



2021-2022 Student & Family Handbook Project Overview

Thank you to the HSO and School Leaders who have provided feedback and suggestions to ensure that the CNCA Student and Family Handbook is update and accurate for the 2021-2022 academic year. Below, you will find a description of the revision process and summary of the additions and revisions to the [Camino Nuevo Charter Academy Student and Family Handbook](#).

Student & Family Handbook Revision Process Overview

Project Task or Action Item	Owner(s)	Date
Student & Family Handbook Project Launch. (HSO) Revision of the <u>SFH Google Doc</u>	Randell Erving, Director of Student Support Services	February 26, 2021
Leaders have opportunity to submit feedback via online form	Randell Erving, Director of Student Support Services	March 31 2021
HSO Leadership will review suggested changes and additions	Randell Erving, Director of Student Support Services Robert Spencer, Vice President of Schools Erica Gonzalez, Vice President of Programs	April 1-16, 2021
Final Revisions Due	Randell Erving, Director of Student Support Services	April 16, 2021
Handbook Submitted for Approval by CNCA Legal Counsel	Randell Erving, Director of Student Support Services	April 23 2021 Need Completed by May 31, 2021
Handbook Submitted for Approval by CNCA Board	Esperanza Bacilio, Director of Operations Erica Gonzalez, Vice President of Programs	June 8, 2021
Project Sent for Translation and Formatting	Eddy Ramirez, Director of Communications and External Relations	June 2021
Finalized SFH + Family Letter Shared w/School Leaders	Eddy Ramirez, Director of Communications and External Relations Randell Erving, Director of Student Support Services	August 2, 2021
Handbook Posted on CNCA and Site Webpages	Eddy Ramirez Director of Communications and External Relations	By First Day of 2021-2022 SY



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School offices print copies of Notice of Mental Health Services for each family (more info coming soon)	CNCA School Office Staff	By End of First week of school
School offices print copies of SFH Handbook Notification Letter for each Student	CNCA School Office Staff	By End of First week of school
School offices re-print copies of Notice of Mental Health Services for each Student	CNCA School Office Staff	By Dec 17, 2021
School offices re-print copies of SFH Handbook Notification Letter for each Student	CNCA School Office Staff	By Dec 17, 2021

Student and Family Handbook Project MOCHA

Manager	Owner	Consultant	Help	Approver
Erica -VP of Programs	Randell- Director of Student Services	CNCA Principals CNCA College Counselors	Espy- Director of Operations	Robert- VP of Schools Erica- VP of Programs
		CNCA Assistant Principals of Student Supports	Zulma- Director of Parent Engagement & Advocacy	Adriana- CEO
		Margaret Chidester- CNCA Legal Counsel		CNCA Board of Directors
		Robert- VP of Schools		
		Rachel- VP of Curriculum and	Lisette- Director of KM Javier- Director of IT	



		Instruction	Darius- Director of Special Education Kylie- Director of Language Rachel- VP of Curriculum and Instruction Erica- VP of Programs	
		Margaret- VP of HR		

Check out the Student & Family Handbook (SFH) [Project Overview](#)

Leaders and staff are capturing their suggestions on the following [Feedback Survey](#), I will forward any questions or feedback for your area to you for consideration.

You can view the current Student & Family Handbook online [here](#)

Randell will assign sections in [Planner](#) as "tasks" so that you can mark when each section update is complete. You do not need to wait to be assigned sections to begin revisions.

When making revisions, please carefully consider any information that may be missing from the SFH due to new guidance or legislation, board policies, distance learning/pandemic response, etc.

When making edits, be sure that the "suggesting" setting is on instead of the "editing" setting on the [Student & Family Handbook Google Doc](#).

Draft revisions for Distance Learning operations in purple

Draft revisions for In Person operations in green

Utilize the commenting feature to ask questions, flag info for other collaborators, or include notes. You can "@" other collaborators in order to engage them in the discussion.



Please complete revisions by the end of the day on April 16, 2021. If you have any questions, concerns, or requests for support, feel free to connect with me.

Topic	Owner	Addition or Revision
Access to Mental Health Services	Sonia	Added language about services offered during distance learning
Enrollment	Espy	Added that families must provide proof of residence (if applicable) and court restrictions (if applicable). Noted that the school will physical exam cards
Truancy	Randell	Clarified that after SART a student will be referred to the CNCA HSO, not a SARB Board.
Chronic & Egregious Absences	Randell	Section added to notify families that a student may be disenrolled and referred to their home school if they miss 10 or more consecutive days
Language Acquisition Programs & Description of Program Options and Goals for English Learners	Kylie	Grade levels updated
Alternative Education Project	Rachel	Section updated to include alternative projects as an option for students in lieu of animal dissection
Student Success Team (SST)	Darius	Clarified the role of the administrator in compiling



		recommendations and consulting with Director of Special Education
Hate Motivated Behavior Policy	Randell	This section is new
Distance Learning	Rachel	Section was updated to include CNCA's vision for distance learning. Learning platforms were removed and guidance and notice about recording classes was added
Distance Learning Attendance	Randell	This section is new
When to Keep Your Child Home	Espy	Section was updated to include COVID-19 guidance
Immunizations	Espy	Section was updated to include information about immunizations during the COVID-19 emergency
Health Screenings	Espy	Section was update to include information about the delay of health screenings during the COVID-19 emergency
Participate in school governance or committees	Zulma	Section was updated to include virtual participation
Participate in Family Workshops		Section was updated to include virtual participation
Tracking of Volunteer Hours	Zulma	Section updated to include tracking in Parent Square
Parent Teacher Conferences	Zulma	Section was updated to include scheduling information via Parent Square
Independent Study	Randell	Section added



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CA Mathematics Placement for Student Entering 9 th Grade	Randell/Erica	Section added
Family student acknowledgment form	Randell/Zulma	Page will remain; consider digital form