuss the developmental and other needs of individual children; 2) developing and implementing a systematic procedure for receiving records regarding such children, transferred with parental consent from a Head Start program or, where applicable, another early childhood development program such as the Early Reading First program.

#### **X. Annual Evaluation**

The LEA, with the involvement of parents, shall conduct an annual evaluation of the content and effectiveness of this parent and family engagement policy in improving the academic quality of the schools served under Title I, Part A, including identifying barriers to greater participation by parents in activities under ESSA. The LEA will pay particular attention to parents who are economically disadvantaged, are disabled, have limited English proficiency, have limited literacy, or are of any racial or ethnic minority background. The LEA will use the findings of such evaluation to design strategies for more effective parental engagement and to revise, if necessary, this family and parent engagement policy.

#### **XI. School-Parent Compact**

At the beginning of each school year, the School will enter into School-Parent Compacts with parents of participating children. The School-Parent Compact will outline how parents, the entire school staff and students will share the responsibility for improved student academic achievement and the means by which the School and parents will build and develop a partnership to help children achieve the State's high standards.

The PAC will annually evaluate the effectiveness of the School-Parent Compact and provide feedback and suggestions for revision.

#### **XII. Engagement of Parents of Limited English Proficient Students, Disabled Parents and Parents of Migratory Children**

The LEA shall implement an effective means of outreach to parents of limited English proficient students to inform them regarding how they can be engaged in the education of their children, and be active participants in assisting their children to attain English proficiency, achieve at high levels in core academic subjects and meet challenging State academic achievement standards and State academic content standards

expected of all student. To accomplish this goal, the LEA will do the following:

- The LEA will hold regular meetings, and send notice of these meetings, for the purpose of formulating and responding to recommendations from parents of participating children.
- The LEA will provide language translators at parent meetings to the extent practicable.
- The LEA will schedule meetings to enable families to share information about culture, background, children's talents and particular needs for the schools.
- The LEA will provide parents of limited English proficiency with access to English as a Second Language (ESL) classes to increase their English language proficiency to assist their children with homework. The school's principal will visit the classes to interact with the parents.
- **English Learner Advisory Committee:** The English Learner Advisory Committee (ELAC) is mainly a committee of parents or other community members who want to advocate for English Learners. The committee provides parents of English Learners opportunities to learn more about the programs offered to their students and advises the principal and the PAC/SSC on programs and services for English Learners.

State law mandates each school site with 21 or more students of Limited English Proficiency (LEP) in attendance, regardless of language, to form a functioning ELAC. The ELAC will be formed at the LEA when the School has 21 or more students of LEP.

The LEA will provide full opportunities for participation of parents with disabilities and parents of migratory children. To accomplish this goal, the LEA will do the following:

- The LEA will schedule meetings to enable families to share information about culture, background, children's talents and particular needs for the schools.
- Teachers will be encouraged to make home visits to discuss student progress with the parents. Parents, students, and teachers meet throughout the year to monitor students' progress.
- Teachers will meet one-on-one with parents of such students on an as needed basis to ensure the proper supports are in place for the student.

### **XIII. Notices**

In accordance with ESSA, the LEA will provide the following notices to parents of children attending Title I, Part A schools:

- Annual report card;
- A notice regarding the professional qualifications of the student's classroom teachers;

- The notice regarding language instruction programs;
- Any other notices required by law.

### **XIV. Miscellaneous**

- The LEA shall ensure that all information related to LEA and parent programs, meetings and other activities is sent to the parents of participating children in a format and, to the extent practicable, in a language the parents can understand.
- The LEA will provide other reasonable support for parental engagement activities as requested by parents.

### **School-Parent-Student Compact**

This School-Parent\*-Student Compact is adopted by the Magnolia Public Schools (MPS) (hereinafter "School") and is intended to outline how parents, the entire School staff and students will share the responsibility for improved student academic achievement and the means by which the School and parents will build and develop a partnership to help children achieve the State's high standards. To this end, the School, the Parent, and the Student roles are outlined as follows:

*\* Within this compact, the word "parent" is employed. This word is intended to reach any caregiver of students enrolled in the School, including but not limited to, parents, guardians, grandparents, aunts, uncles, foster parents, stepparents, etc.*

#### **School Responsibilities**

- The School will provide high-quality curriculum and instruction in a supportive and effective learning environment that enables all students to meet the State Core Curriculum Content Standards in all content areas through aligned curriculum and rigorous assessment.
- The School will provide a variety of support programs to enhance instruction at all grade levels.
- The School will send frequent reports to parents on their child's progress.
- The School will hold parent-teacher conferences during which this Compact will be discussed as it relates to the individual student's achievement. Conference dates will be listed on the school calendar and additional dates will be sent through notification by the School.
- The School will grant parents reasonable access to staff by appointment through the office.
- The School will provide parents with the ability to observe classroom activities by appointment through the office.

#### **Parent Responsibilities**

I understand that my child's studies are very important and my participation in activities at MPS is a critical component of my child's educational success. Therefore, I agree to carry out the following responsibilities to the best of my ability:



- I will take a positive and active role in supporting my student's education.
- I will make certain my student attends school regularly and on time.
- I will notify school when child is absent and provide appropriate documentation.
- I will ensure that my student follows the school attendance policy and dress codes.
- I will ensure that my child come to school rested, clean, well-fed, and appropriately dressed (in student uniform).
- I will notify office immediately if there is a change of home address or phone number.
- I will set aside a specific time and place for my student to do homework.
- I will support my student in completing homework, including, if necessary, limiting time watching television, computer gaming, and recreational internet use.
- I will allow my student to attend remedial and other programs offered if requested by the school as is needed for individual improvement.
- I will set up a college bound environment at home and support my student through the college admission and scholarship finding process.
- I will emphasize my child adhere to the MPS Discipline Code at all times.
- I will enforce the School Code of Conduct with my child, including ensuring my child is wearing the uniform and promoting respect for teachers and all adults and students.
- I will follow through with any problem behaviors noted by the School.
- I will attend orientation meetings prior to the start of School.
- I will communicate regularly with my student's teachers to ensure his/her academic success (includes attending at least two conferences in a school year).
- I will review information and work sent home and/or posted on-line for parents and students via the school website and the online Student Information System and respond as necessary (computer access is available for parents at School if needed).
- I will review progress reports that are sent by the School and respond as necessary.
- I will encourage positive attitudes toward school.
- I will talk with my student about what he/she is learning.
- I will expect and encourage my student to be focused on learning.
- I will expect and support my student to strive consistently to give his/her best, and to make his/her best academic progress.
- I will assure that my child does not destroy materials (textbooks, equipment, etc.) and/or MPS property.
- I will pay for any damages to materials and/or property incurred by student.
- I will assure that students do not bring destructive materials to school (markers, paint, etc.)
- I will assure that all school materials loaned to students will be returned in the condition issued (textbooks, library books, etc.) I will pay for any lost or damaged books in CASH only.
- I understand that a student's bringing or possession of any weapon is grounds for expulsion from the Charter School.
- I will complete and return all necessary school forms and documents on time as requested by school officials.
- I will try to volunteer at School when requested. (Parents/guardians are not required to volunteer for MPS.)

#### **Student Responsibilities**

I am aware of my responsibilities and will do my best to satisfy my parents'/teachers' expectations at MPS because this will help me do better in the future. I agree to really try and do the following:

- I will come to school dressed in uniform every day and on time.
- I will be prepared for all my classes with all required materials.
- I will complete class work and homework on time.
- I will do all the homework assigned to me the best way I can and ask for help when needed.
- I will strive consistently to give my best, and to make my best academic progress.
- I will act responsibly and respectfully at all times and towards all members of the school community.
- I will follow all school rules.
- I will obey the School's Code of Conduct.
- I will respect my property, that of others, and that of the School.
- I will take good care of my books, and other materials the School allows me to use.
- I will serve my community.

### Parent's Right to Know Notification for Title I Schools - Teacher Qualification Information

All parents or guardians may request information regarding the professional qualifications of classroom teachers and/or paraprofessionals, including at a minimum whether the student's teacher:

- Has met State qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction;
- Is teaching under emergency or other provisional status through which State qualification or licensing criteria have been waived; and
- Is teaching in the field of discipline of the certification of the teacher.

In addition, parents of students attending a Title I school can request the qualifications of paraprofessionals/TAs serving their child. The following are qualification requirements for Title I paraprofessionals:

- Completed two years of study at an institution of higher education; or
- Obtained an associate's (or higher) degree; or
- Met a rigorous standard of quality and be able to demonstrate, through a formal State or local academic assessment, knowledge of and the ability to assist in instructing, reading, writing, and mathematics (or, as appropriate, reading readiness, writing readiness, and mathematics readiness).

Every Student Succeeds Acts (ESSA) also requires MPS to notify parents when their child has been taught for four or more consecutive weeks by a teacher who has not met State certification or licensure requirements at the grade level and subject area in which the teacher has been assigned.

These requirements help us to ensure that all students receive the best education from teachers who are highly skilled and knowledgeable in their subject areas. If there is any MPS teacher who has not met all of the State certification or licensure requirements at the grade level and subject area in which he/she has been assigned, we will work closely with the teacher to ensure that he/she will meet all State certification and licensure requirements at the grade level and subject area in which he/she has been assigned in a timely manner.

### Surveys

#### Surveys – EC 51513 and 51514

Anonymous, voluntary and confidential research and evaluation tools to measure student's health behaviors and risks, including tests, questionnaires, and surveys containing age-appropriate questions about the student's attitudes and practices relating to sex, family life, morality, and religion may be administered to students if the parent is notified in writing that 1) this test, questionnaire, or survey is to be administered, 2) the student's parent is given the opportunity to review the test, questionnaire, or survey, and 3) the parent consents in writing. Questions pertaining to the sexual orientation and gender identity of a student shall not be removed from a survey that already includes them.

### Annual Educational Partner Surveys

MPS annually conducts student, parent, and staff surveys to improve our educational partners' school experience. Conducting such educational partner surveys is an essential part of MPS' Local Control and Accountability Plan (LCAP) development process. State priority 6 under Local Control Funding Formula (LCFF) asks the schools to set annual measurable outcomes about school climate:

School climate: pupil suspension rates, pupil expulsion rates, other local measures including surveys of pupils, parents, and teachers on the sense of safety and school connectedness. (Priority 6)

MPS uses the Panorama Education online platform to conduct educational partner surveys and analyze results. Our students and staff complete the survey online while parents have access to both online and paper surveys, in English and Spanish.

The survey questions were developed by WestEd for the California Department of Education and are used by the CORE Districts. The CORE Districts are situated in Fresno, Garden Grove, Long Beach, Los Angeles, Oakland, Sacramento, San Francisco, and Santa Ana. Using the same survey enables MPS to compare its results with the average results of the CORE Districts.

Our typical timeline for educational partner survey implementation is January through mid-February, with the intent to receive results by the end of February so that we can analyze the results in March to inform our LCAP and budget development. The survey questions use Likert-type scale to measure school experience in four topics for students, parents, and staff. Each topic has multiple questions that allow us to further analyze why a certain topic is rated relatively high or low. Following are the topics:

Topic 1	Climate of Support for Academic Learning
Topic 2	Knowledge and Fairness of Discipline, Rules and Norms
Topic 3	Safety
Topic 4	Sense of Belonging (School Connectedness)

To further engage our educational partners in the evaluation of their experience MPS also asks three open-ended free-response questions:

1. What Do You Like Best About Your School?
2. What Do You Like Least About Your School?
3. What Is One Suggestion You Would Like to Offer to Improve Your School?

School leadership teams and the MPS Home Office teams (academics, accountability, HR) read all free responses, summarize major findings and recommendations by the educational partners, and consider all the feedback to create action steps for school improvement. The Home Office teams review the findings with each school leadership team. School leadership teams are then held accountable for sharing the survey results and findings with their educational

partners at their site (teachers, parents, etc.) and developing an action plan for improvement.

Each school leadership team is also asked to write a reflection on the survey results and findings that identifies their greatest progress, greatest needs, and ways to improve so that we can maintain and improve educational quality of our schools on an ongoing basis. The teams are typically expected to complete their reflections in March and share it with the board and public in April. The feedback collection, reflection, and planning of next steps are all an integral part of our LCAP development process.

To obtain a copy of your school's survey reflections page that informs the LCAP, please contact the school office.

## Complaint Procedures

### Nondiscrimination Statement & Equal Opportunity

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

The Charter School Board of Directors shall not refuse to approve the use or prohibit the use of any textbook, instructional material, supplemental instructional material, or other curriculum for classroom instruction or any book or other resource in a school library on the basis that it includes a study of the role and contributions of Native Americans, African Americans, Latino Americans, Asian Americans, Pacific Islanders, European Americans, LGBTQ+ Americans, persons with disabilities, or members of other ethnic, cultural, religious, or socioeconomic status groups.

Pursuant to California law and the California Attorney General's guidance to K-12 schools in responding to immigration issues ("Guidance"), Charter School provides equal access to free public education, regardless of a student's or their parent's or guardian's immigration status or religious beliefs. The complete Guidance, including *Appendix G – Know Your Educational Rights* can be reviewed via the following link:

<https://oag.ca.gov/sites/all/files/agweb/pdfs/bcj/school-guidance-model-k12.pdf>

### Appendix G: Know Your Educational Rights

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

- All children in the United States have a Constitutional right to equal access to free public education, regardless of immigration status and regardless of the immigration status of the students' parents or guardians.
- In California:
  - All children have the right to a free public education.
  - All children ages 6 to 18 years must be enrolled in school.

- All students and staff have the right to attend safe, secure, and peaceful schools.
- All students have a right to be in a public school learning environment free from discrimination, harassment, bullying, violence, and intimidation.
- All students have equal opportunity to participate in any program or activity offered by the school, and cannot be discriminated against based on their race, nationality, gender, religion, or immigration status, among other characteristics.

### Information Required for School Enrollment

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

### Confidentiality of Personal Information

- Federal and state laws protect student education records and personal information. These laws generally require that schools get written consent from parents or guardians before releasing student information, unless the release of information is for educational purposes, is already public, or is in response to a court order or subpoena.
- Some schools collect and provide publicly basic student "directory information." If they do, then each year, your child's school district must provide parents/guardians with written notice of the school's directory information policy, and let you know of your option to refuse release of your child's information in the directory.

### Family Safety Plans if You Are Detained or Deported

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

### Right to File a Complaint

- Your child has the right to report a hate crime or file a complaint to the school district if he or she is discriminated against, harassed, intimidated, or bullied on the basis of his or her actual or perceived nationality, ethnicity, or immigration status.

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

The Charter School does not discourage students from enrolling or seeking to enroll in the Charter School for any reason, including, but not limited to, academic performance, disability, neglect or delinquency, English proficiency, for being homeless or a foster/mobile youth, economic disadvantage, nationality, race, ethnicity, or sexual orientation. Charter School shall not encourage a student currently attending Charter School to disenroll or transfer to another school based on any of the aforementioned reasons except in cases of expulsion and suspension or involuntary removal in accordance with the Charter School’s charter and relevant policies.

The Charter School does not request nor require student records prior to a student’s enrollment.

The Charter School shall provide a copy of the California Department of Education Complaint Notice and Form to any parent, guardian, or student over the age of 18 at the following times: (1) when a parent, guardian, or student over the age of 18 inquires about enrollment; (2) before conducting an enrollment lottery; and (3) before disenrollment of a student.

The Charter School is committed to providing an educational atmosphere that is free of unlawful harassment under Title IX of the Education Amendments of 1972 (sex); Titles IV, VI, and VII of the Civil Rights Act of 1964 (race, color, or national origin); The Age Discrimination Act of 1975; the IDEA; and Section 504 and Title II of the ADA (mental or physical disability). Charter School also prohibits sexual harassment, including cyber sexual bullying, and harassment based upon pregnancy, childbirth or related medical conditions, race or ethnicity, religion, religious affiliation, creed, color, citizenship, immigration status, gender, gender identity, gender expression, national origin or ancestry, physical or mental disability, medical condition, marital status, age, sexual orientation, or any other basis protected by federal, state, local law, ordinance or regulation.

Charter School does not condone or tolerate harassment of any type, including discrimination, intimidation, or bullying, including cyber sexual bullying, by any employee, independent contractor or other person with whom Charter School does business, or any other individual, student, or volunteer. This applies to all employees, students, or volunteers and relationships, regardless of position or gender. Charter School will promptly and thoroughly investigate any complaint of harassment and take appropriate corrective action, if warranted. Inquiries, complaints, or grievances regarding harassment as described in this section, above, should be directed to the Charter School Uniform Complaint Procedures (“UCP”) Compliance Officer:

CEO & Superintendent  
Magnolia Public Schools  
250 E. 1st St. Ste 1500  
Los Angeles, CA 90012

(213) 628-3634  
ceo@magnoliapublicschools.org

The lack of English language skills will not be a barrier to admission or participation in Charter School’s programs or activities. Charter School prohibits retaliation against anyone who files a complaint or who participates or refuses to participate in a complaint investigation.

#### **Notice Under the Americans With Disabilities Act (ADA)**

In accordance with the requirements of Title II of the Americans with Disabilities Act of 1990 (ADA), MPS will not discriminate against qualified individuals with disabilities on the basis of disability in its services, programs, or activities.

**Effective Communication:** MPS will generally, upon request, provide appropriate aids and services leading to effective communication for qualified persons with disabilities so they can participate equally MPS’ programs, services, and activities, including qualified sign language interpreters, documents in Braille, and other ways of making information and communications accessible to people who have speech, hearing, or vision impairments.

**Modifications to Policies and Procedures:** MPS will make all reasonable modifications to policies and programs to ensure that people with disabilities have an equal opportunity to enjoy all of its programs, services, and activities. For example, individuals with service animals are welcomed in MPS offices, even where pets are generally prohibited.

Anyone who requires an auxiliary aid or service for effective communication, or a modification of policies or procedures to participate in a program, service, or activity of MPS, should contact the Principal or designee hosting the event as soon as possible but no later than 48 hours before the scheduled event. For non-localized events, please contact the CEO & Superintendent of MPS to inquire about accessibility modifications.

CEO & Superintendent  
Magnolia Public Schools  
250 E. 1st St. Ste 1500  
Los Angeles, CA 90012  
(213) 628-3634  
ceo@magnoliapublicschools.org

The ADA does not require MPS to take any action that would fundamentally alter the nature of its programs or services, or impose an undue financial or administrative burden.

Complaints that a program, service, or activity of MPS is not accessible to persons with disabilities should be directed to the CEO & Superintendent.

MPS will not place a surcharge on a particular individual with a disability or any group of individuals with disabilities to cover the cost of providing auxiliary aids/services or reasonable modifications of policy, such as retrieving items from locations that are open to the public but are not accessible to persons who use wheelchairs.



## Title IX

### Title IX, Harassment, Intimidation, Discrimination, and Bullying Policy

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

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

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

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

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

CEO & Superintendent  
Magnolia Public Schools  
250 E. 1st St. Ste 1500  
Los Angeles, CA 90012  
(213) 628-3634  
ceo@magnoliapublicschools.org

### Definitions

#### Prohibited Unlawful Harassment

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

#### Prohibited Unlawful Harassment under Title IX

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

MPS is committed to providing a work and educational environment free of sexual harassment and considers such harassment to be a major offense, which may result in disciplinary action. Inquiries about the application of Title IX and 34 C.F.R. Part 106 may be referred to the Coordinator, the Assistant Secretary for Civil Rights of the U.S. Department of Education, or both.

Sexual harassment consists of conduct on the basis of sex, including but not limited to unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct on the basis of sex, regardless of whether or not the conduct is motivated by sexual desire, when: (a) Submission to the conduct is explicitly or implicitly made a term or a condition of an individual's employment, education, academic status, or progress; (b) submission to, or rejection of, the conduct by the individual is used as the basis of employment, educational or academic decisions affecting the individual; (c) the conduct has the purpose or effect of having a negative impact upon the individual's work or academic performance, or of creating an intimidating, hostile, or offensive work or educational environment; and/or (d) submission to, or rejection of, the conduct by the individual is used as the basis for any decision affecting the individual regarding benefits and services, honors,



programs, or activities available at or through the educational institution.

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

Sexual harassment may include, but is not limited to:

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

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

### Prohibited Bullying

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

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

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

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

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

1. A message, text, sound, video, or image.
2. A post on a social network Internet Web site including, but not limited to:
  - a. Posting to or creating a burn page. A "burn page" means an Internet Web site created for the purpose of having one or more of the effects as listed in the definition of "bullying," above.
  - b. Creating a credible impersonation of another actual student for the purpose of

having one or more of the effects listed in the definition of “bullying,” above. “Credible impersonation” means to knowingly and without consent impersonate a student for the purpose of bullying the student and such that another student would reasonably believe, or has reasonably believed, that the student was or is the student who was impersonated.

- c. Creating a false profile for the purpose of having one or more of the effects listed in the definition of “bullying,” above. “False profile” means a profile of a fictitious student or a profile using the likeness or attributes of an actual student other than the student who created the false profile.
3. An act of “Cyber sexual bullying” including, but not limited to:
    - a. The dissemination of, or the solicitation or incitement to disseminate, a photograph or other visual recording by a student to another student or to school personnel by means of an electronic act that has or can be reasonably predicted to have one or more of the effects described in definition of “bullying,” above. A photograph or other visual recording, as described above, shall include the depiction of a nude, semi-nude, or sexually explicit photograph or other visual recording of a minor where the minor is identifiable from the photograph, visual recording, or other electronic act.
    - b. “Cyber sexual bullying” does not include a depiction, portrayal, or image that has any serious literary, artistic, educational, political, or scientific value or that involves athletic events or school-sanctioned activities.
  4. Notwithstanding the definitions of “bullying” and “electronic act” above, an electronic act shall not constitute pervasive conduct solely on the basis that it has been transmitted on the Internet or is currently posted on the Internet.

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

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

### **Bullying and Cyberbullying Prevention Procedures**

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

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

MPS advises students:

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

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

#### **2. Education**

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

Charter School educates students to accept all student peers regardless of protected characteristics (including but not limited to actual or perceived sexual orientation, gender identification, physical or cognitive disabilities, race, ethnicity, religion, and immigration status) and about the negative impact of bullying other students based on protected characteristics.

MPS’ bullying prevention education also discusses the differences between appropriate and inappropriate behaviors and includes sample situations to help students learn and practice appropriate behavior and to develop techniques and strategies to respond in a non-aggressive way

to bullying-type behaviors. Students will also develop confidence and learn how to advocate for themselves and others, and when to go to an adult for help.

MPS informs MPS employees, students, and parents/guardians of this Policy and encourages parents/guardians to discuss this Policy with their children to ensure their children understand and comply with this Policy.

### 3. Professional Development

MPS annually makes available the online training module developed by the California Department of Education pursuant Education Code section 32283.5(a) to its certificated employees and all other MPS employees who have regular interaction with students.

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

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

Charter School also informs certificated employees about the groups of students determined by MPS, and available research, to be at elevated risk for bullying. These groups include but are not limited to:

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

MPS encourages its employees to demonstrate effective problem-solving, anger management, and self-confidence skills for MPS students.

## Grievance Procedures

### 1. Scope of Grievance Procedures

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

- a. Are written and signed;

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

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

### 2. Reporting

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

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

CEO & Superintendent  
Magnolia Public Schools  
250 E. 1st St. Ste 1500  
Los Angeles, CA 90012  
(213) 628-3634  
ceo@magnoliapublicschools.org

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

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

Students are expected to report all incidents of misconduct prohibited by this Policy or other verbal, or physical abuses.

Any student who feels they are a target of such behavior should immediately contact a teacher, counselor, the Principal, Coordinator, a staff person or a family member so that the student can get assistance in resolving the issue in a manner that is consistent with this Policy.

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

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

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

### 3. Supportive Measures

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

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

locations, leaves of absence, increased security and monitoring of certain areas of the campus, and other similar measures. MPS will maintain as confidential any supportive measures provided to the complainant or respondent, to the extent that maintaining such confidentiality would not impair the ability of MPS to provide the supportive measures.

### 4. Investigation and Response

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

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

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

- Notice of the Allegations
  - Upon receipt of a formal complaint of sexual harassment, the Coordinator will give all known parties written notice of its grievance process, including any voluntary informal resolution process. The notice will include:
    - A description of the allegations of sexual harassment at issue and to the extent known, the identities of the parties involved in the incident, the conduct allegedly constituting sexual harassment, and the date and location of the alleged incident;
    - A statement that the respondent is presumed not responsible for the alleged conduct until a final decision is reached;
    - A statement that the parties may have an advisor of their choice, who may be an attorney, and may inspect and review evidence;
    - A statement that MPS prohibits an individual from knowingly making

false statements or knowingly submitting false information during the grievance process.

resolution process, including the records that will be maintained or could be shared; and

- Emergency Removal

- MPS may place a non-student employee respondent on administrative leave during the pendency of a formal complaint of sexual harassment grievance process in accordance with MPS' policies.
- MPS may remove a respondent from MPS' education program or activity on an emergency basis, in accordance with MPS' policies, provided that MPS undertakes an individualized safety and risk analysis, determines that an immediate threat to the physical health or safety of any student or other individual arising from the allegations of sexual harassment justifies removal, and provides the respondent with notice and an opportunity to challenge the decision immediately following the removal.
- This provision may not be construed to modify any rights under the IDEA, Section 504, or the ADA.

- Informal Resolution

- If a formal complaint of sexual harassment is filed, MPS may offer a voluntary informal resolution process, such as mediation, to the parties at any time prior to reaching a determination regarding responsibility. If MPS offers such a process, it will do the following:
  - Provide the parties with advance written notice of:
    - The allegations;
    - The requirements of the voluntary informal resolution process including the circumstances under which the parties are precluded from resuming a formal complaint of sexual harassment arising from the same allegations;
    - The parties' right to withdraw from the voluntary informal resolution process and resume the grievance process at any time prior to agreeing to a resolution; and
    - Any consequences resulting from participating in the voluntary informal

- Obtain the parties' advance voluntary, written consent to the informal resolution process.

- MPS will not offer or facilitate an informal resolution process to resolve allegations that an employee sexually harassed a student.

- Investigation Process

- The decision-maker will not be the same person(s) as the Coordinator or the investigator. MPS shall ensure that all decision-makers and investigators do not have a conflict of interest or bias for or against complainants or respondents.
- In most cases, a thorough investigation will take no more than twenty-five (25) school days. If the investigator determines that an investigation will take longer than twenty-five (25) school days and needs to be delayed or extended due to good cause, the investigator will inform the complainant and any respondents in writing of the reasons for the delay or extension and provide an approximate date when the investigation will be complete.
- The parties will be provided with an equal opportunity to present witnesses, to inspect and review any evidence obtained that is directly related to the allegations raised, and to have an advisor present during any investigative meeting or interview.
- The parties will not be prohibited from discussing the allegations under investigation or to gather and present relevant evidence.
- A party whose participation is invited or expected at an investigative meeting or interview will receive written notice of the date, time, location, participants, and purpose of the meeting or interview with sufficient time for the party to prepare to participate.
- Prior to completion of the investigative report, MPS will send to each party and the party's advisor, if any, a copy of the evidence subject to inspection and review, and the parties will have at least ten (10) days to submit a written response for the investigator's consideration prior to the completion of the investigation report.
- The investigator will complete an investigation report that fairly summarizes relevant evidence and send a copy of the report to each party and the party's advisor, if



any, at least ten (10) days prior to the determination of responsibility.

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

## 5. Consequences

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

## 6. Right of Appeal

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

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

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

## 7. Recordkeeping

All records related to any investigation of complaints under this Policy are maintained in a secure location. MPS will maintain the following records for at least seven (7) years:

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

Complaint forms for **“Title IX, Harassment, Intimidation, Discrimination, and Bullying”** and **“Uniform Complaint Procedures”** are included at the end of this handbook and copies are also available in the school office.

## Uniform Complaint Policy and Procedures

### Uniform Complaint Procedures (UCP) Annual Notice

Charter School is the local agency primarily responsible for compliance with federal and state laws and regulations governing educational programs. Charter School shall investigate and seek to resolve complaints using policies and procedures known as the Uniform Complaint Procedure (“UCP”) adopted by our Governing Board for the following types of complaints:

1. Complaints alleging unlawful discrimination, harassment, intimidation, or bullying against any protected group on the basis of the actual or perceived characteristics of age, ancestry, color, mental disability, physical disability, ethnic group identification, immigration status, citizenship, gender expression, gender identity, gender, genetic information, nationality, national origin, race or ethnicity, religion, medical condition, marital status, sex, or sexual orientation, 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 Charter School program or activity. Unlawful discrimination includes, but is not limited to, noncompliance with Education Code section 243(a).
2. Complaints alleging a violation of state or federal law or regulation governing the following programs:
  - Accommodations for Pregnant and Parenting Pupils;
  - Adult Education;
  - After School Education and Safety;
  - Career Technical Education;
  - Career Technical and Technical Training;
  - Child Care and Development;
  - Compensatory Education;
  - Consolidated Application;
  - Course Periods without Educational Content;
  - Education of Pupils in Foster Care, Pupils who Are Homeless, Migratory Pupils, former Juvenile Court Pupils now Enrolled in a public school and Children of Military Families;
  - Every Student Succeeds Act;
  - Local Control & Accountability Plans (LCAP)/LCFF;
  - Migrant Education;
  - Physical Education Instructional Minutes;
  - Pupil Fees;
  - Reasonable Accommodations to a Lactating Pupil;

- Regional Occupational Centers and Programs;
- School Plans for School Achievement;
- School Safety Plans;
- Schoolsite Councils.

3. Complaints alleging noncompliance with laws relating to pupil fees. A student enrolled in a public school shall not be required to pay a pupil fee for participation in an educational activity. A pupil fee includes, but is not limited to, all of the following:
  - A fee charged to a pupil as a condition for registering for school or classes, or as a condition for participation in a class or an extracurricular activity, regardless of whether the class or activity is elective or compulsory or is for credit.
  - A security deposit, or other payment, that a pupil is required to make to obtain a lock, locker, book, class apparatus, musical instrument, clothes, or other materials or equipment.
  - A purchase that a pupil is required to make to obtain materials, supplies, equipment, or clothes associated with an educational activity.

- A fee charged to a pupil as a condition for registering for school or classes, or as a condition for participation in a class or an extracurricular activity, regardless of whether the class or activity is elective or compulsory or is for credit.
- A security deposit, or other payment, that a pupil is required to make to obtain a lock, locker, book, class apparatus, musical instrument, clothes, or other materials or equipment.
- A purchase that a pupil is required to make to obtain materials, supplies, equipment, or clothes associated with an educational activity.

Complaints of noncompliance with laws relating to pupil fees may be filed with the CEO of Charter School or the Compliance Officer identified below.

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

Complaints alleging noncompliance regarding child nutrition programs established pursuant to Education Code sections 49490-49590 are governed by Title 7, Code of Federal Regulations (“C.F.R.”) sections 210.19(a)(4), 215.1(a), 220.13(c), 225.11(b), 226.6(n), and 250.15(d) and Title 5, California Code of Regulations (“C.C.R.”) sections 15580 - 15584.

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

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

CEO and Superintendent  
Magnolia Public Schools

250 E. 1st St STE 1500  
Los Angeles, CA 90012  
(213) 628-3634

Upon receipt of a complaint, the CEO will appropriately assign to the Principal of the MPS campus attended by the complainant. That Principal and/or designee shall investigate the complaint, with oversight by the CEO.

Only complaints regarding pupil fees or LCAP compliance may be filed anonymously and only if the anonymous complainant provides evidence or information leading to evidence to support an allegation of noncompliance with laws relating to pupil fees or LCAP.

Complaints alleging unlawful discrimination, harassment, intimidation, or bullying, must be filed within six (6) months from the date the alleged discrimination, harassment, intimidation, or bullying, occurred or the date the complainant first obtained knowledge of the facts of the alleged discrimination, harassment, intimidation, or bullying. All other complaints under the UCP shall be filed not later than one (1) year from the date the alleged violation occurred. For complaints relating to the LCAP, the date of the alleged violation is the date on which Charter School's Board of Directors approved the LCAP or the annual update was adopted by Charter School.

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

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

1. Charter School failed to follow its complaint procedures.
2. Relative to the allegations of the complaint, Charter School's Decision lacks material findings of fact necessary to reach a conclusion of law.
3. The material findings of fact in Charter School's Decision are not supported by substantial evidence.
4. The legal conclusion in Charter School's Decision is inconsistent with the law.

5. In a case in which Charter School's Decision found noncompliance, the corrective actions fail to provide a proper remedy.

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

Within thirty (30) calendar days of the date of the CDE's appeal Decision pursuant to 5 C.C.R. section 4633(f)(2) or (3), either party may request reconsideration by the State Superintendent of Public Instruction ("SSPI") or the SSPI's designee. The request for reconsideration shall specify and explain the reason(s) for contesting the findings of fact, conclusions of law, or corrective actions in the CDE's appeal Decision.

If a UCP complaint is filed directly with the CDE and the CDE determines that it merits direct intervention, the CDE shall complete an investigation and provide a written decision to the complainant within sixty (60) calendar days of receipt of the complaint, unless the parties have agreed to extend the timeline or the CDE documents exceptional circumstances and informs the complainant.

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

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

The UCP Annual Notice, the UCP, and the complaint form for the UCP are all included in the Student/Parent Handbook. Copies are also available in the school office free of charge and on the school website. For further information on any part of the complaint procedures, including filing a complaint or requesting a copy of the UCP, please contact the CEO.

**Note:** It is not required to use the complaint form for the UCP to file a UCP complaint. If the complainant is unable to put the complaint in writing, due to a disability or illiteracy, we shall assist the complainant in the filing of the complaint.

Magnolia Science Academy-1, 2, 3, and 5 are authorized by the Los Angeles County Board of Education.

Los Angeles County Office of Education (LACOE)  
Charter School Office (CSO) Contact:

- Los Angeles County Office of Education  
Charter School Office  
9300 Imperial Highway  
Downey, CA 90242  
Office Phone Line: (562) 922-8806  
Comments & Concerns Line: (562) 922-8807  
Office Fax: (562) 922-8805  
Website: [www.lacoe.edu](http://www.lacoe.edu)

Magnolia Science Academy-4, 6, 7, and Bell are authorized by the Los Angeles Unified School District (LAUSD) Board of Education.

LAUSD Charter Schools Division (CSD) Contact:

- Los Angeles Unified School District  
Charter Schools Division  
333 S. Beaudry Ave. 20<sup>th</sup> Floor  
Los Angeles, CA 90017  
Main Office: (213) 241-0399  
Fax: (213) 241-2054  
Website: [www.lausd.net](http://www.lausd.net)

Magnolia Science Academy-San Diego is authorized by the San Diego Unified School District (SDUSD) Board of Education.

SDUSD Office of Charter Schools (OCS) Contact:

- San Diego Unified School District  
Office of Charter Schools  
4100 Normal Street, Annex 15  
San Diego, CA 92103  
Main Office: (619) 725-7107  
Website: [www.sandiegounified.org](http://www.sandiegounified.org)

Magnolia Science Academy-Santa Ana is authorized by the State Board of Education (SBE).

California Department of Education (CDE) Charter Schools Division (CSD) Contact:

- California Department of Education  
Charter Schools Division  
1430 N Street, Suite 5401  
Sacramento, CA 95814-5901  
Phone: (916) 322-6029  
Fax: (916) 322-1465  
Email: [charters@cde.ca.gov](mailto:charters@cde.ca.gov)  
Website: [www.cde.ca.gov](http://www.cde.ca.gov)

Magnolia Science Academy-Orange County is authorized by the Orange County Board of Education (OCBE).

Orange County Department of Education (OCDE)  
Charter Schools Unit (CSU) Contact:

- Orange County Department of Education  
Charter Schools Unit  
200 Kalmus Drive  
Costa Mesa, CA 92626  
Main Office: (714) 966-4000  
Website: [www.ocde.us](http://www.ocde.us)

## Uniform Complaint Procedures (UCP) Policies and Procedures

Magnolia Public Schools (“MPS” or “Charter School”) complies with applicable federal and state laws and regulations. MPS is the local agency primarily responsible for compliance with federal and state laws and regulations governing educational programs. Pursuant to this policy, persons responsible for compliance and/or conducting investigations shall be knowledgeable about the laws and programs which they are assigned to investigate.

### Scope

This complaint procedure is adopted to provide a uniform system of complaint processing (“UCP”) for the following types of complaints:

1. Complaints alleging unlawful discrimination, harassment, intimidation or bullying against any protected group on the basis of the actual or perceived characteristics of age, ancestry, color, mental disability, physical disability, ethnic group identification, immigration status, citizenship, gender expression, gender identity, gender, genetic information, nationality, national origin, race or ethnicity, religion, medical condition, marital status, sex, or sexual orientation, 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 MPS program or activity. Unlawful discrimination includes, but is not limited to, noncompliance with Education Code section 243(a).
2. Complaints alleging a violation of state or federal law or regulation governing the following programs:
  - Accommodations for Pregnant and Parenting Pupils;
  - Adult Education;
  - After School Education and Safety;
  - Career Technical Education;
  - Career Technical and Technical Training;
  - Child Care and Development;
  - Compensatory Education;
  - Consolidated Application;
  - Course Periods without Educational Content;
  - Education of Pupils in Foster Care, Pupils who Are Homeless, Migratory Pupils, former Juvenile Court Pupils now Enrolled in a public school and Children of Military Families;
  - Every Student Succeeds Act;
  - Local Control & Accountability Plans (LCAP)/LCFF;
  - Migrant Education;
  - Physical Education Instructional Minutes;

- Pupil Fees;
  - Reasonable Accommodations to a Lactating Pupil;
  - Regional Occupational Centers and Programs;
  - School Plans for School Achievement;
  - School Safety Plans;
  - Schoolsite Councils.
3. Complaints alleging that a student enrolled in a public school was required to pay a pupil fee for participation in an educational activity as those terms are defined below.
- a. “Educational activity” means an activity offered by the charter school that constitutes an integral fundamental part of elementary and secondary education, including, but not limited to, curricular and extracurricular activities.
  - b. “Pupil fee” means a fee, deposit or other charge imposed on students, or a student’s parents/guardians, in violation of Education Code section 49011 and Section 5 of Article IX of the California Constitution, which require educational activities to be provided free of charge to all students without regard to their families’ ability or willingness to pay fees or request special waivers, as provided for in *Hartzell v. Connell* (1984) 35 Cal.3d 899. A pupil fee includes, but is not limited to, all of the following:
    - i. A fee charged to a student as a condition for registering for school or classes, or as a condition for participation in a class or an extracurricular activity, regardless of whether the class or activity is elective or compulsory or is for credit.
    - ii. A security deposit, or other payment, that a student is required to make to obtain a lock, locker, book, class apparatus, musical instrument, uniform or other materials or equipment.
    - iii. A purchase that a student is required to make to obtain materials, supplies, equipment or uniforms associated with an educational activity.
  - c. A pupil fees complaint and complaints regarding local control and accountability plans (“LCAP”) only,

may be filed anonymously (without an identifying signature), if the complaint provides evidence or information leading to evidence to support an allegation of noncompliance with Education Code sections 52060 - 52077, including an allegation of a violation of Education Code sections 47606.5 or 47607.3, as referenced in Education Code section 52075, regarding local control and accountability plans.

- d. If MPS finds merit in a pupil fees complaint, or the California Department of Education (“CDE”) finds merit in an appeal, MPS shall provide a remedy to all affected students, parents/guardians that, where applicable, includes reasonable efforts by MPS to ensure full reimbursement to all affected students and parents/guardians, subject to procedures established through regulations adopted by the state board.
- e. Nothing in this Policy shall be interpreted to prohibit solicitation of voluntary donations of funds or property, voluntary participation in fundraising activities, or MPS and other entities from providing student prizes or other recognition for voluntarily participating in fundraising activities.

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

Complaints alleging noncompliance regarding child nutrition programs established pursuant to Education Code sections 49490-49590 are governed by Title 7, Code of Federal Regulations (“C.F.R.”) sections 210.19(a)(4), 215.1(a), 220.13(c), 225.11(b), 226.6(n), and 250.15(d) and Title 5, California Code of Regulations (“C.C.R.”) sections 15580 - 15584.

Complaints alleging noncompliance regarding special education programs established pursuant to Education Code sections 56000-56865 and 59000-59300 are governed by the procedures set forth in 5 C.C.R. sections 3200-3205 and 34 C.F.R. sections 300.151-300.153. MPS acknowledges and respects every individual’s rights to privacy. Unlawful discrimination, harassment, intimidation or bullying complaints shall be investigated in a manner that protects (to the greatest extent reasonably possible and as permitted by law) confidentiality of the parties, including but not limited to the identity of the complainant, and maintains the integrity of the process. MPS cannot guarantee anonymity of the complainant. This includes keeping the identity of the complainant confidential. However, MPS will attempt to do



so as appropriate. MPS may find it necessary to disclose information regarding the complaint/complainant to the extent required by law or necessary to carry out the investigation or proceedings, as determined by the CEO, MPS campus Principal, or designee on a case-by-case basis. MPS shall ensure that complainants are protected from retaliation.

### **Compliance Officer**

The Board of Directors designates the following compliance officer(s) to receive and investigate complaints and to ensure MPS' compliance with law:

CEO and Superintendent  
Magnolia Public Schools  
250 E. 1<sup>st</sup> St STE 1500  
Los Angeles, CA 90012  
(213) 628-3634

Upon receipt of a complaint, the CEO will appropriately assign to the Principal of the MPS campus attended by the complainant. That Principal and/or designee shall investigate the complaint, with oversight by the CEO.

The CEO or designee shall ensure that the compliance officer(s) designated to investigate complaints are knowledgeable about the laws and programs for which they are responsible. The compliance officer may have access to legal counsel as determined by the CEO or designee.

Should a complaint be filed against the CEO, the compliance officer for that case shall be the President of the MPS Board of Directors.

### **Notifications**

The CEO or designee shall make available copies of this Policy free of charge. The annual notice of this Policy will be made available on MPS' website.

MPS shall annually provide written notification of MPS' UCP to employees, students, parents/guardians, advisory committees, private school officials or representatives, and other interested parties as applicable.

The annual notice shall be in English. When necessary under Education Code section 48985, if fifteen (15) percent or more of the students enrolled in MPS speak a single primary language other than English, this annual notice will also be provided to the parent/guardian of any such students in their primary language.

The annual notice shall include the following:

1. A list of the types of complaints that fall under the scope of the UCP and the state and federal provisions that govern complaints regarding child nutrition programs and special education programs.
2. A statement clearly identifying any California State preschool programs that MPS is operating as exempt from licensing pursuant to Health and Safety Code section 1596.792(o) and corresponding Title 5 health and safety regulations, and any California State preschool

programs that MPS is operating pursuant to Title 22 licensing requirements.

3. A statement that MPS is primarily responsible for compliance with federal and state laws and regulations.
4. A statement that a student enrolled in a public school shall not be required to pay a pupil fee for participation in an educational activity.
5. A statement identifying the title of the compliance officer, and the identity(ies) of the person(s) currently occupying that position, if known.
6. A statement that if a UCP complaint is filed directly with the CDE and the CDE determines that it merits direct intervention, the CDE shall complete an investigation and provide a written decision to the complainant within sixty (60) calendar days of receipt of the complaint, unless the parties have agreed to extend the timeline or the CDE documents exceptional circumstances and informs the complainant.
7. A statement that the complainant has a right to appeal MPS' decision to the CDE by filing a written appeal within thirty (30) calendar days of the date of MPS' decision, except if MPS has used its UCP to address a complaint that is not subject to the UCP requirements.
8. A statement that a complainant who appeals MPS' decision on a UCP complaint to the CDE shall receive a written appeal decision within sixty (60) calendar days of the CDE's receipt of the appeal, unless extended by written agreement with the complainant or the CDE documents exceptional circumstances and informs the complainant.
9. A statement that if MPS finds merit in a UCP complaint, or the CDE finds merit in an appeal, MPS shall take corrective actions consistent with the requirements of existing law that will provide a remedy to the affected student and/or parent/guardian as applicable.
10. A statement advising the complainant of any civil law remedies that may be available under state or federal discrimination, harassment, intimidation or bullying laws, if applicable, and of the appeal pursuant to Education Code section 262.3.
11. A statement that copies of MPS' UCP shall be available free of charge.

The UCP Annual Notice, the UCP, and the complaint form for the UCP are all included in the Student/Parent Handbook. Copies are also available in the school office free of charge and on the school website. For further information on any part of the complaint procedures, including filing a complaint or requesting a copy of the UCP, please contact the CEO.

**Note:** It is not required to use the complaint form for the UCP to file a UCP complaint. If the complainant is unable to put the complaint in writing, due to a disability or

illiteracy, we shall assist the complainant in the filing of the complaint.

### **Procedures**

The following procedures shall be used to address all complaints which allege that MPS has violated federal or state laws or regulations enumerated in the section "Scope," above. The compliance officer shall maintain a record of each complaint and subsequent related actions for at least three (3) calendar years.

All parties named shall be notified when a complaint is filed, when a complaint meeting or hearing is scheduled, and when a decision or ruling is made.

#### • **Step 1: Filing of Complaint**

Any individual, including a person's duly authorized representative or an interested third party, public agency, or organization may file a written complaint of alleged noncompliance or unlawful discrimination, harassment, intimidation or bullying pursuant to this Policy.

A complaint of unlawful discrimination, harassment, intimidation or bullying may be filed by an individual who alleges that that individual has personally suffered unlawful discrimination, harassment, intimidation or bullying or by one who believes any specific class of individuals has been subjected to unlawful discrimination, harassment, intimidation or bullying, or by a duly authorized representative who alleges that an individual student has been subjected to discrimination, harassment, intimidation, or bullying. An investigation of alleged unlawful discrimination, harassment, intimidation or bullying shall be initiated by filing a complaint no later than six (6) months from the date the alleged discrimination, harassment, intimidation or bullying occurred, or the complainant first obtained knowledge of the facts of the alleged discrimination, harassment, intimidation or bullying unless the time for filing is extended by the CEO, Principal, or designee, upon written request by the complainant setting forth the reasons for the extension. Such extension by the CEO, Principal, or designee shall be made in writing. The period for filing may be extended by the CEO, Principal, or designee for good cause for a period not to exceed ninety (90) calendar days following the expiration of the six-month time period. The CEO, Principal, or designee shall respond immediately upon a receipt of a request for extension.

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

The complaint shall be presented to the compliance officer who shall maintain a log of complaints received, providing each with a code number and date stamp.

Complaints filed pursuant to this Policy must be in writing and signed. A signature may be handwritten, typed (including in an email) or electronically generated. Only complaints regarding pupil fees or LCAP compliance may be filed anonymously as set forth in this Policy. If a

complainant is unable to put a complaint in writing due to conditions such as a disability or illiteracy, MPS staff shall assist the complainant in the filing of the complaint.

#### • **Step 2: Mediation**

Within three (3) business days of receiving the complaint, the compliance officer may informally discuss with the complainant the possibility of using mediation. If the complainant agrees to mediation, the compliance officer shall make arrangements for this process. Before initiating the mediation of an unlawful discrimination, harassment, intimidation or bullying complaint, the compliance officer shall ensure that all parties agree to make the mediator a party to related confidential information. If the mediation process does not resolve the complaint to the satisfaction of the complainant, the compliance officer shall proceed with the investigation of the complaint. The use of mediation shall not extend MPS' timelines for investigating and resolving the complaint unless the complainant agrees in writing to such an extension of time.

#### • **Step 3: Investigation of Complaint**

The compliance officer is encouraged to hold an investigative meeting within five (5) business days of receiving the complaint or an unsuccessful attempt to mediate the complaint. This meeting shall provide an opportunity for the complainant and/or the complainant's representative to repeat the complaint orally.

The complainant and/or the complainant's representative shall have an opportunity to present evidence or information leading to evidence to support the allegations in the complaint.

A complainant's refusal to provide the compliance officer with documents or other evidence related to the allegations in the complaint, or a complainant's failure or refusal to cooperate in the investigation or the complainant's engagement in any other obstruction of the investigation, may result in the dismissal of the complaint because of a lack of evidence to support the allegation.

MPS' refusal to provide the compliance officer with access to records and/or other information related to the allegation in the complaint, or its failure or refusal to cooperate in the investigation or its engagement in any other obstruction of the investigation, may result in a finding, based on evidence collected, that a violation has occurred and may result in the imposition of a remedy in favor of the complainant.

#### • **Step 4: Final Written Decision**

MPS shall issue an investigation report (the "Decision") based on the evidence. MPS' Decision shall be in writing and sent to the complainant within sixty (60) calendar days of MPS' receipt unless the timeframe is extended with the written agreement of the complainant. MPS' Decision shall be written in English and in the language of the complainant whenever feasible or as required by law.

The Decision shall include:

1. The findings of fact based on evidence gathered.

2. The conclusion providing a clear determination for each allegation as to whether MPS is in compliance with the relevant law.
3. Corrective actions, if MPS finds merit in the complaint and any are warranted or required by law.
4. Notice of the complainant's right to appeal MPS' Decision within thirty (30) calendar days to the CDE, except when MPS has used its UCP to address a complaints that are not subject to the UCP requirements.
5. Procedures to be followed for initiating such an appeal.

If an employee is disciplined as a result of the complaint, the Decision shall simply state that effective action was taken and that the employee was informed of MPS' expectations. The Decision shall not give any further information as to the nature of the disciplinary action except as required by applicable law.

#### **Appeals to the CDE**

If dissatisfied with the Decision, the complainant may appeal in writing to the CDE within thirty (30) calendar days of receiving the Decision. The appeal shall be accompanied by a copy of the complaint filed with MPS and a copy of the Decision. When appealing to the CDE, the complainant must specify and explain the basis for the appeal, including at least one of the following:

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

Upon notification by the CDE that the complainant has appealed the Decision, the Principal or designee, under oversight by the CEO, shall forward the following documents to the CDE within ten (10) calendar days of the date of notification:

1. A copy of the original complaint.
2. A copy of the Decision.
3. A copy of the investigation file, including but not limited to all notes, interviews, and documents submitted by the parties or gathered by the investigator.
4. A report of any action taken to resolve the complaint.
5. A copy of MPS' complaint procedures.

6. Other relevant information requested by the CDE.

If the CDE determines the appeal raises issues not contained in the local complaint, the CDE will refer those new issues back to MPS for resolution as a new complaint. If the CDE notifies MPS that its Decision failed to address an allegation raised by the complaint and subject to the UCP process, MPS will investigate and address such allegation(s) in accordance with the UCP requirements and provide the CDE and the appellant with an amended Decision addressing such allegation(s) within twenty (20) calendar days of the CDE's notification. The amended Decision will inform the appellant of the right to separately appeal the amended Decision with respect to the complaint allegation(s) not addressed in the original Decision.

Within thirty (30) calendar days of the date of the CDE's appeal Decision pursuant to 5 C.C.R. section 4633(f)(2) or (3), either party may request reconsideration by the State Superintendent of Public Instruction ("SSPI") or the SSPI's designee. The request for reconsideration shall specify and explain the reason(s) for contesting the findings of fact, conclusions of law, or corrective actions in the CDE's appeal Decision. The SSPI will not consider any information not previously submitted to the CDE by a party during the appeal unless such information was unknown to the party at the time of the appeal and, with due diligence, could not have become known to the party. Pending the SSPI's response to a request for reconsideration, the CDE appeal Decision remains in effect and enforceable, unless stayed by a court. The CDE may directly intervene in the complaint without waiting for action by MPS when one of the conditions listed in 5 C.C.R. section 4650 exists, including but not limited to cases in which through no fault of the complainant, MPS has not taken action within sixty (60) calendar days of the date the complaint was filed with MPS.

#### **Civil Law Remedies**

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

### **General Complaint Procedures**

The ultimate purpose of this general complaint procedure is to encourage the growth and development of MPS as a healthy community. Conflict is often a part of any development or growth process and may arise in any community. An effective process for resolving conflict is therefore both consistent with the vision and mission of MPS, and an essential component of the communication model that our School has adopted.

MPS recognizes that effective communication is paramount in effective conflict resolution and therefore strongly encourages communication strategies that include: Taking personal responsibility for one's own feelings and needs; communication that mutually acknowledges the needs and concerns of one another; and demonstrating honesty and integrity in every interaction.

#### **LEVEL 1: Direct Resolution**

If reasonably possible, general complaints should be resolved at the lowest possible level, including attempts to discuss/resolve concerns with the person directly using conflict resolution skills without the intervention of a supervisor or other School administrator. It is the hope of MPS that most disputes can be resolved informally by direct and healthy communication between individuals. Such attempts at informal resolution should be documented in writing to assist the Principal (or CEO & Superintendent) and/or Board of Directors to participate effectively in the conflict's resolution.

Examples:

- Pedagogical issues pertaining to anything that occurs in the classroom, i.e., teaching, curriculum, classroom management, or teacher-student relationships, should be addressed directly with the class teacher. Teachers can be contacted by email, written note or via appointment.
- Complaints/concerns about employees or supervisors that do not involve complaints of discrimination or harassment or violations of law should be first addressed with the employee or supervisor directly.

If the person(s) involved are unable to resolve the conflict or complaint, the complainant should contact the immediate/appropriate supervisor in an effort to resolve the issue.

#### **LEVEL 2: School Level Resolution**

At this step, the complainant should be prepared to give details about the complaint and steps taken to resolve it. The immediate/appropriate supervisor will acknowledge receipt of the complaint in **three (3)** working days, investigate the complaint, a process which normally involves a discussion with the complainant, gathering of relevant facts and evidence, and respond to the complainant within **ten (10)** working days.

Examples:

- Pedagogical, academic or teacher related issues should be addressed with the Dean of Academics/Assistant Principal.
- Student behavior and discipline issues should be addressed with the Dean of Students/Assistant Principal.
- All other issues should be addressed with the Principal.

If the complainant is not satisfied with the response from the immediate/appropriate supervisor, e.g., Dean of Academics/Students or Assistant Principal or the complaint should be directly addressed with the Principal, the complainant should contact the Principal, who will respond within the same timeline. If the complainant is still dissatisfied, and wishes to take it further, the complainant, in writing, should bring the matter to the attention of the CEO & Superintendent of MPS in an effort to resolve the issue.

#### **LEVEL 3: MPS Home Office ("Home Office") Level Resolution**

At this step, the complainant should fill out the attached "**General Complaint Procedures Form**" giving details about the complaint and steps taken to resolve it, and contact the CEO & Superintendent of MPS at:

CEO & Superintendent  
Magnolia Public Schools  
250 E. 1st St. Ste 1500  
Los Angeles, CA 90012  
(213) 628-3634

The CEO & Superintendent (designee) will acknowledge receipt of the written complaint in **five (5)** working days, attempt to identify a resolution that is acceptable to both parties, within **fifteen (15)** working days of the receipt of the written complaint.

If the complainant is not satisfied with the response from the CEO & Superintendent (designee), and wishes to take it further, the complainant, in writing, should bring the matter to the attention of the MPS Board of Directors ("the Board.")

#### **LEVEL 4: Board Level Resolution\***

At this step, the complainant can file a written complaint with the Board through the Administrative Assistant at the MPS Home Office. (*Same contact information as in Level 3*) The complainant should update the "General Complaint Procedures Form" that was used in Level 3. The Administrative Assistant will acknowledge receipt of the written complaint in **five (5)** working days. The Board may consider the matter at its next regular Board meeting or at a special board meeting convened in order to meet the internal 60-day target within which MPS strives to answer the complaint. The Board may decide not to hear the complaint, in which case the CEO & Superintendent's decision will be final. If the Board hears the complaint, the Administrative Assistant will send the Board's decision to the complainant within **sixty (60)** days of the School's initial receipt of the complaint or within the time period that has been specified in a written agreement with the complainant. The decision of the Board shall be final.

\* For MSA-San Diego, MSA-San Diego Governance Committee will work with the Principal and the Home Office in following the General Complaint Procedures to resolve internal complaints and conflicts before they escalate to the MPS Board level.

The complainant has a right to appeal the Board's decision to the California Department of Education (CDE). In that case, the complainant needs to fill out a **"Uniform Complaint Procedure Form"** - provided in this handbook – and file it within **fifteen (15)** days of receiving the decision. The appeal must include a copy of the complaint filed with the School and a copy of the Board's decision. The appeal should be sent to:

California Department of Education  
1430 N Street  
Sacramento, CA 95814

Complaint form for the **"General Complaint Procedures"** and the **"Uniform Complaint Procedures"** are included in the Student/Parent Handbook. Copies are also available in the school office free of charge and on the school website.



## INFORMATION SHEETS & NOTICES

### MAGNOLIA PUBLIC SCHOOLS

#### 2024-25 Directory Information Release Opt-Out Form

*(Applicable Only for the Current School Year)*

COMPLETE THIS FORM ONLY IF YOU ARE OPTING OUT.

Student Name:	<input style="width: 95%;" type="text"/>	Date of Birth:	<input style="width: 95%;" type="text"/>
Address:	<input style="width: 98%;" type="text"/>		
City:	<input style="width: 60%;" type="text"/>	Zip Code:	<input style="width: 30%;" type="text"/>
Telephone No.:	<input style="width: 60%;" type="text"/>	Grade:	<input style="width: 30%;" type="text"/>
School:	<input style="width: 98%;" type="text"/>		

The primary purpose of directory information is to allow MPS to include this type of information from your child's education records in certain school publications. Directory information includes names, addresses and telephone listings, information that is generally not considered harmful or an invasion of privacy if released.

The Family Educational Rights and Privacy Act (FERPA) permits MPS to disclose appropriately designated "directory information" without written consent, unless you have advised MPS that you do not want your student's directory information disclosed without your prior written consent.

Directory information regarding pupil identified as a homeless child or youth shall not be released unless a parent, or eligible pupil, has provided written consent that directory information may be released.

#### Student Directory Information

I **do not** wish to have any directory information released to any individual or organization.

<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>
Signature of Parent/Guardian (if student is under 18)	Date
<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>
Signature of Student (if student is 18 or older)	Date

**MAGNOLIA PUBLIC SCHOOLS**  
**2024-25 Cal Grant Program Opt-Out Form**  
*(For students in the 11th grade)*

COMPLETE THIS FORM ONLY IF YOU ARE OPTING OUT.

Student Name:	<input style="width: 95%;" type="text"/>	Date of Birth:	<input style="width: 95%;" type="text"/>
Address:	<input style="width: 95%;" type="text"/>		
City:	<input style="width: 95%;" type="text"/>	Zip Code:	<input style="width: 95%;" type="text"/>
Telephone No.:	<input style="width: 95%;" type="text"/>	Grade:	<input style="width: 95%;" type="text"/>
School:	<input style="width: 95%;" type="text"/>		

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

In order to assist students in applying for financial aid, all students in grade 12 are automatically considered a Cal Grant applicant. Unless the school is notified while the student is in the 11th grade that he/she does not want to be considered a Cal Grant applicant, the student's GPA will be submitted to the California Student Aid Commission (CASC) electronically by a school or school district official before October 1 of the student's 12th grade year.

Please indicate below if you would not like the school to electronically send CASC the student's GPA when he/she is in the 12th grade. Until a student turns 18 years of age, only the parent/guardian may opt out the student. Once a student turns 18 years of age, only the student may opt himself/herself out, and can opt in if the parent/guardian had previously decided to opt out the student.

I **do not** want my/my student's GPA to be sent to CASC in the 12th grade.

<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>
Signature of Parent/Guardian (if student is under 18)	Date

<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>
Signature of Student (if student is 18 or older)	Date

**MAGNOLIA PUBLIC SCHOOLS**  
**2024-25 Annual Pesticide Notification Request**  
*(Applicable Only for the Current School Year)*

Parents/guardians can register with the school to receive notification of individual pesticide applications. Persons who register for this notification shall be notified at least seventy-two (72) hours prior to the application, except in emergencies, and will be provided the name and active ingredient(s) of the pesticide as well as the intended date of application.

Parents/guardians seeking access to information on pesticides and pesticide use reduction developed by the Department of Pesticide Regulation pursuant to California Food and Agricultural Code section 13184, can do so by accessing the Department's web-site at [www.cdpr.ca.gov](http://www.cdpr.ca.gov).

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Student Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 City: \_\_\_\_\_ Zip Code: \_\_\_\_\_  
 Telephone No.: \_\_\_\_\_ Grade: \_\_\_\_\_  
 School: \_\_\_\_\_

I would like to be pre-notified every time a pesticide application is to take place at the school. I understand that the notification will be provided at least 72 hours before the application.

\_\_\_\_\_  
 Signature of Parent/Guardian (if student is under 18)      Date

\_\_\_\_\_  
 Signature of Student (if student is 18 or older)      Date

**MAGNOLIA PUBLIC SCHOOLS**  
**2024-25 Concussion Information Sheet**  
*(Applicable Only for the Current School Year)*

A concussion is a type of brain injury and all brain injuries are serious. A concussion can be caused by a bump, blow, or jolt to the head, or by a blow to another part of the body with the force transmitted to the head. It can range from mild to severe and can disrupt the way the brain normally works. Even though most concussions are mild, **all concussions are potentially serious and may result in complications including prolonged brain damage and death if not recognized and managed properly. In other words, even a “ding” or a bump on the head can be serious.** You can’t see a concussion and most sports concussions occur without loss of consciousness.

**WHAT ARE THE SIGNS AND SYMPTOMS OF CONCUSSION?**

Signs and symptoms of concussion may show up right after the injury or may not appear or be noticed until days or weeks after the injury. If your child reports any symptoms of concussion listed below, or if you notice the symptoms or signs of concussion yourself, your child should be kept out of play the day of the injury and until a health care professional, experienced in evaluating for concussion, determines that your child is symptom-free and able to return to play.

<i>Signs observed by coaching staff...</i>	<i>Symptoms reported by athletes.....</i>
Appears dazed or stunned	Headache or “pressure” in head
Is confused about assignment or position	Nausea or vomiting
Forgets an instruction	Balance problems or dizziness
Is unsure of game, score, or opponent	Double or blurry vision
Moves clumsily	Sensitivity to light
Answers questions slowly	Sensitivity to noise
Loses consciousness (even briefly)	Feeling sluggish, hazy, foggy, or groggy
Shows mood, behavior, or personality changes	Concentration or memory problems
Can’t recall events <i>prior</i> to hit or fall	Confusion
Can’t recall events <i>after</i> hit or fall	Just not “feeling right” or “feeling down”

Concussions affect people differently. While most athletes with concussion recover quickly and fully, some will have symptoms that last for days, or even weeks. A more serious concussion can last for months or longer. In rare cases, a dangerous blood clot may form on the brain and crowd the brain against the skull. An athlete should receive immediate medical attention if after a bump, blow, or jolt to the head or body she/he exhibits any of the following danger signs:

One pupil is larger than the other	Convulsions or seizures
Is drowsy or cannot be awakened	Cannot recognize people or places
Weakness, numbness, or decreased coordination	Repeated vomiting or nausea
Slurred speech	Has unusual behavior
A headache that not only does not diminish, but gets worse	Becomes increasingly confused, restless, or agitated
Loses consciousness	

**WHY MUST AN ATHLETE BE REMOVED FROM PLAY AFTER A CONCUSSION?**

If an athlete has a concussion, his/her brain needs time to heal. Continuing to play while the brain is still healing leaves the young athlete especially vulnerable to greater injury. There is an increased risk of significant damage from a concussion for a period of time after that concussion occurs, particularly if the athlete suffers another concussion before completely recovering from the first one. This can lead to prolonged recovery, or even to severe brain swelling (second impact syndrome) with devastating and even fatal consequences. It is well known that young athletes will often under report symptoms of injuries. And concussions are no different. As a result, education of administrators, coaches, parents and students is the key for student-athlete's safety.

**IF YOU THINK YOUR CHILD HAS SUFFERED A CONCUSSION**

If you suspect that your child has a concussion, remove him/her from the game or practice immediately. No athlete may return to activity after an apparent head injury or concussion, regardless of how mild it seems or how quickly symptoms clear, without written medical clearance. Do not try to judge the severity of the injury yourself. Close observation of the athlete should continue for several hours. Rest is key to helping an athlete recover from a concussion. Exercising or activities that involve a lot of concentration, such as studying, working on the computer, or playing video games, may cause concussion symptoms to reappear or get worse.

California Education Code section 49475 and the California Interscholastic Federation (CIF) Bylaw 313 require implementation of long and well-established return to play concussion guidelines that help ensure and protect the health of student athletes:

*Any athlete who is suspected of sustaining a concussion or head injury in an athletic activity shall be immediately removed from the athletic activity for the remainder of the day, and shall not be permitted to return to the athletic activity until he or she is evaluated by a licensed health care provider who is trained in the management of concussions and is acting within the scope of his or her practice. The athlete shall not be permitted to return to the athletic activity until he or she receives written clearance to return to the athletic activity from that licensed health care provider. If the licensed health care provider determines the athlete has a concussion or head injury, the athlete shall also complete a graduated return-to-play protocol of no less than 7 days in duration under the supervision of a licensed health care provider.*

**It's better to miss one game than miss the whole season.**

For more information, visit: <http://www.cdc.gov/headsup/youthsports/index.html> (Centers for Disease Control and Prevention) or [http://www.cifstate.org/sports-medicine/concussions/student\\_parents](http://www.cifstate.org/sports-medicine/concussions/student_parents) (CIF)

***Cut and RETURN bottom portion only. Please keep upper portion for your information.***

I have reviewed and understand the provided document regarding concussion:

Student-athlete Name	Student-athlete Signature	Date
Parent or Legal Guardian	Parent or Legal Guardian Signature	Date



**MAGNOLIA PUBLIC SCHOOLS**  
**2024-25 Prescription Opioids Information Sheet**  
*(Applicable Only for the Current School Year)*

Prescription opioids may be used to help relieve moderate-to-severe pain and are often prescribed following a surgery or injury, or for certain health conditions. These medications can be an important part of treatment but also come with serious risks. It is important to work with your health care provider to make sure you are getting the safest, most effective care.

**WHAT ARE THE RISKS AND SIDE EFFECTS OF OPIOID USE?**

Prescription opioids carry serious risks of addiction and overdose, especially with prolonged use. An opioid overdose, often marked by slowed breathing, can cause sudden death.

The use of prescription opioids can have a number of **side effects** as well, even when taken as directed:

- Tolerance – meaning you might need to take more of a medication for the same pain relief.
- Physical dependence – meaning you have symptoms of withdrawal when a medication is stopped.
- Increased sensitivity to pain
- Constipation
- Nausea, vomiting, and dry mouth
- Sleepiness and dizziness
- Confusion
- Depression
- Low levels of testosterone that can result in lower sex drive, energy, and strength
- Itching and sweating

**RISKS ARE GREATER WITH:**

- History of drug misuse, substance use disorder, or overdose
- Mental health conditions (such as depression or anxiety)
- Sleep apnea
- Pregnancy

***Avoid alcohol while taking prescription opioids. Also, unless specifically advised by your health care provider, medications to avoid include:***

- Benzodiazepines (such as Xanax or Valium)
- Muscle relaxants (such as Soma or Flexeril)
- Hypnotics (such as Ambien or Lunesta)
- Other prescription opioids

**KNOW YOUR OPTIONS**

Talk to your health care provider about ways to manage your pain that don't involve prescription opioids. Some of these options **may actually work better** and have fewer risks and side effects. Options may include:

- Pain relievers such as acetaminophen, ibuprofen, and naproxen
- Some medications that are also used for depression or seizures
- Physical therapy and exercise
- Cognitive behavioral therapy, a psychological, goal-directed approach, in which patients learn how to modify physical, behavioral, and emotional triggers of pain and stress.

**IF YOU ARE PRESCRIBED OPIOIDS FOR PAIN**

- Never take opioids in greater amounts or more often than prescribed.
- Follow up with your primary health care provider
  - Work together to create a plan on how to manage your pain
  - Talk about ways to help manage your pain that don't involve prescription opioids
  - Talk about any and all concerns and side effects.
- Help prevent misuse and abuse.
  - Never sell or share prescription opioids
  - Never use another person's prescription opioids
- Store prescription opioids in a secure place and out of reach of others including visitors, children, friends, and family.
- Safely dispose of unused prescription opioids: Find your community drug take-back program or your pharmacy mail-back program, or flush them down the toilet, following guidance from the Food and Drug Administration ([www.fda.gov/Drugs/ResourcesForYou](http://www.fda.gov/Drugs/ResourcesForYou)).
- Visit [www.cdc.gov/drugoverdose](http://www.cdc.gov/drugoverdose) to learn about the risks of opioid abuse and overdose.
- If you believe you may be struggling with addiction, tell your health care provider and ask for guidance or call SAMHSA's National Helpline at 1-800-662-HELP.

**Be Informed!** Make sure you know the name of your medication, how much and how often to take it, and its potential risks and side effects.

For more information, visit: [www.cdc.gov/drugoverdose/prescribing/guideline.html](http://www.cdc.gov/drugoverdose/prescribing/guideline.html)



***Cut and RETURN bottom portion only. Please keep upper portion for your information.***

I have reviewed and understand the provided document regarding prescription opioid information:

\_\_\_\_\_

Student-athlete Name

\_\_\_\_\_

Student-athlete Signature

\_\_\_\_\_

Date

\_\_\_\_\_

Parent or Legal Guardian

\_\_\_\_\_

Parent or Legal Guardian Signature

\_\_\_\_\_

Date

**MAGNOLIA PUBLIC SCHOOLS**  
**2024-25 Sudden Cardiac Arrest Information Sheet**  
*(Applicable Only for the Current School Year)*

Sudden cardiac arrest (SCA) is when the heart stops beating, suddenly and unexpectedly. When this happens, blood stops flowing to the brain and other vital organs. SCA is not a heart attack. A heart attack is caused by a blockage that stops the flow of blood to the heart. SCA is a malfunction in the heart's electrical system, causing the victim to collapse. The malfunction is caused by a congenital or genetic defect in the heart's structure. It is fatal in 92 percent of cases if not properly treated within minutes.

**WHAT ARE THE WARNING SIGNS AND RISK FACTORS OF SCA?**

SCA often has no warning signs. In fact, the first symptom could be death. Athletes (and often their parents) don't want to jeopardize their playing time, so they may avoid telling parents or coaches in hopes that the symptoms will "just go away" on their own. Or, they may think they're just out of shape and need to train harder. Student athletes need to recognize and seek help if any of the conditions listed below are present.

***Potential indicators that SCA is about to happen:***

- Racing heart, palpitations or irregular heartbeat
- Dizziness or lightheadedness
- Fainting or seizure, especially during or right after exercise
- Fainting repeatedly or with excitement or startle
- Chest pain or discomfort with exercise
- Excessive, unexpected fatigue during or after exercise
- Excessive shortness of breath during exercise

***Factors that increase the risk of SCA:***

- Family history of known heart abnormalities or sudden death before age 50
- Specific family history of Long QT Syndrome, Brugada Syndrome, Hypertrophic Cardiomyopathy, or Arrhythmogenic Right Ventricular Dysplasia (ARVD)
- Family members with unexplained fainting, seizures, drowning or near drowning or car accidents
- Known structural heart abnormality, repaired or unrepaired
- Use of drugs, such as cocaine, inhalants, "recreational" drugs or excessive energy drinks

**HOW CAN THE CONDITIONS OF SCA BE DETECTED?**

***Physical Exam and Medical History.*** Prior to participating in athletics, students are required to get a physical and complete a medical history. This form asks questions about family history and heart conditions. The physical exam should include listening to the heart.

***Heart Screening.*** An electrocardiogram (ECG) is an effective diagnostic tool that detects irregularities. An abnormal ECG exam can lead to other tests like an echocardiogram, stress test, Holter monitor and more.

**IF YOU THINK YOUR CHILD HAS EXPERIENCED ANY SCA SYMPTOMS**

If your child has experienced any SCA-related symptoms, it is crucial to get follow-up care as soon as possible with a primary care physician. If the athlete has any of the SCA risk factors, these should also be discussed with a doctor to determine if further testing is needed. Wait for the doctor's feedback before returning your child to play, and alert his/her coach, trainer and school nurse about any diagnosed conditions.

California Education Code section 33479.5 and the California Interscholastic Federation (CIF) Bylaw 503 require implementation of a sudden cardiac arrest protocol that helps ensure and protect the health of student athletes:

*A student who passes out or faints while participating in or immediately following an athletic activity, or who is known to have passed out or fainted while participating in or immediately following an athletic activity, must be removed from participation at that time by the athletic director, coach, athletic trainer, or authorized person. A student who is*

*removed from play after displaying signs and symptoms associated with sudden cardiac arrest may not be permitted to return to participate in an athletic activity until the student is evaluated and cleared to return to participate in writing by a physician and surgeon.*

For more information, visit: <http://cifstate.org/sports-medicine/sca/index>. (CIF)

***Cut and RETURN bottom portion only. Please keep upper portion for your information.***

---

I have reviewed and understand the symptoms and warning signs of SCA:

\_\_\_\_\_

Student-athlete Name

\_\_\_\_\_

Student-athlete Signature

\_\_\_\_\_

Date

\_\_\_\_\_

Parent or Legal Guardian

\_\_\_\_\_

Parent or Legal Guardian Signature

\_\_\_\_\_

Date

**MAGNOLIA PUBLIC SCHOOLS**  
**Certified Volunteer (C-Volunteer) Application Form**

Magnolia Public Schools (“MPS”) encourages parents/guardians and interested members of the community to volunteer at MPS as volunteering in the classroom can be extremely helpful to our teachers and valuable to our students. We thank all parents/guardians/community members for their willingness to volunteer.

School Name/Location and School Year: \_\_\_\_\_ Date: \_\_\_\_\_

Name: \_\_\_\_\_  
 Last First Middle Maiden Name/Other Names Used

Residence Address: \_\_\_\_\_  
 Street City State Zip

Home Telephone: \_\_\_\_\_ Work or Mobile Telephone: \_\_\_\_\_

Emergency Contact Name and Phone: \_\_\_\_\_

Date of Birth: \_\_\_\_/\_\_\_\_/\_\_\_\_ CA Driver’s License or ID Card:  Yes  No Number: \_\_\_\_\_

Physical Limitations:  Yes  No Explain: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Relationship to any student(s) or staff members at school?  Yes  No Explain: \_\_\_\_\_  
 \_\_\_\_\_

Languages spoken: \_\_\_\_\_

Please respond to the following: “I am interested in volunteering because \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Do you have any felony convictions\*:  Yes  No If so, please list: \_\_\_\_\_  
 \_\_\_\_\_

Have you **EVER** been convicted\* of any sex offense for which you must register with any Law Enforcement Agency pursuant to Penal Code Section 290?  Yes  No

*\* Conviction includes a finding of guilty by a court in a trial with or without a jury or a plea or verdict of guilty.*

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 I certify under penalty of perjury that the foregoing statements are true and complete, and I authorize MPS to complete a background check as a condition of school volunteer service, as provided by California Education Code 45125.1.

I understand that I will not receive any compensation or salary, or any other health or retirement benefits, or workers’ compensation insurance coverage during this volunteer assignment. I agree to waive all claims against the MPS and hold the MPS, its officers, directors, agents, employees, authorizer, and volunteers harmless from any and all liability or claims which may arise out of or in connection with my participation in this volunteer activity.

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

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



## MAGNOLIA PUBLIC SCHOOLS

### Volunteer Commitment and Procedures

The administration, staff, and students of Magnolia Public Schools (“MPS”) are appreciative of all persons who are willing to commit time and energy to helping students succeed and to provide an excellent place of learning for all students. Most of the MPS activities and events simply would not happen without the participation of our volunteers.

#### Ways a Volunteer can help

- Room Parent
- Clerical Help
- Tutoring students (e.g.: math, computer activities, reading with students, etc.)
- Morning, lunch, yard, and/or dismissal supervision
- Chaperone Field Trips
- Help with special class events (e.g.: career fairs, fundraisers, etc.)
- Athletic support

Below are ethics and **guidelines** that must be followed while you are volunteering at MPS. These guidelines are designed:

- to promote a productive and safe environment
- to set appropriate expectations
- to clarify roles & responsibilities

#### APPLICATION AND SCREENING

##### Certified Volunteers (“C-Volunteers”)

- a. Who are C-Volunteers: These are volunteers that would like to volunteer with MPS on an ongoing basis.
- b. Application Process: C-Volunteers must provide MPS with the following documents:
  - Volunteer Application Form (signed)
  - Volunteer Commitment Form (signed)
  - Fingerprinting and Background Clearance\* (if volunteering outside of the direct supervision of a credentialed employee)
  - Tuberculosis risk assessment or examination\*
  - Valid photo I.D. (driver’s license, passport, military ID, US or other government identification)

##### Single Event Volunteers (“SE-Volunteers”)

- a. Who are SE-Volunteers: These are volunteers that would like to volunteer at MPS for a one (1) day special event or activity.
- b. Application Process: SE-Volunteers are not required to submit a volunteer application but must comply with the Volunteering Guidelines below and provide MPS with a valid photo I.D.

\* Volunteers will be reimbursed for eligible live scan fingerprinting and TB screening fees.

**CONFIDENTIALITY:** Volunteers should realize that they have a position of trust. Personal information pertaining to students or staff, as well as conversations between parents, teachers, staff members, and students MUST be kept confidential. Volunteers are NOT permitted to view any part of a student's records including test scores, report cards, attendance reports, or any other document to that would be included in student records. What you SEE or HEAR in a classroom, hallway, bathroom, on a field trip, or on the playground should be considered confidential and only discussed with a teacher, counselor or principal. For MPS to provide the best environment for learning, everyone's privacy must be respected. No gossiping will be permitted.

**LIABILITY:** MPS is proud to provide liability coverage and an accident policy for its volunteers, after any other valid and collectible insurance. In order to have this protection, all volunteers must sign in on MPS' volunteer / visitor sign in sheet (in every school office) every time they volunteer. Volunteers are not covered by Workers' Compensation.

**CHILD NEGLECT AND ABUSE REPORTING:** MPS volunteers are obligated under mandatory child reporting laws to report any suspected child neglect or abuse. Please refer to MPS mandatory reporting guidelines located in the MPS Employee Handbook.

**SUPERVISION:** Volunteers perform under the direction and supervision of MPS personnel. Any volunteers who are volunteering outside of the direct supervision of a credentialed employee must be fingerprinted and receive background clearance. Volunteers should know and follow MPS policies and rules. MPS, in its discretion and without a statement of reasons, may suspend any volunteer from further volunteer activities. No statement by the MPS establishes a property right to perform volunteer work.

**COMMUNICATION:** If you are unable to make it to school when you are expected, please call MPS and leave a message. Similarly, MPS staff will contact you if your time is cancelled or changed for any unforeseen reason. You may contact the School Office at \_\_\_\_\_, or email \_\_\_\_\_ with questions or for assistance. Please be dependable and on-time. Teachers and staff count on you!

**STUDENT/VOLUNTEER RELATIONSHIP:** Volunteers function in a position of trust and MPS does not extend that volunteer / student trust relationship outside of the supervised school environment. It is the responsibility of the volunteer to notify MPS immediately if he/she becomes involved with a student / family outside the school environment.

**DISCIPLINE:** A teacher or staff member is responsible for student discipline. If you see a child behaving in a way that endangers themselves or others, you need to stop the behavior and report it to a staff member. If a student continues to be noncompliant, disrespectful, or disruptive after a verbal warning, please notify a teacher or staff member. Student safety is the responsibility of all adults, but student discipline is the responsibility of MPS staff.

**SIGN IN:** Volunteers should always sign in at the front desk. A volunteer should always have a visitor's pass/sticker on while working on campus or while acting as a chaperone on a class field trip.

**CELL PHONE/PHOTO/SOCIAL MEDIA:** Cell phones may be used on campus however we ask that you use a "silent setting" so that the class is not disturbed. Phones should only be used for emergencies. Volunteers are not allowed to take photos or post on social media unless approved by MPS.

**EMERGENCY PROCEDURES:** Classroom procedures and escape routes are located in each room. Drills are performed throughout the year. During a fire drill, the entire building is evacuated and each classroom reports to a designated area outside on the MPS campus. Please take the time to familiarize yourself with these safety plans.

-----  
I have read the above information and agree to the guidelines and responsibilities.

\_\_\_\_\_

Name

\_\_\_\_\_

Signature

\_\_\_\_\_

Date

**MAGNOLIA PUBLIC SCHOOLS**  
**Shadow Request Form**

**Visiting Person Information:**

Person Visiting Is:       Parent/Guardian       Student       Other (Please identify) \_\_\_\_\_

Parent/Guardian Name: \_\_\_\_\_

Home Address: \_\_\_\_\_

Phone #: \_\_\_\_\_      Email: \_\_\_\_\_

Student Name: \_\_\_\_\_      Date of Birth: \_\_\_\_\_      Grade: \_\_\_\_\_

**If student is not a current student at MPS:**

Is the student enrolled in MPS for the next school year?     Yes     No

Current School Name: \_\_\_\_\_

City: \_\_\_\_\_      State: \_\_\_\_\_      Country: \_\_\_\_\_

(if applicable) Health Concerns: \_\_\_\_\_

**Visit Details:**

Date(s) Wishing to be a Visitor: \_\_\_\_\_

Reason for Visit: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Signatures:**

_____	_____
Visiting Student Signature	Date
_____	_____
Visiting Parent/Guardian Signature	Date

**Principal's Approval:**

_____	_____	_____
Signature	Date	Parent Contact Made on Date

**MAGNOLIA PUBLIC SCHOOLS**  
**Dual and Concurrent Enrollment Form**

**Student Information:**

Last Name: \_\_\_\_\_ First Name/MI: \_\_\_\_\_  
 Grade: \_\_\_\_\_ Date of Birth: \_\_\_\_\_ Cumulative GPA: \_\_\_\_\_

**College Course Information:**

College Name: \_\_\_\_\_  
 Course Title(s): \_\_\_\_\_  
 Course Dates/Hours: \_\_\_\_\_  
 \_\_\_\_\_  
 College Units: \_\_\_\_\_

**High School Equivalency Information:**

(if applicable) Equivalent High School Course: \_\_\_\_\_  
 High School Credits to Be Awarded: \_\_\_\_\_  
 Will Course Grade Be Recorded on the High School Transcript?  
 No       Yes (*unweighted*)       Yes (*weighted*)

**Notes:** \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
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 \_\_\_\_\_

**Signatures:**

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

\_\_\_\_\_  
 Date

\_\_\_\_\_  
 Parent/Guardian/Caregiver Signature

\_\_\_\_\_  
 Date

**High School Counselor's Approval:**

\_\_\_\_\_  
 Signature

\_\_\_\_\_  
 Date

MAGNOLIA PUBLIC SCHOOLS
General Complaint Procedures Form

Last Name: [ ] First Name/MI: [ ]
(if applicable) Student Name: [ ] Grade: [ ] Date of Birth: [ ]
Street Address/Apt. #: [ ]
City: [ ] State: [ ] Zip Code: [ ]
Home Phone: [ ] Cell Phone: [ ] Work Phone: [ ]

1. Please give facts about the complaint. Provide details such as the names of those involved, dates, whether witnesses were present, etc., that may be helpful to the complaint investigator.

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2. Have you discussed your complaint or brought your complaint to any MPS personnel? If you have, to whom did you take the complaint, and what was the result?

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3. Please provide copies of any written documents that may be relevant or supportive of your complaint.

I have attached supporting documents. [ ] Yes [ ] No

[ ]

Signature

[ ]

Date

Mail complaint and any relevant documents to:

CEO & Superintendent
Magnolia Public Schools
250 E. 1st St. Ste 1500
Los Angeles, CA 90012
(213) 628-3634



**MAGNOLIA PUBLIC SCHOOLS**

**Title IX, Harassment, Intimidation, Discrimination, and Bullying Complaint Form**

Your Name: \_\_\_\_\_ Date: \_\_\_\_\_

Date of Alleged Incident(s): \_\_\_\_\_

City: \_\_\_\_\_ Zip Code: \_\_\_\_\_

List any witnesses that were present: \_\_\_\_\_

Where did the incident(s) occur? \_\_\_\_\_

Please describe the events or conduct that are the basis of your complaint by providing as much factual detail as possible (i.e. specific statements; what, if any, physical contact was involved; any verbal statements; what did you do to avoid the situation, etc.) *(Attach additional pages, if needed):*

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**I hereby authorize MPS to disclose the information I have provided as it finds necessary in pursuing its investigation. I hereby certify that the information I have provided in this complaint is true and correct and complete to the best of my knowledge and belief. I further understand providing false information in this regard could result in disciplinary action up to and including termination or expulsion from the charter school.**

\_\_\_\_\_

Signature of Complainant

\_\_\_\_\_

Print Name

\_\_\_\_\_

Date

**To be completed by MPS:**

\_\_\_\_\_

Received by

\_\_\_\_\_

Date

\_\_\_\_\_

Follow up Meeting with Complainant held on

**MAGNOLIA PUBLIC SCHOOLS**  
**Uniform Complaint Procedures Form**

Last Name: \_\_\_\_\_ First Name/MI: \_\_\_\_\_  
 (if applicable) Student Name: \_\_\_\_\_ Grade: \_\_\_\_\_ Date of Birth: \_\_\_\_\_  
 Street Address/Apt. #: \_\_\_\_\_  
 City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_  
 Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_  
 (if applicable) Location/School/Office of Alleged Violation: \_\_\_\_\_

**Note:** It is not required to use this form to file a UCP complaint. If the complainant is unable to put the complaint in writing, due to a disability or illiteracy, we shall assist the complainant in the filing of the complaint.

**For noncompliance allegation(s), check the program or activity referred to in your complaint, if applicable:**

<input type="checkbox"/> Accommodations for Pregnant and Parenting Pupils <input type="checkbox"/> Adult Education <input type="checkbox"/> After School Education and Safety <input type="checkbox"/> Career Technical Education <input type="checkbox"/> Child Care and Development <input type="checkbox"/> Compensatory Education <input type="checkbox"/> Consolidated Application <input type="checkbox"/> Course Periods without Educational Content	<input type="checkbox"/> Education of Pupils in Foster Care, Pupils who Are Homeless, Migratory Pupils, former Juvenile Court Pupils now Enrolled in a public school and Children of Military Families <input type="checkbox"/> Every Student Succeeds Act <input type="checkbox"/> Local Control & Accountability Plans (LCAP)/LCFF <input type="checkbox"/> Migrant Education <input type="checkbox"/> Physical Education Instructional Minutes	<input type="checkbox"/> Pupil Fees <input type="checkbox"/> Reasonable Accommodations to a Lactating Pupil <input type="checkbox"/> Regional Occupational Centers and Programs <input type="checkbox"/> School Plans for School Achievement <input type="checkbox"/> School Safety Plans <input type="checkbox"/> Schoolsite Councils
----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

**For allegation(s) of unlawful discrimination, harassment, intimidation or bullying, please check the basis of the unlawful discrimination, harassment, intimidation or bullying described in your complaint, if applicable:**

<input type="checkbox"/> Age <input type="checkbox"/> Ancestry <input type="checkbox"/> Color <input type="checkbox"/> Disability (Mental or Physical) <input type="checkbox"/> Ethnic Group Identification <input type="checkbox"/> Gender / Gender Expression / Gender Identity	<input type="checkbox"/> Genetic Information <input type="checkbox"/> Immigration Status/Citizenship <input type="checkbox"/> Marital Status <input type="checkbox"/> Medical Condition <input type="checkbox"/> National Origin/Nationality <input type="checkbox"/> Race or Ethnicity	<input type="checkbox"/> Religion <input type="checkbox"/> Sex (Actual or Perceived) <input type="checkbox"/> Sexual Orientation (Actual or Perceived) <input type="checkbox"/> Based on association with a person or group with one or more of these actual or perceived characteristics
--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

For bullying complaints not based on protected groups and other complaints not listed on this form, contact your school’s Title IX, Harassment, Intimidation, Discrimination and Bullying Coordinator (“Coordinator.”)

1. Please give facts about the complaint. Provide details such as the names of those involved, dates, whether witnesses were present, etc., that may be helpful to the complaint investigator.

[Blank lined area for providing details about the complaint]

2. Have you discussed your complaint or brought your complaint to any MPS personnel? If you have, to whom did you take the complaint, and what was the result?

[Blank lined area for discussing the complaint]

3. Please provide copies of any written documents that may be relevant or supportive of your complaint.

I have attached supporting documents.  Yes  No

[Signature line]

[Date line]

Signature

Date

**Mail complaint and any relevant documents to:**

CEO & Superintendent  
Magnolia Public Schools  
250 E. 1st St. Ste 1500  
Los Angeles, CA 90012  
(213) 628-3634

**To be completed by MPS:**

[Received by line]

[Date line]

[Follow up Meeting with Complainant held on line]

Received by

Date

Follow up Meeting with Complainant held on

**MAGNOLIA PUBLIC SCHOOLS**  
**Acceptable Use of Technology Agreement**

**As a user of Charter School technologies, I have read Student Use of Technology Policy and hereby agree to comply with it and the Acceptable Use Agreement.**

I understand that use of school technology (including computers, email addresses, laptops, internet, and other technology resources) is a privilege and not a right. I understand that students who violate this policy in any way will be subject to discipline per school policies.

I understand that students will be provided a school email address and that teachers may communicate directly with students through this school email and applications including but not limited to StudentSquare, Infinite Campus, and Google Classroom. As a student, I understand and agree to utilize my school email address respectfully and professionally by 1) only using my school email address for school-related communications with my teachers, other staff, or other students as required, 2) not using my school email address to register for websites or applications unless directed by a teacher. I understand and agree that all regulations specified in the MPS Technology Policy and Acceptable Use Agreement, including the prohibition against cyberbullying, are applicable to any and all communications I send using my school-issued email address.

I understand that computer use is a privilege and not a right. I understand that students who violate this policy in any way will be subject to a referral and possible suspension or expulsion. I understand that if a student willfully damages MPS property, including but not limited to MPS's technology, equipment and networks, or fails to return MPS's property that has been loaned to the student, the student's parents/guardians are liable for all damages caused by the student's misconduct up to an amount not to exceed ten thousand dollars (\$10,000), adjusted annually for inflation. After notifying the student's parent or guardian in writing of the student's alleged misconduct and affording the student due process, MPS may withhold the student's grades, transcripts, and diploma until the damages have been paid or the property has been returned. If the student and the student's parent/guardian are unable to pay for the damages or to return the property, MPS will provide a program of voluntary work for the minor in lieu of the payment of monetary damages. Upon completion of the voluntary work, the student's grades, transcripts and diploma will be released. When the minor and parent are unable to pay for the damages, the Charter School will provide a program of voluntary work for the minor in lieu of the payment of monetary damages. A student over the age of majority shall be liable for the same. (Ed. Code § 48904).

**Signatures:**

_____	_____	_____	_____
Student Name	Student Signature	Date	Grade
_____	_____	_____	
Parent/Guardian/Caregiver Name	Parent/Guardian/Caregiver Signature	Date	

**MAGNOLIA PUBLIC SCHOOLS**  
**Receipt of and Agreement to the MPS Student/Parent Handbook**  
**and the School-Parent-Student Compact**

I have received a copy of the Magnolia Public Schools Student/Parent Handbook including the Student Use of Technology Policy-Acceptable Use of Technology Agreement, and the School-Parent-Student Compact, or I can access it at the school website. I understand that it is a source of information and a set of guidelines for implementation of school policies and procedures.

I have read, understood, and agreed to the Student/Parent Handbook and the policies within, including the Student Technology Use Policy-Acceptable Use Agreement and School-Parent-Student Compact.

I understand that Magnolia Public Schools can unilaterally rescind, modify, or make exceptions to any of these policies, or adopt new policies, at any time. I also understand that the provisions of the Handbook will control over any contrary statements, representations or assurances made by any supervisory personnel except those made in writing by the CEO & Superintendent or his or her designee.

**Notes**

- Please read and discuss the policies, procedures, and expectations with your child/children before signing and returning the receipt on this page.
- Each individual MPS school may include amendments into this handbook addressing local issues.
- Any changes or additions to this handbook will be given to the students and parents/guardians in writing.

**Signatures:**

Student Name	Student Signature	Date

Parent/Guardian/Caregiver Name	Parent/Guardian/Caregiver Signature	Date

*(If known, circle grade and group.)*

Grade:

TK	K	1	2	3	4	5	6	7	8	9	10	11	12
----	---	---	---	---	---	---	---	---	---	---	----	----	----

Group:

A	B	C	D	E	F	G	Other:
---	---	---	---	---	---	---	--------

*Copy for Student File*

# Coversheet

## Approval of MPS Board Committee Calendar

**Section:** IV. Consent Items  
**Item:** B. Approval of MPS Board Committee Calendar  
**Purpose:** Vote  
**Submitted by:**  
**Related Material:** IV\_B\_2024-25 MPS Board Committee Calendar.pdf





Agenda Item:	IV B: Consent Item
Date:	July 11, 2024
To:	Magnolia Educational & Research Foundation dba Magnolia Public Schools (“MPS”) Board of Directors (the “Board”)
From:	Alfredo Rubalcava, CEO & Superintendent
Staff Lead(s):	Alfredo Rubalcava, CEO & Superintendent Jennifer Lara, Board Secretary
RE:	Approval of 2024-25 MPS Board Committee Calendar

**Action Proposed:**

I move that the Board approve the 2024-25 MPS Board Committee Calendar.

**Purpose:**

The Board adopted the 2024-25 MPS Regular Board Meeting Calendar at the Regular Board Meeting held on June 7, 2024. The purpose of this approval is for the Board to approve the 2024-25 MPS Board Committee calendar.

**Background:**

Magnolia Public Schools will continue to hold all Board meetings in- person. The Board has and will continue to follow the provisions prescribed in the Brown Act and SB 126.

SB126: All Regular Board Meetings will be held within the jurisdiction of Los Angeles County, where the majority of the MPS student population resides. All in-person meetings will be held amongst MSA 1-8 and the MPS Home Office. Additionally, per SB 126, all school sites (MSA 1-8, MSA-Santa Ana and MSA- San Diego), will remain open as remote locations during the duration of all special, emergency and regular committee and board meetings.

**Budget Implications:**

Costs associated with these meetings will be approved in the 2024-25 MPS budget. Each school site will budget for staff compensation for the extra hours worked during board meetings.

**Exhibits:**

- 2024-25 MPS Committee Calendar



## 2024-2025 Magnolia Public Schools Board Committee Calendar

Meeting times, locations, cancellations and additional information are posted on the website following the notice procedures: Regular Board Meetings (72 hours' notice), Special Board Meetings (24 hours' notice), or Emergency Board Meetings (1-hour notice).

Additional information and support are stated on all meeting agendas or you may visit [magnoliapublicschools.org](https://magnoliapublicschools.org) or call (213) 628-36-34 ext. 21101.

### **MPS Board Committees'**

- Academic Committee
- Educational Partners & Development Committee
- Audit/Facilities Committee
- Finance Committee
- Nominating/Governance Committee

**Committee Meetings Start Time:** 6:00 pm – 7:00 pm PST.

*Note that times are subject to change, please refer [magnoliapublicschools.org](https://magnoliapublicschools.org) for any changes to the meeting times and locations based on the notice procedure stated above.*

\*Please refer to the website linked above for changes in the meeting location, date and time.



**2024-2025 Magnolia Public Schools  
Board Committee Calendar**

**August 2024**

**8/8/2024** – Audit/Facilities Committee Meeting – Home Office\*

**September 2024**

**9/5/2024** – Audit/Facilities Committee Meeting – Home Office\*

**9/12/2024** – Finance Committee Meeting – Magnolia Science Academy-7\*

**October 2024**

**10/3/2024** – Academic Committee Meeting – Home Office\*

**10/10/2024** – Audit/Facilities Committee Meeting – Magnolia Science Academy-1\*

**November 2024**

**11/7/2024** – Audit/Facilities Committee Meeting – Home Office\*

**11/14/2024** – Governance/Nominating Committee Meeting – Magnolia Science Academy-5\*

\*Please refer to the website linked above for changes in the meeting location, date and time.



**2024-2025 Magnolia Public Schools  
Board Committee Calendar**

**December 2024**

**12/5/2024** – Audit/Facilities Committee Meeting – Home Office\*

**12/12/2024** – Finance Committee Meeting – Home Office\*

**January 2025**

**1/16/2025** – Audit/Facilities Committee Meeting – Home Office\*

**February 2025**

**2/6/2025** – Academic Committee Meeting – Home Office\*

**2/13/2025** – Audit/Facilities Committee Meeting – Magnolia Science Academy-3\*

**March 2025**

**3/13/2025** – Audit/Facilities Committee Meeting – Magnolia Science Academy-8\*

\*Please refer to the website linked above for changes in the meeting location, date and time.



## **2024-2025 Magnolia Public Schools**

### **Board Committee Calendar**

#### **April 2025**

**4/3/2025** – Audit/Facilities Committee Meeting – Home Office\*

**4/10/2025** – Educational Partners & Development Committee Meeting – Magnolia Science Academy-4\*

#### **May 2025**

**5/8/2025** – Audit/Facilities Committee Meeting – Magnolia Science Academy-6\*

#### **June 2025**

**6/12/2025** – Audit/Facilities Committee Meeting – Home Office\*

**6/19/2025** – Finance Committee Meeting – Home Office\*

\*Please refer to the website linked above for changes in the meeting location, date and time.

## Coversheet

### Approval of ASES Memorandum of Agreement with YMCA and San Diego County Office of Education

**Section:** IV. Consent Items  
**Item:** C. Approval of ASES Memorandum of Agreement with YMCA and San Diego County Office of Education  
**Purpose:** Vote  
**Submitted by:**  
**Related Material:** IV\_C\_ASES MOA Agreement for MSA-San Diego.pdf





Agenda Item:	IV C: Consent Item
Date:	July 11, 2024
To:	Magnolia Educational & Research Foundation dba Magnolia Public Schools (“MPS”) Board of Directors (the “Board”)
From:	Alfredo Rubalcava, CEO & Superintendent
Staff Lead(s):	Megan Craig, Principal at Magnolia Science Academy-San Diego
RE:	ASES MOA Agreement for MSA-San Diego

### **Action Proposed:**

I move that the Board grants approval to Mr. Alfredo Rubalcava, CEO and Superintendent of Magnolia Public Schools to sign the Memorandum of Agreement for Magnolia Science Academy-San Diego Afterschool ASES Program with YMCA of San Diego County and with San Diego County Office of Education.

### **Purpose:**

To renew the ASES agreement with YMCA and SDCOE to continue providing after school program through ASES grant for our students.

### **Background:**

MSA-San Diego has been receiving after school program grant and services through San Diego Unified School District (SDUSD.) In Jan 2016 SDUSD informed MSA-SD that the district would no longer be providing PrimeTime before/after school services at Magnolia in 2016-17 school year as MSA-SD’s fiscal agent, however the After School Education and Safety (ASES) funds that fund the program would remain allocated to Magnolia either through SDCOE or directly. In order to continue to receive these funds to offer a before/after school program, MSA-SD contacted San Diego County Office of Education (SDCOE). After switching to SDCOE, MSASD needed an agreement with SDCOE annually and an agreement with the after-school service provider YMCA of San Diego County (YMCA). The term of these agreements are July 1, 2025 through June 30, 2025. YMCA has been MSA-SD’s after school service provider for the past 12 years.

Based on MPS policy MPS Board wanted to receive the grant letter to approve the agreements for the ASES services. Unfortunately, our consortium, SDCOE, doesn’t provide the grant letters until February of that school year most of the time. Instead of the grant letter we receive a projected funding and also receive an agreement from County office of Ed in late October. In the last three years MPS board requested to see the grant letter to approve the agreements. Due to the conflict between SDCOE’s current practice and MPS Boards policy we were not able to sign an agreement with our service provider, YMCA, before the school starts. As a result of this issue we were not able to pay to YMCA until February of the school years for three years in the past.



Although we still do not have the grant letter, we are expecting to receive them before February. It may take a few months for the CDE to officially send the new updated grant amounts to the SDCOE so we would amend our agreement a few months down the line (once that is final) as we have had to do in some prior years. The attached agreement has the projected amount from SDCOE.

**Budget Implications:**

ASES is a state grant and needs to be disbursed in compliance with the California ED Code. The fiscal agent, SDCOE, reimburses MSA-SD for the expenses occurred by the YMCA. All income and expenses will be updated in the budget based on final grant award notification numbers.

In order to keep serving same number of students we are also utilizing ELOP grant as part of the program.

Funding Source: ASES grant funds through SDCOE Consortium and ELOP Grant

**Exhibits:**

- **2024-25 ASES MOA between MSA-San Diego and YMCA**

**INDEPENDENT AGENCY AGREEMENT**  
**BETWEEN**  
**THE YMCA OF SAN DIEGO COUNTY**  
**AND**  
**MAGNOLIA EDUCATIONAL & RESEARCH FOUNDATION FOR**  
**MAGNOLIA SCIENCE ACADEMY-SAN DIEGO**

This Independent Agency Agreement is entered into as of July 1, 2024 (“Effective Date”) by and between the YMCA of San Diego County, hereinafter referred to as “Agency,” and Magnolia Educational & Research Foundation for Magnolia Science Academy-San Diego, hereinafter referred to as “Charter”. The Agency and Charter may be referred to herein collectively as the “Parties.”

**RECITALS**

WHEREAS, California Government Code section 53060 authorizes Charter to contract with and employ persons for the furnishing of special services, if such persons are specially trained, experienced, and competent to perform the special services requested; and

WHEREAS, Charter is in need of special services related to expanded learning programs and youth enrichment opportunities; and

WHEREAS, Agency is specially trained and possesses the necessary experience and competency to perform the requested services.

WHEREAS, the services under this Agreement are funded in whole or in part by any state or federal grant; and

NOW THEREFORE, the Parties agree as follows:

**TERMS OF AGREEMENT**

**Section 1: Agency Services.** Subject to the terms and conditions set forth in this Agreement, Agency shall provide to Charter the services described in Attachment B: Agency General Scope of Work/Services. In the event of a conflict in or inconsistency between the terms of this Agreement and Exhibit B, this Agreement shall prevail.

**Section 2: Term.** The term of this Agreement shall begin on the Effective Date and shall end on June 30, 2025. Agency shall complete the work described in Exhibit B prior to that date unless the term of this Agreement is terminated or extended by a properly executed amendment.

**Section 3: Compensation.** Charter agrees to pay the Agency for services satisfactorily performed a total not to exceed amount of \$153,631.31.

Independent Agency Agreement – Magnolia Science Academy-SD  
2024-25  
YMCA of San Diego County

3.1 Invoices. Agency shall submit monthly invoices for reimbursement of expenditures to Charter which shall include a statement of work performed, billing period, and Agency signature. The appropriate budget or grant identifier name may be included in statement of work as requested by Charter in advance of services performed. If the Charter approves the invoice, payment shall be due to the Agency within 30 days of receipt of the invoice.

3.2 Final Payment. Charter shall pay the Agency the total reimbursement sum due pursuant to this Agreement within 60 days after completion of all services and submittal of final invoice.

3.3 Total Payment. The Agency shall not invoice for any amount more than the maximum not-to-exceed amount unless this Agreement is modified prior to submission of such an invoice by a properly executed amendment.

3.4 Reimbursable Expenses. The Agency shall follow all Charter written guidance on allowability of eligible expenses.

**Section 4: Insurance Requirements.** During the entire term of this Agreement and any extension or modification thereof, Agency shall keep in effect, at its sole expense, a policy (or policies) of general liability insurance, including contractual liability coverage, professional liability, and auto liability coverage of owned and non-owned vehicles used by Agency in relation to the performance of services under this Agreement with minimum limits of two million dollars (\$2,000,000) per occurrence which shall include coverage for sexual abuse/molestation, and two million dollars (\$2,000,000) in aggregate. Such auto liability coverage shall include limits of not less than (\$1,000,000) combined single limit per accident. All above-noted insurance shall name the Charter as an additional insured, and an endorsement evidencing such.

The coverage shall be provided within ninety (90) days, only as to matters arising out of this Agreement for which Agency is required to indemnify the Charter under section 9 of this Agreement.

The Agency shall file, with Charter, Certificates of Insurance indicating a thirty-day (30) cancellation notice and naming **Magnolia Educational & Research Foundation** as an additional insured.

**Section 5: Independent Agency.** It is expressly always understood that, while rendering the services described herein, and in complying with any terms and conditions of this Agreement, Agency is acting as an independent contractor and not as an officer, agent, or employee of Charter.

Independent Agency Agreement – Magnolia Science Academy-SD  
2024-25  
YMCA of San Diego County

**Section 6: Confidentiality.** If the Agency will have access to student records, Agency agrees to comply with the Family Educational Right and Privacy Act (FERPA) of 1974, and all requirements imposed by or pursuant to regulation of the California Department of Education (CDE) and the Charter. This assurance is given to obtain access to individual student data for the purpose of using said data to fulfill contractual obligations with the Charter.

6.1 Non-Disclosure. A party may from time to time disclose certain Confidential Information to the other party in connection with the Services. "Confidential Information" means (a) information relating to the party that is identified in writing as confidential at the time of its disclosure or that the receiving party understands or should reasonably understand to be confidential; and (b) in the case of disclosure to YMCA, "personal information" as defined in California Civil Code section 1798.140 (v) of any Charter student or family member of a Charter student. Each party shall use Confidential Information of the other party only in connection with performance of the Services and shall not disclose such Confidential Information except as required by law, expressly authorized by this Agreement, or expressly authorized by the other party in writing.

At the conclusion of the performance of this Agreement, Agency shall return to Charter (or at Agency's election, destroy) all written materials constituting or incorporating any Charter Confidential Information provided, however, to the extent is it not feasible for Agency to purge Confidential Information from back-up storage, Agency's obligations under section 6 shall continue to apply to all such retained Confidential Information.

The Charter may disclose to any vendor, or Agency approved third parties, any information otherwise subject to Subsection 1 that is reasonably required for the performance and administration of the scope of work described in this contract. Prior to any such disclosure, Charter shall obtain the Agency's written Agreement to the requirements of subsection 6.1.

## **Section 7: Termination & Modification**

7.1 Termination for Convenience. Either Party to this Agreement may, for either party's convenience, terminate this Agreement on not less than sixty (60) days; written notice.

If the termination is by Charter, Agency shall:

Discontinue all services affected (unless the notice directs otherwise) and

Independent Agency Agreement – Magnolia Science Academy-SD  
2024-25  
YMCA of San Diego County

Deliver to Charter all information and material then due to be delivered under this Agreement, whether completed or in process; and

Submit a final invoice within 60 days of termination. Agency shall endeavor to avoid any unnecessary or avoidable expense to Charter.

7.2 Termination for Default. Either party to this Agreement may, terminate this Agreement at any time because of the material failure of the other party to fulfill its contractual obligations, so long as the notice reasonably specifies the failure, and the other party does not cure the failure within seven (7) days.

If this Agreement is terminated by Charter, Agency shall immediately discontinue all services;

Deliver to Charter all information and material due to be delivered under this Agreement, whether completed or in process; and

Submit a final invoice within 60 days of termination. Agency shall endeavor to avoid any unnecessary or avoidable expense to Charter.

If the termination is due to the failure of the Agency to fulfill its contractual obligations, Charter may take over the services, and complete the services by contract or otherwise.

7.3 Extension. The Parties may extend the end date of this Agreement beyond that provided in Section 2. Any such extension shall require a written amendment to this Agreement signed by all Parties and approved by the Charter's governing board.

7.4 Amendment. The Parties may amend this Agreement only by a writing signed by all Parties and approved by the Charter's governing board.

**Section 8: Audit and Inspection of Records.** Agency agrees to maintain and preserve until five years after termination of this Agreement, and to permit Charter, CDE, or any of its duly authorized representatives, to have access to and to examine and audit any pertinent books, documents, papers, and records related to this Agreement.



**Section 9: Hold Harmless.** Agency agrees to indemnify and hold harmless the Charter, its board of trustees, officers, agents, and employees against any and all claims, cost, demands, expenses (including attorney's fees), losses, damages, injuries, and liabilities arising from any accident, death or injury by or arising out of, or related to the negligence or willful misconduct of the Agency and its employees, agents, and representatives. It is understood that such indemnity shall survive the termination of the Agreement.

Charter agrees to indemnify and hold harmless the Agency, its board of trustees, officers, agents, and employees against any and all claims, cost, demands, expenses (including attorney's fees), losses, damages, injuries, and liabilities arising from any accident, death or injury by or arising out of, or related to the negligence or willful misconduct of the Charter and its employees, agents, and representatives. It is understood that such indemnity shall survive the termination of the Agreement.

**Section 10: Worker's Compensation.** The Agency is self-insured for workers' compensation insurance. A Certificate of Self-Insurance will be provided upon request.

**Section 11: Nondiscrimination and Equal Opportunity.** The Agency agrees that it shall not discriminate based on a person's race, religion, color, national origin, age, physical or mental handicap or disability, medical condition, marital status, sex, or sexual orientation, against any employee, applicant for employment, subcontractors, or participant for any services or programs provided by Agency under this Agreement.

**Section 12: Fingerprinting/Criminal Background Investigation Certification.**

Charter shall determine the Agency's level of contact with pupils from the following two (2) choices, by inserting an **X** below:

     The Agency will have "**limited contact**" with pupils and the Agency will be required to do one or more of the following to protect pupils:

1. Agency's employees from using student restroom facilities,
2. Perform work when school is not in session,
3. Provide security patrols or supervision,
4. Agency's employees' access to site grounds, and/or
5. Provide badges or other visible means of Agency identification.

  **X**   The Agency will have "**greater than limited contact**" with pupils and the Agency shall require their employees, including the employees of any

Independent Agency Agreement – Magnolia Science Academy-SD  
2024-25  
YMCA of San Diego County

subcontractor, who will provide these services, to submit their fingerprints to conduct a criminal background check per Education Code §45122.1. The Agency shall not permit any employee, including the employees of any subcontractor, to perform services under this contract until:

The Department of Justice has determined that these employees have not been convicted of or have charges pending for a defined felony.

The Agency has **certified in writing** to Charter that the employer and all employees have not been convicted of, or do not have charges pending for a serious or violent felony, as defined by the California Penal Code.

\_\_\_\_\_  
By (Authorized Signature)

\_\_\_\_\_  
Date

**Section 13: Tuberculosis Examination.** Agency shall ensure that all persons performing services under this Agreement will provide a tuberculosis (TB) certificate of clearance prior to commencing services pursuant to this Agreement. Agency shall ensure that it will not place any person at a school without a valid TB certificate on file showing that the employee was examined and determined to be free from active tuberculosis, as defined in Education Code Section 49406.1(a).

**Section 14: Agreement Contact Persons.**

14.1 Charter: Gokhan Serce

Principal

Magnolia Science Academy-San Diego

6526 Estrella Ave

San Diego, CA 92120

P: 619.644.1300

E: gsecre@magnoliapublicschools.org

Copy to: Magnolia Educational & Research Foundation dba  
Magnolia Public Schools  
Chief Operations Officer  
250 E 1st St., Suite 1500, Los Angeles, CA 90012  
213. 628.3634

14.2 Agency: Steve Hensel

Independent Agency Agreement – Magnolia Science Academy-SD  
2024-25  
YMCA of San Diego County

Executive Director  
Expanded Learning Programs  
YMCA of San Diego County  
4451 30<sup>th</sup> Street  
San Diego, CA 92116  
P: 619.347.6917  
E: shensel@ymcasd.org

**Section 15: Governing Law.** This Agreement shall be governed by and construed in accordance with the laws of the State of California. Venue for any action relating to this Agreement shall be in the State and Federal courts located in San Diego County.

**Section 16: Compliance with Law.** Agency and Charter shall be subject to, and shall comply with, all applicable Federal, State, and local laws and regulations applicable, including, but not limited to licensing, employment, and purchasing practices, and wages, hours, and conditions of employment, including non-discrimination.

**Section 17: Facilities and Equipment.** The Charter shall furnish physical facilities as reasonably necessary and appropriate for the Agency to perform services on Charter school sites. The Agency will directly purchase materials and equipment required for services unless an authorized Charter representative has requested pre-approval from the Agency for specific equipment or items over a specific dollar amount determined by Charter.

**Section 18: Final Approval.** This Agreement is of no force or effect until approved by the Charter's Board of Education and authorized signatures by Charter and the Agency.

**Section 19: Entire Agreement/Amendment.** This Agreement is the entire Agreement and understandings of the Parties hereto and no writings, conversations or representations of any nature shall be deemed to vary the provisions hereof. The Parties may amend this Agreement only by a writing signed by all Parties and approved by the Charter's governing board.

**Section 20: Exhibits.** This Agreement included the following exhibits, all of which are incorporated into this Agreement as if fully set forth herein:

Attachment A: 2024-25 Funding Allocations

Independent Agency Agreement – Magnolia Science Academy-SD  
2024-25  
YMCA of San Diego County

Attachment B: Agency General Scope of Work/Services

**IN WITNESS WHEREOF**, the Parties hereto have caused this Agreement to be duly executed, such Parties acting by their representatives being thereunto duly authorized.

YMCA of San Diego County

By (Authorized Signature)

\_\_\_\_\_  
Todd Tibbits  
President & CEO

\_\_\_\_\_  
Date

Magnolia Science Academy-San Diego

By (Authorized Signatures)

\_\_\_\_\_  
Gokhan Serce  
Executive Director  
Magnolia Science Academy-San Diego  
Magnolia Public Schools

\_\_\_\_\_  
Date

\_\_\_\_\_  
Alfredo Rubalcava  
CEO & Superintendent  
Magnolia Educational & Research Foundation Db a Magnolia Public Schools

\_\_\_\_\_  
Date

Board Approval Date: \_\_\_\_\_

YMCA Federal EIN #: 95-2039198

Independent Agency Agreement – Magnolia Science Academy-SD  
2024-25  
YMCA of San Diego County

Magnolia Public Schools - Regular Board Meeting - Agenda - Thursday July 11, 2024 at 6:30 PM

ATTACH A-Magnolia Science Academy  
 YMCA of San Diego County  
 2024-25 Funding Allocations

			Regular School Year (180 Days)							Interession				
School	Invoice Code	AM Program Enrollment	AM ASES ADA	AM ASES Pass-Through	PM Program Enrollment	PM ASES ADA	PM ASES Pass-Through	ELO-P (180 Days)	Interession Projected Enrollment	Interession ASES ADA	ELO-P Interession	ASES Supplemental Pass-Through	Total	
1	Magnolia 89-6906EL-Magnolia	0	0	\$0.00	70	60	\$106,584.31	\$36,051.00	40	0.00	\$10,996.00	\$0.00	153,631.31	

## **AGENCY GENERAL SCOPE OF WORK/SERVICES**

### **Attachment B**

YMCA of San Diego County ("Agency") shall work collaboratively with Magnolia Science Academy-San Diego ("Charter") to operate expanded learning programs (before school programs, after school programs, intersession programs) and other youth enrichment activities for students and families within the Charter.

### **General Scope of Services**

1. **After School Services.** The Agency will work collaboratively with the Charter to operate after school services at schools listed in Attachment A: 2024-2025 Funding Allocations. This shall include requirements that meet the After School Education and Safety (ASES) Program or Expanded Learning Opportunities Program (ELO-P) as appropriate. The Agency shall provide programs every regular school day, including days designated as "modified days" and "minimum days."
2. **Intersession Services.** The Agency will work collaboratively with the Charter to design and operate intersession services at Charter during a minimum of 30 non-instructional days. The program will offer full-day, intersession enrichment and learning opportunities for a minimum of 9 hours a day.
3. **Youth Enrichment Services.** The Agency will provide youth enrichment opportunities as requested by the Charter by providing direct services, subcontracted vendors, or other allowable activities requested and approved by the Charter.

### **Staffing**

The Agency will provide staff in accordance with Charter health screening and fingerprint clearance and in accordance with the ASES Program or ELO-P requirements with the most stringent program requirements applied.

The Agency will ensure a maximum 20:1 participant to staff ratio for all grade levels.

The Agency will ensure at least one (1) administrative representative is present at all administrative meetings conducted by Charter.

The Agency shall ensure all employees hired for ASES Program or ELO-P shall meet the minimum requirements of an instructional aide in the Charter for all staff members working as part of the participant to staff ratio. This shall include successful completion of the Charter's instructional aide exam or by providing verification to Agency of at least 48 credits of completed college education or have an AA/AS degree or higher.



The Agency shall provide on-site staff members with the Charter's approved logo shirt and a photo identification badge to be worn when on campus.

The Agency shall provide all necessary training and supervision of staff to meet all requirements of the Charter, ASES Program, and the ELO-P. This shall include but not limited to, health and safety, child abuse reporting, and other topics appropriate for each service area. The Agency agrees to authorize staff to participate in training as determined by the Charter.

### **Program Days and Hours of Operation**

The Agency shall provide after school services to all assigned schools based on the school's calendar and bell schedule.

The Agency shall operate the after school program immediately after school is dismissed and continuing until at least 6:00 P.M. or a minimum of hours that combined with instructional time, recess, lunch, and expanded learning opportunities were no less than nine (9) hours on all individual school days.

The Agency shall operate services adhering to the established days and hours of operation that have been mutually agreed upon between the Agency and Charter. The Parties must mutually agree in writing to increase or decrease days and/or hours of any program or service during the contractual agreement.

### **Enrollment and Daily Attendance Requirements**

The agency will enroll participants at each school site based on the requested Charter enrollment reflected in Attachment A: 2024-2025 Funding Allocations. Both parties can mutually agree to increase and decrease enrollment as needed based on school needs and available funding from Charter.

The Agency will implement daily written attendance procedures for all participants in program activities.

The Agency will adhere to the Charter's established policies for reasonable early release of students in the after school program and reasonable daily late arrival of students in the before school program for all ASES Program sites.

The Agency will utilize the Cityspan attendance and enrollment systems provided by the San Diego County Office of Education (SDCOE) unless otherwise instructed by the Charter.

The Agency will ensure all participants are signed-in and signed-out of the program requiring all authorized parent(s)/guardian(s) to verify identity through picture identification if unknown by Agency staff member.

The Agency will retain written attendance records for a minimum of 5 years and make records available upon request from Charter.

### **Compensation**

The Agency will provide an initial estimate of total costs or grant awards in Attachment A: 2024-2025 Funding Allocations.

The Agency shall spend at least 85% of program expenditures on direct services with no more than 15% total administrative costs for all services and including no more than 5% indirect costs on ASES Program expenditures and no more than the Agency federally approved indirect cost rate on ELO-P expenditures.

The Agency shall utilize all ASES Program funding before requesting additional reimbursement of PM program expenditures from the ELO-P.

### **Other Operational Requirements**

The Agency will collaborate with Charter to provide a daily nutritious snack and/or meal, or breakfast for attending students.

The Agency will submit data and reports and maintain pertinent records as required for a minimum of 5 years.

The Agency will maintain an inventory record for each piece of equipment, with an acquisition cost of \$500 or more per unit that is purchased with Charter funds. The record describes the acquisition by type, model, serial number, funding source, acquisition date, cost, location, current condition, and transfer or disposition of obsolete or unusable equipment.

The Agency will provide parents with information on school programs, meetings, and activities in a format and to the extent practicable, in a language the parents can understand. If 15 percent or more of students enrolled in a school speak a single primary language other than English, as determined by language census data from the preceding year, all notices, reports, statements, and records sent to parents of such students are written in English and the primary language and may be responded to either in English or the primary language.

The program will provide daily opportunities for physical activity and an educational or literacy element in which homework assistance is provided.

# Coversheet

## Approval of MPS 2024-25 Student Board Member

**Section:** V. Action Items  
**Item:** A. Approval of MPS 2024-25 Student Board Member  
**Purpose:** Vote  
**Submitted by:**  
**Related Material:** V\_A\_MPS Student Board Member for 2024-25.pdf



Agenda Item:	V A: Action Item
Date:	July 11, 2024
To:	Magnolia Educational & Research Foundation dba Magnolia Public Schools (“MPS”) Board of Directors (the “Board”)
From:	Alfredo Rubalcava, CEO & Superintendent
Staff Lead(s):	Jason Hernandez, Director of Student Services
RE:	Selection of MPS Student Board Member for 2024-25

**Action Proposed:**

I move that the Board approve \_\_\_\_\_ as the Student Board Member for the upcoming school year. The terms of service will begin July 12, 2024 and end of June 30, 2025.

**Background:**

Candidates Zoya Ullah (student candidate from Magnolia Science Academy-2), Samantha Martinez (student candidate from Magnolia Science Academy-3), Gabriela Lemus Crocker (student candidate from Magnolia Science Academy-5), and Naim Bayraktar (student candidate from Magnolia Science Academy-Santa Ana) were selected by their school peers to be a finalist for the 2024-25 Student Board Member position.

The candidates presented in front of the Board at the June 17<sup>th</sup> Regular Board Meeting, demonstrating their qualifications and vision for the Student Board Member role.

**Impact:**

The selected Student Board Member will provide insights and perspectives that enhance the Board’s understanding of student needs and contribute to more effective governance.



# Coversheet

## Approval of Preferred Vendor Contracts for the Expansion & Replication of Magnolia Public Schools

**Section:** V. Action Items  
**Item:** B. Approval of Preferred Vendor Contracts for the Expansion & Replication of Magnolia Public Schools  
**Purpose:** Vote  
**Submitted by:**  
**Related Material:**  
V\_B\_Prefered Vendor Contracts for the Expansion & Replication of Magnolia Public Schools.pdf





Agenda Item:	V B: Action Item
Date:	July 11, 2024
To:	Magnolia Educational & Research Foundation dba Magnolia Public Schools (“MPS”) Board of Directors (the “Board”)
From:	Alfredo Rubalcava, CEO & Superintendent
Staff Lead(s):	Dr. Brenda D. Olivares, Chief External Officer Bryant Olandes, Director of Advancement
RE:	Preferred Vendor Contracts for the Expansion & Replication of Magnolia Public Schools

**Action Proposed (Motion):**

I move that the Board of Directors approve the partnership with the listed vendors for the expansion and replication of Magnolia Public Schools. These vendors include:

- Afton Partners
- Attuned Education Partners
- (in)field Leadership
- Kitamba
- Mariposa Consulting Group

**Purpose:**

Magnolia Public Schools has partnered with CSGF to enhance our educational framework through strategic capacity building. This collaboration focuses on improving MPS’ academic and instructional systems, refining recruitment and enrollment processes, and strengthening human capital support.

**Background:**

Magnolia Public Schools (MPS) initiated a diligence process with the Charter School Growth Fund (CSGF) in November of 2023. Over the course of eight months, leaders from both organizations engaged in a series of meetings focused on various strategic areas including growth and new market entry, financial and facility discussions, strategy and DEI priorities, college and career preparation, culture and character development, leader deep dives, academic and school models, talent, enrollment and operations, fundraising, family and community engagement, advocacy, and governance. These meetings also involved data reviews and resource reflections to better understand MPS's investment needs.

In Denver, CO, MPS leadership presented to CSGF executives and partners, culminating in the CSGF Board approving a \$5.3 million investment spread across multiple years. The first investment of \$750,000 is earmarked for MPS’s initial service improvement. Over the next six months, MPS will collaborate with various partners, including Afton Partners, Attuned Education Partners, (in)field Leadership, Kitamba, and Mariposa Consulting Group. The focus areas will encompass best practices for HR and talent, academic model codification, advocacy, enrollment and new market entry, financial controls, and strategic support and project management. By centralizing and codifying systems, we aim to elevate instructional leadership, optimize recruitment efforts, and address CEO capacity constraints.



**Budget Implications:**

The \$5.3 million investment to the Magnolia Educational and Research Foundation (MERF) will begin with an initial disbursement of \$750,000 in the current 2024-25 fiscal year and the remaining funds will be distributed through the 2029-30 school year. The additional revenues and expenses associated with this item will be incorporated into the MPS 24-25 First Interim Report.

**Exhibits:**

- A: Sole Provider Letter for Afton Partners
- B: Sole Provider Letter for Attuned Education Partners
- C: Sole Provider Letter for (in)field Leadership
- D: Sole Provider Letter for Kitamba
- E: Sole Provider Letter for Mariposa Consulting Group



To whom it may concern,

This letter is to inform you of the decision to move forward with contracting Afton Partners as a consultant to support Magnolia Public Schools (MPS). Afton Partners is a preferred vendor of the Charter School Growth Fund (CSGF), and as part of CSGF's investment in MPS, they will provide funding towards the support of developing a long-term financial model.

Afton Partners will support Magnolia Public Schools in two key phases. In Phase I, Afton will develop a comprehensive long-range financial projection model with dynamic scenario capabilities. This model will provide clear and flexible inputs for financial drivers such as enrollment, revenue assumptions, program expenses, administrative expenses, and facility costs. The model will also include dynamic functionality to test changes to variables and scenarios, a structure to accommodate up to 14 schools at different years, and a dashboard to inform the financial sustainability of new and existing schools across three regions. Afton will also vet key assumptions for revenues, expenses, facility scenarios, and growth plans, encompassing school growth, facility modules, enrollment details, revenue drivers, expense details, staffing, and income statements.

In Phase II, Afton will provide strategic advisory services on growth and facility matters to MPS. This will include facilitating Board committee meetings to refresh greenlighting criteria, conducting interviews and consultation conversations with C-team members to align on appropriate inputs, assumptions, and outputs, and updating model functionality as needed. Afton will also offer continued training and adjustments to the model to ensure it can be actively used by senior management.

We eagerly anticipate the opportunity to collaborate with Afton Partners and achieve our shared vision of expanding and replicating our school model across our current communities and Orange County.

Regards,

Alfredo Rubalcava  
CEO & Superintendent  
Magnolia Public Schools



To whom it may concern,

This letter is to inform you of the decision to move forward with contracting Attuned Educational Partners as a consultant to support Magnolia Public Schools (MPS). Attuned Educational Partners is a preferred vendor of the Charter School Growth Fund (CSGF), and as part of CSGF's investment in MPS, they will provide funding for the support of developing a codified TK-12 instructional model.

Attuned Educational Partners will support Magnolia Public Schools through a structured and comprehensive approach focused on improving our overall instructional model. First, Attuned will establish project management protocols, including bi-weekly check-ins with the current and successor Chief Academic Officers, to define project governance, stakeholder engagement plans, key dates, and targets. An instructional quality review will then be conducted, focusing on student culture, well-being, curriculum, instruction, and assessment. This review will include data analysis, classroom observations, professional learning evaluations, and stakeholder feedback, culminating in a report detailing strengths and areas for improvement.

Based on the review findings, Attuned will then develop a TK-12 instructional handbook that outlines current effective practices and recommended initiatives to address identified gaps. This handbook will cover instructional vision, curriculum, assessment plans, professional development, and progress monitoring guidelines. Additionally, Attuned will facilitate the creation of a multi-year instructional implementation plan, involving steering committee sessions and individual leader meetings in an effort to set strategic priorities and initiatives. By the end of this engagement, Magnolia Public Schools will be aligned and equipped to implement a structured and intentional instructional vision and achieve a lasting impact in the lives of our students.

We eagerly anticipate the opportunity to collaborate with Attuned Educational Partners and achieve our shared vision of expanding and replicating our school model across our current communities and Orange County.

Regards,

Alfredo Rubalcava  
CEO & Superintendent  
Magnolia Public Schools



To whom it may concern,

This letter is to inform you of the decision to move forward with contracting (in)field Leadership as a consultant to support Magnolia Public Schools (MPS). (in)field Leadership is a preferred vendor of the Charter School Growth Fund (CSGF), and as part of CSGF's investment in MPS, (in)field Leadership will collaborate with MPS to audit, evaluate, improve, or develop instructional enabling systems.

For each identified system, the roles of school-based and regional academic leaders will be defined, codified in writing, draft artifacts, and create success criteria or rubrics to evaluate the quality of implementation at the school level. This comprehensive approach ensures that instructional enabling systems are clearly defined and effectively implemented across all existing and new campuses. Additionally, (in)field Leadership will work to develop instructional leaders capable of implementing these systems proficiently. They will also prepare school-based and regional leaders to replicate these systems within the Orange County campuses set to launch across the next five years. Potential focus areas include defining a vision of excellent instruction, planning, observation, and feedback protocols, and data/student work protocols. This work aims to ensure that high-quality instruction is consistently delivered and that teachers are well-prepared and supported in their instructional practices.

We eagerly anticipate the opportunity to collaborate with (in)field Leadership and achieve our shared vision of expanding and replicating our school model across our current communities and Orange County.

Regards,

Alfredo Rubalcava  
CEO & Superintendent  
Magnolia Public Schools



To whom it may concern,

This letter is to inform you of the decision to move forward with contracting Mariposa Consulting Group as a consultant to support Magnolia Public Schools (MPS). Mariposa Consulting Group is a preferred vendor of the Charter School Growth Fund (CSGF), and as part of CSGF's investment in MPS, they will provide funding towards the support of developing instructional enabling systems for the organization.

Mariposa Consulting Group (MCG) will support Magnolia Public Schools by leading an "Enrollment and Marketing Excellence Program" from October 2024 to September 2026, emphasizing new community entry best practices. As early as October 2024, MCG will focus on building MPS' centralized infrastructure for new community entry and growth. The partnership will start by reflecting on the prior year's performance and developing a personalized scope and sequence for MPS' enrollment programs.

Key activities will include the development and evaluation of enrollment goals, creation of customized data dashboards, and defining roles and responsibilities. MCG will also develop a project plan for new community entry, facilitate learning sessions based on data analysis and focus groups, and evaluate or create enrollment strategies for new and existing communities. Additionally, MCG will help in crafting organizational and enrollment messaging, marketing strategies, and an enrollment playbook with a seasonal build. Ongoing coaching will be provided to ensure effective implementation and continuous improvement.

We eagerly anticipate the opportunity to collaborate with Mariposa Consulting Group and achieve our shared vision of expanding and replicating our school model across our current communities and Orange County.

Regards,

Alfredo Rubalcava  
CEO & Superintendent  
Magnolia Public Schools





To whom it may concern,

This letter is to inform you of the decision to move forward with contracting Kitamba/MGT as a consultant to support Magnolia Public Schools (MPS). Kitamba/MGT is a preferred vendor of the Charter School Growth Fund (CSGF), and as part of CSGF's investment in MPS, they will provide funding towards the support of establishing a robust project management function to facilitate MPS' growth efforts.

The partnership with Kitamba aims to develop the tools and resources needed to align functions and consultants for successful growth implementation and ensure a seamless transition of project management responsibilities to MPS staff. Kitamba will establish a Project Management Office (PMO) in an effort to fuse all functional efforts towards a shared goal, serving as a central hub for growth initiatives by coordinating engagement with growth and expansion leads and managing consultants. Kitamba will create an integrated project plan identifying workstreams, tasks, owners, and milestones across key areas such as Talent, Academics, Operations, Finance, and Advocacy. Kitamba will also establish and execute a meeting structure for project management updates, risk and issue management, and tracking of next steps and key decisions. Additionally, Kitamba will coordinate internal and external stakeholder engagement, providing synthesized progress updates to key stakeholders, and support engagement through agendas, presentations, and materials. The project will culminate in the development of a project management playbook and toolkits, and the onboarding and training of a designated MPS team member using a "gradual release of responsibility" strategy.

We eagerly anticipate the opportunity to collaborate with Kitamba and achieve our shared vision of expanding and replicating our school model across our current communities and Orange County.

Regards,

Alfredo Rubalcava  
CEO & Superintendent  
Magnolia Public Schools

## Coversheet

### Approval of Updated 2024-25 Employee Pay Raise Scale for Full-Time Teaching Positions & Non-Classroom Based Academic (“NCBA”) Positions & School Leaders

**Section:** V. Action Items  
**Item:** C. Approval of Updated 2024-25 Employee Pay Raise Scale for Full-Time Teaching Positions & Non-Classroom Based Academic (“NCBA”) Positions & School Leaders  
**Purpose:** Vote  
**Submitted by:**  
**Related Material:**  
V\_C\_Revised 2024-25 Employee Pay Raise Scale for Full-Time Teaching Positions & NCBA Positions & School Leaders.pdf



Agenda Item:	V C: Action Item
Date:	July 11, 2024
To:	Magnolia Educational & Research Foundation dba Magnolia Public Schools (“MPS”) Board of Directors (the “Board”)
From:	Alfredo Rubalcava, CEO & Superintendent
Staff Lead(s):	Fiorella Del Carpio, Chief People Officer
RE:	Revised 2024-25 Employee Pay Raise Scale for Full-Time Teaching Positions & Non-Classroom Based Academic (“NCBA”) Positions & School Leaders

**Proposed Motion:**

I move that the Board approve the revised 2024-25 Employee Pay Raise Scale for Full-Time Teaching Positions & Non-Classroom Based Academic (“NCBA”) Positions & School Leaders.

**Analysis:**

The MPS Board of Directors approved the revised 2024-25 teachers and NCBA positions & school leaders pay raise scale during the June 2024 board meeting.

As the specific needs arise at the school site level, below is the proposed change to the 2024-25 pay raise scale.

- Addition of Guidance Counselor position with 5 position points.

**Budget Implications:**

The costs associated with the additional position will be paid for using Federal CSP Award has been incorporated into the 2024-25 Adopted Budget that was approved by the board on June 17, 2024.

**Exhibits (attachments):**

- Updated 2024-25 MPS Employee Pay Raise Scale for Full-Time Teaching Positions & NCBA, and School Leaders (clean)



# **MPS EMPLOYEE PAY RAISE SCALE**

## **FULL-TIME TEACHING POSITIONS**

**&**

## **NON-CLASSROOM-BASED ACADEMIC POSITIONS**

Last Amended: 07/11/2024

MPS EMPLOYEE PAY RAISE SCALE (FULL-TIME TEACHING POSITIONS & NON-CLASSROOM BASED ACADEMIC POSITIONS)

**SALARY CALCULATIONS**

**Components of Employee Pay**

School Level: Teaching Positions & Non-Classroom Based Academic Positions										
1.	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="border: 1px solid black; padding: 5px;"><b>Base School Salary</b></td> <td style="text-align: center; padding: 5px;">+</td> <td style="padding: 5px;"></td> </tr> <tr> <td style="border: 1px solid black; padding: 5px;"><b>Employee Qualifications Pay</b></td> <td style="text-align: center; padding: 5px;">+</td> <td style="padding: 5px;"></td> </tr> <tr> <td style="border: 1px solid black; padding: 5px;"><b>Position Pay (where applicable)</b></td> <td style="text-align: center; padding: 5px;"></td> <td style="padding: 5px;"></td> </tr> </table>	<b>Base School Salary</b>	+		<b>Employee Qualifications Pay</b>	+		<b>Position Pay (where applicable)</b>		
<b>Base School Salary</b>	+									
<b>Employee Qualifications Pay</b>	+									
<b>Position Pay (where applicable)</b>										
	□ Base Employee Salary									
2.	<b>Employee Qualifications Pay</b>									
3.	<b>Position Pay (where applicable)</b>									
4.	<b>Employee Performance Pay</b>									
5.	<b>Pay for Additional Duties</b>									

**Narrative:**

1) The MPS Board of Directors will work closely with the Home Office to review and update this Employee Pay Raise Scale and approve it at one of its meetings prior to the start of the fiscal year in which it applies.

This Board-approved pay raise scale will be in effect as of July 1, 2024 until the subsequent Board approval of an updated scale. MPS reserves the right to modify this pay raise scale, as well as any policies affecting employee compensation, including but not limited to maintaining any pay raise scale at all.

2) This policy replaces and overrides any previous pay/bonus policy pay raise scale or other policies affecting compensation to the extent they are in conflict.

3) This pay raise scale applies to all full-time teaching staff and non-classroom based academic staff.

4) Pay for full-time teaching positions has four major components: base school salary, employee qualifications pay, employee performance pay, and pay for additional duties. Pay for non-classroom based academic positions has the same four components, with the addition of a fifth component for position pay. Base school salary, position pay (where applicable), and employee qualifications pay make up the base employee salary as they reflect their job position and qualifications. Employee performance pay and pay for additional duties are variable pays based on the employee's performance rating and the additional duties assigned to the employee and are not a part of the base employee salary.

5) Performance pay may be awarded to regular, full-time employees based on the employee meeting performance metrics during the school year. Only those regular, full-time employees who have worked at least 85% of the workdays between the start of the school year and May 15 may be eligible for performance pay. No performance pay will be given in the case of voluntary or involuntary termination before the end of the school year, or for part-time, temporary, or seasonal employees. Performance pay is **NOT** part of the employee's base salary and will be paid separately in a **one-time lump-sum amount** on the June 20<sup>th</sup> payroll simultaneous with the end of the school year and reported in the same school year in which the performance pay was earned. (See "Employee Performance" for details.)

6) Additional duties for employees will be assigned add-on points as explained further in this scale. These duties have



to be approved by the school administration and the Home Office. The add-on points for such additional duties are not part of an employee's base salary; they are earnings on top of the base employee salary designated for the extra duties performed for the specific year of service. Payment for additional duties will be made during and only for the fiscal year in which the duties are performed. Additional duties that are an outgrowth of MPS's instructional program, including the Additional Duties enumerated herein, are reportable to the employee's STRS retirement account. See "Additional Duties" for details.

8) Employees will be able to update their degree or credential during the new work year, and these updated qualifications will be used in prorated salary calculations as of the date of submission. The employee will not be eligible to receive retroactive pay for any period before they reported the degree or credential to MPS and provided satisfactory documentation of the same.

9) MPS pays semi-monthly salaries in whole dollar amounts; therefore, any semi-monthly salary that is not in whole dollar amount will be rounded up to the next whole dollar amount and the annual pay amount will be adjusted accordingly.

10) For employment-based visa holders, proposed salary based on scale cannot be under the prevailing wages as determined by the DOL.

11) A one-time signing bonus may be provided to new employees for hard-to-fill positions upon approval by the CEO on a case by case basis. Such bonus shall be paid at the end of the school year. Signing bonuses are contingent upon employee completing at least one year of service and any employee who fails to do

12) The pay raise scale limitations may be waived to increase base pay in unique situations with approval from the CEO that the waiver is financially sound, academically necessary, and consistent with MPS' commitment to equal opportunities for all staff without regard to race, color, religion, sex (including pregnancy, gender identity, and sexual orientation), national origin, age (40 or older), disability or genetic information, and all other bases as described by the EEOC. (See the Employee Handbook for details.)

13) Whether identified or not in this scale, the Home Office will make the final determination regarding salary calculations for any employee at any position and has the authority to make any revisions based on changing budget conditions.

**1) BASE SCHOOL SALARY**

<b>Base School Salary</b>		
<b><u>Location</u></b>	<b><u>School</u></b>	<b><u>Base</u></b>
Los Angeles County (Reseda)	MSA-1	\$61,000
Los Angeles County (Van Nuys)	MSA-2	\$61,000
Los Angeles County (Carson)	MSA-3	\$61,000
Los Angeles County (Los Angeles)	MSA-4	\$61,000
Los Angeles County (Reseda)	MSA-5	\$61,000
Los Angeles County (Los Angeles)	MSA-6	\$61,000
Los Angeles County (Northridge)	MSA-7	\$61,000
Los Angeles County (Bell)	MSA-Bell	\$61,000
San Diego County (San Diego)	MSA-San Diego	\$61,000
Orange County (Santa Ana)	MSA-Santa Ana	\$61,000

**Narrative:**

- 1) The Base School Salary for each school is determined based on the specific school budget, size, and challenge, as well as the cost of living at the school location.
- 2) Based on the above parameters, the Board may adjust the Base School Salaries each year.

**2) EMPLOYEE QUALIFICATIONS PAY****Qualifications**

<b>Field #</b>	<b>Qualification</b>	<b>Coefficient</b>	<b>Points</b>	<b>Max</b>
1	Degree	\$1,015	1 or 3. See notes.	3
2	Credential	\$1,015	1 or 2. See notes.	2
3	Prior Experience	\$1,015	1 for each year up to 15	15
4	MPS Experience	\$1,015	1 for each year	N/A

**Narrative:**

- 1) Degree: 1 point for master's degree; 3 points for doctoral degree. Points are non-cumulative; the highest degree will be considered. Any earned degree point(s) during the school year will be reflected in the agreement only until January 31<sup>st</sup>. After January 31<sup>st</sup>, all earned degree point(s) will be reflected in the following school year agreements.
- 2) Credential: 1 point for California Clear Teaching Credential; 1 point for California Preliminary or Clear Administrative Services Credential; 1 point for job-related credential or certificate, e.g., college counseling certificate; 2 points for National Board Certification. Points are not added except for the addition of the National Board Certification points (2) and the CA Clear Teaching Credential point (1). CA Preliminary Teaching Credential does not earn points. Any earned credential point(s) during the school year will be reflected in the agreement only until January 31<sup>st</sup>. After January 31<sup>st</sup>, all earned credential point(s) will be reflected in the following school year agreements.
- 3) Prior Experience: Cap of 15 years will be applied for prior full-time teaching, school leader, and other related field work experience when the employee completed a full year of employment in the position. Student teaching as part of the credentialing program does not count for experience. Employees need to verify their prior employment. Final decision will be made by the Home Office. Any required changes of prior years of experience will be reflected on the agreement at the beginning of the school year. Any change request submitted after January 31<sup>st</sup> will be included in the following school year's agreement.
- 4) MPS Experience: Prior full-time, regular employment with MPS as a teacher, school leader, or in other related field work positions. Student teaching as part of the credentialing program does not count for experience. Each year of full-time employment with MPS shall count for 1 point if the employee worked at least 85% of the work

year. Final decision will be made by the Home Office. Any required changes of MPS years of experience will be reflected on the agreement at the beginning of the school year. Any change request submitted after January 31<sup>st</sup> will be included in the following school year's agreement.

5) Qualifications pay is NOT an additional amount based on extra work. It is paid prorated over the course of the employee's work year and paid in the same amount for all employees in the same position with the same qualifying points.

**3 ) POSITION PAY**

Position Pay				
Field #	Type of Pay	Coefficient	Points	Max
1	Position	\$1,015	See notes.	10

Position Points	
College Counselor, <b>Guidance Counselor</b> , Librarian, EL Coordinator, Language/Literacy Coach, Title-I/Intervention Coordinator, School Counselor	5
Instructional Coach	10
Education Specialist, SPED Coordinator, Psychologist, Speech Therapist	15
Athletic Director (CIF, Multiple Grade Levels)	5
School-Social Worker	0

**Narrative:**

1)Position: Staff with non-classroom-based academic positions will receive additional points based on their position. See the table above.

2) This is a component of Base Employee Salary as it is earned through the performance of the employee’s regular job duties and **NOT** an additional amount based on extra work. It is paid prorated over the course of the employee’s work year and paid in the same amount for all employees in the same position. Position pay is only separated to illustrate how pay is formed.

**4 ) EMPLOYEE PERFORMANCE PAY**

Available Performance Pay	
Teaching & Non-Classroom Based Academic Positions	\$2,000

End-of-Year Overall Evaluation Ratings	
Rating	Earns % of Available Performance Pay
4: Highly Effective (HE)	100%
3: Effective (E)	100%
2: Developing (D)	0

1: Ineffective (I)	0
--------------------	---

**Misc. Roles**

<b>Substitute Teachers</b>		
<b><u>Location</u></b>	<b><u>School</u></b>	<b><u>Average Rate</u></b>
Los Angeles County (Reseda)	MSA-1	\$35.70
Los Angeles County (Van Nuys)	MSA-2	\$35.70
Los Angeles County (Carson)	MSA-3	\$36.40
Los Angeles County (Los Angeles)	MSA-4	\$36.40
Los Angeles County (Reseda)	MSA-5	\$35.70
Los Angeles County (Los Angeles)	MSA-6	\$36.40
Los Angeles County (Northridge)	MSA-7	\$36.40
Los Angeles County (Bell)	MSA-Bell	\$35.70
San Diego County (San Diego)	MSA-San Diego	\$36.40
Orange County (Santa Ana)	MSA-Santa Ana	\$36.40

**Narrative:**

Substitute teachers are paid an average hourly rate as listed above. More experienced substitutes, or substitutes for difficult to staff positions, may be paid above the average in the discretion of the Chief Financial Officer and the Chief People Officer.

The average rate will increase each year at the same percentage as hourly, classified staff at the same school site.



The Home Office will develop a performance evaluation system where employees will earn annual performance points out of 100.

Employees who receive a "3: Effective (E)" and a "4: Highly Effective (HE)" rating on their end-of-year overall evaluation will earn 100% of the available performance pay. Those who receive a rating of 2 or 1 will be ineligible for performance pay.

Available performance pay will be a maximum of \$2,000 for school-level teaching staff and non-classroom based academic staff.

Performance pay may be awarded to regular, full-time employees based on the employee meeting performance metrics during the school year. Only those regular, full-time employees who have worked at least 85% of the workdays between the start of the school year and May 15 may be eligible for performance pay. No performance pay will be given in the case of voluntary or involuntary termination before the end of the school year, or for part-time, temporary, or seasonal employees.

Performance pay is **NOT** part of the employee's base salary and will be paid separately in a **one-time lump-sum amount** on the June 20<sup>th</sup> payroll simultaneous with the end of the school year and reported in the same school year in which the performance pay was earned. (See "Employee Performance" for details.)

MPS believes in use of data in determining employee performance. As explained in detail in MPS' board-approved employee evaluation protocols, survey and student assessment data as well as supervisor's evaluation of the employee performance are used in evaluations of teaching and non-classroom based academic staff.

<b>MPS Board Approved Additional Duties-Annual Assignment (Coefficient for Additional Duties is \$1,000.00)</b>			
	<b><u>Duties</u></b>	<b><u>Add-on Points</u></b>	<b><u>JOB DESCRIPTION</u></b>
<b>Organization Wide Teacher on Special Assignment (TOSA) Duties (to be assigned by Home Office)</b>			
1	History / Social Sciences	5	<ul style="list-style-type: none"> <li>Coordinate collaboration and professional development activities across all MPS schools. Specifically;</li> <li>- Hold grade level/span scope and sequence planning activities quarterly,</li> <li>- Support three MPS-wide PD (symposia) days</li> <li>- Maintain and coordinate Google classroom for PD and email groups for resource and info dissemination</li> <li>- Help selection of high quality and effective instructional materials and resources in alignment with CA Standards and Frameworks.</li> <li>- Meet quarterly with the Academic Team and CAO to coordinate events and activities,</li> <li>- Organize other network-wide activities and events as assigned.</li> </ul>
2	Science	5	<ul style="list-style-type: none"> <li>Coordinate collaboration and professional development activities across all MPS schools. Specifically;</li> <li>- Hold grade level/span scope and sequence planning activities quarterly,</li> <li>- Support three MPS-wide PD (symposia) days</li> <li>- Maintain and coordinate Google classroom for PD and email groups for resource and info dissemination</li> <li>- Help selection of high quality and effective instructional materials and resources in alignment with CA Standards and Frameworks.</li> <li>- Meet quarterly with the Academic Team and CAO to coordinate events and activities,</li> <li>- Organize other network-wide activities and events as assigned.</li> <li>- Support the selection and implementation of a proven STEAM enrichment program</li> <li>- Provide professional development for Implementing a multi-level and multi-dimensional curriculum including NGSS</li> <li>- Support MPS Wide Annual STEM EXPO</li> <li>- Develop and Implement Professional Development Workshops for MPS Wide Enrichment Instructional Support</li> </ul>
3	Computer Science and Technology	5	<ul style="list-style-type: none"> <li>Coordinate collaboration and professional development activities across all MPS schools. Specifically;</li> <li>- Hold grade level/span scope and sequence planning activities quarterly,</li> <li>- Support three MPS-wide PD (symposia) days</li> <li>- Maintain and coordinate Google classroom for PD and email groups for resource and info dissemination</li> <li>- Help selection of high quality and effective instructional materials and resources in alignment with CA Standards and Frameworks.</li> <li>- Meet quarterly with the Academic Team and CAO to coordinate events and activities,</li> <li>- Organize other network-wide activities and events as assigned.</li> </ul>
4	Electives (Spanish, Art, PE, and other Electives)	5	<ul style="list-style-type: none"> <li>Coordinate collaboration and professional development activities across all MPS schools. Specifically;</li> <li>- Hold grade level/span scope and sequence planning activities quarterly,</li> <li>- Support three MPS-wide PD (symposia) days</li> <li>- Maintain and coordinate Google classroom for PD and email groups for resource and info dissemination</li> <li>- Help selection of high quality and effective instructional materials and resources in alignment with CA Standards and Frameworks.</li> <li>- Meet quarterly with the Academic Team and CAO to coordinate events and activities,</li> <li>- Organize other network-wide activities and events as assigned.</li> </ul>
5	Elementary Programs	5	<ul style="list-style-type: none"> <li>Coordinate collaboration and professional development activities across all MPS schools. Specifically;</li> <li>- Hold grade level/span scope and sequence planning activities quarterly,</li> <li>- Support three MPS-wide PD (symposia) days</li> <li>- Maintain and coordinate Google classroom for PD and email groups for resource and info dissemination</li> <li>- Help selection of high quality and effective instructional materials and resources in alignment with CA Standards and Frameworks.</li> <li>- Meet quarterly with the Academic Team and CAO to coordinate events and activities,</li> <li>- Organize other network-wide activities and events as assigned.</li> </ul>
6	Math	5	<ul style="list-style-type: none"> <li>- Support the coordination, collaboration and professional development activities across all MPS schools. Specifically;</li> <li>- Support grade level/span scope and sequence planning activities quarterly,</li> <li>- Support three MPS-wide PD (symposia) days</li> </ul>

			<ul style="list-style-type: none"> <li>- Support and maintain Google classroom and website for PD, resources and info dissemination</li> <li>- Coordinate at least 2 annual MPS-wide math competitions (growth mindset, Pi day, etc.)</li> <li>- Support development of the math assessment timeline and manage data collection and analysis</li> <li>- Serve as a member of the math materials adoption cohort to assist with the selection of high quality and effective instructional materials and resources in alignment with CA Standards and Framework.</li> <li>- Meet monthly with the Director of Math programs and quarterly with the Academic Team and CAO</li> </ul>
7	English	5	<ul style="list-style-type: none"> <li>- Support the coordination of collaboration and professional development activities across all MPS schools. Specifically;</li> <li>- Support grade level/span scope and sequence planning activities quarterly,</li> <li>- Support three MPS-wide PD (symposia) days</li> <li>- Support and Maintain Google classroom and/or website for PD, resources and info dissemination</li> <li>- Coordinate 2 annual MPS-wide ELA competitions (Creative Writing, Poetry Out Loud, NaNoWriMo, Women's History Month Essay Contest, etc.)</li> <li>- Support development of the ELA assessment timeline and manage data collection and analysis</li> <li>- Support with the selection and/or development of an MPS-wide writing framework and/or curriculum adoption</li> <li>- Meet monthly with the ELA Program Coordinator, and quarterly with the Academic Team</li> </ul>
8	GATE	5	<ul style="list-style-type: none"> <li>- Research and Development for Adopting a Researched Based "proven" Enrichment Program/Curriculum for all MPS Schools.</li> <li>- Support the coordination, collaboration and professional development activities across all MPS schools for Gifted and Talented program support.</li> <li>- Assist with Identification of GATE students including: PD's for Deans, Assistance with obtaining and administering OLSAT and Raven's Tests</li> <li>- Support MPS GATE Coordinators in implementing Enrichment and STEAM Activities at all Sites</li> <li>- Support three MPS-wide PD (symposia) days</li> <li>- Support and maintain Google classroom and website for PD, resources and info dissemination</li> <li>- Lead the Coordination of the annual Steam Expo with all participating MPS schools</li> <li>- Meet monthly with the Director of SPED programs and quarterly with the Academic Team and CAO.</li> <li>- Seek out Enrichment opportunities for students (Science camp, JPL Scholarships etc.)</li> </ul>
9	SPED	5	<ul style="list-style-type: none"> <li>- MPS Wide District Level Usage on the SEIS and Welligent Systems - Weekly monitoring and reporting to Director of SPED / Re:School Compliance - Support MPS GATE Coordinators in implementing Enrichment and STEAM Activities - Monitor the Compliance of 504 Plan Implementation - Provides Professional Development for SPED Teachers at 3 symposiums and ongoing support for newly hired SPED Teachers - Adds, Deletes, Monitors and Maintains Users for the SEIS and Welligent Systems (Creates passwords for adult users, adds students from CAL-PADS to SEIS and Welligent as appropriate).</li> </ul>
10	STEAM Enrichment	5	<ul style="list-style-type: none"> <li>Coordinate collaboration and professional development activities across all MPS schools. Specifically;</li> <li>- Support the selection and implementation of a proven STEAM enrichment program</li> <li>- Support MPS Wide Annual STEAM EXPO</li> <li>- Develop and Implement Professional Development Workshops for MPS Wide Enrichment Instructional Support- Support three MPS-wide PD (symposia) days</li> <li>- Maintain and coordinate Google classroom for PD and email groups for resource and info dissemination</li> <li>- Meet quarterly with the Academic Team and CAO to coordinate events and activities,</li> <li>- Organize other network-wide activities and events as assigned.</li> </ul>
11	Math Enrichment	5	<ul style="list-style-type: none"> <li>Coordinate collaboration and professional development activities across all MPS schools. Specifically;</li> <li>- Support the selection and implementation of a proven Math enrichment programs for Elementary, Middle and High School programs</li> <li>-Coordinate at least 2 annual MPS-wide math competitions (MathCounts, AMC, Pi day, etc.)</li> <li>- Support MPS Wide Annual STEAM EXPO</li> <li>- Develop and Implement Professional Development Workshops for MPS Wide Enrichment</li> <li>- Maintain and coordinate Google classroom for PD and email groups for resource and info dissemination</li> <li>- Meet quarterly with the Academic Team and CAO to coordinate events and</li> </ul>

			activities, - Organize other network-wide activities and events as assigned.
12	Robotics Programs Enrichment	5	"Coordinate enrichment activities across all MPS schools. Specifically; - Support the selection and implementation of a proven Robotics enrichment programs at the Elementary, Middle and High School levels -Coordinate at least MPS-wide Robotics competitions (FLL, VEX, etc.) - Support MPS Wide Annual STEAM EXPO - Develop and Implement Professional Development Workshops for MPS Wide Enrichment - Maintain and coordinate Google classroom for PD and email groups for resource and info dissemination - Meet quarterly with the Academic Team and CAO to coordinate events and activities, - Organize other network-wide activities and events as assigned. "
13	College Mentorship Programs Enrichment	5	Supports the CAP Mentors supervising students in working towards earning a recognition from the Congressional Award Program by helping them set goals, organize their activities, track their accomplishments, and submit their evidence to the program. "Participants earn Bronze, Silver, and Gold Certificates and Bronze, Silver, and Gold Medals. Each level involves setting goals in four program areas; Voluntary Public Service, Personal Development, Physical Fitness, and Expedition/Exploration." <a href="https://www.congressionalaward.org/the-program/">https://www.congressionalaward.org/the-program/</a>
<b>School wide Coordination Duties</b>			
1	Discipline Coordinator	5	The Coordinator is a critical teammate on the student service team, under the direction of the Dean of Students. The Coordinator's primary responsibility is to respond to student behavior. This will happen through the management of systems across the school, and through the creation of meaningful interventions to build student capacity to make strong, future-ready decisions. The coordinator builds strong relationships with students and champions family engagement to develop partnerships between the school and families to support the success of students.
2	I.T. Coordinator/Technician	5	I.T. Coordinator/Technician is a staff member who: - Maintains staff, students, and classroom technology (tracks in inventory system/configured for operation) - Responds to school's basic technology issues like troubleshooting internet/wireless connection, or printing etc. - Gives feedback on usage and research/analysis results on continuously improving educational technology and recommend them to the school and other schools' IT technician team members. - Trains fellow staff members on certain software/hardware usage and on basic computer security, and technology equipment handling if needed.
3	Testing Coordinator	5	Testing coordinator will coordinate and supervise school-wide implementation of local and state tests (SBAC, MAP, IAB Benchmark tests, GATE, ELPAC, AP tests). Other tasks include scheduling, informing parents, encouraging students, assist school staff with preparation for test administrations, and assisting Math and English teachers with testing strategies and preparation. In additional working closely with SPED and EL departments along with communicating with IT Manager to ensure accommodations are enabled according to the individual needs of students. The testing coordinator will also assist in providing data to admin for as needed, to teachers for intervention and data driven analysis. Perform other duties as assigned by the principal.
4	After School Coordinator	5	Responsible for on-site program administration and oversight, including supervising staff such as tutors and enrichment staff. Prepares Attendance Reports. Monitors staff and completes a professional development needs assessment of each staff member. Works with admin and teacher to identify clubs and tutoring offered/needed, generates/communicates the after-school schedule, promotes the attendance for after school programs, checks classrooms regularly, helps with ordering supplies, collects the data and submits to authorizers.
5	MTSS Coordinator (incl. RTI, Title I, etc.)	5	Under the direction of the Dean of Students, the MTSS Coordinator is an integral part of the school's culture. The coordinator collaborates with team members to provide academic and behavior strategies for students with various needs.
6	EL Coordinator	5	Implements and is compliant with the MPS EL Master Plan, supports ELA and ELD teachers with instructional strategies, consults with the MPS EL Coordinator, identifies EL students, supports EL student achievement reports and data analysis of EL student, planning and administering ELPAC, monitors student progress through various assessments such as SBAC, MAP, Lexile reports, compiles student portfolios, attends district/school-wide PDs and meetings
7	Literacy Program Coordinator (incl. myON, A.R., etc.)	3	Coordinates the school-wide literacy program (myON, AR, etc.), including scheduling and supporting professional development and training for teachers, supporting teachers with best practices for program implementation, planning events and competitions which promote literacy, monitoring literacy data such

			as: lexile growth, minutes/books read, etc. and sharing such data with school staff to improve students' literacy development and growth.
8	STEAM Festival/Expo Coordinator	2	STEAM Coordinator is an active participant of annual STEAM EXPO event in collaboration with the Home Office. Organizes a local and school-wide STEAM EXPO. Follows up with deadlines at the school level, communicates the guidelines via emails and meetings. Supports teachers and staff to maximize student/project participation. Assists with the logistics such as transportation and food, etc.
9	Community and Family Outreach Coordinator	2	A high-energy multi-tasker with dynamic leadership ability who builds coalitions and partnerships. The Coordinator works to build social capital by fostering person-to-person and people-to-place relationships, develop the skill and will of parents and community leaders to take on leadership roles within schools and in their community, and encourage civic engagement in order to build neighborhoods where the stakeholders want to invest their time and resources to transform their communities. The Coordinator will be flexible and a self-starter, working with a network of engaged and empowered stakeholders in the MSA Communities. They will make connections with residents to broaden and deepen the community network, support local advocacy, and develop leaders who will carry out the work.
10	WASC Self-Study Coordinator (Not On Renewal Cycle Year)	3	The WASC Self-Study Coordinator is the primary contact with WASC, compiling all the necessary information to complete the self-study. The Coordinator utilizes the guidelines set by WASC and with the help of MSA administration, identify a team of faculty, staff, and school leaders to write and assemble the various components of the self-study by their identified deadline. The Coordinator will be available to the WASC administration and team for all communication and will lead and facilitate the WASC team visit. Through the completion of the self-study process, the school will have accomplished: 1) the involvement and collaboration of all stakeholders to support student achievement; 2) the clarification and measurement of what all students should know, understand, and be able to do through schoolwide learner outcomes and academic standards; 3) the analysis of data about students and student achievement; 4) the assessment of the entire school program and its impact on student learning in relation to the schoolwide learner outcomes, academic standards, and WASC/CDE criteria; 5) the alignment of a long-range action plan to the school's areas of need; and 6) the capacity to implement and monitor the accomplishment of the plan.
11	Blended Learning Coordinator	1	The Blended Learning Coordinator provides leadership, staff development, and instructional support to all instructional and administrative staff. In addition, this position serves as a liaison between school and org-wide technology initiatives and school based implementation and support for administrators and teachers.
12	Extracurricular Activities Coordinator	1	After School Coordinator is responsible for on-site program administration and oversight, including supervising staff such as tutors and enrichment Instructors. Prepares Attendance Reports. Monitors staff and completes a professional development needs assessment of each staff member in the program.
13	504 Coordinator (1-10 cases)	2	The Support Services coordinator will focus on supporting schools in maintaining and building records and documentation for all students eligible under Section 504. Ensure the implementation of Section 504 procedures at each Magnolia school including: Coordinating referrals; Determining appropriate Section 504 accommodations, team composition and participating in Section 504 team meetings as needed. Assisting with 504 professional development workshops for MPS school sites. Serve as a daily resource to MPS administrators, teachers, and staff regarding Section 504.
14	504 Coordinator (11 or more)	3	The Support Services coordinator will focus on supporting schools in maintaining and building records and documentation for all students eligible under Section 504. Ensure the implementation of Section 504 procedures at each Magnolia school including: Coordinating referrals; Determining appropriate Section 504 accommodations, team composition and participating in Section 504 team meetings as needed. Assisting with 504 professional development workshops for MPS school sites. Serve as a daily resource to MPS administrators, teachers, and staff regarding Section 504.
15	SSPT Coordinator	2	Serve as a liaison between the schools and appropriate partners in supporting students and families. Using a MTSS Framework, the SSPT coordination includes the following, Support students in acquiring linguistic, academic, behavioral, and social competencies using tiered interventions.

16	GATE Coordinator	2	Assist schools in enhancing collaborative and supportive schoolwide PBIS culture for all school partners. Assist the Director in designing and implementing a Magnolia Wide GATE enrichment curriculum.
17	SPED Coordinator	5	<ul style="list-style-type: none"> <li>* School site support with SPED coordination.</li> <li>* School Based Case management</li> <li>* Child Find - accessing all students enrolled in the science academy in CALPADS, SEIS or Welligent.</li> <li>* Ensuring an annual IEP meeting is held for each student, either identified as an "annual review" or a Triennial.</li> <li>* Working with SPED Teacher to ensure service provision is taking place.</li> <li>* Providing pertinent information to SPED Director to ensure CALPADS data is accurate.</li> <li>* Managing caseload to ensure compliance with all meetings, service provision and accommodations are in place for each student.</li> <li>* SPED Coordinators are also responsible for working with SPED para's and instructing SPED students in pull out sessions.</li> <li>* SPED Coordinators are responsible for team teaching with all general education teachers to ensure students are receiving support for assignments, projects and are being graded according to their IEP.</li> <li>* SPED Coordinators meet with the SPED director at school level SPED meetings, and once monthly at the CMO level SPED meetings. All SPED teachers meet weekly with their SPED coordinators and/or admin teams.</li> <li>* Prepares the department for annual audits and authorizer oversight.</li> <li>* Works with all service providers</li> </ul>
18	Alumni Success Coach - Tier 1 (1-150 Alumni)	2	<p>Build relationships with seniors. (ex: Advisory teacher or college readiness class teacher)</p> <p>Conduct Summer Send-off meetings</p> <p>Stay in contact with Alumni and use GradSnapp as directed</p> <p>ZOOM/Phone/Email Check-Ins re: grades, needed materials, questions/concerns, financial aid, connecting with college allies</p> <p>In-person visits to high-population institutions</p> <p>Would work with the CCRP Coordinator during monthly meetings and individual check-ins</p> <p>Inform alumni about MPS-wide alumni events</p> <p>Coordinate site-specific alumni events in collaboration with the College Counselor (ex: potlucks, alumni panels, etc)</p>
19	Alumni Success Coach - Tier 2 (151-300 Alumni)	3.5	<p>Build relationships with seniors. (ex: Advisory teacher or college readiness class teacher)</p> <p>Conduct Summer Send-off meetings</p> <p>Stay in contact with Alumni and use GradSnapp as directed</p> <p>ZOOM/Phone/Email Check-Ins re: grades, needed materials, questions/concerns, financial aid, connecting with college allies</p> <p>In-person visits to high-population institutions</p> <p>Would work with the CCRP Coordinator during monthly meetings and individual check-ins</p> <p>Inform alumni about MPS-wide alumni events</p> <p>Coordinate site-specific alumni events in collaboration with the College Counselor (ex: potlucks, alumni panels, etc)</p>
20	Alumni Success Coach - Tier 3 (300+ Alumni)	5	<p>Build relationships with seniors. (ex: Advisory teacher or college readiness class teacher)</p> <p>Conduct Summer Send-off meetings</p> <p>Stay in contact with Alumni and use GradSnapp as directed</p> <p>ZOOM/Phone/Email Check-Ins re: grades, needed materials, questions/concerns, financial aid, connecting with college allies</p> <p>In-person visits to high-population institutions</p> <p>Would work with the CCRP Coordinator during monthly meetings and individual check-ins</p> <p>Inform alumni about MPS-wide alumni events</p> <p>Coordinate site-specific alumni events in collaboration with the College Counselor (ex: potlucks, alumni panels, etc)</p>
21	<p>WASC Self-Study Coordinator (During Renewal Cycle)</p> <p>(ONLY FOR MPS SCHOOLS ON WASC RENEWAL CYCLE YEAR ARE ELIGIBLE FOR THIS SPECIFIC ADD ON)</p>	5	<p>The WASC Self-Study Coordinator is the primary contact with WASC, compiling all the necessary information to complete the self-study. The Coordinator utilizes the guidelines set by WASC and with the help of MSA administration, identify a team of faculty, staff, and school leaders to write and assemble the various components of the self-study by their identified deadline. The Coordinator will be available to the WASC administration and team for all communication and will lead and facilitate the WASC team visit. Through the completion of the self-study process, the school will have accomplished:</p> <ol style="list-style-type: none"> <li>1) the involvement and collaboration of all stakeholders to support student achievement;</li> <li>2) the clarification and measurement of what all students should know, understand, and be able to do through schoolwide learner outcomes and academic standards;</li> <li>3) the analysis of data about students and student achievement;</li> <li>4) the assessment of the entire school program and its impact on student</li> </ol>



			learning in relation to the schoolwide learner outcomes, academic standards, and WASC/CDE criteria; 5) the alignment of a long-range action plan to the school's areas of need; and 6) the capacity to implement and monitor the accomplishment of the plan.
Chair/Mentorship/Special Committee Duties			
1	Department Chair (5+ teachers)	3	Supports teachers with teaching curriculum and instruction, course pacing, planning, providing feedback and tools, conducts peer observations twice a semester, holds monthly department meetings, attends specific admin-led meetings, coaches teachers, helps teachers with ordering/selection of materials.
2	Department Chair (1-4 teachers)	2	Supports teachers with curriculum and instruction, course pacing, planning, providing feedback and tools, conducts peer observations twice a semester, holds monthly department meetings, attends specific admin-led meetings, coaches teachers, helps teachers with ordering/selection of materials.
3	Grade Level Chair (5+ teachers)	3	Under the direction of the Dean of Academics/Assistant Principal, the Grade Level Chair is an integral part of the school's leadership team in which the team member collaborates with multiple committees, including MTSS, to design and execute the school's long-term strategic vision. The teacher leader needs to be able to master and navigate instructional shifts to take on new learning challenges and coach colleagues to high levels of proficiencies that close the achievement gap for all students.
4	Grade Level Chair (1-4 teachers)	2	Under the direction of the Dean of Academics/Assistant Principal, the Grade Level Chair is an integral part of the school's leadership team in which the team member collaborates with multiple committees, including MTSS, to design and execute the school's long-term strategic vision. The teacher leader needs to be able to master and navigate instructional shifts to take on new learning challenges and coach colleagues to high levels of proficiencies that close the achievement gap for all students.
5	Student Leadership / Gov't Advisor	2	Under the guidance of Dean of Students, a student council advisor guides student leaders in successfully planning events, making decisions and representing their fellow students. This role is essential to developing students' leadership skills and supporting their efforts to serve their school.
6	BTSA / Teacher Mentor	1.5	The mentor will be assigned one or multiple teachers or teacher candidates with preliminary credentials. The mentor will help these teachers to clear their credentials with direct support, guidance, timeline follow up with lesson planning, curriculum development and classroom management. The mentor will also provide PD opportunities for the mentees.
7	CAP Mentor	1	The CAP Mentor supports students in working towards earning a recognition from the Congressional Award Program by helping them set goals, organize their activities, track their accomplishments, and submit their evidence to the program. "Participants earn Bronze, Silver, and Gold Certificates and Bronze, Silver, and Gold Medals. Each level involves setting goals in four program areas; Voluntary Public Service, Personal Development, Physical Fitness, and Expedition/Exploration." <a href="https://www.congressionalaward.org/the-program/">https://www.congressionalaward.org/the-program/</a>
8	Reflection Committee Team Member	1	Under the direction of the Dean of Students, the Committee is an integral part of the school's culture in which the team member collaborate to provide academic and behavior strategies for students with various needs. Instead of the "waiting for failure" assessment model, the Committee team member is able to take a proactive approach to identify students with social-emotional, academic, and behavioral needs. Additionally, the team member is responsible for providing information and professional development to the school site teams, ensuring that MTSS components are implemented effectively throughout. Early interventions and assessments for these students can greatly improve their academic & behavioral successes.
9	Student Safety Committee	1	Support administration during the academic year, with morning drop-off and after school dismissal this includes parking lot supervision and valet duties to ensure safety of students and other pedestrians. Additional responsibilities include assisting students in and out of the car in the valet line, supervising students in the dismissal area, and assisting the management of traffic.
10	CIF Athletic Director (1-3 teams)	5	The primary responsibility of an athletic director is to oversee all aspects of the athletic programs that are sponsored by the school. Schedules practice/game locations and times. Monitors athletes academics and behavior with administration. Supervise athletic competitions. Ensure that documentation and CIF guidelines (i.e., physicals, gpa, code of conduct). Organize and arrange transportation, referee, facilities, and any other sport related items. Manages inventory and acquisition of equipment and uniforms for each sport. Assist with the hiring of staff and coaches. Teaching assignment 75%
11	CIF Athletic Director (4-6 teams)	10	The primary responsibility of an athletic director is to oversee all aspects of the athletic programs that are sponsored by the school. Schedules practice/game locations and times. Monitors athletes academics and behavior with administration. Supervise athletic competitions. Ensure that documentation and CIF guidelines (i.e., physicals, gpa, code of conduct). Organize and arrange transportation, referee, facilities, and any other sport related items. Manages

			inventory and acquisition of equipment and uniforms for each sport. Assist with the hiring of staff and coaches. Teaching assignment 50%
12	Instructional Coach	3	The Instructional Coach/Mentor is a teacher who has instructional expertise and ability to collaborate using a coaching and learning approach on campus among all educational partners. The Coach focuses on enhancing teacher ability to provide instruction that builds student understanding and skills, is academically rigorous, addresses the curriculum standards and frameworks, enhances student sense of engagement in and ownership of learning, and provides a safe and nurturing learning environment. The Coach, together with the classroom teacher(s), looks at student work, data, and supports the teacher in creating standards-based, high-quality instruction.
13	Lead Teacher	10	The lead teacher is a teacher who enhances the quality of education and provides leadership within the classroom, supporting both teachers and students through exemplary instructional practices, mentorship, and coordination of educational activities in alignment with Magnolia Public Schools' academic model.
<b>Club/Competition Duties</b>			
1	Special Club (Category 1)	1	Club (Category 1) includes approved clubs that either have a STEM focus or prepare students for a special competition but do not require as extensive time commitment and preparation as a Category 2 club. Ex: Advanced Math/Math Counts, Science Olympiad, and other approved STEM clubs; Spelling Bee, Geography Bee, and other approved clubs that prepare for a competition.
2	Special Club (Category 2)	2	Club (Category 2) includes approved clubs that have a special focus, typically in STEM fields, require an extensive time commitment and preparation, and generally culminate in a competition. Ex: VEX/Seaperch Robotics, FIRST Lego, Future City, Academic Decathlon/Pentathlon.
3	Extra Club / Tutoring	1	Extra clubs are clubs employees offer in addition to their required two (2) after-school tutoring/club sessions.
<b>Additional Teaching Duties</b>			
1	AP Teacher (per AP course)	2	Understands and organizes the curriculum of the AP course based on the College Board's course guidelines and exam blueprints, stays current with course content, attends summer seminars as needed, submits the course syllabus to the AP course ledger, works with the admin for the roster of the course, prepares summer work, registers students on College Board's class portal, administers a full-long practice exam in Spring.
2	Extra Teaching Hours (per hour per week)	1	Carries out regular teaching duties (5 courses per day) for an additional class requiring an extra prep.
3	Additional Prep Time (3 or more prep per week)	1	Provides weekly lesson plans and instruction for 3 or more assigned classes.
4	Independent Study Synchronous Instruction (30 min per week)	1.8	Provide weekly 30 minutes of Synchronous Instruction under the MPS Independent Study Policy. Focus should be standards review and practice. Teachers will use current grade level resources and IXL programs.
5	Independent Study Synchronous Instruction (60 min per week)	3.6	Providing Synchronous Instruction (60 min per week under MPS Independent Study Policy. Focus should be standards review and practice. Teachers will use current grade level resources and IXL programs.
6	Independent Study Supervising Teacher (for each 5 students)	1	Supervising Teacher with these conditions and duties Definition of Supervising Teacher: Education Code Section 51747.5: The independent study by each pupil or student shall be coordinated, evaluated, shall be under the general supervision of an employee of the school who possesses a valid certification document pursuant to Section 44865 or an emergency credential pursuant to Section 44300, registered as required by law. Supervising Teacher: "General supervision" means the supervising teacher's (1) continuing oversight of the study design, implementation plan, allocation of resources, and evaluation of student's independent study; and (2) personal determination or personal review of the determination made by another certificated teacher of the time values for apportionment purposes of each pupil's or adult education student's work products.
<b>Additional Duties</b>			

7	Dual Enrollment Coordinator	5	The Site Dual Enrollment Coordinator will oversee the various aspects of the DE program including: collaboration between their MSA & partner community college; coordination of registration workshops; dissemination & collection of necessary forms; collaboration with site leadership on master schedule; monitoring students' progress in courses & recommending appropriate interventions; and other aspects of Dual Enrollment implementation including collection of data & analysis of outcomes
8	MTSS Member	1	MTSS Member - staff member is responsible for supporting the implementation of the MTSS/PBIS framework within a school. Members collaborate with school staff to collect and analyze student data, provide professional development, and design interventions. Additionally, members play a crucial role in fostering a positive school culture through monitoring PBIS Recognition and conducting collaborative school-wide activities for the student body
9	MTSS PBIS Coach	3	PBIS Coach will work closely with the Dean of Students, or PBIS Lead to help guide and support the PBIS Ambassadors and the teams, attend LACOE or regional PBIS training, lead PBIS team meetings, monitor team progress, collaborate with tiered PBIS groups, plan and lead school wide events such as PBIS assemblies and competitions, support school wide professional development related to PBIS strategies, and help the school develop and revise school wide behavioral matrices.
10	MPS People "Excellence" Committee	3	The "MPS People Excellence Committee" will be responsible for reviewing, revising, and implementing the "MPS recruitment and retention plan" and "MPS pay scales and benefits for all employees". In addition, this committee is responsible for coordinating all MPS wellness activities across the organization.
11	MPS "Connection" Committee	3	MPS Connection Committee serves as the cross collaboration opportunity celebrating milestones and achievement across our school sites to elevate the voice of all Ed Partners through inclusive Culturally constructed opportunities. The Connection Committee is responsible for the planning, logistics, and execution of org-wide Magnolia events. Members of this committee will contribute to events such as Magnolia Gala, family day, and other events celebrating our shared values and creating meaningful connection among all Magnolia community members.  Possible time commitment: Minimum 1-2 times a month but as the event approaches we may meet monthly
12	MPS "Innovation" Committee	3	MPS Innovation Committee serves as a catalyst for positive change in our schools, promoting a culture of innovation, collaboration, and continuous improvement. Through its dedication to exploring new ideas, leveraging technology, and fostering creativity, the committee strives to provide an exceptional educational experience that prepares students for success in an ever-evolving world. Some projects will include enriching educational programs, Expanded Learning Programs, WASC and continues improvement processes, teacher and leadership capacity building.

<b>MPS Board Approved Additional Duties-One Time Assignment for the 2024-25 School Year</b>				
<b>Additional Duties – One-Time Assignment</b>				
	<b>COMPONENT NAME</b>	<b>DOLLAR AMOUNT</b>	<b>PER</b>	<b>DESCRIPTION</b>
* Hourly staff will not be paid according to the below rates but will be paid with respect to their hourly rates to the extent their job duties encompass any of the duties below.				
1	Home Visit Program	\$50	VISIT	Refer to Home Visit Policy
2	Virtual Home Visit	\$25	VISIT	Refer to Home Visit Policy
3	Saturday School Teacher	\$70	HOUR	Refer to School Admin
4	Parent Academy Coordinator	\$70	HOUR	Refer to School Admin
5	Parent Academy Teacher	\$70	HOUR	Refer to School Admin
6	After School Coordinator	\$30	HOUR	Refer to School Admin
7	After School Support	\$30	HOUR	Refer to School Admin
8	Zero Period Assistance	\$30	HOUR	Refer to School Admin
9	Substituting for another teacher	\$50	PERIOD	Refer to School Admin
10	Edge Coaching-Mentoring	\$35	HOUR	Refer to School Admin
11	Providing PD/Workshop	\$50	HOUR	Refer to School Admin
12	School Camp-Trip-Only for Overnight Trips	\$200	DAY	Refer to School Admin
13	SAT/ACT or College Prep Boot Camp	\$30	HOUR	Refer to School Admin
14	Assisting enrollment recruitment event, orientation meeting, open houses	\$50	HOUR	Refer to School Admin
15	Saturday/Sunday Community Activity (STEAM EXPO, Festivals or similar events)	\$150	EVENT	Refer to School Admin
16	Assisting Saturday or Summer New student Testing Proctor	\$35	HOUR	Refer to School Admin
17	Extra Tutoring Sessions	\$30	HOUR	Refer to School Admin
18	Attending PDs stipend (weekends, holidays, and summer; outside of work days)-Max 4 Days	\$150	DAY	Refer to School Admin
19	Attending Trainings Outside Class Hours (such as Infinite Campus)	\$30	HOUR	Refer to School Admin
20	Sustained Silent Reading (SSR) Period & Advisory Period Coverage	\$35	PERIOD	Refer to School Admin
21	High School Seasonal Sports Coach (per sport)	\$2,500	Season	Athletic coaches provide instruction and coach students to develop skills and ability to excel in sport assigned. Contribute to education program as a whole and to growth of students involved in athletics. Duties will include: knowledge of CIF rules and protocols, manage and supervise athletic activities and contest, monitor and enforce student eligibility criteria, collaboration with administration and

				athletic director to schedule and coordinate competition, maintain inventory of all fixed assets, and manage other aspects related to the assigned sport.
22	Middle School or Elementary School Seasonal Sports Coach (per sport)	\$2,000	Season	Athletic coaches provide instruction and coach students to develop skills and ability to excel in sport assigned. Contribute to education program as a whole and to growth of students involved in athletics. Duties will include: knowledge of league rules and protocols, manage and supervise athletic activities and contest, monitor and enforce student eligibility criteria, collaboration with administration to schedule and coordinate competition, maintain inventory of all fixed assets, and manage other aspects related to the assigned sport.
23	Assistant coach HS (per sport)	\$1,500	Season	The assistant coach duties include assisting the head coach in all aspects of planning and supervision of team practices and games, team strength/conditioning programs, game scheduling, assisting with team eligibility processes, budget management, and manage other aspects related to the assigned sport.
24	Assistant coach MS/ES (per sport)	\$1,000	Season	The assistant coach duties include assisting the head coach in all aspects of planning and supervision of team practices and games, team strength/conditioning programs, game scheduling, assisting with team eligibility processes, budget management, and manage other aspects related to the assigned sport.
25	Referee assignment	\$40	GAME	In case we can't locate a referee and one of our team members conduct this duty during the game
26	Dual enrollment college co-teacher after hours	\$1,500	Course	The co-teacher will work with students who are enrolled in college courses outside of the regular school day to follow up on student attendance, work submission, logistical support for students and will serve as the liaison between the professor and the students. The co-teacher will also attend all synchronous course sessions taught by college professors as well as provide at least 1 additional hour of support per week to students outside of the professor's synchronous sessions to support students. Further, the co-teacher will follow up with the professor, students, parents and school administration to provide targeted interventions to support students who are struggling with academics and attendance matters. This stipend is paid for each 1 college course of support.
27	Targeted Intervention	\$50.00	Hourly	After reviewing data (NWEA, SBAC etc) a certificated teacher will host a small group (no more than 10 students) of intervention outside of the classroom time. Pre and Post data will be required to measure specific student growth during the intervention. The teacher will be required to send parents notification letters to invite them to the intervention groups for at least 6 weeks. The intervention must occur at least 2-3 times per week and for increments of 4-8 weeks in length.
28	Parent meeting outside home	\$50	Visit	As an ever evolving community school connection with families, we will allow educators to coordinate Magnolia Family visits at a community based location open to the public as an opportunity to connect families with community resources.  This will be an extension of a project focused on community reflective tours.
29	Administrative Hearing Committee	\$70	HOUR	The Administrative Hearing Panel is a specialized committee composed of certificated teachers and administrators with experience in education law and student discipline, designed to hear cases on behalf of the governing board. The panel is to be impartial and "on call" to hear cases related to expulsions, involuntary removal, records review, etc. Meetings will be held in person or via Zoom, depending on the case, with a maximum of 2 hours of service.

				Appointments to the Panel will be approved by the site principal and Director of Student Services. Max 2 hours. Mileage reimbursement available for in person attendance to hearings.
30	Intersession Instruction (Winter, Spring, etc.)	\$70	HOUR	Teach enrichment, intervention and remediation courses and programs. Supervise students and manage related operations.



### **NARRATIVE**

- 1) For additional duties assigned on an annual basis, the coefficient is \$1,000 per add-on point. The pay for additional duties assigned on a one-time basis may be per hour, per day, per event, or another increment selected by the School. One-time assignments are not limited to one-time use and may be elected as needed throughout the school year.
- 2) Additional duties for employees will be assigned add-on points or pay as indicated in the respective tables. These duties have to be approved by the school administration, and for annual assignments by the school administration and the Home Office, prior to the duties being performed.
- 3) Pay for additional duties is not part of an employee's base salary; it represents earnings on top of the base employee salary designated for the extra duties performed.
- 4) Payment for additional duties will be made during and only for the fiscal year in which the duties are performed. Depending on the duties, this amount can be prorated across all paychecks for the work year (annual assignments) or paid in the pay period in which the work was performed (one-time assignments).
- 5) Final decision for any add-on points or one-time pay will be made by the school administration and the Home Office.

**Revision History:**

<b>Revision</b>	<b>Date</b>	<b>Description of changes</b>	<b>Requested By</b>
0	<b>5/12/14</b>	Initial Release	David Yilmaz
1	<b>3/10/16</b>	The difference in pay between teachers teaching different subjects is removed; one percent is added to base pay (excluding benefits).	Terri Boatman
2	<b>3/8/17</b>	Additional duties and corresponding add-on points are revised by the Home Office.	Orielle Revish
3	<b>3/8/18</b>	Edited to reflect new base school salaries and language for employee evaluation ratings. Prior and total experience caps, prior experience pay, and available performance pay amounts are revised. Added details for performance pay.  Included position points for non-classroom-based academic positions. Also added language for signing bonus, waiver, and rounding semi-monthly salary to the next whole dollar amount.	David Yilmaz
4	<b>3/21/19</b>	Base school salary increased from \$46,600 to \$50,000 for MSA-1 through MSA-8 and from \$46,600 to \$48,000 for MSA-Santa Ana and MSA-San Diego.	Suat Acar
5	<b>05/27/20</b>	Base school salary increased from \$50,000 to \$52,000 for MSA-1 through MSA-8 and from \$48,000 to \$50,000 for MSA-Santa Ana and MSA-San Diego	Suat Acar
6	<b>06/03/21</b>	Base school salary increased from \$48,000 to \$49,000 for MSA- Santa Ana and MSA-San Diego and the \$52,000 base school salary for MSA-3 through MSA-8 is decreased to \$51,000 for 2021-22 school year. Position points for Education Specialist and Psychologist increased from 10 points to 15 points. A new position, School Social Worker is added. Minor changes/details were added throughout the pay raise scale for clarifying purposes. Updated the annual assignment and one-time assignment lists.	Suat Acar
7	<b>02/10/22</b>	Adding regular/virtual home visit one-time annual assignment to school leaders pay raise scale	Suat Acar

8	<b>04/06/22</b>	Base school salary increased to \$53,000 for MSA- Santa Ana and MSA-San Diego. Base school salary increased to \$57,000 for MSA-1-8. A new position, Athletic Director is added. Minor changes/details were added throughout the pay raise scale for clarifying purposes. Updated the annual assignment and one-time assignment lists.	Suat Acar
9	<b>06/08/22</b>	Base school salary increased to \$57,000 for MSA- Santa Ana and MSA-San Diego. New positions with three tiers, Alumni Success Coaches are added. Degree and Credential point(s) reflection to the agreement has been added.	Suat Acar
10	<b>10/13/22</b>	Instructional coach annual assignment is added. Saturday school one-time assignment has increased to \$70 per hour.	Suat Acar
11	<b>03/09/23</b>	Base school salary increased to \$59,000 for MSA-3, 4, 6, 7, Santa Ana and MSA-San Diego. Base school salary increased to \$61,000 for MSA-1, 2, 5, and 8.	Suat Acar
12	<b>06/22/23</b>	The title of Guidance Counselor changed to School Counselor. One time assignments hourly rates of Parent Academy Coordinator and Parent Academy Teacher increased from \$50 to \$70. All additions and changes on the annual assignments have been highlighted in yellow.	Suat Acar
13	<b>04/11/24</b>	Base school salary increased to \$61,000 for MSA-3, 4, 6, 7, San Diego and Santa Ana.	Fiorella Del Carpio
14	<b>06/07/24</b>	Instructional coach (10 position points), speech therapist (15 position points), add lead teacher (10 points) annual assignment list, SPED Coordinator (15 position points) are added. Athletic director position is increased to 5 points. Substitute teacher pay policy is added.	Fiorella Del Carpio
15	<b>07/11/24</b>	<b>Addition of Guidance Counselor position (5 points)</b>	<b>Fiorella Del Carpio</b>



# **MPS EMPLOYEE PAY RAISE SCALE**

## **SCHOOL LEADER POSITIONS**

Last Amended: 07/11/2024

MPS EMPLOYEE PAY RAISE SCALE (SCHOOL LEADER POSITIONS)

**SALARY CALCULATIONS**

**Components of Employee Pay**

School Level: School Leader Positions	
1.	<b>Base School Salary</b>
	+
2.	<b>Employee Qualifications Pay</b>
	+
3.	<b>Position Pay (where applicable)</b>
4.	<b>Employee Performance Pay</b>

□ Base Employee Salary

**Narrative:**

- 1) The MPS Board of Directors will work closely with the Home Office to review and update this Employee Pay Raise Scale and approve it at one of its meetings prior to the start of the fiscal year in which it applies.
- 2) This Board-approved pay raise scale will be in effect as of July 1, 2024 and until the Board approval of an updated scale. MPS reserves the right to modify this pay raise scale, as well as any policies affecting employee compensation, including but not limited to maintaining any pay raise scale at all.
- 3) This policy replaces and overrides any previous pay/bonus policy.
- 4) This pay raise scale applies to all full-time school leaders, i.e., principals, APs, and deans.
- 5) Pay for school leader positions has four major components: base school salary, employee qualifications pay, position pay, and employee performance pay. Base school salary, employee qualifications pay, and position pay make up the base employee salary. Employee Performance Pay is a variable pay based on employee's performance rating and is not part of the base employee salary.
- 6) Performance pay may be awarded to regular, full-time employees based on the employee meeting performance metrics during the school year. Only those regular, full-time employees who have worked at least 85% of the workdays between the start of the school year and May 15 may be eligible for performance pay. No performance pay will be given in the case of voluntary or involuntary termination before the end of the school year, or for part-time, temporary, or seasonal employees. Performance pay is **NOT** part of the employee's base salary and will be paid separately in a **one- time lump-sum amount** in June simultaneous with the end of the school year and reported in the same school year in which the performance pay was earned. (See "Employee Performance" for details.)
- 7) The following salary bands will be applied to school leader positions:

Assistant Principal/Dean	Minimum: \$80,000
Principal	Minimum: \$100,000

If the pay raise calculations for a school leader result in an amount either below the band minimum or above the band maximum, the minimum or the maximum amounts will be applied respectively.
- 8) Employees will be able to update their degree or credential during the new work year, and these updated qualifications will be used in prorated salary calculations as of the date of submission. The employee will not be eligible to receive retroactive pay for any period before they reported the degree or credential to MPS and provided satisfactory documentation of the same
- 9) MPS pays semi-monthly salaries in whole dollar amounts; therefore, any semi-monthly salary that is not in whole dollar amount will be rounded up to the next whole dollar amount and the annual pay amount will be adjusted accordingly.
- 10) For employment-based visa holders, proposed salary based on scale cannot be under the prevailing wages as determined by the DOL.
- 11) A one-time signing bonus may be provided to new employees for hard-to-fill positions upon approval by the CEO on a case by case basis. Such bonus shall be paid at the end of the school year. Signing bonuses are



contingent upon the employee completing at least one

(1) year of service and any employee who fails to do so must return the signing bonus to the School.

12) The pay raise scale limitations/caps may be waived to increase base pay in unique situations with approval from the CEO that the waiver is financially sound, academically necessary, and consistent with MPS' commitment to equal opportunities for all staff without regard to race, color, religion, sex (including pregnancy, gender identity, and sexual orientation), national origin, age (40 or older), disability or genetic information, and all other bases as described by the EEOC. (See the Employee Handbook for details.)

13) Whether identified or not in this scale, the Home Office will make the final determination regarding salary calculations for any employee at any position and has the authority to make any revisions based on changing budget conditions.

**1) BASE SCHOOL SALARY**

Base School Salary		
<u>Location</u>	<u>School</u>	<u>Base</u>
Los Angeles County (Reseda)	MSA-1	\$61,000
Los Angeles County (Van Nuys)	MSA-2	\$61,000
Los Angeles County (Carson)	MSA-3	\$61,000
Los Angeles County (Los Angeles)	MSA-4	\$61,000
Los Angeles County (Reseda)	MSA-5	\$61,000
Los Angeles County (Los Angeles)	MSA-6	\$61,000
Los Angeles County (Northridge)	MSA-7	\$61,000
Los Angeles County (Bell)	MSA-Bell	\$61,000
San Diego County (San Diego)	MSA-San Diego	\$61,000
Orange County (Santa Ana)	MSA-Santa Ana	\$61,000

**Narrative:**

- 1) The Base School Salary for each school is determined based on the specific school budget, size, and challenge, as well as the cost of living at the school location.
- 2) Based on the above parameters, the Board may adjust any elements of compensation including the Base School Salaries each year.

**2) EMPLOYEE QUALIFICATIONS PAY**

<b>Qualifications</b>				
<b>Field #</b>	<b>Qualification</b>	<b>Coefficient</b>	<b>Points</b>	<b>Max</b>
1	Degree	\$1,015	1 or 3. See notes.	3
2	Credential	\$1,015	1 or 2. See notes.	2
3	Prior Experience (Other)	\$1,015	1 for each year up to 15	15
4	Prior Experience (AP/Dean)	\$1,015	1 for each year up to 15	15
5	Prior Experience (Principal)	\$1,015	1 for each year up to 15	15
6	MPS Experience (Other)	\$1,015	1 for each year	N/A
7	MPS Experience (AP/Dean)	\$1,015	1 for each year	N/A
8	MPS Experience (Principal)	\$1,015	1 for each year	N/A

**Narrative:**

- 1) Degree: 1 point for master's degree; 3 points for doctoral degree. Points are non-cumulative; the highest degree will be considered. Any earned degree point(s) during the school year will be reflected in the agreement only until January 31<sup>st</sup>. After January 31<sup>st</sup>, all earned degree point(s) will be reflected in the next school year agreements.
- 2) Credential: 1 point for California Preliminary Administrative Services Credential; 2 points for California Clear Administrative Services Credential. Points are not added. Any earned credential point(s) during the school year will be reflected in the agreement only until January 31<sup>st</sup>. After January 31<sup>st</sup>, all earned credential point(s) will be reflected in the next school year agreements.
- 3) Prior Experience: Cap of 15 years will be applied for prior full-time school leader, teaching, and other related field work experience when the employee completed a full year of employment in the position. See the table above for coefficients. For prior experience that is more than 15 years, experience with higher coefficients will be prioritized, i.e., principal experience will be considered first, followed by AP/Dean experience and other related field work experience. Student teaching as part of the credentialing program does not count for experience. Employees need to verify their prior employment. Final decision will be made by the Home Office.
- 4) MPS Experience: Prior full-time, regular employment with MPS in the same or a similar role. Each year of full-time employment with MPS shall count for 1 point if the employee worked at least 85% of the work year. Final decision will be made by the Home Office.
- 5) Qualifications pay is **NOT** an additional amount based on extra work. It is paid prorated over the course of the employee's work year and paid in the same amount for all employees in the position with the same qualifying points.

**3) POSITION PAY**

Position Points				
Assistant Principal	30			
Dean	25			
Principal	School Enrollment:			
Grade Span:	0-199	200-399	400-599	600+
K-5 or 6-8	30	35	40	45
K-8, 9-12 or 6-12	35	40	45	50
K-12	40	45	50	55
Narrative:				
<p>1) Position: See the table above for points for each position. Principal's position points will be based on the grade span of the school for the new work year and the school enrollment based on the P-2 report of the current year. Based on Census Day data of the new work year, i.e., first Wednesday of October, if an increase in enrollment requires an adjustment to the position points, updated position points will be used in prorated salary calculations as of November. Final decision will be made by the Home Office for extenuating circumstances.</p> <p>2) This is a component of Base Employee Salary as it is earned through the performance of the employee's regular job duties and <b>NOT</b> an additional amount based on extra work. It is paid prorated over the course of the employee's work year and paid in the same amount for all employees in the same position. Position pay is only separated to illustrate how pay is formed.</p>				

**4 ) EMPLOYEE PERFORMANCE PAY**

Available Performance Pay	
School Leader Positions	\$2,000

End-of-Year Overall Evaluation Ratings	
Rating	Earns % of Available Performance Pay
4: Highly Effective (HE)	100%
3: Effective (E)	100%
2: Developing (D)	0
1: Ineffective (I)	0

**Narrative:**

- 1) The Home Office will develop a performance evaluation system where employees will earn annual performance points out of 100.
- 2) Employees who receive a “3: Effective (E)” and a “4: Highly Effective (HE)” rating on their end-of-year overall evaluation will earn 100% of the available performance pay. Those who receive a rating of 2 or 1 will be ineligible for performance pay. Available performance pay will be a maximum of \$2,000 for school leader positions.
- 3) Performance pay may be awarded to regular, full-time employees based on the employee meeting performance metrics during the work year. Only those regular, full-time employees who have worked at least 85% of the workdays between the start of the school year and May 15 may be eligible for performance pay. No performance pay will be given in the case of voluntary or involuntary termination before the end of the work year, or for part-time, temporary, or seasonal employees.
- 4) Performance pay is **NOT** part of the employee’s base salary and will be paid separately in a **one-time lump-sum amount** on the June 20<sup>th</sup> payroll simultaneous with the end of the school year and reported in the same school year in which the performance pay was earned. (See "Employee Performance" for details.)
- 5) MPS believes in use of data in determining employee performance. As explained in detail in MPS’ board-approved employee evaluation protocols, survey and student assessment data as well as supervisor’s evaluation of the employee on California Professional Standards for Educational Leaders (CPSEL) are used in school leader evaluations.

<b>MPS Board Approved Additional Duties-One Time Assignment for the 2024-25 School Year</b>			
<b>Additional Duties of School Admin – One-Time Assignment</b>			
	<b>COMPONENT NAME</b>	<b>DOLLAR AMOUNT</b>	<b>PER</b>
1	Saturday School	\$70	HOUR
2	Home Visit Program	\$50	VISIT
3	Virtual Home Visit	\$25	VISIT
4	Admin Teaching in Class (Covering for an absent teacher is excluded)	\$50	PERIOD
5	School Camp-Trip-Only for Overnight Trips Admin Support	\$200	DAY
6	Weekend Events Administrative Support. Supporting school events in regards to athletic, promotional activities. Eligibility threshold starts after providing 10 hours first. Hours after 10 hours will be honored to the staff. Max 25 hours a year.	\$50	HOUR
7	Opening/facilitating the MPS Board of Director meetings	\$70	UP TO 1 HOUR
8	Opening/facilitating the MPS Board of Director meetings	\$210	1- 3 HOURS
9	Opening/facilitating the MPS Board of Director meetings	\$350	3 PLUS HOURS
10	Administrative Hearing Committee	\$70	HOUR
11	Intersession Instruction (Winter, Spring, etc.)	\$70	HOUR

**Revision History:**

<b>Revision</b>	<b>Date</b>	<b>Description of changes</b>	<b>Requested By</b>
0	<b>5/12/14</b>	Initial Release	David Yilmaz
1	<b>3/25/15</b>	One percent is added to base pay (excluding benefits); base school salaries and coefficients for employee qualifications are revised.	Oswaldo Diaz
2	<b>5/12/16</b>	Salary bands are introduced.	Terri Boatman
3	<b>3/8/18</b>	Edited to reflect new base school salaries and language for employee evaluation ratings. The band maximums, coefficients for employee qualifications, and available performance pay amounts are revised; school enrollment is made a factor in principal position points. Added details for performance pay. Also added language for signing bonus, waiver, and rounding semi-monthly salary to the next whole dollar amount.	David Yilmaz
4	<b>3/21/19</b>	-Base school salary increased from \$46,600 to \$50,000 for MSA-1 through MSA-8 and from \$46,600 to \$48,000 for MSA-Santa Ana and MSA-San Diego.  -Position points for Assistant Principal/Dean under the "Employee Qualifications Pay" increased from 15 points to 20 points. (Proposed separately in Board Agenda Item III. C)	Suat Acar
5	<b>05/27/20</b>	-Base school salary increased from \$50,000 to \$52,000 for MSA-1 through MSA-8 and from \$48,000 to \$50,000	Suat Acar
6	<b>06/03/21</b>	Base school salary increased from \$48,000 to \$49,000 for MSA- Santa Ana and MSA-San Diego and the \$52,000 base school salary for MSA-3 through MSA-8 is decreased to \$51,000 for 2021-22 school year. Added clarifying details for one-time signing bonus.	Suat Acar
7	<b>02/10/22</b>	Adding regular/virtual home visit one-time annual assignment to school leaders pay raise scale	Suat Acar



8	<b>04/06/22</b>	Base school salary increased to \$53,000 for MSA- Santa Ana and MSA-San Diego. Base school salary increased to \$57,000 for MSA-1-8. A new position, Athletic Director is added. Minor changes/details were added throughout the pay raise scale for clarifying purposes. Updated the annual assignment and one-time assignment lists.	Suat Acar
9	<b>06/08/22</b>	Base school salary increased to \$57,000 for MSA- Santa Ana and MSA-San Diego. Degree and Credential point(s) reflection to the agreement has been added.	Suat Acar
10	<b>10/13/22</b>	Clarifying language added to one-time annual assignment for Admin Teaching in Class (Covering for an absent teacher is excluded). Saturday school one-time assignment has increased to \$70 per hour.	Suat Acar
11	<b>03/09/23</b>	Base school salary increased to \$59,000 for MSA-3, 4, 6, 7, Santa Ana and MSA-San Diego. Base school salary increased to \$61,000 for MSA-1, 2, 5, and 8. The position point for Assistant Principal increased from 25 to 30. Updated the one-time assignment list	Suat Acar
12	<b>6/22/23</b>	New two one-time assignments have been added and highlighted in yellow.	Suat Acar
13	<b>04/11/24</b>	Base school salary increased to \$61,000 for MSA-3, 4, 6, 7, San Diego and Santa Ana.	Fiorella Del Carpio

## Coversheet

### Approval of Creation and Elimination of Positions for Magnolia Science Academy-San Diego for the Improvement of School Operations

**Section:** V. Action Items  
**Item:** D. Approval of Creation and Elimination of Positions for Magnolia Science Academy-San Diego for the Improvement of School Operations  
**Purpose:** Vote  
**Submitted by:**  
**Related Material:**  
V\_D\_Board Resolution for MSA-SD for the Improvement of School Operations.pdf



Agenda Item:	V D: Action Item
Date:	July 11, 2024
To:	Magnolia Educational & Research Foundation dba Magnolia Public Schools (“MPS”) Board of Directors (the “Board”)
From:	Alfredo Rubalcava, CEO & Superintendent
Staff Lead(s):	Fiorella Del Carpio, Chief People Officer Megan Craig, Principal at Magnolia Science Academy-San Diego
RE:	Approval of Board Resolution for Creation and Elimination of Position for MSA-San Diego for the Improvement of School Operations

### **Proposed Board Motion**

I move that the Board approves board resolution #20240711-01 for creation and elimination of position(s) for MSA-San Diego to improve the school operations effective 2024-25 school year.

### **Introduction**

In consultation with the leadership team at MSA-San Diego, MERF administrators have identified the need to make significant changes to the organizational structure to better align with the available funding and enhance support for students and educational partners.

Firstly, the Community Schools Coordinator (CSC) position at MSA-San Diego will be eliminated. The funding source from the Community School Planning Grant is no longer available, and therefore, this position cannot be maintained or replaced.

Additionally, the Assistant Principal (AP) position will be eliminated and replaced by the Dean of Academics position. With the addition of the new Family Success Coordinator and Guidance Counselor roles, the need for the AP position no longer exists. The Dean of Academics will lead the academic model to support and engage all teachers, students, and educational partners, as detailed in the attached job description. This role will play a crucial part in driving the academic success and strategic initiatives of the school.

To further support the school community, two new positions will be added with funding from the Charter Schools Program (CSP) Charter Management Operator (CMO) Expansion and Replication Grant. The Family Success Coordinator (FSC) will deliver hands-on support for both families and students, integrating them into the school management model to ensure a cohesive and supportive environment. The Guidance Counselor position will focus on providing hands-on academic and college and career-focused support for students, staff, and educational partners, fostering a comprehensive support system for all stakeholders.

The changes are designed to maximize the benefit to students and educational partners, ensuring a robust and supportive educational framework. These changes will become effective on July 12, 2024. The CEO is hereby directed by the Board to take all actions necessary to implement this resolution. The new positions are part of the MPS pay scale.

Employees in eliminated positions will receive re-employment support from the Human Resources Department of MERF, including information on available job openings they may apply for within MERF. However, these



employees will not be automatically transferred to new roles, nor will they have hiring preferences or re-employment rights within MERF.

These strategic adjustments are intended to better serve the MSA-San Diego community by aligning resources with the school's evolving needs and ensuring that every role within the organization contributes effectively to student success and educational excellence.

**Budget Implications:**

- The Family Success Coordinator positions are funded through the CSP CMO Expansion and Replication Grant. New expenses will not have a negative impact on the school budget.
- Elimination of the Community School Coordinator will not have an impact on the Budget as the funding source also expired.
- Elimination of the AP role will have a \$5K positive impact on the budget.

**Exhibits (attachments):**

- Board Resolution #20240711-01
- Guidance Counselor job description
- MSA-SD Organizational Chart

## Resolution #20240711-01

### MAGNOLIA EDUCATIONAL & RESEARCH FOUNDATION

#### RESOLUTION

##### CREATION AND ELIMINATION OF POSITIONS FOR THE IMPROVEMENT OF SCHOOL OPERATIONS

**WHEREAS**, Magnolia Educational & Research Foundation (“MERF”) is a non-profit organization operating public charter schools in Southern California; and

**WHEREAS**, MERF is reconfiguring the structure of its educational programs to provide the greatest targeted benefit to students with an emphasis on hands-on learning and support; and

**WHEREAS**, MERF has determined that certain positions at Magnolia Science Academy San Diego (MSA-San Diego) are no longer applicable in their current form, and administration has assessed that some of the funds are no longer available and new positions became available through new grants which lead to change in positions that would best benefit students and educational partners by creating new org chart for MSA-San Diego; and

**WHEREAS**, MERF is charged with the responsible management and successful operation of all its charter schools and is obligated to employ staff in the best interest of its students and programs.

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Directors of MERF (the “Board”) that:

1. The Community Schools Coordinator (“CSC”) position will be eliminated at MSA-San Diego.
2. CSC position at MSA-San Diego will not be replaced with a new position as the funding source no longer exists.
3. Assistant Principal position will be eliminated at MSA-San Diego.
4. Assistant Principal Position will be replaced by Dean of Academics position.
5. Dean of Academics position, which will lead the academic model to support and engage all teachers, students and educational partners as listed in the attached job description.
6. Family Success Coordinator (“FSC”) job position, which will deliver the hands-on support for families and it will be added to the school management model with the funding provided by Charter Schools Program (“CSP”) CMO Expansion and Replication Grant.
7. Guidance Counselor job position, which will deliver the hands-on academic and College and Career focused support for students, staff and educational partners listed in the attached job description will be added to the school management model with the funding provided by CPS CMO Expansion and Replication Grant.

**Resolution #20240711-01**

**Creation and Elimination of Positions for the Improvement of School Operations**

Page 2 of 2

8. These roles provide different services and functions within MERF, and the services and functions of the new roles are better aligned with MERF's mission and vision.
9. These changes will become effective on July 16, 2024. The CEO is hereby directed by the Board to take all actions necessary to effectuate this Resolution.
10. The new positions are part of the MPS pay scale.
11. Employees in eliminated job positions will be provided re-employment support by the Human Resources Department of MERF, including information on open and available job positions the individual may apply for at MERF.
12. Employees in eliminated job positions will not be automatically transferred to a new role, nor will they have hiring preferences or re-employment rights with MERF.

**PASSED AND ADOPTED** by the Board this 11th day of July, 2024, by the following vote:

AYES:

NOES:

RECUSE:

ABSENT:

The undersigned Board Chair does hereby certify that the foregoing is a full, true, and correct copy of the Resolution adopted by the said Board at its meeting on the above date and by the vote above stated, which resolution is on file in the office of MERF.

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Board Chair



## MPS Guidance Counselor

**Position Summary:** Reporting to the Chief Academic Officer, the Guidance Counselor leads efforts to improve the MPS's College and Career Readiness programs and services to support the MPS goals of every student graduating from high school is college and career ready. The Counselor develops a comprehensive approach of school-based college and career programs, business and community internships and work experiences that bring community and higher education partners and Magnolia Schools together to achieve this goal.

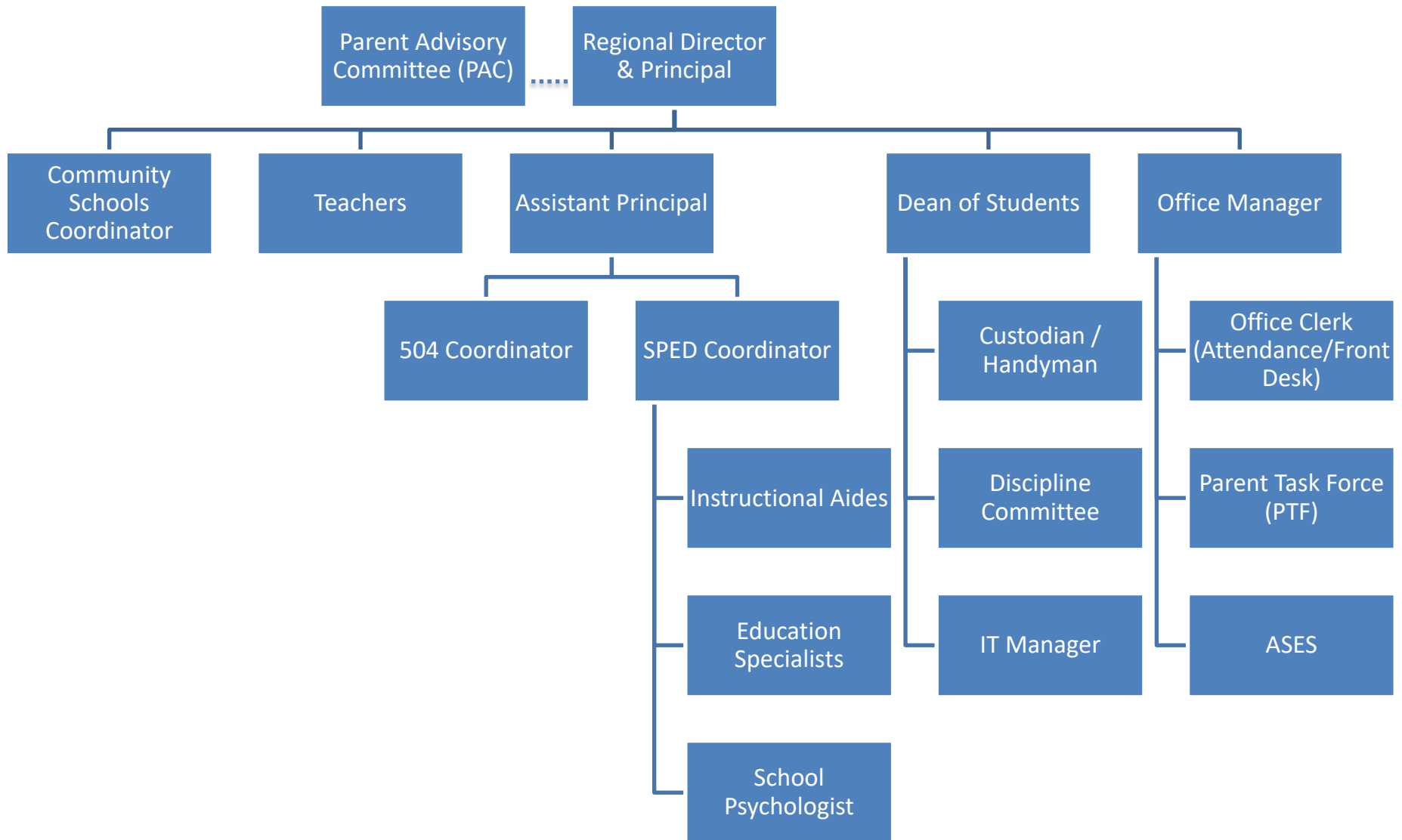
### Essential Functions:

- Supervises, guides and trains Magnolia Public Schools college counselors and advisors.
- Supports the development, implementation and evaluation of a structured Pre K-12 college and career readiness/awareness program.
- Recommends improvements and/or additions that enhance the efficiency and effectiveness of the CMO's college and career readiness efforts.
- Collaborates with the school and CMO staff to establish college and career readiness outcome measures of success.
- Serves as liaison to higher education partners.
- Monitors and evaluates graduation and college attrition and completion rates. Develops and revises policies, rules, and guidelines related to graduation requirements.
- Provides leadership for scholarship and financial aid programs.
- Remains aware of CMO and community needs and initiates activities to meet those identified needs.
- Provides increased accountability by capturing and analyzing data to track student success.
- Provides guidance and support for CTE, SAT/ACT, AP and dual enrollment programs
- Prepares reports and completes research on topics related to teaching and learning as assigned by Instructional directors.
- Actively supports school sites' career readiness programs, internships, and services at high schools and middle schools.
- Works with faculty, staff and students to develop and implement formal and informal student events and activities that enhance a college and career school culture.
- Provides and expands support for career readiness partners, including program advisory councils, local businesses, post-secondary partners, apprenticeship councils, community-based organizations, city and county municipalities, students, teachers and parents.
- Develop and implement curriculum for stand-alone college workshops for students and parents including: FAFSA and scholarship processes; transition to college workshops, and knowledge of post-secondary education; college days/nights; college readiness workshops for parents
- Promotes strong relationships with students' families and care-givers that engage them in their child's education and school events.
- In collaboration with the MPS Director of Partnerships and the Director of Student Services, work with Parent and College and Community Engagement (PACE) coordinators to ensure that the MPS College Success program is implemented at the school.
- Spearhead and project manage the first ever MPS College Fair.
- Other duties as needed

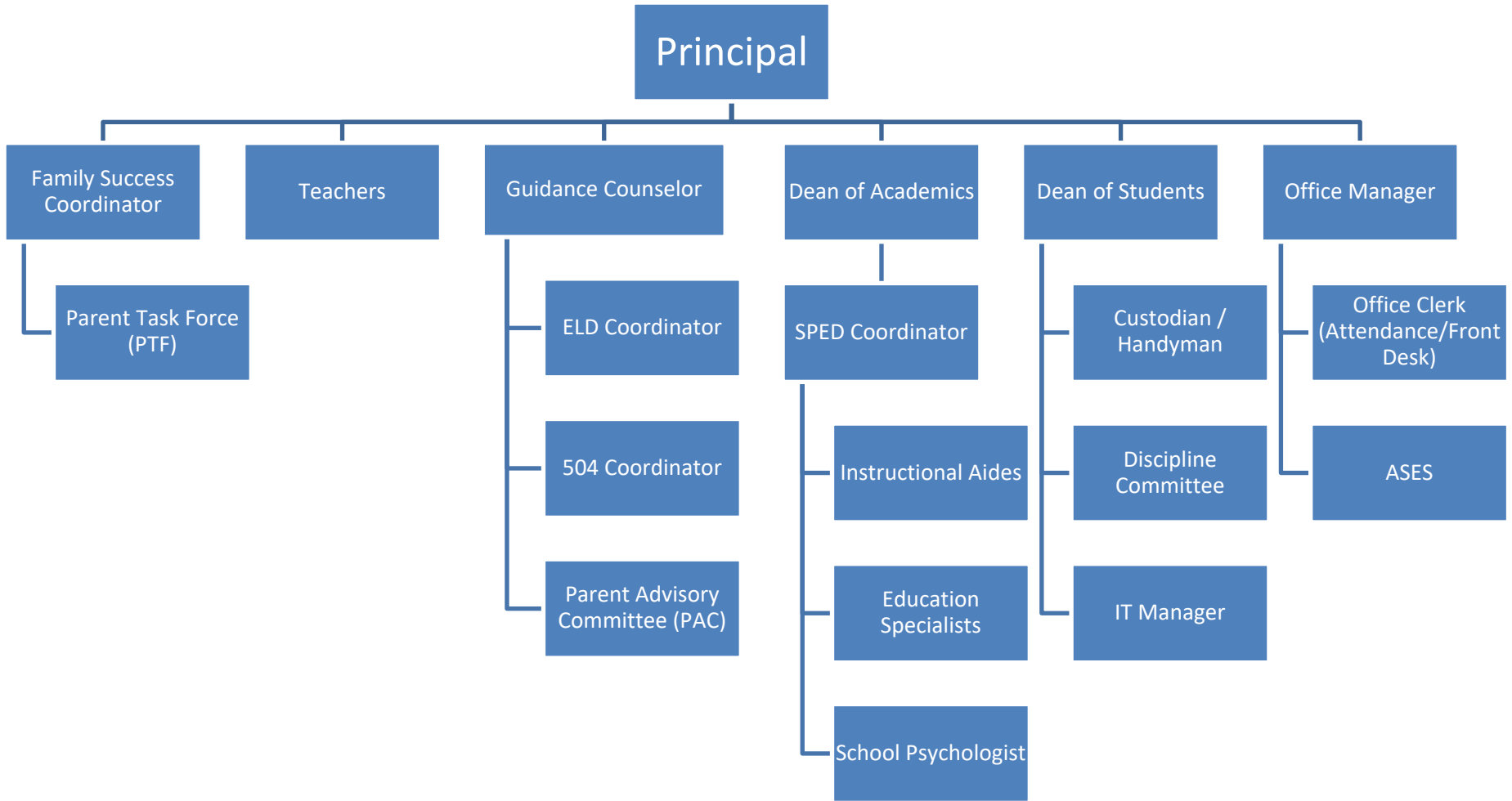
### Qualifications:

- At least 2 years of experience in educational administration, business/nonprofit operations, career services and/or project management.
- 5 years of experience as a teacher, counselor or school administrator.
- Counseling experience preferred.

# MSA-SAN DIEGO ORGANIZATIONAL CHART-2023-24



# MSA-SAN DIEGO ORGANIZATIONAL CHART-2024-25



## Coversheet

### Approval of Board Resolution for Creation of Position for Magnolia Science Academy-8 for the Improvement of Academic Support

**Section:** V. Action Items  
**Item:** E. Approval of Board Resolution for Creation of Position for Magnolia Science Academy-8 for the Improvement of Academic Support  
**Purpose:** Vote  
**Submitted by:**  
**Related Material:** V\_E\_Resolution for MSA-8 for the Improvement of Academic Support.pdf



Agenda Item:	V E: Action Item
Date:	July 11, 2024
To:	Magnolia Educational & Research Foundation dba Magnolia Public Schools (“MPS”) Board of Directors (the “Board”)
From:	Alfredo Rubalcava, CEO & Superintendent
Staff Lead(s):	Fiorella Del Carpio, Chief People Officer Suat Acar, COO/Interim Principal of MSA-8
RE:	Approval of Board Resolution for Creation of Position for MSA-8 for the Improvement of Academic Support

**Proposed Board Motion**

I move that the Board approve board resolution #20240711-02 for creation of position(s) for MSA 8 Bell due to improvement of academic support effective 2024-25 school year.

**Introduction**

In consultation with the MSA 8 Bell school site leadership, MERF administrators have determined that based on the reduced enrollment and funding of MSA 8 Bell, the school site would be best served by operating under a new model, with one principal, three Assistant Principals, and one Dean of Academics (newly formed role), which will provide greater emphasis on roles with more direct access and support for students and developing teachers.

The purpose of adding the new Dean of Academics role is to address the declining state test scores. The school has been in a continuous decline in Math and English for several years. The Chief Operations Officer (COO) was assigned to MSA 8 after the transitioning of the previous principal and the COO has identified the need for continuous data monitoring and targeted assistance needs, as well as intervention programs to run for the entire year, which all need a direct administrator to be in charge throughout the year. By improving test scores through the strategic oversight of the Dean of Academics, we aim to increase enrollment numbers as families seek high-performing educational environments for their children.

**Budget Implications:**

The COO is the acting principal of MSA 8 and his salary is paid by the home office, therefore there is a saving of the principal’s salary which will be utilized to add this new position. The net savings has been incorporated into the 2024-25 Adopted Budget.

**Exhibits (attachments):**

- Board Resolution #20240711-02
- MSA-8 Bell Organizational Chart



Resolution #20240711-02

**MAGNOLIA EDUCATIONAL & RESEARCH FOUNDATION**

**RESOLUTION**

**CREATION OF POSITION FOR  
MSA-8 FOR THE IMPROVEMENT OF ACADEMIC SUPPORT**

**WHEREAS**, Magnolia Educational & Research Foundation (“MERF”) is a non-profit organization operating public charter schools in Southern California; and

**WHEREAS**, MERF is reconfiguring the structure of Magnolia Science Academy - 8 Bell’s (“MSA 8 Bell”) educational programs to provide the greatest targeted benefit to students with an emphasis on hands-on learning and support; and

**WHEREAS**, MERF has determined that adding a new Dean of Academics is in the best interest of the school; and

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Directors of MERF (the “Board”) that:

1. MSA 8 Bell will be staffed by 1 principal (currently the COO as the acting principal for 2024-25 school year until a new principal is selected), 3 Assistant Principals and 1 Dean of Academics.
2. The acting principal (The COO) will serve all aspects, and perform all duties, of the Principal position until a new principal is selected.

**PASSED AND ADOPTED** by the Board this 11th day of July, 2024, by the following vote:

AYES:

NOES:

RECUSE:

ABSENT:

The undersigned Board Chair does hereby certify that the foregoing is a full, true, and correct copy of the Resolution adopted by the said Board at its meeting on the above date and by the vote above stated, which resolution is on file in the office of MERF.

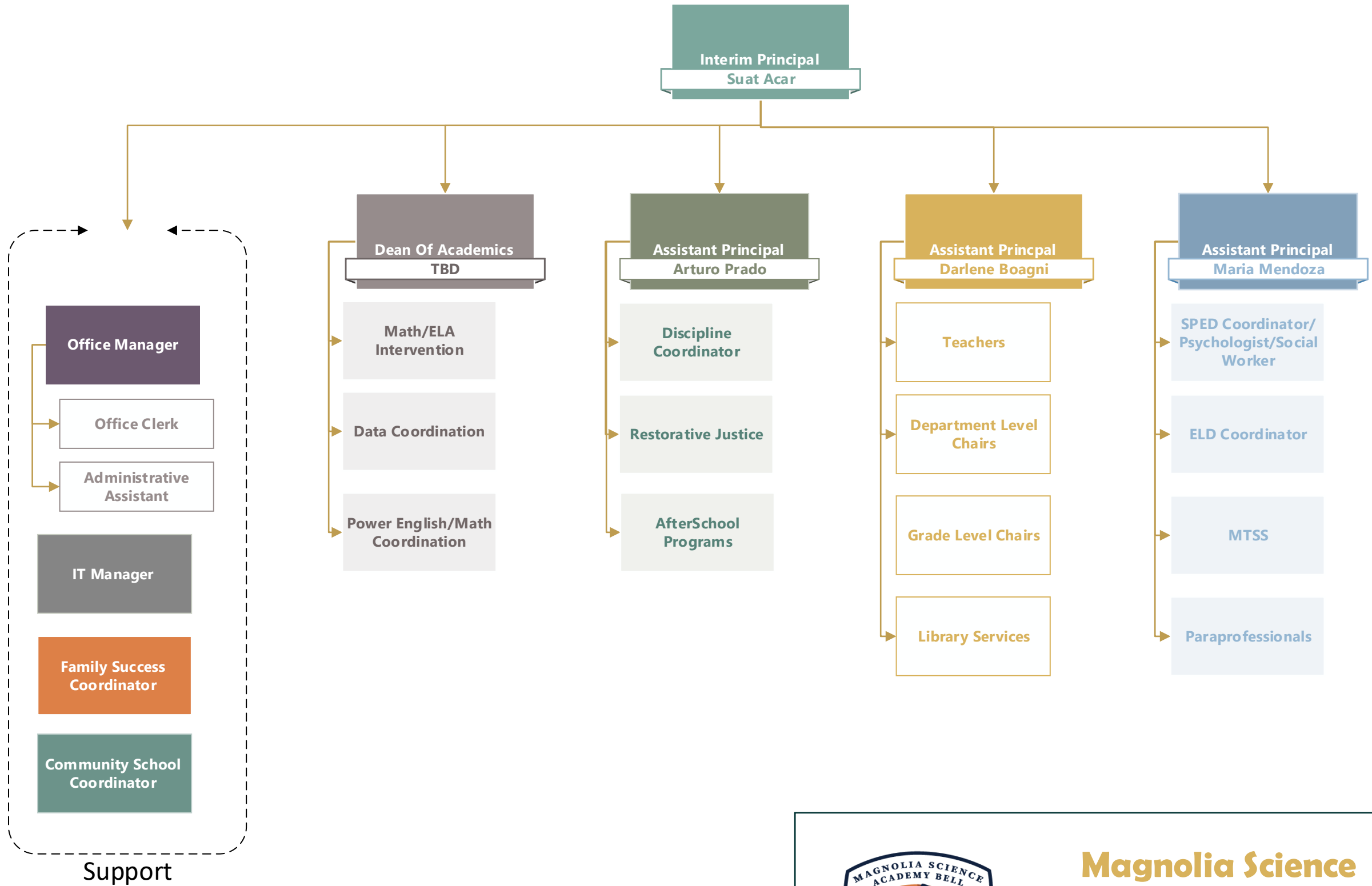
**Resolution #20240711-02**

**Creation of Position for MSA-8 for the Improvement of Academic Support**

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Board Chair




**Magnolia Science  
Academy Bell  
Organization Chart  
2024-2025**

# Coversheet

## Approval of College Counselor Position at Magnolia Science Academy-3

**Section:** V. Action Items  
**Item:** F. Approval of College Counselor Position at Magnolia Science Academy-3  
**Purpose:** Vote  
**Submitted by:**  
**Related Material:** V\_F\_MSA-3 College Counselor position for 2024-25.pdf



Agenda Item:	V F: Action Item
Date:	July 11, 2024
To:	Magnolia Educational & Research Foundation dba Magnolia Public Schools (“MPS”) Board of Directors (the “Board”)
From:	Alfredo Rubalcava, CEO & Superintendent
Staff Lead(s):	Zekeriya Ocel, Principal at Magnolia Science Academy-3
RE:	Approval of MSA-3 College Counselor position for 2024-25

**1. Action Proposed:**

I move that the Board approve Magnolia Science Academy-3 College Counselor as a full-time position for the 2024-2025 School Year.

**2. Purpose:**

To address the growing demand for college counseling, this change will enable the MSA-3 to hire a dedicated college counselor.

**3. Background:**

- In the 2023-2024 school year, MSA-3 had a part-time college counselor, but this counselor is now returning to teaching.
- MSA-3 achieved the highest college-going rate (77.3%) in the class of 2021, according to CDE Dataquest.
- The demand for dual enrollment is significant, and through our partnership with LA Harbor College, MSA-3 offers college classes starting as early as 6th grade. Managing dual enrollment applications and follow-ups necessitates a full-time dedicated individual to handle these responsibilities effectively..

**4. Analysis:**

MSA-3 currently has 110 completed enrollment packets, compared to 83 completed packets by July 19 last year. This nearly 30% increase in completed packets, along with a significantly higher retention rate, demonstrates strong growth and stability. Our enrollment has increased from 379 students in the 2022-2023 school year to 389 students in the 2023-2024 school year, with a goal of 405 students for the upcoming school year. To accommodate this increased enrollment, we are planning to enhance our support for students, particularly in the area of college counseling.

**5. Impact:**

This change will ensure that we can effectively address all crucial aspects of college counseling, which is integral to our school’s success.

**6. Budget Implications:**

There will be a \$90,000 plus benefits budget implication for this additional position. We are requesting to use our reserve funds to cover this one-time urgent need.



7. **Exhibits:**

N/A



## Coversheet

### Approval of Charter Renewals Board Resolutions for Magnolia Science Academies: MSA-1, MSA-2, and MSA-3

**Section:** V. Action Items  
**Item:** G. Approval of Charter Renewals Board Resolutions for Magnolia Science Academies: MSA-1, MSA-2, and MSA-3  
**Purpose:** Vote  
**Submitted by:**  
**Related Material:**  
V\_G\_Charter Renewals Board Resolutions for MSA-1, MSA-2, and MSA-3.pdf



Agenda Item:	V G: Action Item
Date:	July 11, 2024
To:	Magnolia Educational & Research Foundation dba Magnolia Public Schools (“MPS”) Board of Directors (the “Board”)
From:	Alfredo Rubalcava, CEO & Superintendent
Staff Lead(s):	Dr. Brenda D. Lopez, Chief External Officer
RE:	Charter Renewals Board Resolutions for MSA-1, MSA-2, and MSA-3

**Action Proposed (Motion):**

I move that the Board approve board resolutions #20240711-03, #20240711-04, and #20240711-05 that authorize the filing of the Charter Renewal Petitions with the Los Angeles County Office of Education for Magnolia Science Academy-1, Magnolia Science Academy-2, and Magnolia Science Academy-3, and give authority to the CEO & Superintendent to serve as the Lead Petitioner.

**Purpose:**

According to the state of California, every five years a charter school is required to renew their charter and submit a charter renewal petition that demonstrates a strong academic program and academic achievement.

**Background:**

Magnolia Science Academy 1, Magnolia Science Academy 2, and Magnolia Science Academy 3 are approaching the last year of their approved charter petition term, given the state extension. The resolutions being approved today are from the Board of Directors of Magnolia Educational and Research Foundation authorizing the submission of the Magnolia Science Academy 1, Magnolia Science Academy 2, and Magnolia Science Academy 3 Charter Renewal Petitions for a five-year term (July 1, 2025 - June 30, 2030) to the Los Angeles County Office of Education.

It is resolved that the Board of Directors authorizes the filing of the Charter Renewal Petitions with the Los Angeles County Office of Education and that the following individuals are authorized to take all steps necessary pursuant to their roles to seek the approval of the Charter Renewal Petition: CEO & Superintendent will serve as the “Lead Petitioner,” and is hereby authorized to sign the Charter Renewal Petition and to take all steps necessary for approval of same,

- The CEO & Superintendent will serve as the Lead Petitioner for all three schools
- Brad Plonka is the Principal/Instructional Leader for Magnolia Science Academy
- David Garner is the Principal/Instructional Leader for Magnolia Science Academy 2
- Zekeriya Ocel is the Principal/Instructional Leader for Magnolia Science Academy 3
- Dr. Steve Budhreja is the Onsite Financial Manager for Magnolia Science Academy 1, Magnolia Science Academy 2, and Magnolia Science Academy 3



**Budget Implications:**

There are no budget implications.

**Exhibits:**

- Board Resolution for Magnolia Science Academy-1
- Board Resolution for Magnolia Science Academy 2
- Board Resolution for Magnolia Science Academy 3

**MAGNOLIA EDUCATIONAL & RESEARCH FOUNDATION  
BOARD RESOLUTION  
Resolution No. 20240711-03**

**WHEREAS**, the Board of Directors of Magnolia Public Schools (“MPS”) has authorized the submission of the Magnolia Science Academy-1 (“MSA-1”) charter renewal petition to the Los Angeles County Board of Education (the “County Board”); and

**WHEREAS**, the Board of Directors of Magnolia Public Schools finds it in the best interest of Magnolia Public Schools and in furtherance of its educational and charitable purposes to submit the MSA-1 charter school renewal petition to the County Board.

**NOW THEREFORE, BE IT RESOLVED**, that MPS approves the MSA-1 charter school renewal petition, for the term of July 1, 2025 through and including June 30, 2030; approves the proposed budget submitted with the MSA-1 renewal charter and all supporting documents; and authorizes submission of the MSA-1 charter renewal petition to the Los Angeles County Board of Education.

**PASSED AND ADOPTED** by the Board of Directors at a meeting held on July 11, 2024, by the following vote:

<b>Board Member</b>	<b>Vote</b>
Mr. Mekan Muhammedov	
Ms. Sandra Covarrubias	
Dr. Umit Yapanel	
Dr. Salih Dikbas	
Ms. Diane Gonzalez	
Ms. Esra Eldem-Tunc	

AYES:

NOS:

ABSTENTIONS:

ABSENT:

By: \_\_\_\_\_  
Board Secretary

**MAGNOLIA EDUCATIONAL & RESEARCH FOUNDATION  
BOARD RESOLUTION  
Resolution No. 20240711-04**

**WHEREAS**, the Board of Directors of Magnolia Public Schools (“MPS”) has authorized the filing of the Magnolia Science Academy-2 (“MSA-2”) charter renewal petition submitted to the Los Angeles County Board of Education (the “County Board”);

**WHEREAS**, the Board of Directors of Magnolia Public Schools finds it in the best interest of Magnolia Public Schools and in furtherance of its educational and charitable purposes to submit the MSA-2 charter school renewal petition to the County Board.

**NOW THEREFORE, BE IT RESOLVED**, that MPS approves the MSA-2 charter school renewal petition, for the term of July 1, 2025 through and including June 30, 2030; approves the proposed budget submitted with the MSA-2 renewal charter and all supporting documents; and authorizes submission of the MSA-2 charter renewal petition to the Los Angeles County Board of Education.

**PASSED AND ADOPTED** by the Board of Directors at a meeting held on July 11, 2024, by the following vote:

<b>Board Member</b>	<b>Vote</b>
Mr. Mekan Muhammedov	
Ms. Sandra Covarrubias	
Dr. Umit Yapanel	
Dr. Salih Dikbas	
Ms. Diane Gonzalez	
Ms. Esra Eldem-Tunc	

AYES:

NOS:

ABSTENTIONS:

ABSENT:

By: \_\_\_\_\_  
Board Secretary

**MAGNOLIA EDUCATIONAL & RESEARCH FOUNDATION  
BOARD RESOLUTION  
Resolution No. 20240711-05**

**WHEREAS**, the Board of Directors of Magnolia Public Schools (“MPS”) has authorized the filing of the Magnolia Science Academy-3 (“MSA-3”) charter renewal petition submitted to the Los Angeles County Board of Education (the “County Board”);

**WHEREAS**, the Board of Directors of Magnolia Public Schools finds it in the best interest of Magnolia Public Schools and in furtherance of its educational and charitable purposes to submit the MSA-3 charter school renewal petition to the County Board.

**NOW THEREFORE, BE IT RESOLVED**, that MPS approves the MSA-3 charter school renewal petition, for the term of July 1, 2025 through and including June 30, 2030; approves the proposed budget submitted with the MSA-3 renewal charter and all supporting documents; and authorizes submission of the MSA-3 charter renewal petition to the Los Angeles County Board of Education.

**PASSED AND ADOPTED** by the Board of Directors at a meeting held on July 11, 2024, by the following vote:

<b>Board Member</b>	<b>Vote</b>
Mr. Mekan Muhammedov	
Ms. Sandra Covarrubias	
Dr. Umit Yapanel	
Dr. Salih Dikbas	
Ms. Diane Gonzalez	
Ms. Esra Eldem-Tunc	

AYES:

NOS:

ABSTENTIONS:

ABSENT:

By: \_\_\_\_\_  
Board Secretary

## Coversheet

### Approval of Memorandum of Understanding Agreement between Magnolia Science Academy-Orange County and the Orange County Department of Education

**Section:** V. Action Items  
**Item:** H. Approval of Memorandum of Understanding Agreement between  
Magnolia Science Academy-Orange County and the Orange County Department of Education  
**Purpose:** Vote  
**Submitted by:**  
**Related Material:** V\_H\_MOU Agreement between MSA-OC and OCDE.pdf





Agenda Item:	V H: Action Item
Date:	July 11, 2024
To:	Magnolia Educational & Research Foundation dba Magnolia Public Schools (“MPS”) Board of Directors (the “Board”)
From:	Alfredo Rubalcava, CEO & Superintendent
Staff Lead(s):	Dr. Brenda D. Lopez, Chief External Officer
RE:	Approval of MOU Agreement between MSA-Orange County and the Orange County Department of Education

**Action Proposed (Motion):**

I move that the Board approve the MOU Agreement between Magnolia Science Academy - Orange County and the Orange County Department of Education.

**Purpose:**

As a standard procedure, once a new charter school is approved, the authorizing body will provide the approved charter school with an agreement called a Memorandum of Understanding (MOU). This MOU will contain a comprehensive overview of the expectations and benchmarks for the duration of the charter term.

**Background:**

Magnolia Science Academy – Orange County (MSA-OC) is a Countywide Benefit Charter that was unanimously approved by the Orange County Department of Education (OCDE) on May 1, 2024, for a five-year charter term (July 1, 2024 – June 30, 2029). During the charter term, OCDE will oversee MSA-OC through document collection, annual monitoring site visits, and other necessary measures.

It is hereby resolved that the Board of Directors authorizes the approval of the MOU Agreement with the OCDE. The CEO & Superintendent and the school site Principal are authorized to take all necessary steps in their respective roles to seek the completion of requested tasks from the authorizer, and are hereby authorized to sign the MOU Agreement.

**Budget Implications:**

There are no budget implications.

**Exhibits:**

- MOU Agreement between MSA-Orange County and Orange County Department of Education

**AGREEMENT BETWEEN**  
**ORANGE COUNTY BOARD OF EDUCATION AND**  
**MAGNOLIA EDUCATION & RESEARCH FOUNDATION, D.B.A. MAGNOLIA PUBLIC SCHOOLS**  
**FOR THE OPERATION OF**  
**MAGNOLIA SCIENCE ACADEMY – ORANGE COUNTY**

This Agreement is made and entered into this 1<sup>st</sup> day of May, 2024, by and between the Orange County Board of Education (“Board”) and Magnolia Educational & Research Foundation, doing business as Magnolia Public Schools (referred to as “Magnolia Public Schools”), a nonprofit public benefit corporation operating Magnolia Science Academy – Orange County (hereinafter collectively referred to as “Charter School”). Hereinafter, the Board and Charter School shall be collectively referred to as “the Parties,” and the Board-designated staff of the Orange County Superintendent of Schools (“County Superintendent”) shall be referred to as “OCDE.”

**I. INTRODUCTORY PROVISIONS**

- A. The Board approved the Charter School’s petition for a five-year period from **July 1, 2024**, through **June 30, 2029**.
- B. Charter School will be operated by a nonprofit public benefit corporation, formed and organized pursuant to the Nonprofit Public Benefit Corporation Law (Corp. Code section 5110 et seq.). Magnolia Public Schools is the California nonprofit public benefit corporation operating the Charter School. Charter School shall ensure that at all times throughout the term of its charter, the terms and conditions of any agreement between Charter School and a third party, as well as the Articles of Incorporation and Bylaws of Magnolia Public Schools as they pertain to Charter School are and remain consistent with the Charter Schools Act, all applicable laws and regulations, provisions of the charter, and this Agreement. Charter School will notify OCDE of any amendments or modifications to the nonprofit public benefit corporation’s articles of incorporation within **ten (10) business days** of the change. Amendments or modifications to the bylaws may require approval by the Board as a material revision to the petition.
- C. The purpose of this Agreement is to set forth the responsibilities of the Parties with respect to the operational relationship between Charter School, the Board, and OCDE; to address those matters that require clarification; and to outline the Parties’ agreements governing their respective fiscal and administrative responsibilities and their legal relationships. To the extent this Agreement contains terms inconsistent with the terms of the charter approved on **May 1, 2024**, the terms of this Agreement shall control.

**II. TERM OF AGREEMENT**

- A. This Agreement is effective from the date upon which it is approved by the governing boards of each Party for the term of the charter, shall be reviewed at least annually, and may be amended at any time with written mutual agreement of the Parties.
- B. The approved Agreement continues in existence until Charter School voluntarily closes or its charter is non-renewed or revoked, and closure procedures are completed, as determined by the Board and Charter School, after which the Agreement automatically expires. This Agreement is subject to termination during the charter term or during any subsequent renewal as specified by law or as otherwise set forth in this Agreement.
- C. Charter School may seek renewal of its charter by submitting a renewal request to the Board prior to the expiration of the term of the charter, and the Board will evaluate and decide on the renewal request in accordance with Education Code sections 47607, 47607.2, and 47605, and their implementing regulations. Charter School will submit its renewal petition for the new charter term to OCDE no sooner than

**September 1** and no later than **March 1** of the final school year for which Charter School is authorized to operate.

### III. FULFILLING CHARTER TERMS

#### A. Governance

1. Charter School acknowledges and agrees it shall comply with the Public Records Act, the Political Reform Act, the Ralph M. Brown Act, Government Code section 1090 et seq. as set forth in Education Code section 47604.1, and all applicable laws and regulations as they may be amended or added during the term of the charter, including all conflict of interest laws, federal and state nondiscrimination laws, and prohibitions against unauthorized student fees.
2. Charter School, the Board and OCDE are separate legal entities. OCDE is not the chartering authority and shall not be liable for the debts or obligations of the Charter School or for claims arising from the performance of acts, errors, or omissions by Charter School. The Board, as the chartering authority, shall not be liable for the debts or obligations of the charter school or for claims arising from the performance of acts, errors, or omissions by the charter school in accordance with Education Code section 47604(d).
3. Within **ten (10) business days** of Charter School board meetings, including special and emergency board meetings, Charter School shall provide OCDE with a complete audio recording of the meeting and all materials provided to the governing board by its administration, contractors, or the public including approved previous meeting minutes, except for confidential communications as defined in Evidence Code section 952 and Government Code section 54963. Charter School will update OCDE of any changes to the Charter School board calendar within **ten (10) business days**.
4. Charter School will provide Brown Act and conflict of interest training to its governing board members and administrative staff within **45 days** of taking office or becoming employed, or as otherwise agreed with OCDE, and **at least once every year**. Charter School will certify that the trainings have been provided to the specified individuals.

#### B. Educational Program

1. Independent Study: Any independent study program operated by Charter School shall comply with all applicable laws and regulations regarding independent study. Charter School may, on a case-by-case basis, use short-term independent study contracts for students who receive prior approval for absences. Any such independent study will be limited to occasional, incidental instances of extended absences due to travel or extended illness. Any such independent study will be limited to occasional, incidental instances of extended absences and must be fully compliant with all independent study statutes and regulations applicable to charter schools.
2. Family Educational Rights and Privacy Act (FERPA): Charter School, its officers and employees will comply with FERPA and the California Education Code sections related to student information protection at all times. Charter School will authorize OCDE to access educational records maintained by Charter School, in accordance with FERPA, and provide notice of such in Charter School policies and Parent/Student Handbook.

#### C. Fiscal Operations

1. Charter School will be directly funded in accordance with Chapter 6 (commencing with Section 47630) of Division 4 of Title 2 of the Education Code. The Parties recognize the authority of Charter School to pursue additional sources of funding.
2. The Parties agree that OCDE is not responsible to provide funding in lieu of property taxes to Charter

School.

3. Charter School shall comply with Generally Accepted Accounting Principles (GAAP) applicable to public school finance and fiscal management.
4. Charter School shall adopt accounting policies and practices that establish separate accounts and/or sub-accounts for each affiliated charter school. The expenses attributable to each charter school shall be paid only from the account or sub-account of that charter school. Invoices, purchase orders, and other appropriate documentation shall be maintained by Charter School and shall be deemed to be public records subject to disclosure to OCDE upon request.
  - a) Each year Charter School shall make all records relating to the expenses of all affiliated charter schools available to OCDE and Charter School's auditor for review and audit to ensure that all expenses are appropriately allocated. In addition, Charter School shall promptly respond as required by Education Code section 47604.3.
  - b) Each year Charter School shall provide an updated organizational chart of all affiliated charter schools and all related parties operated or otherwise controlled by the same nonprofit public benefit corporation.
  - c) Charter School may temporarily loan funds between schools that it operates pursuant to a resolution approved by its Board of Directors that specifies the duration and interest rate of the loan and understands and agrees to provide access to records of Charter School and its affiliated charter schools, upon request from OCDE in accordance with Education Code section 47604.3.
5. Charter School shall establish a fiscal plan for repayment of any loans received by and/or on behalf of Charter School. It is agreed that OCDE shall receive written notice of all loans received by the Charter School, and repayment of loans shall be the sole responsibility of Charter School.
6. Charter School will use all revenue received from the state and federal sources only for the educational services specified in the charter and this Agreement for the students enrolled and attending Charter School. Other sources of funding must be used in accordance with applicable state and federal statutes and the terms or conditions, if any, of any grant or donation.

#### D. Fiscal Agent

1. The Parties agree that neither the Board nor OCDE shall act as fiscal agent for Charter School. It is agreed that Charter School shall be solely responsible for all fiscal services such as payroll, purchasing, attendance reporting, and completion and submission of state budget forms but may contract with OCDE for such services by way of a separate written contract.
2. Charter School is responsible for establishing the appropriate funds or accounts in the Orange County Treasury for Charter School and for making the necessary arrangements for Charter School's participation in the State Teachers' Retirement System, the Public Employees' Retirement System, or social security. Nothing in this paragraph shall be interpreted to mean that Charter School must maintain all funds in the County Treasury. If funds are not maintained in the County Treasury, they must be deposited with a federally insured commercial bank or credit union.
  - a) OCDE will only withdraw funds from the Orange County Treasury to a charter school-owned bank account. Bank account name must match the charter school name or a Doing Business As (DBA) reference. No fund transfers will be made to a third party.
  - b) Orange County Treasury withdrawals will take place two (2) times per month. The first withdrawal will take place on the 10<sup>th</sup> day of each month, and the second withdrawal will take

place at the end of each month.

- c) Charter school's Orange County Treasury account will maintain a minimum balance that is sufficient to cover one month of CalSTRS and CalPERS retirement contributions.

E. Student Attendance Accounting and Reporting

Charter School shall utilize commercially available attendance accounting software.

F. Oversight Fees

1. Charter School will be charged an annual oversight fee not to exceed one percent (1%) of the revenue received by Charter School in accordance with Education Code section 47613. The oversight fee will be calculated on the LCFF base grant, supplemental grant and concentration grant funding provided at the First Principal Apportionment (P-1). The amount will be calculated in **April of each year** based upon first principal apportionment (P-1) data for ninety-five percent (95%) of the estimated total. The calculation will also include an adjustment for the preceding year based upon final revenue for that year.
2. Payment Schedule: Charter School shall pay to County Superintendent its actual oversight costs not to exceed one percent (1%) of the LCFF base grant, supplemental grant, and concentration grant revenue received by Charter School ("Oversight Fee") in two equal payments during each Fiscal Year: (1) First Payment -- fifty percent (50%) of the Oversight Fee will be paid on or about **January 15**; and (2) Second Payment -- the remaining fifty percent (50%) plus any adjustment necessary to the First Payment, will be paid on or about **June 15**. County Superintendent will bill Charter School for the Oversight Fee that is due, and Charter School shall make payment within thirty (30) days from the date of receipt of the bill, or thirty-two (32) days from the date of the bill. If County Superintendent does not receive the payment within the above-specified timeframe, Charter School hereby authorizes County Superintendent to transfer the payment from Charter School account to County Superintendent's account upon expiration of the thirty (30) days from the receipt of the bill or thirty-two (32) days from the date of the bill.

G. Insurance and Liability

1. Charter School will provide certificates of insurance coverage to OCDE prior to opening and annually thereafter. The certificates shall indicate that the Board, County Superintendent, and OCDE are endorsed as additional insured under the coverage and shall include a provision that the coverage will be primary and will not participate with any valid and collectible insurance or program of self-insurance carried or maintained by the Board, County Superintendent or OCDE. Exhibit A, Insurance Coverage and Policies indicates the minimum insurance requirements and is incorporated by reference herein. Charter School shall forward any written notice to OCDE within **three (3) business days** of any modification, change or cancellation of any of the above insurance coverage. It shall be expressly understood that the coverage and limits referenced herein shall not in any way limit the liability of Charter School. In addition, Charter School shall assure that its vendors have adequate insurance coverage for the goods and/or services provided to Charter School to protect the interests of Charter School as well as OCDE, the Board and the County Superintendent.
2. Charter School shall hold harmless, defend, and indemnify the Board, the County Superintendent, and OCDE, its officers, agents, and employees from every liability, claim, or demand (including settlement costs and reasonable attorneys' fees) which may be made by reason of: 1) any injury to volunteers; and 2) any injury to person or property sustained by any person, firm or Charter School related to any act, neglect, default or omission of Charter School, its officers, employees or agents, including any claims for any contractual liability resulting from third party contracts with Charter School's vendors,

contractors, partners or sponsors. In cases of such liabilities, claims or demands, Charter School, at its own expense and risk, shall defend all legal proceedings which may be brought against it and/or the Board, the County Superintendent or OCDE, its officers and employees, and satisfy any resulting judgments up to the required Agreements that may be rendered against any of them. Notwithstanding the foregoing: (a) any settlement requiring the Board, the County Superintendent or OCDE to admit liability or to pay any money will require the prior written consent of the Board, the County Superintendent or OCDE, as applicable; and (b) the Board, County Superintendent and/or OCDE may join in the defense with its counsel at its own expense.

3. Charter School understands and agrees that its employees, contractors, subcontractors and agents shall not be considered officers, employees or agents of the Board, the County Superintendent or OCDE, and are not entitled to benefits of any kind or nature normally provided to OCDE employees. Charter School further assumes the full responsibility for acts and/or omissions of its employees, agents or contractors as they relate to the services to be provided under the charter and this Agreement. Charter School shall assume full responsibility for payment of all federal, state and local taxes or contributions, including unemployment insurance (as applicable), social security and income tax withholding with respect to employees of Charter School.
4. Required Disclosures: Charter School shall notify OCDE in writing within **three (3) business days** of any pending or actual litigation and/or formal claim from any party or notice of potential criminal infraction, criminal or civil action against Charter School or any employee, or request for information by any governmental agency to the extent permitted by law. Charter School acknowledges and agrees it shall comply with all applicable laws and regulations as may be amended or added during the term of the charter.

#### H. Human Resources

STRS and PERS Reporting Requirements: Charter School shall accept and assume sole financial responsibility for any and all STRS and PERS reporting fines and penalties, including any and all financial consequences from the implementation of regulations, or any other action, that renders employees of Charter School ineligible to participate in a governmental defined-benefit retirement plan.

#### I. Contracts

1. Charter School shall not have the authority to enter into a contract that would bind the Board, County Superintendent and/or OCDE, nor to extend the credit of the Board, County Superintendent and/or OCDE to any third person or Party. Charter School shall clearly indicate in writing to vendors and other entities with which or with whom Charter School enters into an agreement or contract that the obligations of Charter School under such agreement or contract are solely the responsibility of Charter School and are not the responsibility of the Board, County Superintendent and/or OCDE.
2. Charter School shall ensure that all contracts for goods and services comply with the criteria noted in Title 5, section 11967.5.1 of California Code of Regulations. Charter School shall comply with bidding requirements tied to receipt of any state, federal or grant funds that require compliance with bidding that is more stringent or purchasing requirements. Additionally, records and information regarding implementation of the contract will be provided to OCDE in accordance with Education Code section 47604.3.
3. Charter School will make every effort to ensure that vendors comply with all reasonable inquiries by OCDE for records and information related to this contract.
4. Charter/Education Management Organization (C/EMO) Contracts:



Entering into or substantively revising a contract with an Educational Charter Management Organization (E/CMO) shall be presented to the Board for approval as a material revision to the charter.

Charter School shall ensure the following for any C/EMO contract:

- a) Require that any C/EMO contract (or revision to an agreement) that is entered into be in compliance with state and federal law and the charter and includes language that:
  - i. None of the principals of either the C/EMO or Charter School has conflicts of interest.
  - ii. C/EMO shall comply with Education Code section 47604.3 and the California Public Records Act, Government Code section 6250 et. seq.
  - iii. Any provision of the agreement that is in violation of state or federal law or the charter is void.
- b) Upon approval by Charter School board, Charter School shall provide OCDE a copy of the following:
  - i. C/EMO agreement (or revision to an agreement).
  - ii. Evidence that the C/EMO is a nonprofit public benefit corporation.
  - iii. A description of the C/EMO's roles and responsibilities for the management of Charter School and the internal controls that will be put in place to guide the relationship.
  - iv. A list of other schools managed by the C/EMO.
  - v. A list of and background on the C/EMO's leaders and board of directors.

#### J. Facilities Agreement

1. Prior to opening, Charter School will provide a written signed agreement, lease or other similar document indicating Charter School's right to use the principal school site identified in the charter, and any ancillary facilities identified by Charter School, for that school year unless Charter School has previously provided a long term lease that includes the school year at issue, and evidence that the facility will be adequate for Charter School's needs.
2. A pre-opening site visit shall be conducted by OCDE prior to the opening of Charter School. Once open, Charter School must request a material revision to the charter petition in order to change facilities. Following an approved revision to the charter, OCDE will conduct, without unreasonable delay, a site visit of a new or changed Charter School facility prior to students attending the new facilities. Under extraordinary circumstances (e.g., a change of facilities necessitated by fire, natural disaster or inhabitability), the Parties may waive the pre-opening site visit.

#### K. Zoning and Occupancy

1. Charter School shall provide OCDE with a Certificate of Occupancy issued by the applicable permitting agency, allowing Charter School to use and occupy the site prior to opening, unless Charter School is located at a public school site provided pursuant to Proposition 39 or other facilities use agreement with a school district. In lieu of the zoning certification, Charter School can provide OCDE with evidence that zoning ordinances have been overridden by the school district in which the facility is located or by another entity authorized to override zoning ordinances pursuant to current or then applicable state law. The facility must meet all applicable health and fire code requirements, zoning laws, and Americans with Disabilities Act (ADA) requirements for a K-12 public school.



2. If Charter School moves or expands to another facility during the term of this charter, Charter School shall provide a Certificate of Occupancy to OCDE for each facility before the school is scheduled to open or operate in the facility or facilities. If Charter School ever seeks facilities from a school district in which it intends to locate (or is located) under Education Code section 47614 (Proposition 39), it will follow applicable statutes and regulations regarding submission of such a request to the school district.
3. Notwithstanding any language to the contrary in this charter, the interpretation, application and enforcement of this provision are not subject to the Dispute Resolution Process outlined in the charter. The Parties agree that should a dispute arise under this section, they will meet to attempt to resolve any concerns within ten calendar days of the dispute.

#### L. Dispute Resolution

The Parties acknowledge and agree that in addition to the provisions of the charter, dispute resolution procedures shall be consistent with applicable laws and regulations, including Education Code section 47607(g). The staff and governing board members of Charter School agree to resolve any claim, controversy or dispute arising out of or relating to the Charter agreement between OCDE and Charter School, except any controversy or claim that is in any way related to revocation of this Charter School, pursuant to the terms of the dispute resolution procedures in the charter.

### IV. MATERIAL REVISIONS

Modifications of the approved charter must be in writing and submitted to OCDE for review and determination as to whether such amendments must be submitted to the Board as a material revision to the charter. Such amendments may only be submitted to the Board upon the approval of Charter School's board and will take effect only if approved by the Board.

### V. SEVERABILITY

If any provision or any part of this Agreement is for any reason held to be invalid and/or unenforceable or contrary to public policy or statute, the remainder of this Agreement shall not be affected thereby and shall remain valid and fully enforceable.

### VI. NON-ASSIGNMENT

No portion of this Agreement or the Charter petition approved by the Board may be assigned to another entity without the prior written approval of the Board.

### VII. WAIVER

A waiver of any provision or term of this Agreement must be in writing and signed by both Parties. Any such waiver shall not constitute a waiver of any other provision of this Agreement. All Parties agree that neither Party to this Agreement waives any of the rights, responsibilities and privileges established by the Charter Schools Act of 1992.

### VIII. NONDISCRIMINATION

The Parties recognize and agree that in addition to complying with all nondiscrimination requirements of the Charter Schools Act, including agreement that Charter School shall not charge tuition, shall be nonsectarian, and pursuant to Education Code section 200 et seq., Charter School shall be open to all students. In addition to these nondiscrimination provisions, Charter School shall not discriminate against applicants or employees on the basis of any characteristics or categories protected by state or federal law. Charter School acknowledges and agrees that it shall comply with all applicable federal and state nondiscrimination laws and regulations as

they may be amended.

**IX. NOTIFICATION**

All notices, requests and other communications under this Agreement shall be in writing and mailed to the proper addresses as follows:

To OCDE at:

Renee Hendrick, Deputy Superintendent  
Orange County Department of Education  
200 Kalmus Drive  
Costa Mesa, CA 92626-9050

To Magnolia Public Schools at:

Alfredo Rubalcava, CEO  
250 E. First St., Suite 1500  
Los Angeles, CA 90012

**X. INTEGRATION**

This Agreement contains the entire Agreement of the Parties with respect to the matters covered hereby, and supersedes any oral or written understandings or agreements between the Parties with respect to the subject matter of this Agreement. No person or Party is authorized to make any representations or warranties except as set forth herein, and no Agreement, statement, representation or promise by any party hereto which is not contained herein shall be valid or binding. The undersigned acknowledges that she/he has not relied upon any warranties, representations, statements or promises by any of the Parties herein or any of their agents or consultants except as may be expressly set forth in this Agreement. The Parties further recognize that this Agreement shall only be modified in writing by the mutual agreement of the Parties.

**XI. ORDER OF PRECEDENCE**

The Parties further acknowledge and agree that, unless otherwise noted in this Agreement, any inconsistency in the charter shall be resolved by giving precedence in the following order:

1. This Agreement
2. Documents incorporated by reference to the Agreement, including Exhibit A
3. The Charter, as approved by the Board
4. The bylaws and articles of incorporation of the nonprofit public benefit corporation operating as the Charter School

For Charter School:

For the Board:

Date: July 11, 2024

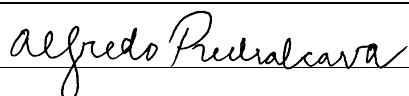
Date: \_\_\_\_\_

Name: Alfredo Rubalcava

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

Title: CEO & Superintendent

Title: \_\_\_\_\_

Signature: 

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

**EXHIBIT A****INSURANCE COVERAGE AND POLICIES**

Charter School, at its sole cost and throughout the charter term, shall procure and maintain each insurance listed below in effect. All required insurance, and if self-insurance will be provided, must contain coverage that complies, at a minimum, with the following requirements:

1. Property Insurance for replacement value, if offered by the insurance carrier, including coverage for all assets listed in Charter School's property inventory and consumables. If full replacement value coverage is unavailable, Charter School shall procure property insurance in amounts as close to replacement value as possible and sufficient to protect the school's interests.
2. General Commercial Liability with at least \$2,000,000 per occurrence and \$5,000,000 in total general liability insurance, providing coverage for negligence, errors and omissions/educators legal liability, Fire Legal Liability, of Charter School, its governing board, officers, agents, employees, and/or students. The deductible per occurrence for said insurance shall not exceed \$20,000 for any and all losses resulting from negligence, errors and omissions of Charter School, its governing board, officers, agents, employees, and/or students.
3. Workers' Compensation insurance in accordance with the California Labor Code, adequate to protect Charter School from claims under Workers' Compensation Acts, which may arise from Charter School's operation, with statutory limits. The Workers' Compensation Insurance coverage must also include Employers Liability coverage with limits of \$1,000,000/\$1,000,000/\$1,000,000.
4. Commercial Auto Liability, including Owned, Leased, Hired, and Non-owned, coverage with limits of \$1,000,000 Combined Single Limit per Occurrence if Charter School does not operate a student bus service. If Charter School provides student bus services, the required coverage limit is \$5,000,000 Combined Single Limit per Occurrence.
5. Crime Insurance or Fidelity Bond coverage to cover all Charter School employees who handle, process, or otherwise have responsibility for Charter School's funds, supplies, equipment or other assets. Minimum amount of coverage shall be \$1,000,000 per occurrence, with no self-insured retention.
6. Professional Educators Errors and Omissions liability coverage with minimum limits of \$3,000,000 per occurrence and \$3,000,000 general aggregate.
7. Sexual Molestation and Abuse coverage with minimum limits of \$3,000,000 per occurrence. Coverage may be held as a separate policy or included by endorsement in the Commercial General Liability or the Errors and Omissions Policy.
8. Employment Practices Legal Liability coverage with limits of \$3,000,000 per occurrence and \$3,000,000 general aggregate.
9. Excess/umbrella insurance with limits of not less than \$10,000,000 is required of all high schools and any other school that participates in competitive interscholastic or intramural sports programs.

# Coversheet

## Approval of CEO Contract Renewal & 2024-25 CEO Metrics

**Section:** V. Action Items  
**Item:** I. Approval of CEO Contract Renewal & 2024-25 CEO Metrics  
**Purpose:** Vote  
**Submitted by:**  
**Related Material:**  
V\_I\_2024-25 CEO Metrics.pdf  
2024-25 MPS CEO & Superintendent Fixed Term Employment Agreement.pdf



*Appendix A -*

## **CHIEF EXECUTIVE OFFICER AND SUPERINTENDENT JOB DESCRIPTION 2024- 2025**

### **Job Summary:**

The Chief Executive Officer ("CEO") and Superintendent is responsible for the leadership, strategic vision and growth of Magnolia Public Schools (MPS) as an organization, its existing schools, and future schools, as well as assisting the Board of Directors ("Board") in fulfilling its responsibilities. The CEO/Superintendent provides daily operational oversight and guidance with regard to safety, academic achievement, fiscal integrity and compliance with all laws and regulations.

The primary responsibility of the CEO/Superintendent is to carry out the strategic plans and policies as established by the Board, including the academic performance and operations of the existing schools and future campuses and fiscal oversight. The CEO/Superintendent reports to the Board.

For the **2024-25** school year, the six (6) most critical priorities for our organization are:

**(1)** The LACOE charter petition renewals of MSA-1, 2, and 3, and the material revisions for MSA-2 and 5

**(2)** Improve academic achievement through Plan-Do-Study-Act (PDSA) improvement work plans for all schools including schools in differentiated assistance (MSA-1 and MSA-8). Transition schools from (Comprehensive Coordinated Early Intervening Services (CCEIS) disproportionality work. In addition, continue to systemize our community schools model across our organization.



- (3)** Meet all Local Control and Accountability Plan (LCAP) goals as measured by the metrics that MPS uses to track progress toward the expected outcomes (Meet 80% or more of the targets, with the ultimate goal of 100%)
  
- (4)** Expand and replicate our current and new schools through the Federal Charter School Program (CSP) grant and other philanthropic support
  
- (5)** Maximize employee satisfaction and retention through targeted initiatives fostering growth, recognition, and a supportive work environment. In addition, attract top talent and enhance candidate experience
  
- (6)** Meet all capital project targets including the construction of the MSA-5 Capital Project and build out a long range financial projection model in parallel with our capital projects.



*Appendix A (continued)-*

**Job Duties:**

- Provide the leadership, vision, and strategic direction for the school(s);
- Structure the organization of the school(s) to achieve the vision, philosophy and mission;
- Oversee all operations of the school(s) and report to the Board on their progress;
- Assist the Board in the development of governance policies for review and approval;
- Negotiate, on behalf of the Board when duly authorized to do so, all vendor and service contracts, orders, licenses, or other agreements of a special nature unless the signing is expressly limited by the Board;
- Oversee all aspects of the school(s) including personnel, financial matters, the academic program, facilities, and operations;
- Work with the Board Chair to draft the agenda for all Board meetings;
- Recommend an annual budget to the Board, including an accounting of federally funded programs as required by applicable guidelines;
- Hire and oversee performance of charter home office staff, and principals whose jobs are to support/lead the operations, academic performance, business, marketing and development work;
- Oversee hiring, supervision, professional development, evaluation and dismissal of all personnel at school(s) and the CMO;
- Oversee the allocation of resources and school model decisions to drive the best balance between financial, operational, and academic concerns;
- Develop an overall human capital strategy and establish career paths within the CMO;
- Build a high performing, consistent data-driven culture at the CMO at all levels of its operations;
- Drive increased performance in the current school(s) and further refine the academic model;
- Determine the scope and sequence of educational programs according to the charter objectives;
- Implement well-researched, creative ways to educate the students in the school(s);
- Serve as primary contact with the State Department of Education;
- Follow all legal mandates from the U.S. Department of Education and the State of California in all aspects related to funding, reporting and regulations associated with charter schools;
- Work with outside counsel to support the legal needs of the organization;
- Assist the Board in seeking donors of time, funds and resources in support of the school(s);
- Manage any required facility acquisition, maintenance and renovation efforts;
- Perform other duties and responsibilities as are customary for the office of the CEO/Superintendent and as may be assigned from time to time by the Board.





*Appendix B -*

**Academic Accountability**

- **Authorizer oversight:** All MPS sites will have successful authorizer oversight visits.
- **Accreditation:** All MPS sites will maintain their WASC accreditation.
- **Curriculum:** MPS will strengthen its standards-based curriculum, complete with scope and sequences for all subjects taught at every existing and expected grade level that exceeds national academic standards.
- **MTSS:** MPS will develop, align, and improve academic and behavioral resources, programs, supports, and services in addressing the needs of the whole child by utilizing a coherent MTSS framework that engages all systems leading to improved student outcomes.
- **Work stream with Attuned:** MPS will collaborate with Attuned for the following work streams:
  - Conducting an instructional quality review and writing a report to determine current effective instructional practices to scale and gap areas for development and planning
  - Developing a TK-12 instructional handbook with current effective practices and recommended instructional initiatives to address gaps
  - Developing a multi-year implementation plan to address the instructional gap areas in the Instructional Quality Report
- **Coaching and teacher/academic leader development with (in)Field:** MPS will partner with (in)Field to meet the following high-level goals:
  - Refine and codify key school-based instructional enabling systems that drive improved performance of teachers and academic proficiency outcomes for students
  - Develop one or more instructional leaders to implement those instructional enabling systems with proficiency
  - Refine and codify the roles of the school based leaders and regional academic leaders related to teacher and leader development
  - Prepare a school-based leader and regional leader to replicate these systems and practices within the Orange County campuses that are set to launch in the coming five years
- **Data visualization:** MPS will implement a data visualization tool to create visual dashboards for student achievement data and key performance indicators.



- **LCAP metrics:** MPS will meet the following academic metrics in the LCAP:

### **LCAP Goal 1: BASIC SERVICES FOR A HIGH-QUALITY LEARNING ENVIRONMENT**

- **100%** of MPS students will have access to instructional materials.

*Metric 1.2: Percentage of students without access to their own copies of standards-aligned instructional materials for use at school and at home (Source: Local Indicator Priority 1)*

### **LCAP Goal 2: EXCELLENCE**

#### **ELA/Literacy:**

- **50%** or more of MPS students will be proficient on the CAASPP-ELA/Literacy assessments, with the ultimate goal of 100% proficiency for all.

*Metric 2.4: Percentage of students who have met or exceeded standard on the CAASPP-ELA/Literacy assessments (Source: CDE DataQuest)*

- All student groups across MPS will show growth on the CAASPP-ELA/Literacy assessments by a **3-point** or more increase from the prior year as measured by the CA School Dashboard.

*Metric 2.5: Distance from Standard (DFS) on the CAASPP-ELA/Literacy assessments (Source: CA School Dashboard)*

- **50%** or more of MPS students will meet their growth targets on the MAP-Reading assessments, with the ultimate goal of 100%.

*Metric 2.6: Percentage of students who have met their growth targets on the Measures of Academic Progress (MAP)-Reading assessment from fall to spring (Source: NWEA MAP)*

#### **Mathematics:**

- **35%** or more of MPS students will be proficient on the CAASPP-Mathematics assessments, with the ultimate goal of 100% proficiency for all.

*Metric 2.8: Percentage of students who have met or exceeded standard on the CAASPP-Mathematics assessments (Source: CDE DataQuest)*

- All student groups across MPS will show growth on the CAASPP-Mathematics assessments by a **3-point** or more increase from the prior year as measured by the CA School Dashboard.

*Metric 2.9: Distance from Standard (DFS) on the CAASPP-Mathematics assessments as measured by the CA School Dashboard (Source: CA School Dashboard)*

- **50%** or more of MPS students will meet their growth targets on the MAP-Mathematics assessments, with the



ultimate goal of 100%.

*Metric 2.10: Percentage of students who have met their growth targets on the Measures of Academic Progress (MAP)-Mathematics assessment from fall to spring (Source: NWEA MAP)*

### **LCAP Goal 3: INNOVATION**

#### **College Preparedness:**

- **55%** or more of MPS seniors will earn the “Prepared” designation on the College Career Indicator (CCI) as measured by the CA School Dashboard, with the ultimate goal of 100% preparedness for all.  
*Metric 3.4: Percentage of students in the current year College Career Indicator (CCI) who earned Prepared on the CCI (Source: CA School Dashboard)*
- **35%** or more of MPS seniors will have completed at least two college courses, with the ultimate goal of 100%.  
*Metric 3.9: Percentage of seniors who have completed at least two semesters of college coursework with a grade of C minus or better in academic/CTE subjects where college credit is awarded (Source: CA School Dashboard, SIS)*
- **90%** or more of MPS cohort graduates will meet UC/CSU A-G course completion requirements, with the ultimate goal of 100%.  
*Metric 3.10: Percentage of cohort graduates who have successfully completed courses that satisfy the requirements for entrance to the UC/CSU (Source: CA School Dashboard, CDE DataQuest, CALPADS)*
- **60%** or more of MPS seniors will be accepted to a 4-year college.  
*Metric 3.17: Percentage of high school completers who have been accepted to a 4-year college (Source: Naviance)*

#### **Innovative Programs/STEAM:**

- All MPS sites will organize a STEAM Festival/EXPO, with **80% or more** of students creating and demonstrating a STEAM focused project, experiment, model or demo, with the ultimate goal of 100%.  
*Metric 3.3: Percentage of students who have created or demonstrated a STEAM focused project, experiment, model or demo in the current year (Source: Local Indicator Priority 7, SIS)*

### **LCAP Goal 4: CONNECTION**

#### **School Climate/Engagement of Educational Partners:**

- Average Daily Attendance (ADA) Rate of **92%** or more, with the ultimate goal of 100%



*Metric 4.5: Average Daily Attendance (ADA) Rate based on the P-2 report (Source: SIS)*

- **Chronic Absenteeism Rate of 20% or less, with the ultimate goal of 0%**

*Metric 4.6: Chronic Absenteeism Rate (Source: CA School Dashboard, SIS)*

- **Graduation Rate of 95% or more, with the ultimate goal of 100%**

*Metric 4.9: Graduation Rate (Source: CA School Dashboard, CALPADS)*

- **Student Suspension Rate of 2.5% or less, with the ultimate goal of 0%**

*Metric 4.10: Student Suspension Rate (Source: CA School Dashboard, CALPADS)*



### Personnel and Human Resources (HR)

- **Maximize employee satisfaction and retention through targeted initiatives fostering growth, recognition, and a supportive work environment.** The People and Culture Department will develop and implement initiatives that will contribute to increased employee retention rates by 3% points to foster a thriving workplace. This will be achieved through the implementation of targeted retention strategies anchored in employee engagement surveys and exit interviews that will be conducted to analyze feedback to identify and address key factors contributing to staff satisfaction and turnover.
- **In Commitment Diversity, Equity, Inclusion and Belonging:** Increase diversity representation across all levels of the organization with a specific focus on underrepresented groups, through targeted recruitment strategies, and diversity training programs. Additionally, implement measures to enhance inclusivity, such as conducting regular diversity climate surveys and implementing recommendations to address areas for improvement, aiming to increase employee satisfaction rating by 3% points with statement “*Overall, I am satisfied and would recommend this school to others*” and other identified inclusivity-related metrics.
- **Attract Top Talent and Enhance Candidate Experience:** Implement a centralized hiring plan across all departments, aiming to streamline the recruitment process, improve hiring efficiency, and enhance candidate experience. This includes consolidating recruitment resources, standardizing hiring procedures, and training hiring managers on the new process, with the goal of reducing time-to-fill and increasing the quality of hires as measured by employee performance ratings.
- **Fidelity to Compliance, Employment Law, and Regulations:** Ensure 100% compliance with labor laws, regulations, and internal policies by consistently monitoring, updating, and enforcing HR policies and procedures. This includes achieving mandated training among all employees and resolving HR-related complaints or issues within required dates of their identification.
- **Career Growth and Development:** Design and implement organizational comprehensive professional development programs aimed at enhancing skills, fostering career advancement, and driving organizational growth that will empower employees.
- **LCAP metrics:** MPS will meet the following HR metrics in the LCAP:

#### LCAP Goal 1: BASIC SERVICES FOR A HIGH-QUALITY LEARNING ENVIRONMENT

- The percentage of teaching assignments that have an assignment monitoring outcome of "clear" will be **greater than 85%**. As a result, no MPS site will be on the list of schools identified for Williams Monitoring based on teacher credentials.

*Metric 1.1: The percentage of teaching assignments that have an assignment monitoring outcome of "clear" (Source: Local Indicator Priority 1, CDE DataQuest TAMO by FTE Report)*



- MPS will have a teacher retention rate of **80% or more**, with the ultimate goal of 100%.  
*Metric 1.4: Teacher retention rate (Source: HRIS)*

#### **LCAP Goal 4: CONNECTION**

- School experience survey “participation rate” of **95.0%** staff, with the ultimate goal of 100% participation.  
*Metric 4.12: School experience survey participation rates (Source: Panorama Education)*
- School experience survey “average approval rate” of **80%** for staff, with the ultimate goal of 100% average approval rate.  
(Average approval rate is based on our staff’s responses to ALL the questions on the survey.)  
*Metric 4.13: School experience survey average approval rates (Source: Panorama Education)*
- School experience survey “overall satisfaction rate” of **85%** for staff, with the ultimate goal of 100% overall satisfaction rate (Overall satisfaction rate is based on our staff’s response to the question, “Overall, I am satisfied and would recommend this school to other educators.”)  
*Metric 4.14: School experience survey overall satisfaction rates (Source: Panorama Education)*



### Operations

- **Management:** Managing, directing operations and making necessary delegations
- **Emergencies:** Managing crisis response teams, leading efforts to resolve emerging crisis situations
- **Health & Safety:** Managing Pandemic, post-pandemic operations including
  - preparing health and safety policies and procedures for staff, students and visitors and keeping it up-to-date, budgeting,
    - Adapting and implementing the MPS Injury and Illness Prevention Policy (IIPP) across all MPS Sites and Home Office
  - Inventory building (tests, PPEs etc.) and follow up of reporting of required submissions to authorizers and/or agencies.
- **Prop 39:** Making sure Prop 39 applications for certain sites are submitted on time, and necessary year-round follow up for further communications with the district are done properly and punctually.
- **IT:** Makes sure that IT needs of schools & home office are properly tracked
  - inventory follow up is properly done
  - aging inventory retired
  - new orders made for all sites and Home Office
  - All IT infrastructures of sites and the Home Office are up-to-date with respect to the contemporary standards for internet, phone systems, network systems etc.
- **Grants:** Making sure the Technology related federal, state and local grants are being utilized at the highest possible level to decrease the cost of IT expenses to the minimum.
- **New Facilities:** Making sure newly owned, occupied, built sites are well designed, and ready to be used with all proper IT infrastructure, furniture and equipment.
- **Policies and procedures:** Making sure all purchase policies and procedures (such as chain of approvals, approval limits of certain approvers, number of quotes required) are properly followed up for all purchases, procurements and reimbursements.
- **Metrics:** MPS will meet the following Operations metrics:
  - The IIPP Plan will be adapted by the board and will be fully implemented across all MPS sites by the end of 2024-25
  - Chromebook count per student ratio will always be 1:1 or more
  - E-Rate and other federal, state program applications will be done in order to make sure the cost of owning and operating IT materials and programs will be minimal.
  - New MPS sites will be completely ready for instruction and utilization as soon as each construction is finalized.
  - All Prop 39 applications will be completed by the respective deadlines of the authorizers.





**LCAP Goal 1: BASIC SERVICES FOR A HIGH-QUALITY LEARNING ENVIRONMENT**

- **100%** of MPS students will have access to technology resources.

*Metric 1.2: Percentage of students without access to technology resources for use at school and at home (Source: Local Indicator Priority 1)*



### Management & Board Oversight

- **Communication:** Clear, transparent and timely communication between MPS Home Office and MPS Board with timely reporting of any critical development and communication with other local agencies to the board;
- **Committees:** All committees are to meet each academic year according to a schedule set at the beginning of the academic year. Board members are to conduct committee meetings directly with responsible C-team members. All C-team members should present items directly to corresponding committee members in their respective areas with the CEO serving as facilitator of the discussion;
- **Public relations:** In conjunction with the Board, continue to develop an effective public relation, marketing, and fundraising plan for 2022-23;
- **Philanthropy:** Secure philanthropic support that directly supports the mission and vision for 2022-23. Report annually to the board on C-Team and school site performance;
- **Onboarding:** Train and support new board members appointed due to vacancies and in compliance with the terms of authorizer directions;
- **Metrics:** MPS will meet the following board metrics:
  - Passing reports from authorizer site visits.



### Finance

- **One-time funds:** Manage post Covid-19 financial uncertainty, utilize one-time state and federal funds effectively;
- **Budgeting:** Justify and explain any significant budget fluctuations during reporting periods to include Adopted Budget, First Interim, Second Interim and Unaudited Actuals and strive towards net income for each site.
- **Compensation:** Improve compensation and support for school site staff; collaborate with all Home Office and school sites to support staff and improve compensation MPS-wide.
- **Capital plan:** Update the five-year capital plan following the bond issuance; Secure private financing for obtaining private facilities for all of the co-located sites;
- **Financial Systems:** Maintain accurate accounting, payroll, cash management, and insurance systems during the fiscal year
- **Audit** - Maintain clean audits MPS, no material deficiencies, restatement of fund balance, or findings.
- **Leadership:** Continue to provide leadership in the areas of financial planning, budgeting, accounting and management of the organization's financial resources;



### Facilities

- **Strategic plan:** Prepare a strategic plan for all schools at Prop 39 facilities;
- **Acquiring facilities:** Support all schools in the process of acquiring their own facilities especially concentrate on MSA-5 securing private facility;
- **Capital improvement projects:** Completion of capital improvement projects funded by grants (for example, CalSHAPE);
- **Asset management:** Implement asset management system to make sure that preventative maintenance action is taken to avoid large unplanned facilities/capital expenditures;
- **Leases:** Oversee, monitor, and maintain current requirements of facility leases;
- **Site support:** Meet with and visit school sites on a regular basis to insure proper support is provided;
- **Grants:** Apply for facility grants such as SB 740 and CSFIG, as applicable;
- **Vision:** Continue overseeing that all physical environments reflect the organization's mission and values as well as enhance learning. Improve fundraising and philanthropic efforts to improve/invest in facilities.

### LCAP Goal 1: BASIC SERVICES FOR A HIGH-QUALITY LEARNING ENVIRONMENT

- All MPS facilities will meet the “good repair” standard. Number of deficiencies and extreme deficiencies for each MPS site will be no **more than one**, with the ultimate goal of zero.

*Metric 1.3: Number of identified instances where facilities do not meet the “good repair” standard (including deficiencies and extreme deficiencies) (Source: Local Indicator Priority 1)*



### Educational Partners

- **Enhancing student-teacher engagement through comprehensive home visits.** The Impact Department will focus on increasing student-teacher engagement and community partnership by ensuring that at least 20% of MPS students receive home visits from teachers. This will be achieved through a revision of our structured program that tracks the number of home visits conducted, the percentage of teachers participating, the feedback from families, and actionable steps following the visit by the school staff. Regularly monitoring and reviewing qualitative data results will help inform student success. Additionally, retention rates, attendance, and academic performance will serve as the key performance indicators to help drive this goal.
- **Achieving constructive survey participation.** The Impact Department will seek to enhance the school community's engagement by achieving participation rates of 95% for students and 80% for families across the annual school experience survey in an effort to reach 100% participation for all educational partner groups through strategic outreach and communication efforts, ensuring that survey data accurately reflects the values of the entire school community. We will also collaborate with IT staff to best support caregivers in accessing online surveys. Routine adaptation, monitoring, and targeted strategies will support progress toward full engagement and participation.
- **Boosting school approval rates to foster a positive educational environment.** The Impact Department will work to improve the overall educational environment by increasing the average approval rates on the school experience survey to 65% for students and 95% for families, with the ultimate goal of reaching 100% approval from all groups. This will be achieved through intentional analysis of detailed educational partner feedback from the survey, implementing targeted improvements as needed, and regularly assessing the impact of these changes on approval rates.
- **Elevating overall satisfaction among all educational partner groups.** The Impact Department will aim to achieve overall satisfaction rates of 75% for students and 95% for families on the school experience survey, with the north star of 100% satisfaction from all groups. This goal will be supported by identifying key areas for improvement based on survey responses and through implementing targeted initiatives intentionally enhancing the school experience for all educational partners. Regular monitoring and feedback loops will drive continuous improvement between the Home Office and school sites. Our two main focus areas will be increasing a sense of belonging and safety through collaboration with school administration and Magnolia Engagement Team members.



- **Ensuring high student retention through targeted support and engagement.**

The Impact Department will focus on ensuring a student retention rate of 85% or more, with the ultimate goal of reaching 100%. This goal will be accomplished through comprehensive support systems with an emphasis on academic, cultural, and emotional needs, regular analysis of entry/exit findings, and the implementation of targeted retention strategies with support from the Family Success Coordinators. Continuous monitoring and adaptive measures in partnership with the Magnolia Engagement Team will help achieve this goal and maintain high retention rates across all school sites.

- **LCAP metrics:** MPS will meet the following Educational Partners metrics in the LCAP:

**Engagement of Educational Partners:**

- **15% or more of MPS students will be home-visited by the teachers per year**

*Metric 4.4: Percentage of students who have been home-visited by the teachers per year (Source: Local Indicator Priority 3, SIS)*

*We are revising our home visit structure and protocols to identify trends, from the qualitative data results, that will help inform student success. Retention rates, attendance, and academic performance will serve as the key performance indicators to help drive this goal.*

- **School experience survey “participation rates” of 95.0% for students and 75.0% for families, with the ultimate goal of 100% participation for all groups**

*Metric 4.12: School experience survey participation rates (Source: Panorama Education)*

- **School experience survey “average approval rates” of 65% for students and 95% for families, with the ultimate goal of 100% average approval rates for all groups. (Average approval rate is based on our educational partners’ responses to ALL the questions on the survey.)**

*Metric 4.13: School experience survey average approval rates (Source: Panorama Education)*

- **School experience survey “overall satisfaction rates” of 75% for students and 95% for families, with the ultimate goal of 100% overall satisfaction rates for all groups (Overall satisfaction rate is based on our educational partners’ response to the question, “Overall, I am satisfied and would recommend this school to other students/parents/educators.”)**

*Metric 4.14: School experience survey overall satisfaction rates (Source: Panorama Education)*

- **Student retention rate of 85% or more, with the ultimate goal of 100%**

*Metric 4.15: Student retention rate (Source: SIS)*



*Appendix C1 - TABLE OF MEASURABLE TARGETS IN THE LCAP*

Department	Measure	LCAP Metric #	Metric	Source	Data Timeline	2024-25 Target	2024-25 Outcome	On Target ?	Notes
<b>Academic Accountability</b>									
Academic Accountability	Instructional materials	1.2	Percentage of students without access to their own copies of standards-aligned instructional materials for use at school and at home	Local Indicator Priority 1	2024-25	0%		Yes Partial No	
Academic Accountability	Performance on CAASPP: ELA	2.4	Percentage of students who have met or exceeded standard on the CAASPP-ELA/Literacy assessments	CDE DataQuest	2024-25	≥ 50%		Yes Partial No	
Academic Accountability	Performance on the CA School Dashboard: ELA	2.5	Distance from Standard (DFS) on the CAASPP-ELA/Literacy assessments	CA School Dashboard	2025 Dashboard	3 points or more increase from prior year  (schoolwide and for student groups)		Yes Partial No	
Academic Accountability	Performance on MAP: Reading (%)	2.6	Percentage of students who have met their growth targets on the Measures of Academic Progress (MAP)-Reading assessment from fall to spring	NWEA MAP	Fall 2024 to Spring 2025	≥ 50%		Yes Partial No	
Academic Accountability	Performance on CAASPP: Math	2.8	Percentage of students who have met or exceeded standard on the CAASPP-	CDE DataQuest	2024-25	≥ 35%		Yes Partial	





			Mathematics assessments					No	
Academic Accountability	Performance on the CA School Dashboard: Math	2.9	Distance from Standard (DFS) on the CAASPP-Mathematics assessments	CA School Dashboard	2025 Dashboard	3 points or more increase from prior year  (schoolwide and for student groups)		Yes Partial No	
Academic Accountability	Performance on MAP: Math (%)	2.10	Percentage of students who have met their growth targets on the Measures of Academic Progress (MAP)-Mathematics assessment from fall to spring	NWEA MAP	Fall 2024 to Spring 2025	≥ 50%		Yes Partial No	
Academic Accountability	STEAM focused project	3.3	Percentage of students who have created or demonstrated a STEAM focused project, experiment, model or demo in the current year	Local Indicator Priority 7, SIS	2024-25	≥ 80%		Yes Partial No	
Academic Accountability	Performance on the CA School Dashboard: CCI	3.4	Percentage of students in the current year College Career Indicator (CCI) who earned Prepared on the CCI	CA School Dashboard	2025 Dashboard	≥ 55%		Yes Partial No	
Academic Accountability	College coursework	3.9	Percentage of seniors who have completed at least two semesters of college coursework with a grade of C minus or better in academic/CTE subjects where college credit is awarded	CA School Dashboard, SIS	2025 Dashboard	≥ 35%		Yes Partial No	
Academic Accountability	A-G rate	3.10	Percentage of cohort graduates who have successfully completed	CA School Dashboard, CDE DataQuest,	2025 Dashboard	≥ 90%		Yes Partial	



			courses that satisfy the requirements for entrance to the UC/CSU (Source:)	CALPADS				No	
Academic Accountability	College acceptance (4-year)	3.17	Percentage of high school completers who have been accepted to a 4-year college (Source: Naviance)	Naviance	2024-25	≥ 60%		Yes Partial No	
Academic Accountability	Student attendance	4.5	Average Daily Attendance (ADA) Rate	SIS	2024-25 P-2 ADA	≥ 92%		Yes Partial No	
Academic Accountability	Performance on the CA School Dashboard: Chronic Absenteeism	4.6	Chronic Absenteeism Rate	CA School Dashboard, SIS	2025 Dashboard	≤ 20%		Yes Partial No	
Academic Accountability	Performance on the CA School Dashboard: Graduation Rate	4.9	Graduation Rate	CA School Dashboard, CALPADS	2025 Dashboard	≥ 95%		Yes Partial No	
Academic Accountability	Performance on the CA School Dashboard: Suspension Rate	4.10	Suspension Rate	CA School Dashboard, CALPADS	2025 Dashboard	≤ 2.5%		Yes Partial No	
<b>Personnel and Human Resources (HR)</b>									
Personnel and Human Resources (HR)	Teacher assignments	1.1	The percentage of teaching assignments that have an assignment monitoring outcome of "clear"	Local Indicator Priority 1, CDE DataQuest TAMO by	2024-25	> 85%		Yes Partial No	



				FTE Report					
Personnel and Human Resources (HR)	Teacher retention	1.4	Teacher retention rate	HRIS	Fall 2024 to Fall 2025	≥ 80% OR 3% points or more increase from prior year		Yes Partial No	
Personnel and Human Resources (HR)	Survey participation (Staff)	4.12	School experience survey "participation rates" by staff	Local Indicator Priority 6, Panorama Education	2024-25	≥ 95%		Yes Partial No	
Personnel and Human Resources (HR)	Average approval on survey (Staff)	4.13	School experience survey "average approval rate" based on the responses of our staff to all questions on the survey in the following topics: climate of support for academic learning; knowledge and fairness of discipline, rules, and norms; safety; and sense of belonging (school connectedness)	Local Indicator Priority 6, Panorama Education	2024-25	≥ 80% OR 3% points or more increase from prior year		Yes Partial No	
Personnel and Human Resources (HR)	Overall satisfaction on survey (Staff)	4.14	School experience survey "overall satisfaction rate" based on the responses of our staff to the question, "Overall, I am satisfied and would recommend this school to other educators."	Local Indicator Priority 6, Panorama Education	2024-25	≥ 85% OR 3% points or more increase from prior year		Yes Partial No	
<b>Operations</b>									
Operations	Instructional technology	1.2	Percentage of students without access to technology resources for use at school and at home	Local Indicator Priority 1	2024-25	0%		Yes Partial No	



Facilities									
Facilities	Facilities maintenance	1.3	Number of identified instances where facilities do not meet the "good repair" standard (including deficiencies and extreme deficiencies)	Local Indicator Priority 1	2024-25	≤ 1		Yes Partial No	
Impact									
Impact	Home visits	4.4	Percentage of students who have been home-visited by the teachers per year	Local Indicator Priority 3, SIS	2024-25	≥ 15%		Yes Partial No	
Impact	Survey participation (Students)	4.12	School experience survey "participation rates" by students	Local Indicator Priority 6, Panorama Education	2024-25	≥ 95%		Yes Partial No	
Impact	Survey participation (Families)	4.12	School experience survey "participation rates" by families	Local Indicator Priority 6, Panorama Education	2024-25	≥ 75%		Yes Partial No	
Impact	Average approval on survey (Students)	4.13	School experience survey "average approval rate" based on the responses of our students to all questions on the survey in the following topics: climate of support for academic learning; knowledge and fairness of discipline, rules, and norms; safety; and sense of belonging (school connectedness)	Local Indicator Priority 6, Panorama Education	2024-25	≥ 65%		Yes Partial No	
Impact	Average	4.13	School experience survey	Local	2024-25	≥ 95%		Yes	



	approval on survey (Families)		"average approval rate" based on the responses of our families to all questions on the survey in the following topics: climate of support for academic learning; knowledge and fairness of discipline, rules, and norms; safety; and sense of belonging (school connectedness)	Indicator Priority 6, Panorama Education				Partial No	
Impact	Overall satisfaction on survey (Students)	4.14	School experience survey "overall satisfaction rate" based on the responses of our students to the question, "Overall, I am satisfied and would recommend this school to other students."	Local Indicator Priority 6, Panorama Education	2024-25	≥ 75%		Yes Partial No	
Impact	Overall satisfaction on survey (Families)	4.14	School experience survey "overall satisfaction rate" based on the responses of our families to the question, "Overall, I am satisfied and would recommend this school to other parents."	Local Indicator Priority 6, Panorama Education	2024-25	≥ 95%		Yes Partial No	
Impact	Student retention	4.15	Student retention rate	SIS	Spring 2025 to Fall 2025	≥ 85%		Yes Partial No	

**FIXED-TERM EMPLOYMENT AGREEMENT**  
**Between**  
**MAGNOLIA EDUCATIONAL & EDUCATIONAL FOUNDATION**  
**&**  
**ALFREDO RUBALCAVA**

THIS EMPLOYMENT AGREEMENT (“Agreement”) is entered into by and between the above-named employee (“Employee”) and the Governing Board (“Board”) of Magnolia Educational & Research Foundation dba Magnolia Public Schools (“MPS”), a California non-profit public benefit corporation operating public charter schools approved by the State Board of Education, Los Angeles County Office of Education, the Los Angeles Unified School District, and the San Diego Unified School District (“Granting Agencies”). The Board desires to hire employees who will assist MPS in achieving the goals and meeting the requirements of MPS’s charters and implementing MPS’s purposes, policies, and procedures. The parties recognize that MPS is not governed by the provisions of the California Education Code, except as expressly set forth in the Charter Schools Act of 1992.

WHEREAS, MPS and the Employee wish to enter into an employment relationship under the conditions set forth herein, the parties hereby agree as follows:

**A. STATUTORY PROVISIONS RELATING TO CHARTER SCHOOL EMPLOYMENT**

1. MPS has been established and operates pursuant to the Charter Schools Act of 1992, Education Code section 47600, *et seq.* MPS has been duly approved by the Granting Agencies, according to the laws of the State of California.
2. Pursuant to Education Code section 47604, MPS has elected to be formed and to operate as a nonprofit public benefit corporation pursuant to the Non-Profit Public Benefit Corporation Law of California (Part 2, commencing with section 5110 *et seq.* of the Corporations Code). As such, MPS is considered a separate legal entity from the Granting Agencies, which granted the charter. The Granting Agencies shall not be liable for any debts and obligations of MPS, and the employee signing below expressly recognizes that he is being employed by MPS and not the Granting Agencies.
3. Pursuant to Education Code section 47610, MPS must comply with all of the provisions set forth in its charters, but is otherwise exempt from the laws governing school districts except as specified in Education Code section 47610.
4. MPS shall be deemed the exclusive public school employer of the employees at MPS for purposes of Government Code section 3540.1.

**B. EMPLOYMENT TERMS AND CONDITIONS**

1. **Duties**

The Employee shall work in the position of **Chief Executive Officer/Superintendent**. The Employee will perform the duties of the job position

and such duties as MPS may reasonably assign and the Employee will abide by all of MPS's policies and procedures as adopted and amended from time to time. Employee further agrees to abide by MPS's charter.

A copy of the job description for the above position is attached hereto and incorporated by reference herein. These duties may be amended from time to time in the sole discretion of MPS.

Additionally, the Employee shall meet the performance objectives set by the Board as outlined in the Board Evaluation Metrics, which will be developed and finalized by mutual agreement of the Board and the Employee within ninety (90) days of the execution of this Agreement. The Board Evaluation Metrics and any other objectives assigned will be reviewed in evaluating the Employee's performance.

## 2. **Term & Work Schedule**

Subject to Section 12, "Termination of Contract" herein, MPS hereby employs the Employee to serve as the Superintendent/CEO for a term of three (3) years commencing on July 1, 2024 and ending June 30, 2027.

The Superintendent/CEO position is a full-time position exempt from overtime law. As a minimum performance requirement, the work schedule for the Employee shall be Monday through Friday, with daily work hours consistent with the regular business hours of MPS. As this position is exempt from overtime, additional duties of the Employee may need to be performed outside of the work schedule on weekends, as well as before and after the regular work year or hours of the work day.

The Employee will not render services in person or by electronic means, paid or otherwise, for any other person or entity during contracted work hours with MPS.

## 3. **Compensation**

The annual compensation for this position shall be **\$271,500**, subject to all regular withholdings, and paid semi-monthly, in twenty-four (24) pay periods. The Employee's compensation may be prorated depending on whether he remains employed, or in active work status, for the entire year. As an exempt employee, the Employee shall not be eligible to earn overtime.

## 4. **Benefits:**

- a. **Health/Retirement Benefits.** The Employee shall be afforded such health and other benefits of employment as shall be granted to MPS's other employees, including entitlement to participation in STRS or PERS.
- b. **Vacation/Sick Leave.** The Employee is entitled to accrue vacation and paid sick leave as stated in the Employee Handbook. Vacation days may be used by the Employee subject to the prior approval of the Board.
- c. **Professional Dues.** The Employee is entitled to reimbursement for professional memberships and dues related to education or management up to one thousand (\$1,000) dollars per fiscal year.



- d. **Tuition Reimbursement.** The Employee may be entitled to tuition reimbursement up to \$5,000, per year up to a maximum of three (3) years, pursuant to the Tuition Reimbursement Policy.
- e. **Other Benefits.** The Employee is entitled to basic life insurance and long-term disability benefits offered to all eligible employees.

5. **Performance Evaluation**

The Board shall evaluate the performance of CEO/Superintendent twice per fiscal year. This evaluation shall be based on the job description and performance objectives as defined in the Board Evaluation Metrics. Board Evaluation Metrics may be amended by the Board throughout the year as necessary. If applicable, the evaluation shall include recommendations as to areas of improvement in all instances where the Board deems such to be necessary or appropriate. A copy of the written evaluation shall be delivered to the Employee and he shall have the right to make an oral or written response to the evaluation. Within thirty (30) days of the delivery of the written evaluation to the Employee, the Board shall meet with the Employee to discuss the evaluation. Failure to evaluate the Employee shall not impair the Board's ability to release the Employee as outlined below.

6. **Employee Rights**

Employment rights and benefits for employment at MPS shall only be as specified in this Employment Agreement, MPS's charters, the Charter Schools Act and MPS's Employee Handbook, and the Mandatory Arbitration Agreement, attached as **Attachment B**, each of which from time to time may be amended and modified by MPS. Employment rights and benefits may be affected by other applicable agreements or directives or advisories from the California Department of Education or the State Board of Education. During the term of this Agreement, the Employee shall not acquire or accrue tenure, or any employment rights with MPS.

7. **Licensure**

The Employee understands that employment is contingent upon verification and maintenance of any applicable licensure and/or credentials.

8. **Child Abuse and Neglect Reporting**

California Penal Code section 11166 requires any child care custodian who 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 to report the known or suspected instance of child abuse to a child protective agency immediately, or as soon as practically possible, by telephone and to prepare and send a written report thereof within thirty-six (36) hours of receiving the information concerning the incident. By executing this Agreement, the Employee acknowledges he is a child care custodian and is certifying that he has knowledge of California Penal Code section 11166 and will comply with its provisions.

9. **Fingerprinting/TB Clearance**

Fingerprint clearance for the Employee will be acquired through submitting the Employee's fingerprints to the California Department of Justice. The Employee will be required to assume the cost of all fees related to the fingerprinting process. The Employee will be required to submit evidence from a health care provider and/or licensed entity that the Employee was found to be free from tuberculosis risk factors, or active tuberculosis, if risk factors were identified. Both clearances must be in place prior to the first day of service.

10. **Conflicts of Interest**

The Employee understands that, while employed at MPS, he will have access to confidential and proprietary information. The Employee therefore shall not maintain employment or contracts for employment, or engage in any consultant or independent contractor relationship, with any other agency or school that will in any way conflict with his employment with MPS. Failure to disclose facts related to a potential or actual conflict of interest shall constitute grounds for disciplinary action.

11. **Confidentiality**

The Employee will have access to confidential information through the regular course and scope of employment. "Confidential Information" shall mean any MPS proprietary information, including but not limited to student information, employee information, curriculum, plans, research, materials, recruiting records, operating methods, cost, pricing, financial data, business plans and proposals, data and information MPS receives in confidence from any other party, or any other secret or confidential matters of MPS. The Employee will hold in strictest confidence and not disclose Confidential Information to anyone who is not also an employee of MPS or to any employee of the MPS who does not also have access to such Confidential Information, without express written authorization of the Board. Additionally, Employee will not use any Confidential Information for Employee's own benefit or to the detriment of MPS during Employee's employment or thereafter. Employee also certifies that employment with the MPS does not and will not breach any agreement or duty that Employee has to anyone concerning confidential information belonging to others. Upon separation, the Employee will promptly deliver to MPS any and all Confidential Information in his possession or under his control.

12. **Termination of Contract**

This Agreement may be terminated by any of the following:

- a. **Termination For Cause:** The Employee may be terminated by the Board at any time for cause. In addition, Employee may be disciplined (e.g. reprimand, suspension without pay) for cause during the term of this Agreement. "Cause" shall include, but is not limited to, breach of this Agreement; misconduct or dishonest behavior; conviction of a crime involving dishonesty, breach of trust, or

physical or emotional harm to any person; any ground enumerated in the Employee Handbook; or the Employee's failure to satisfactorily perform his duties as set forth in this Agreement, as defined by law, or as specified in the above-mentioned and incorporated by reference job description.

The Board shall not terminate this Agreement pursuant to this paragraph until a written statement of the grounds of termination has first been served upon the Employee. The Employee shall have the right to a representative of his choice at a conference with the Board. The conference with the Board shall be the Employee's exclusive right to any hearing otherwise required by law.

- b. **Early Termination Without Cause:** The Board may unilaterally and without cause or advance notice terminate this Agreement. In consideration of the Board's right to terminate this Agreement without cause, the Board shall pay to the Employee the remainder of his salary (based upon any remaining calendared work days) for the term of this Agreement or for a period of six (6) months following the effective date of termination, whichever is less. The Employee shall also be entitled to receive six (6) months of health benefit continuation through COBRA, paid as a cash payment, which the Employee may apply to COBRA.
- c. **Voluntary Resignation:** The Employee will give the Board thirty (30) days' written notice of his intent to resign before effectuating a voluntary resignation.

**Death or Incapacitation of the Employee:** The death of the Employee shall terminate this Agreement and all rights entitled under this Agreement. In the event that the Employee becomes incapacitated to the extent that, in the judgment of the Board, the Employee may no longer perform the essential functions of his job with or without reasonable accommodation, as set forth in job specifications, the Board may terminate this Agreement.

- d. **Revocation/Nonrenewal:** In the event that MPS's charters are either revoked or nonrenewed, this Agreement shall terminate immediately upon the effective date of the revocation/nonrenewal of the charters, and without the need for the process outlined in Sections a or b above.

### 13. **Non-Renewal/Expiration of Term**

The Board may elect not to offer future employment agreements to the Employee at its sole discretion, without cause, and this Agreement will lapse by its own terms.

### 14. **Outside Professional Activities**

Upon obtaining prior written approval of the Board, the Employee may undertake for consideration outside professional activities, including consulting, speaking, and writing. The outside activities shall not occur during regular work hours. MPS shall in no way be responsible for any expenses attendant to the performance of such outside activities.

### 15. **Expense Reimbursement**

MPS shall reimburse the Employee for all documented actual and necessary expenses personally incurred within the scope of employment in accordance with applicable MPS policy and authorization.

16. **Telework**

The Employee may be required to perform some or all the duties of this position in a telework/remote capacity, as assigned by the Board, and consistent with the MPS Telework Policy.

17. **Required Contract Provisions**

The following provisions are required to be included in this Agreement by the California Government Code:

a. **Limitations on Cash Settlement**

In no case upon termination of this Agreement shall the maximum cash settlement exceed an amount equal to the monthly salary of Employee multiplied by twelve (12).

b. **Required Reimbursements**

The Employee shall be required to reimburse MPS for any salary or fees he receives from MPS in relation to his placement on paid administrative leave pending criminal charges if he is convicted of a crime involving the abuse of office/position. Regardless of the term of this Agreement, if the Agreement is terminated, the Employee must reimburse MPS for any cash settlement he receives in relation to his termination if he is convicted of a crime involving the abuse of office/position.

C. **GENERAL PROVISIONS**

1. **Waiver of Breach**

Either party to this Agreement may specifically and expressly waive, in writing, compliance by the other party thereto with any term, condition or requirements set forth in this Agreement. Either party to this Agreement may specifically and expressly waive, in writing, any breach of any term, condition or requirement of this Agreement by the other party hereto. However, in the event that either party makes or gives such a waiver, such action shall not constitute a further or continuing waiver of any preceding or succeeding breach, or requirement of compliance with, the same or any other provision or contractual requirement, unless a specific statement to the contrary is contained with such waiver. No waiver or consent shall be implied from the silence or from the failure of any party to act, except as otherwise specified in this Agreement.

The waiver by either party, or the failure of either party to claim a breach of any provision of this Agreement, will not operate or be construed as a waiver of any subsequent breach.

2. **Jurisdiction**

The parties hereby understand and agree that this Agreement, and the attachments hereto, have been negotiated and executed in the State of California and shall be governed by, and construed under, the laws of the State of California.

3. **Amendments**

No addition to, or modification of, any provision contained in this Agreement shall be effective unless fully set forth in writing *and* signed by the authorized representative of both of the parties hereto.

4. **Interpretation and Opportunity to Counsel**

The parties hereto acknowledge and agree that each has been given an opportunity to independently review this Agreement with legal counsel. In the event of a controversy or dispute between the parties concerning the provisions herein, this document shall be interpreted according to the provisions herein and no presumption shall arise concerning the draftsman of such provision.

5. **Severability**

If any term, provision, condition or covenant of the Agreement shall, to any extent, be held invalid or unenforceable, the remainder of the Agreement shall not be affected thereby, and each term and provision of this Agreement shall be valid and enforceable to the fullest extent provided by law.

6. **Execution of Counterparts**

This Agreement may be executed in any number of counterparts, each of which shall be deemed a duplicate original when all counterparts are executed, but all of which constitute a single instrument.

7. **Assignment**

The rights and obligations of the respective parties under the Agreement will inure to the benefit of and will be binding upon the heirs, legal representatives, successors and assigns of the parties hereto; provided, however, that this Agreement will not be assignable by either party without prior written consent of the other party.

8. **Governing Law**

This Agreement will be governed by, construed, and enforced in accordance with the laws of the State of California.

9. **Partial Invalidity**

If any provision of this Agreement is found to be invalid or unenforceable by any court, the remaining provisions hereof will remain in effect unless such partial

invalidity or unenforceability would defeat an essential business purpose of the Agreement.

**D. ACCEPTANCE OF EMPLOYMENT**

By signing below, the Employee declares as follows:

1. I have read this Agreement and accept employment with MPS on the terms specified herein.
2. All information I have provided to MPS related to my employment is true and accurate.
3. A copy of the job description is attached hereto.
4. This is the entire agreement between MPS and me regarding the terms and conditions of my employment. This is a final and complete agreement and there are no other agreements, oral or written, express or implied, concerning the subject matter of this Agreement.

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
 Alfredo Rubalcava, CEO/Superintendent

**MPS Approval:**

MPS Board Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
 Mekan Muhammedov, MPS Board Chair

***This Employment Agreement is subject to ratification and approval by the Governing Board of MPS.***

**Attachment A – CEO/Superintendent Job Description**