

# El Camino Real Charter High School

## Parent-Student Handbook

2016-2017



*El Camino Real Charter High School*

*Home of Academic and Athletic Excellence*

*5440 Valley Circle Blvd. Woodland Hills, CA 91367*

*Tel. 818.595.7500 Fax 818.710.9023*

*[www.ecrchs.net](http://www.ecrchs.net)*

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Dear Parents and Guardians,

Welcome to the 2016-2017 school year and welcome graduating class of 2020. The State of California requires that all schools notify students, parents and guardians about their rights and responsibilities annually. The enclosed notices provide important information that describes policies and procedures at El Camino Real Charter High School that will affect your student.

Thank you and I hope you have a productive and successful school year!

Sincerely,

Dave Fehte  
Executive Director

## **MISSION/VISION/BELIEFS/ESLRS**

### Mission Statement

The mission of El Camino Real Charter High School is to educate our diverse student body by developing students' talents and skills so they will succeed in a changing world, value and respect themselves and others, and make a positive contribution to our global society.

### Vision Statement

Our vision is that El Camino Real Charter High School students will be:

- Self-directed/Self-reliant
- Collaborative
- Complex/Critical Thinkers
- Ethical
- Lifelong Learners
- Technologically Literate
- Personally Accountable and Responsible

### Statement of Beliefs

At El Camino Real Charter High School we believe:

- All students can learn.
- Students must be prepared to successfully transition from school to post-secondary education, career preparation, and employment.
- Student success is a team effort shared by students, parents, teachers, administrators, and classified staff.
- Students are valued members of the school community.
- The school community has the responsibility for establishing and maintaining a safe, clean environment conducive to learning.

### Expected School-Wide Learning Results (ESLRs)

In order to succeed in a changing global community, all ECRCHS students will demonstrate:

- Literacy, Numeracy, and Appropriate/Effective Communication Skills
- Critical Thinking and Problem-Solving Skills
- Perseverance to Explore and Achieve Career, Education and Individual Goals
- Academic, Personal, and Social Responsibility
- Respect for the Environment, Themselves, and Others
- Effective, Appropriate, and Ethical Use of Technology to Support ESLRs

## **COMMUNICATIONS**

### **GENERAL INFORMATION**

El Camino Real Charter High School is located at 5440 Valley Circle Blvd., Woodland Hills, CA 91367. Our phone number is (818) 595-7500 and our website address is [www.ecrchs.net](http://www.ecrchs.net). The school opened in February, 1969, as El Camino Real High School and became a charter school in 2011.

Office hours are from 7:00 a.m. to 4:00 p.m. Monday through Friday. El Camino Real Charter High School is a closed campus. Visitors to the campus must have permission and a pass to be on school grounds. Students may not leave the school grounds without permission during school time.

Our school colors are dark blue, light blue, and camel. The school newspaper is The King's Courier and the yearbook is El Corazon. Our school mascot is the Conquistadores.

### **CONTACTING A TEACHER**

All members of the El Camino Real Charter High School Faculty and Staff may be reached via e-mail. Look under the "Contact Us" tab on the home page of the website for a list of staff members. Staff members are listed alphabetically and by department.

### **TEACHER WEBSITES**

Some teachers have created Web pages as resources for their students. These pages may be accessed through the "Students" tab on the home page of the school website.

## LIST OF IMPORTANT DATES

### AUGUST 2016:

08/15: First Day of Instruction: (Monday)

**08/23: Early Dismissal @1:44PM  
(Tuesday)**

### SEPTEMBER:

09/02: No school – Admissions Day  
(Friday)

09/05: No School – Labor Day (Monday)

**09/06: Early Dismissal @ 1:44PM  
(Tuesday)**

09/15: Back to School Night 6:00pm -  
8:00pm

**09/16: Shortened Day Dismissal @  
2:09PM**

**09/20: Early Dismissal @ 1:44PM  
(Tuesday)**

### OCTOBER:

10/03: No school - Rosh Hashanah  
(Monday)

**10/04: Early Dismissal @ 1:44PM  
(Tuesday)**

10/12: No School – Yom Kippur  
(Wednesday)

**10/18: Early Dismissal @ 1:44PM  
(Tuesday)**

**10/24: No school – Pupil Free Day  
(Monday)**

### NOVEMBER:

**11/01: Early Dismissal @ 1:44PM  
(Tuesday)**

11/11: No school - Veterans' Day (Friday)

11/21 -11/25: No school - Thanksgiving  
Holiday

**11/29: Early Dismissal @ 1:44PM  
(Tuesday)**

### DECEMBER:

12/14: Final Exams, Dismissal @ 12:30pm  
(Wednesday)

12/15: Final Exams, Dismissal @ 12:30pm  
(Thursday)

12/16: Final Exams, Dismissal @ 12:30pm  
(Friday)

12/19 – 1/6: No school - Winter Break

### JANUARY 2017:

1/1 – 1/6: No school - Winter Break (con't.)

1/9: SECOND SEMESTER STARTS  
(Monday)

1/16: No school - Martin Luther King Day  
(Monday)

**1/24: Early Dismissal @1:44PM  
(Tuesday)**

### FEBRUARY:

**2/07: Early Dismissal @ 1:44PM  
(Tuesday)**

2/20: No school - Presidents' Day  
(Monday)

**2/21: Early Dismissal @ 1:44PM  
(Tuesday)**

### MARCH:

**3/07: Early Dismissal @ 1:44PM  
(Tuesday)**

**3/28: Early Dismissal @ 1:44PM  
(Tuesday)**

3/31: No school – Pupil Free Day &  
Cesar Chavez Day (Friday)

### APRIL:

4/10 – 4/14: No school - Spring Break

**4/18: Early Dismissal @ 1:44PM  
(Tuesday)**

### MAY:

**5/16: Early Dismissal @ 1:44PM  
(Tuesday)**

5/29: No school - Memorial Day (Monday)

### JUNE:

6/5: Final Exams, Dismissal @ 12:30  
(Monday)

6/6 : Final Exams, Dismissal @ 12:30  
(Tuesday)

6/7: Final Exams, Dismissal @ 12:30  
(Wednesday)

6/8: Minimum Day, Dismissal @12:30  
(Thursday)

6/9: Last Day of Instruction (Friday),  
Minimum Day, Dismissal @ 12:30

6/9: Graduation @ 6pm (Friday)



## BELL SCHEDULES

Listed below are some of the commonly used school bell schedules. The bell schedule for the day can be found on the home page of the school's website.

### Regular Schedule

<u>Period</u>	<u>From</u>	<u>To</u>	<u>Minutes</u>
0	7:00	7:54	54
1	8:01	9:00	59
2	9:07	10:01	54
Nutrition	10:01	10:17	16
3	10:24	11:32	68
4	11:39	12:33	54
Lunch	12:33	1:12	39
5	1:19	2:13	54
6	2:20	3:14	54

### Professional Development Day Schedule

<u>Period</u>	<u>From</u>	<u>To</u>	<u>Minutes</u>
0	7:12	7:54	42
1	8:01	8:44	43
2	8:51	9:33	42
Nutrition	9:33	9:49	16
3	9:56	10:38	42
4	10:45	11:27	42
5	11:34	12:16	42
Lunch	12:16	12:55	39
6	1:02	1:44	42
Staff Development	1:44	3:14	90

### Final Exam Schedule

<u>Period</u>	<u>From</u>	<u>To</u>	<u>Minutes</u>
Exam 1	8:01	10:01	120
Nutrition	10:01	10:23	22
Exam 2	10:30	12:30	120

Day 1	Periods 1 & 2
Day 2	Periods 3 & 4
Day 3	Periods 5 & 6

## **BOARD MEMBERS**

### Member

John Wasser, President  
Jackie Keene, Treasurer  
Odus Caldwell  
Alex Placencio  
Larry Rubin  
Scott Silverstein  
Denny Thompson

### E-Mail

j.wasser@ecrchs.net  
j.keene@ecrchs.net  
o.caldwell@ecrchs.net  
a.placencio@ecrchs.net  
l.rubin@ecrchs.net  
s.silverstein@ecrchs.net  
d.thompson@ecrchs.net

The Board meets once per month in the Library or Theater . Meeting dates, times, agendas, and minutes are posted on the school website.

## **SENDWORDNOW TELEPHONE SYSTEM**

SendWordNow is used periodically to notify families of upcoming events and student absences. It is important that the school has a current active working telephone number for each family. Therefore, we encourage families to always keep the school informed of any changes to their personal information. Changes can be made at the Admissions Office by filing the appropriate form.

## **NEWS MEDIA ACCESS**

Occasionally, members of the news media may visit the school to cover activities such as sports competitions, school assemblies, special programs, and general newsworthy events. The law provides that when members of the news media are lawfully on campus, they may interview, photograph, and/or film students. However, parents/guardians may deny or withhold permission for their children to be interviewed, filmed, or photographed. Additionally, a student may decline to speak to the media and may refuse to be interviewed, filmed, or photographed by the media.

In addition, various campus organizations (e.g. newspaper, broadcast journalism, student council) may take pictures and videos during the year that are posted to the school and/or organization website.

## **INTERNET ACCESS/ACCEPTABLE USE POLICY**

El Camino Real Charter High School (ECRCHS) classrooms have Internet access for students to use for class projects and research. ECRCHS is compliant with the Federal Children's Internet Protection Act (CIPA). Specifically CIPA requires schools to use technology to block access to Internet sites that are: A) obscene, (B) contain child pornography, or (C) that are harmful to minors.

Please read and review with your son/daughter the Acceptable Use Policy (AUP) found in Appendix A for students using the Internet at ECRCHS. Both student and parent must indicate that they understand and agree to the Acceptable Use Policy. Without this acknowledgement, your child will not be allowed to use school computers with Internet accessibility.

## **SOCIAL NETWORKING POLICY**

Students should understand that they are responsible for anything they display or post on the Internet through social networking sites such as Facebook, LinkedIn, YouTube, Twitter, MySpace, etc., and that their online actions can have serious real-life repercussions. As such, students should use good judgment and common sense in all their online activities. The following guidelines are intended to ensure that students know how to behave properly online.

- Students are responsible and may be held accountable for negative or hostile comments, insults, and/or harassment on social networking sites or through other electronic acts. If a student or employee is harassed online, causing the student or employee to feel uncomfortable at school, ECRCHS has the right to take disciplinary action to safeguard the wellbeing of its students and employees. An "electronic act" means the transmission of a communication, including, but not limited to, a message, text, sound, or image by means of an electronic device, including, but not limited to, a telephone, wireless telephone or other wireless communication device, computer, or pager. If a threat is made against a ECRCHS student or employee, against school facilities, or generally in relation to the school, ECRCHS has the right to become involved. A threat is a threat regardless of the medium in which it is made.
- ECRCHS will always err on the side of safety. If there is a perceived safety threat, the school will investigate.

## **ACADEMICS**

### **ATTENDANCE**

#### **California Compulsory Full-Time Education Law**

Education Code section 48200 states that each person between the ages of 6 and 18 years not exempted under the provisions of Chapter 2 or Chapter 3 (commencing with Section 48400) is subject to compulsory full-time education. Each person subject to compulsory full-time education and each person subject to compulsory continuation education not exempted under the provisions of Chapter 3 (commencing with Section 48400) shall attend the public full-time day school or continuation school or classes and for the full time designated as the length of the school day by the governing board of the school district which the residency of either the parent or legal guardian is located and each parent, guardian or other person having control or charge of the pupil shall send the pupil to the public full-time day school or continuation school or classes and for the full time designated as the length of the school day by the governing board of the school district in which the residence of either the parent or legal guardian is located.

School attendance is vital to students' achievement. Students who develop patterns of good attendance are much more likely to be successful both academically and socially. Schools are required to update attendance data and records during the current school year. Corrections and updates to attendance data and records are not allowed after the school year has closed. It is the parent's/guardian's responsibility to provide documentation within ten (10) days after the student returns to school in order to prevent absences from being converted to trancies.

#### **Excused Absences**

California E.C. 48205 provides that a student shall be excused from school when the absence is due to:

- Illness
- Quarantine
- Medical, dental, optometric or chiropractic services.
- Attending the funeral of an immediate family member e.g., mother, father, grandmother, grandfather, brother, sister, or any relative living in the immediate household of the student (one day within the state, three days outside the state)
- Jury duty
- Illness or medical treatment of a child of whom the student is the custodial parent.
- Justifiable Personal Reasons is when the pupil's absence has been requested in writing by the parent and approved by the principal or designee. Absences that fall into this category include, but are not limited to:
  - Appearance in court
  - Attendance at a funeral service
  - Observance of religious holiday or ceremony
  - Attendance at a religious retreat (shall not exceed 4 hours per semester)

- Revoked suspension through appeal's procedure
- "Take Our Daughters and Sons to Work Day®"

Upon receiving appropriate verification that an absence occurred due to one of the reasons listed above, the school will consider the absence to be excused. A pupil absent from school for the above excused reasons shall be allowed to complete all assignments and tests missed during the absence that can reasonably be provided and, upon satisfactory completion, shall be given the opportunity to earn full credit. The teacher of any class from which a pupil is absent shall determine what assignments the pupil shall make up and in what period of time the pupil shall complete such assignments. The tests and assignments shall be reasonably equivalent to, but not necessarily identical to, the tests and assignments that the pupil missed during the absence.

### Unexcused Absences

Any absence for reasons other than those listed as excused absences are unexcused and students do not have to be given the opportunity to make up missing assignments.

Students with excessive absences and/or tardies will be referred to the Attendance Coordinator.

## **GRADUATION REQUIREMENTS**

To earn a diploma, students must satisfactorily complete the required course of study, earn at least 230 credits, meet the Service Learning and Career Pathway requirements, and pass the California High School Exit Exam (CAHSEE). In addition, all graduation and senior attendance policy requirements must be met in order to participate in the graduation ceremony.

### Required Courses (Grades 9-12)

#### English (40 credits)

- 9<sup>th</sup> grade: English 9AB
- 10<sup>th</sup> grade: English 10AB
- 11<sup>th</sup> grade: 1 year of American Literature/Contemporary Composition or  
1 year of A.P. English Language AB
- 12<sup>th</sup> grade: 1 year of A.P. English Literature AB or  
1 semester of Expository Composition or Advanced Composition  
and  
1 semester of an English elective

#### Social Studies (30 credits)

- 10<sup>th</sup> grade: World History AB
- 11<sup>th</sup> grade: U.S. History AB
- 12<sup>th</sup> grade: 1 semester of Government and  
1 semester of Economics

Mathematics (20 credits)

At minimum, students need to take Algebra 1AB and Geometry AB.

Laboratory Science (20 credits)

10 credits of Biological Science

10 credits of Physical Science

Physical Education (20 credits)

Students take PE in the 9<sup>th</sup> and 10<sup>th</sup> grades.

Students must pass the State Fitness Exam or they will be enrolled in PE in the 11<sup>th</sup> and 12<sup>th</sup> grade or until they pass the exam.

Visual and Performing Arts (10 credits)

Students must take a one year course in the visual or performing arts.

Applied Technology (10 credits)

1 semester of computers

1 semester of another applied technology course

Health (5 credits)

1 semester of Health

Electives (75 credits)

## **ACADEMIES**

The school has several themed small learning academies. For more information on the academies, please contact your child's counselor.

### AVID

The AVID program is a four year program that offers students academic and motivational support while preparing them for college eligibility. Through the AVID elective course, students learn the writing, language, and collaborative problem solving skills needed to maximize their educational opportunities.

### Humanitas

Humanitas is an academically enriched program at El Camino for students who are interested in global events, as well as the social, political, and environmental issues that define societies past and present. Students at each grade level share Humanitas teachers in the core subject areas who work together to illuminate the connections between the concepts students are learning. The ECRCHS Humanitas award-winning curriculum, projects, and special events connect students to their high school

experience and build academic and personal skills for success in high school, college, and life beyond.

#### Careers in Entertainment Academy

The Careers in Entertainment Academy (CEA) is a comprehensive, hands-on media program that prepares students for the media major in college and/or a career in the entertainment industry. Students take beginning, intermediate, and advanced film production, film history, and broadcast journalism classes during their 9-12 grade years. All classes satisfy graduation and A-G university admission requirements.

#### Fashion and Design Academy

This elective based academy offers students the opportunity to participate in the world of fashion design. Students in this program make costumes for drama festivals and put on an annual fashion show at the school.

### **ALTERNATIVE EDUCATION AND INDEPENDENT STUDY**

#### Alternative Education

ECRCHS pledged to provide an appropriate and challenging educational program accessible to all students, including students achieving at a level significantly below their peers, defined as those who are 30 credits or more behind the four year pacing plan. These students will be given the opportunity to capture credits through the Alternative Education Program. This program provides additional strategies with a more personalized instructional setting specific to each student's academic needs. Students identified for the personalized intervention setting will be expected to master the skills and content necessary for success in colleges and careers. Students will demonstrate mastery of standards in six core academic subject areas: English Language Arts, history/social sciences, mathematics, the natural sciences, and visual and performing arts.

Courses offered are not set on a semester timeline. Each course is designed to allow students the flexibility to access the curriculum at their own pace. Personalized learning plans are developed for each student. The instructional curriculum will have the flexibility to provide specific intervention, catering to the needs of each student, throughout each course's entirety. A self-paced format allows the teacher to slow down the curriculum at any time throughout the course and address learning deficits. Students are not required to move forward and keep up with the class but rather set their own pace based on their skills and ability to process the information necessary to be successful in each course. This approach allows students of all levels to demonstrate growth and mastery within the curriculum and be successful in grade appropriate classes that meet A-G requirements.

## Independent Study

An independent study program will be offered to those students who are unable to attend school in the traditional five days a week format. It is designed for students with special interests and abilities, scheduling problems, or individual needs that cannot be accommodated in the traditional school. This program offers courses that meet the CSU/UC college A-G course requirements. All of the courses will be offered online as well as in person from our NCLB qualified teachers on campus. Students must meet all independent study eligibility requirements. Because this program offers rigorous, challenging courses, students must be able to work independently and have a desire to learn. ECRCHS will adhere to California Department of Education regulations and requirements for Independent Study programs at charter school sites and California Education Code 47612.5.

## **TESTING**

### California English Language Development Test (CELDT)

State law requires school districts to assess the English language development of all English Learners (ELs) and of new enrollees in California public schools who may be ELs in order to determine each student's level of English proficiency in listening, speaking, reading and writing.

The CELDT must be administered to new enrollees in the district with a home language other than English, unless they have been assessed at another California Public School. Students who have previously been identified as being English Learners must also be administered the CELDT annually to determine annual English language development progress until the EL student has been reclassified.

The CELDT is administered to students who are already identified as English Learners in the fall semester between July 1 and October 31. For new enrollees who have a home language other than English, the CELDT must be administered within 30 days of enrollment in a California public school.

To find more information about the CELDT, please contact your child's teachers or contact the school office. Additional information is posted on the internet at:  
<http://www.cde.ca.gov/ta/tg/el/>

### California High School Exit Examination (CAHSEE)

Administration of the CAHSEE has been suspended for students in the classes of 2016, 2017, and 2018. The following is from the California Department of Education website:

“Beginning with the class of 2006, students in California public schools were required to pass the California High School Exit Examination (CAHSEE) to demonstrate competency in grade-level skills in reading, writing, and mathematics to earn a high



school diploma. The content of the CAHSEE was based on content standards in English-language arts and mathematics that were adopted by the State Board of Education (SBE) in 2003. In 2010, the SBE adopted the Common Core State Standards in English-language arts and mathematics.

Due to the change in academic standards, Senate Bill 172 (Liu) was signed by the Governor to suspend the administration of the CAHSEE and the requirement that students pass the CAHSEE to receive a high school diploma for the 2015-16, 2016-17, and 2017-18 school years.”

We anticipate that the state will offer a new version of the CAHSEE for the class of 2019 and beyond. We will keep you updated as we find out additional information.

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

The CAASPP system of assessments includes the Smarter Balanced Assessments and the California Science Assessments (i.e. Life Science CST). The Smarter Balanced Assessments are administered in grades 9 through 11 in English-language arts and mathematics and typically occur in April. Students take these tests on a computer or tablet. The California Science Assessments are administered in grade 10 and are traditional fill-in-the-bubble tests.

### Physical Fitness Test

State law requires school districts to administer the Physical Fitness Test (PFT) annually to all students in grade nine. The state-designated PFT is the FITNESSGRAM®. The FITNESSGRAM® is a set of tests designed to evaluate health related fitness and to assist students in establishing lifetime habits of regular physical activity. Passing the test requires that students score in the “Healthy Fitness” zone in five out of the six fitness areas.

The complete FITNESSGRAM® test battery measures student performance in the following areas:

1. aerobic capacity
2. body composition
3. muscular strength, endurance and flexibility

Teachers and administrators are responsible for preparing students to do their best on the test by providing instruction and appropriate practice in the skills and abilities that are tested. It is recommended that schools should provide students appropriate practice as part of the regular physical education (P.E.) program throughout the year. Students are tested between February and March.

To find more information about the FITNESSGRAM®, please contact your child's P.E. teacher. Additional information is posted on the internet at <http://www.cde.ca.gov/ta/tg/pf/>.

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

The CSU-EAP is a program for grade 11 students who are interested in an early evaluation of their readiness for college-level work in English Language Arts and Mathematics. Scores from the EAP may be used by both the California State Universities and the California Community Colleges to determine placement in English and mathematics classes.

Additional information is posted on the internet at: <http://www.cde.ca.gov/ta/tg/sr/>

### **SCHOOL ACCOUNTABILITY REPORT CARD**

Education Code Section 35256 requires the District to annually issue a School Accountability Report Card (SARC) for each school. The SARC is published by February 1 each school year. A copy is available upon request at the school site and also on the school's website ([www.ecrchs.net](http://www.ecrchs.net), under About Us).

### **PROCEDURES FOR CLASS PROGRAMMING**

Students meet with their counselor twice each year to choose their courses and discuss their progress towards meeting graduation requirements. During summer pre-registration and the program adjustment days in the first week of each semester, it may be possible to make class changes as class size and space allows. Requests to change teachers will not be honored.

### **GRADE CHANGE REQUEST PROCESS**

Under Education Code section 49066, parents have a right to request a change of a pupil'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 taught in the public schools, 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 30 days of the date the grade report was mailed. The next step, if not resolved with the teacher, is a written request to the appropriate Assistant Principal. If not resolved, the decision may

be appealed to the Principal. At each step, the parent has the right to present information in support of the request.

## **ALTERNATIVES TO USING PRESERVED AND LIVE ORGANISMS IN SCIENCE CLASSES**

School policy and California Education Code Section 32255.1 provides that students with a moral objection to participation in science laboratory instruction in which animals are used must be informed of the opportunity to be excused or provided with alternative activities. Students objecting to participation in a science laboratory in which animals will be used must have a note from their parents or guardians requesting an alternative assignment. This assignment must require a comparable time and effort investment by the student.

## **INTERNATIONAL STUDENT ADMISSIONS**

The DSO currently works with international students in grades 9-12 who wish to study at ECRCHS with an F-1 Student Visa issued by the State Department. This office is authorized to issue the I-20 documents required to obtain a student visa. For additional information regarding the process and admission eligibility of foreign students please send an email to [exchange@ecrchs.net](mailto:exchange@ecrchs.net).

# **ATHLETICS**

## **GENERAL INFORMATION AND ELIGIBILITY**

ECRCHS is a member of the Los Angeles City Section of the CIF. The school fields teams in Baseball, Boys and Girls Basketball, Boys and Girls Cross Country, Football, Boys and Girls Golf, Boys and Girls Soccer, Softball, Boys and Girls Swimming and Diving, Boys and Girls Tennis, Boys and Girls Track, Boys and Girls Volleyball, Boys and Girls Water Polo, and Wrestling. Contact information for coaches is available on the school website under the "Athletics" tab.

In order to compete on an interscholastic athletics team, the following requirements must be met:

### **Academic**

- Minimum of a 2.0 GPA on the 10 and 20 week grading periods.  
(ECR has added a "Only 1 U in Cooperation Rule" for 5, 10, 15, and 20 week grading periods)
- Student Athletes must be enrolled in a minimum of 20 credits.
- Student Athletes must attend classes on the day of athletic contests.

### **Annual Medical/Health Physical**

- All student athletes must have an annual physical completed by a medical physician (not nurse, chiropractor, etc.)
- All physical forms must be ECR approved forms. The coaches will have copies of them available.
- All questions must be answered and doctor's must stamp and sign the forms.
- Copies, faxes, or any duplicates will not be accepted.
- New for 2011: All students participating in tryouts must now have a physical completed prior to actual tryouts per CIF rules and regulations.

### **Proof of Medical Insurance**

- All student athletes must have valid medical insurance to participate.
- The student's name must be on the copy of the card or;
- You can request a letter of eligibility from your insurance carrier if they do not provide cards for dependents.
- School insurance may also be purchased.

### **Athletic Paperwork**

- Parent and Student Consent to Participate in Interscholastic Sports
- Acknowledgement of Risk
- Student Code of Conduct
- Acknowledgement of Rules and Consequences for ECR Athletics
- Steroid Prohibition Form
- Victory with Honor: Parent Code of Conduct

## **CAMPUS LIFE**

### **ID CARDS**

At the beginning of each school year, every student is provided with a photo identification card. Students are expected to carry this card at all times when on campus or when attending any school related activity on or off campus. Students must produce the card upon request of authorized school personnel. If the ID card is lost, a duplicate may be obtained in the Admissions Office at a cost of \$4.00. ID cards, along with appropriate passes, must be shown when leaving school at lunch or any other time before regular dismissal.

### **LOCKERS**

Each student entering ECRCHS will be assigned a hall locker. These lockers will be kept throughout a student's stay at El Camino. Students should not give their locker combination to other students or share lockers. A student can use his/her locker to store books, notebooks, and personal articles, but the school assumes no responsibility for any loss. Students should not leave money or valuables in the locker. Students experiencing locker issues should go to the Assistant Principals' Office for assistance. The school maintains the right to open lockers at any time and random locker searches may be conducted throughout the year.

### **ACTIVITY CARDS**

The Activity Card provides savings for the student and support for school activities. Activity card holders receive free admission to home football and basketball games (not including playoffs). Students also receive free admission to away football and basketball games when the school is playing a West Valley League opponent. In addition, the card provides a discount on the yearbook and several school activities.

### **LUNCH PASSES**

Juniors and seniors with good attendance may be eligible for a lunch pass. Lunch passes allow students to leave campus during lunch. Parent/guardian permission is required and the passes may be taken away at any time. Applications and more information are available in the Deans/Admissions Office.

### **STUDENT CLUBS**

Joining a club is a great way to feel connected to the school, meet new friends, and gives students the opportunity to explore and share special interests with other students. There are currently over 80 clubs on campus covering a wide variety of topics. Go to the Student Section of the school website to see a current club list. Most clubs meet once per week during lunch in the sponsor's classroom.

## **STUDENT GOVERNMENT**

ECRCHS has several organizations that give students a variety of leadership opportunities.

### Student Council

Student Council is the main student government organization on campus. Chaired by the Student Body President, the group oversees all business concerning students, plans and produces all Student Body activities, and promotes school spirit. Membership is by election or appointment only.

### Class Steering Committees

The Senior, Junior, Sophomore, and Freshman Steering Committees are chaired by the elected class presidents and are designed to represent and implement the ideas of class members. Steering committees meet weekly and all students are invited to attend and participate.

### Student Senate

The Student Senate is composed of elected representatives from each homeroom and meets monthly. Its main purpose is to provide input and two-way communication between Student Council and the Student Body.

## **EXTRACURRICULAR ACTIVITIES**

ECRCHS offers a wide variety of extracurricular activities. Options include yearbook, drama, choir, instrumental music, journalism, film making, color guard, and ROTC. Several of our clubs perform activities outside of school such as Relay for Life, Science Bowl, and Robotics.

## **STUDENT STORE**

The Student Store is located near the covered eating area and is open Monday through Friday from 7:30am to 4:00pm. The Student Store provides a variety of items including:

- P.E. clothes (shorts, shirts, sweatshirts)
- Spirit Wear (shirts, hats, sweatshirts)
- Student Activity Cards
- Sales of tickets for athletic and school events
- Yearbook sales
- AP test sign ups

Purchases must be made with cash, cashiers' check, or credit card. Personal checks will not be accepted.

## **CAFETERIA**

Food is available in the student cafeteria during nutrition and lunch through our food vendor, Chartwells. Parents can use Meal Time Online to make deposits into their student's cafeteria account or view the student's purchase history. Qualified families receive free or reduced-price meals, as well as reduced testing rates for AP exams and SAT and ACT tests. To check your family's eligibility, fill out the application online at [www.mymealtime.com](http://www.mymealtime.com). For assistance with the application process, please view the support materials on the school's website: <http://ecrchs.net/cafeteria/>. Please note that this application is different than the LAUSD application, and in order to receive free or reduced-price meals at El Camino, you must fill out our application. Students may not sell food (i.e. candy bar fundraisers) or drinks on campus. Students violating this rule may be referred to the Deans Office and have their food items confiscated.

## **PARKING**

Students may park in the student lot or on the streets around the school where parking is legal. Students may not park in the faculty lot. Students are not to loiter, litter, smoke, play radios, etc. in the parking lot or surrounding streets. Students are expected to follow safe driving practices at all times. Illegally parked cars will be towed at owner's expense.

## **BICYCLES AND SKATEBOARDS**

Students are welcome to ride bicycles and skateboards to school, but may not ride them on campus. Bicycles and skateboards must be stored in an appropriate rack during the day. There is an enclosed bicycle rack, which is locked during the school day, located near the lower "S" building. There is also a skateboard rack located in the quad, just past the main lobby. Students must supply their own locks. Skateboards do not fit in the lockers and students may not carry their skateboards around during the school day.

## **STUDENT CONDUCT**

### **BULLYING AND HAZING POLICY**

ECRCHS is committed to providing a safe and civil learning and working environment. The school takes a strong position against bullying, hazing or any behavior that infringes on the safety and well-being of students and/or employees, or interferes with learning or teaching. The school prohibits retaliatory behavior against anyone who files a complaint or who participates in the complaint investigation process. The policy applies to all other persons within the school's jurisdiction.

Bullying is defined as the deliberate antagonistic action or creation of a situation with the intent of inflicting emotional, physical, or psychological distress. The behavior may be a single or repeated act and may be electronic, indirect, non-verbal, psychological, sexual, social, physical or verbal.

Cyber bullying is conducted via electronic communication technology (e.g., texts, e-mails, blogs, postings) and meets the impact of bullying (see above). A person who engages in cyber bullying at school or school-related activities and events is subject to disciplinary action even if the bullying occurred on a personal electronic device. Cyber bullying that occurs off-campus but compromises the safety or instructional environment of the school may fall under school jurisdiction.

Hazing is any method of initiation, pre-initiation, or rite of passage associated with actual or desired membership in a student organization or student body, whether or not it is officially recognized by the educational institution.

Administrators and staff are responsible for creating an environment where the school community understands that bullying is inappropriate and will not be tolerated. Students also take responsibility for helping to create a safe environment: Do not engage in or contribute to bullying behaviors, actions, or words. Treat everyone with respect. Be sensitive as to how others might perceive your actions or words. Never engage in retaliatory behavior or ask for, encourage, or consent to anyone's taking retaliatory actions on your behalf. Report bullying behavior to a trusted adult. The school's Title IX/Bullying Complaint managers are Mrs. Treuhaft, Mr. Bennett, and Mr. Dhillon.

### **SUSPENSION AND EXPULSION**

California Education Code Section 48925 (d) defines suspension as "removal of a pupil from ongoing instruction for adjustment purposes." A student may be suspended for no more than five consecutive school days. California Education Code Section 48925 (b) defines expulsion as "the removal of a pupil from (1) the immediate supervision and control, or (2) the general supervision, of school personnel...."

A. Jurisdiction to issue suspensions or expulsions extends to misconduct related to school activity or attendance that occurs at any time, including, but not limited to:



- While on school grounds.
- While going to or coming from school.
- During the lunch period, whether on or off the campus.
- During, or while going to, or coming from, a school-sponsored event.

#### B. Limitations on Imposing Suspension

Suspension, including supervised suspension as described in E.C. Section 48911.1, shall be imposed only when other means of correction fail to bring about proper conduct. Other means of correction used should be documented and kept in the student's discipline file, available to access pursuant to E.C. Section 49069. However, a student, including an individual with exceptional needs, may be suspended for any of the reasons enumerated in E.C. Section 48900 upon a first offense, if the principal determines that the student violated subdivision (a), (b), (c), (d), or (e) of Section 48900 or that the student's presence causes a danger to others.

#### C. Grounds for Suspension/Expulsion

- (a)(1) Caused, attempted to cause, or threatened to cause physical injury to another person.
- (a)(2) Willfully used force or violence upon the person of another, except in self-defense.
- (b) Possessed, sold, or otherwise furnished any firearm, knife, explosive, or other dangerous object unless, in the case of possession of any object of this type, the pupil had obtained written permission to possess the item from a certificated school employee, which is concurred in by the principal or the designee of the principal.
- (c) Unlawfully possessed, used, sold, or otherwise furnished, or been under the influence of any controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the Health and Safety Code, an alcoholic beverage, or an intoxicant of any kind.
- (d) Unlawfully offered, arranged, or negotiated to sell any controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the Health and Safety Code, an alcoholic beverage, or an intoxicant of any kind, and then either sold, delivered, or otherwise furnished to any person another liquid, substance, or material and represented the liquid, substance, or material as a 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.
- (g) Stolen or attempted to steal school property or private property.
- (h) Possessed or used tobacco, or any products containing tobacco or nicotine products, including, but not limited to, cigarettes, cigars, miniature cigars, clove cigarettes, smokeless tobacco, snuff, chew packets, and betel. However, this section does not prohibit use or possession by a pupil of his or her own prescription products.

- (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 Section 11014.5 of the Health and Safety Code.
- (k) Disrupted school activities (school-wide activities; issued only by an administrator)
- (l) Knowingly received stolen school property or private property.
- (m) Possessed an imitation firearm.
- (n) Committed or attempted to commit a sexual assault or committed a sexual battery.
- (o) Harassed, threatened, or intimidated a pupil who is a complaining witness or a witness in a school disciplinary proceeding for the purpose of either preventing that pupil from being a witness or retaliating against that pupil for being a witness, or both.
- (p) Unlawfully offered, arranged to sell, negotiated to sell, or sold the prescription drug Soma.
- (q) Engaged in, or attempted to engage in, hazing as defined in Section 32050.
- (r) Engaged in an act of bullying, including, but not limited to, bullying committed by means of an electronic act directed specifically toward a pupil or school personnel.
- (s) Aided or abetted the infliction or attempted infliction of physical injury to another person (suspension only).

48900.2 Committed sexual harassment.

48900.3 Caused, attempted to cause, threatened to cause, or participated in an act of hate violence.

48900.4 Intentionally engaged in harassment, threats, or intimidation, directed against school district personnel or pupils.

48900.7 Made terroristic threats against school officials or school property, or both.

#### D. Behavior Intervention for Students with Disabilities

Students with disabilities whose behavior impedes learning require a Behavior Support Plan (BSP) developed through the Individualized Education Program (IEP) process and implemented throughout the timeframe of the IEP.

In the case of a student who receives special education services and who is experiencing “serious” behavior challenges as defined in the Education Code (EC sections 56520 et seq.) a Functional Analysis Assessment (FAA) and Behavior Intervention Plan (BIP) may also be required.

#### E. Suspension and Expulsion of Students with Disabilities

For students with disabilities, the law requires additional procedures and considerations:

- Suspension:  
Special Education: When a student who receives special education services is suspended, school staff must determine if an IEP meeting is needed to create a

BSP or to review and modify an existing BSP to organize more targeted behavioral instruction and intervention to prevent the recurrence of the misconduct. Continued misconduct resulting in suspension will require an IEP team meeting to determine if additional instructional and/or behavioral supports are needed and examine the appropriateness of current placement and services. The student cannot be suspended for more than 10 days in a school year. If the suspensions reach 10 days, an IEP team conducts a manifestation determination.

Section 504: A student who has a Section 504 plan is considered as a general education student and can be suspended for the same number of days as a general education student, but at 10 days of suspension there must be an analysis in a “Section 504 Link Determination Meeting.”

- **Expulsion:**  
Special Education: Before a student who receives special education services can be recommended for expulsion, an IEP team must hold a pre-expulsion IEP and conduct a manifestation determination. If a student with disabilities is expelled, he or she is entitled to receive the services specified in his or her IEP during the term of expulsion. The student is also entitled to post-expulsion services (see Rehabilitation and Reinstatement from Expulsion below) during the term of expulsion. If the student is not expelled, he or she will be placed in the most appropriate setting as determined in the student’s IEP.

Section 504: An expulsion of a student being served under Section 504 is considered a change of placement and can only be issued if the school’s Section 504 team conducts a link determination.

For more information, please refer to *A Parent’s Guide to Special Education Services* (Including Procedural Rights and Safeguards).

## **OPPORTUNITY TRANSFERS**

Opportunity Transfers (OTs) are carefully planned transfers between schools. The underlying intent of this policy is to provide intervention and guidance to the student that will result in the student’s improved behavior. OTs also serve as an alternative means of correction for addressing student misconduct. OTs are issued to help create a school climate that is conducive to learning while reducing disciplinary behaviors that interrupt the academic process.

## **APPEALS PROCESS FOR SUSPENSIONS, OTs, AND EXPULSIONS**

Challenges or objections to suspensions and opportunity transfers may first be addressed with the appropriate Assistant Principal. If the Assistant Principal upholds the OT or suspension, an appeal may be made to the Principal.

A student may be expelled following a hearing before an Administrative Panel following a hearing before it, and preceded by recommendation from the Dean. The Administrative Panel may expel a student found to have committed an expellable offense. A student and his or her parents may appeal an expulsion decision by the Administrative Panel to the Charter School's Board, which will make the final determination.

If requested by the student, and unless postponed for good cause, the hearing shall be held within thirty (30) school days after the Dean or designee determines that the Pupil has committed an expellable offense and recommends the student for expulsion. The Administrative Panel will hold a hearing on the case, and will make a determination whether to expel. The hearing shall be held in closed session (complying with all pupil confidentiality rules under FERPA)

### **CELL PHONE POLICY**

Cell phones are permitted to be brought to school, however, they may only be used before school starts, at the end of the school day, or during nutrition and lunch. Students are not permitted to use their phones inside of classrooms or in the main building at any time. Students violating this policy may have their cell phones confiscated by school staff. The first time a phone is confiscated, it will be returned to the student after school at the Deans' Office. The second time a phone is confiscated, the student must serve lunch detention. If a phone is confiscated a third time, a parent must pick up the phone. Phones brought to school will be at the owner's risk. The school will not be responsible for lost or stolen phones.

### **CHEATING/PLAGIARISM**

Any student found cheating/plagiarizing may be penalized by the loss of the test or assignment value, plus a penalty equal to the test or assignment value (a "double fail"). In addition, a student may receive a "U" in cooperation and/or work habits. A parent or guardian will be notified of the incident and penalty by the teacher. The contact will be documented. Later on, this may jeopardize college recommendation letters.

### **DRESS CODE**

All students shall be required to show proper attention to personal cleanliness, health, neatness, safety and suitability of clothing and appearance for school activities. In every case the dress and grooming of the student shall be clean and shall not:

- Cause actual distraction from or disturbance in any school activity or actually interfere with the participation of a student in any school activity
- Create a hazard to the safety of him/herself or others
- Create a health hazard

Items which have graphics or words that are obscene, vulgar, sexually suggestive, inflammatory in nature, or drug/alcohol related, are prohibited.

Hats and other headgear may be worn on campus but should not be worn in classrooms. Hoods on “hoodies” (sweatshirts) should not be worn over the head in classrooms or the main building. Religious headgear is exempt from this policy

Items incorporating symbols or colors that can reasonably be interpreted as gang-affiliated are not to be worn at school. These include tattoos, scarves, jewelry, belts, or other items with gang-related symbols or designs.

Chains, accessories, or clothing that could create a safety or health hazard are prohibited.

## **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 under certain limited circumstances.

### **A. Searches Based on Reasonable Suspicion**

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

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.

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, back packs, 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.
- 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 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).

## **B. Random Metal Detector Searches**

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.
- School officials provide parents and students with advanced and detailed notice of the random metal detector search procedures (e.g. this notice).

If, as a result of a metal detector search, reasonable suspicion arises that a particular student may have a weapon, school officials may conduct a search of that student, in a private area, in accordance with the above guidelines for reasonable suspicion searches.

## **STUDENTS' PERSONAL PROPERTY**

Personal items of value (cell phones, iPods, cameras, electronic games, radios, CD players and computers, etc.) should not be brought to school since loss, theft, or damage is possible. Also, such items can be distracting to the educational process and may be confiscated by school personnel. The school is not responsible for lost or stolen items (including those in lockers).

## **SENIOR ATTENDANCE POLICY**

ECRCHS has adopted a senior attendance policy to help improve attendance and student achievement and prevent "senioritis". Seniors who exceed the maximum number of allowable absences will be denied the privilege of participation in the Senior Prom. More details can be found in Appendix B.

## **FREE EXPRESSION INCLUDING POLITICAL CONDUCT, RALLIES, ASSEMBLIES, DEMONSTRATIONS, ETC.**

Students have a right to freedom of speech and may participate in political or free speech activities while on school campus. Students may distribute literature reflective of their views and opinions. Students may assemble on campus during non-instructional time to discuss their views and opinions and may participate in peaceful demonstrations on campus during non-instructional periods. Students may exercise these rights as long as their speech, expression, or conduct is not obscene, lewd, libelous, slanderous, does not incite students to destroy property or inflict injury upon any person, or cause a substantial disruption to school.

California law permits school site administrators to establish reasonable parameters for those students who wish to exercise their free speech rights on campus or during the

school day. School site administrators may impose restrictions on the times, place, and manner of those speeches or activities in order to maintain a safe and peaceful campus for all students and school employees. Students who fail to follow the directive of school site administrators or school policy concerning demonstrations, assemblies, sit-ins, etc., may be disciplined.

Students who voluntarily leave the school campus or the classroom during a demonstration will be directed to return to the campus or classroom. A student's refusal to adhere to this directive will result in the recording of an unexcused absence and may result in disciplinary action against the student. If the student demonstration or walk-out causes a disruption to the general public, then local law enforcement may respond to the situation.

While ECRCHS recognizes and respects a student's freedom of speech rights, school employees shall not promote, endorse, or encourage students to participate in any student demonstration, distribution of materials, assembly, sit-in, or walk-out.

### **ALCOHOL, TOBACCO, DRUGS**

ECRCHS does not tolerate the use, possession, or sale of drugs, alcohol, or tobacco (including e-cigarettes) by students on campus or at school-sponsored activities. Students violating this policy will face disciplinary action on a case by case basis. These actions may include suspension, expulsion, citation, and arrest.

## **HEALTH**

### **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 student returning to school with sutures (stitches, staples), ace bandage (elastic bandage) casts, splints, crutches, cane, walker, 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.

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 5 days; thereafter, a written request is needed from the student's health care provider.

Students are allowed to wear protective gear (hats, sun visors and/or sunglasses) while outdoors at recess, gym, etc. Schools may regulate the type of sun protective clothing/headgear in accordance with California Education Code Section 35183.5. Schools are not required to provide protective materials. Students are also allowed to use sunscreen (over the counter) as an allowable sun protection measure for their outdoor activities while at school.

#### **Communicable Disease Prevention**

Temporary exclusion of a student from school generally occurs for communicable diseases, including, but not limited to, the following conditions: 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 district, county and state policy. Readmission to school is based on condition and appropriate treatment.

Any student excluded from school with flu-like symptoms and/or a fever of 100 degrees or greater must be free from symptoms and fever for at least 24 hours, without the use of fever-reducing medication before returning to school.

An effort will be made to notify parents/guardians about school exposure to chickenpox, head lice, or other communicable disease that pose a risk to students. The parent/guardian of a student for whom chickenpox presents a particular hazard should contact the school nurse. 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 nurse or school health personnel.

New students will not be enrolled unless a written immunization record, provided by a health care provider or the health department, is presented at the time of enrollment and immunizations are up-to-date. Students who require additional vaccine doses at the time of enrollment or who lack a written record are no longer allowed a grace period. All students new to the school must show that they have received all currently required immunizations in order to be enrolled. In addition, all students entering or advancing to 7th grade must show evidence that they have received a pertussis-containing vaccine (e.g., Tdap) on or after their 7th birthday. The immunization status of all students will be reviewed periodically. Those students who do not meet the State guidelines must be excluded from school until the requirements are met. Students who have been exposed to a communicable disease for which they have not been immunized may be excluded from school at the discretion of the health department. A doctor may exempt your child from some or all immunizations (for example, due to a medical condition). You may exempt your child because of your personal or religious beliefs. Ask your school or childcare provider for details.

#### Medication Administration/Assistance

California Education Code Section 49423 provides that any student who is required to take, during the regular school day, medication (prescribed or over-the-counter) may be assisted by the school nurse or other designated school personnel if the school district receives

1. A written statement from an authorized health care provider licensed by the State of California to prescribe medications detailing the method, amount, and time schedules by which such medication is to be taken; and
2. A written statement from the parent or guardian of the student indicating the desire that the school district assist the student in the matters set forth in the health care provider's statement.

Students may not carry or use medication on campus without written consent. However, students may carry and self-administer certain medication (e.g., inhaled asthma medication or auto-injectable epinephrine medication) if the school district receives the appropriate documentation. This includes:

1. A written statement from the authorized health care provider detailing the name of medication, method, amount and time schedules by which the medication is to be taken, and confirming that the student is able to self-administer the medication; and
2. A written statement from the parent or guardian of the student consenting to the self-administration, providing release for the school nurse or other health care personnel to consult with the health care provider of the student regarding any questions that may arise with regard to the medication, and releasing the school district and school personnel from liability in the case of adverse reaction.

Certain Asthma Action Plans may be sufficient for students to carry and self-administer asthma medication at school. A student may be subject to disciplinary action if the medication is used in a manner other than as prescribed. The required forms are available from the school nurse. School health personnel do not prescribe or give advice regarding medication.

## **SEX EDUCATION COURSES**

ECRCHS is required to:

1. Provide students with the knowledge and skills necessary to protect their sexual and reproductive health from unintended pregnancies and sexually transmitted diseases.
2. Encourage all students to develop healthy attitudes about adolescent growth and development, body image, gender roles, sexual orientation, dating, marriage, and family.

ECRHCS encourages students to communicate with their parents or guardians about human sexuality and HIV/AIDS and respects the rights of parents or guardians to supervise their children's education on these subjects. Furthermore, we have established procedures that make it easy for parents and guardians to review materials and evaluation tools related to comprehensive sexual health education and HIV/AIDS prevention education so that they can decide whether or not to have their child participate in all or part of the instruction or evaluation. In this regard, we honor the principle that parents and guardians have the ultimate responsibility for imparting values regarding human sexuality to their children.

A parent or guardian of a student has the right to have the child participate or not participate in all or part of comprehensive sexual health education, HIV/AIDS prevention education, and assessments related to that education under the following conditions:

1. At the beginning of each school year or for a student who enrolls later, teachers notify parents or guardians about instruction in sexual health education and HIV/AIDS prevention education and research on student health behaviors that will be used in instruction. The notice to parents or guardians includes all of the following information:
  - That the written and audiovisual education materials used in comprehensive sexual health education and HIV/AIDS prevention education are available for inspection.
  - That we may teach comprehensive sexual health education and HIV/AIDS prevention education using school personnel or outside consultants and if by outside consultants, the parent or guardian must be further informed that the school may provide such instruction in the classroom or in an assembly using guest speakers and in either instance must further inform the parent or guardian of (a) the date of the instruction; (b) the name of the organization or affiliation of each guest speaker or speakers; and (c) the right of the parent or guardian to request a copy. Furthermore, if the arrangements for such

instruction by outside consultants or guest speakers are made after the beginning of the school year, the notice to parent or guardian must be made by mail or another commonly used method of notification, no fewer than 14 days before the instruction is delivered.

- That the parent or guardian has the right to request a copy of Chapter 5.6 California Comprehensive Sexual Health and HIV/AIDS Prevention Education Act.
- That the parent or guardian may request in writing that his/her child not receive comprehensive sexual health education or HIV/AIDS prevention education.

2. Schools must continue to meet the requirements of Section 51513 which states that no questionnaire, survey, or examination containing any question about the student's personal beliefs or practices in sex, family life, morality, or religion or any questions about the student's parents' or guardians' beliefs and practices in sex, family life, morality, and religion can be administered to any student in Grades K-12 unless the parent or guardian of the student is notified in writing that this test, questionnaire, survey, or examination is to be administered and the parent or guardian of the pupil gives written permission for the student to participate in the activity. ECRCHS may, according to this Act, administer in Grades 9- 12 anonymous, voluntary, and confidential research and evaluation tools to measure students' health behaviors and risks, including tests, questionnaires, and surveys containing age-appropriate questions about the students' attitudes concerning or practices relating to sex if the parent or guardian is notified in writing that this test, questionnaire, or survey is to be administered and the parent or guardian is given the opportunity to review the material and to request in writing that his or her child not participate.

A student must not attend any class in comprehensive sexual education or HIV/AIDS prevention education or participate in any anonymous, voluntary, and confidential test, questionnaire, or survey on student health behaviors and risks if the school has received a written request from the student's parent or guardian excusing the student from participation.

A student must not be subject to disciplinary action, academic penalty, or other penalty if the student's parent or guardian declines to permit the student to receive comprehensive sexual health education or HIV/AIDS-prevention education or to participate in anonymous, voluntary, and confidential tests, questionnaires, or surveys on student health behaviors and risks.

While comprehensive sexual health education, HIV/AIDS prevention education, or an anonymous, voluntary, and confidential test, questionnaire, or survey on student health behaviors and risks is being administered, an alternative educational activity must be made available to students whose parent or guardian has requested that they not receive the instruction or participate in the test, questionnaire, or survey.

## Authorized Comprehensive Sexual Health Education

1. School districts may provide comprehensive sexual health education—which means education regarding human development and sexuality, including education on pregnancy, family planning, and sexually transmitted diseases—in Grades K through 12.
2. School districts may use trained district personnel or outside consultants who know the most recent medically accurate research on human sexuality, pregnancy, and sexually transmitted diseases. The instruction must meet the following requirements:
  - The instruction and the materials used to teach must be suitable for the intellectual, emotional, and behavioral ability of students of the age being taught.
  - All information taught must be medically accurate and objective, meaning it must be verified or supported by research conducted in the scientific method, reviewed by scientific peers, and recognized as accurate and objective by federal agencies and professional organizations with expert knowledge in health matters.
  - Instruction must be available on an equal basis to a student who is an English learner (described in subdivision (a), Section 306) consistent with the existing curriculum and alternative options for an English learner.
  - Instruction and materials must be appropriate for use with students of all races, genders, sexual orientations, ethnic and cultural background, and students with disabilities.
  - Instruction and materials must be appropriate for students with disabilities through modified curriculum, materials, instructional format, auxiliary aids, and other means.
  - Instruction and materials must encourage students to talk with their parents or guardians about human sexuality.
  - Instruction and materials must teach respect for marriage and committed relationships.
  - Starting in Grade 7, instruction and materials must teach that not having sexual intercourse is the only certain way to prevent sexually transmitted diseases and that not having sexual intercourse has other personal and social benefits, as well. Also instruction and materials must provide medically accurate information on other methods of preventing pregnancy and sexually transmitted diseases.
  - Starting in Grade 7, instruction and materials must provide information about sexually transmitted diseases, including how they are and are not transmitted, the effectiveness and safety of all federal Food and Drug Administration (FDA) approved methods of reducing the risk of contracting sexually transmitted diseases, and information on local sources for testing and medical care for sexually transmitted diseases.
  - Starting in Grade 7, instruction and materials must provide information about the effectiveness and safety of all FDA approved contraceptive methods in

preventing pregnancy, including emergency contraception, and other approved means.

- Starting in Grade 7, instruction and materials must provide students with skills for making and carrying out responsible decisions about sexuality.
- Starting in Grade 7, instruction and materials must provide students with information on the fact that a parent or other person who surrenders physical custody of a baby three-days old or younger at a lawfully identified hospital or “safe-surrender site” will not be prosecuted, as detailed in Section 1255.7 of the Health and Safety Code and Section 271.5 of the Penal Code.

## **ACQUIRED IMMUNE DEFICIENCY SYNDROME (AIDS) EDUCATION**

ECRCHS is required to instruct students in grades 9 to12 in AIDS prevention at least once in high school, unless the parent or guardian requests that the pupil not attend such instruction. AIDS education may be covered in health, home economics, science, and social science courses. The teacher of each course must notify parents or guardians that students will receive such instruction in his or her class.

HIV/AIDS prevention education must accurately reflect the latest information and recommendations from the Surgeon General, the federal Centers for Disease Control and Prevention, and the National Academy of Sciences; and must include the following:

- Information on the nature of HIV/AIDS and its effect on the human body.
- Information on the manner in which HIV is and is not transmitted and on activities that present the highest risk of HIV infection.
- Discussion of methods to reduce the risk of HIV infection and instruction that emphasizes that sexual abstinence, monogamy, avoidance of multiple sexual partners, and avoidance of intravenous drug use are the most effective means of HIV/AIDS prevention and that includes statistics on the latest medical information on the success and failure rates of condoms and other contraceptives in preventing sexually transmitted HIV infection and on methods that may reduce the risk of HIV transmission from intravenous drug use.
- Discussion of the public health issues associated with HIV/AIDS.
- Information on local resources for HIV testing and medical care.
- Instruction on the development of refusal skills to help students overcome peer pressure and use effective decision-making skills to avoid high-risk activities.
- Discussion about societal views on HIV/AIDS and instruction that emphasizes understanding of stereotypes, myths about people with HIV/AIDS, and compassion for people living with HIV/AIDS.

## **PARENT/GUARDIAN ANNUAL NOTIFICATION REGARDING CONDOM AVAILABILITY PROGRAM**

HIV/AIDS and sexually transmitted diseases are epidemic in our community. Public health statistics and reports indicate that increasing numbers of young people in their early teens are becoming involved in behavior that puts them at risk for infection. While El Camino Real Charter High School does offer education which emphasizes

abstinence as the only one hundred percent effective method of preventing infection, the proper use of a condom does provide some protection against sexual transmission of the HIV/AIDS virus. El Camino Real Charter High School has elected to follow LAUSD policy to make condoms available for students unless their parents contact the school nurse in writing denying permission. In making condoms available, El Camino Real Charter High School assumes no liability. Parent/guardians who do not wish their son/daughter/student to be able to obtain condoms through the school's Condom Availability Program, can submit a written letter to the school nurse at any time.

## **SAFETY**

### **EMERGENCY PREPAREDNESS**

The school conducts the following drills throughout the school year.

Fire Drill: Conducted once per semester. Students are evacuated to the stadium.

Drop, Cover and Hold Drill: Conducted once per month in classrooms.

Earthquake Drill: Conducted once per year as part of the Great California Shake-Out. Students are evacuated to the stadium.

Shelter in Place/Lockdown Drill: Conducted once per year in the spring semester.

In addition to conducting regular drills, the school stocks emergency supplies to sustain students and staff. These supplies include water, food, first aid supplies, search and rescue supplies, and sanitation items.

### **EMERGENCY PROCEDURES**

All classrooms have an Emergency Packet mounted near the door. The packet contains the classroom evacuation route, emergency assembly area diagram, class rosters, and attendance forms. If the situation requires it (e.g. earthquake, fire), students and staff will evacuate to the stadium with their class. If the emergency occurs when students are not in class (nutrition, lunch), students will go to the stadium and meet up with their second period teacher.

Once classes have made it to the stadium, teachers take and submit attendance and await further instructions. Students are to remain with their teacher.

**Request Gate:** If it becomes necessary for a parent to pick up their child, they should proceed to the request gate located on Valley Circle Blvd near the PE blacktop. The school will only release students to people who are listed on the current emergency card.

**Reunion Gate:** After finishing the Request Gate process, parents proceed down Valley Circle Blvd. and turn right on Burbank Blvd. The Reunion Gate is located by the tennis courts. Your child will be reunited with you at this gate.

#### **Shelter in Place**

Certain situations (campus lockdown, neighborhood chemical spill) require students and staff to remain in the classroom until conditions are safe. Each classroom is equipped with a “lockdown kit”.

#### **Communication During Emergencies**

Information will be sent out through the school’s automated phone system and through the website.

## **GUN FREE SAFE SCHOOLS**

The Federal Gun Free Safe Schools Act and California law prohibit the possession of firearms on school campuses. Pursuant to these laws, any student found in possession of a firearm will be subject to arrest and will be recommended for expulsion immediately. The term of expulsion shall be one year. Upon a finding that the student was in possession of a firearm, the governing board shall expel the student. "Possession" includes, but is not limited to, storage in lockers, purses, backpacks, automobiles.

## **SAFE SCHOOL PLAN**

California public schools are required to comply with California Education Code Section 212, dealing with the preparation of "Safe School Plans". This three volume plan addresses emergency preparedness, procedures, and prevention. A copy of the Safe School Plan is available in the Deans Office.

## **INTEGRATED PEST MANAGEMENT PROGRAM**

ECRCHS contracts with LAUSD for all of its pest management needs. The following information is from the LAUSD Parent-Student Handbook.

"In March 1999, the Board of Education approved a revised Integrated Pest Management (IPM) Policy with a goal of eventually phasing out the use of pesticides and herbicides, as technology permits. It is the goal of the District to provide for the safest and lowest-risk approach to manage pest problems, while protecting people, the environment, and property. The IPM Policy detailed below focuses on long-term prevention and will give non-chemical methods first consideration when selecting appropriate pest management techniques. Emphasis under the program is placed on the use of mechanical (e.g., glue traps) and exclusionary (e.g., installation of door sweeps and screens, caulking holes and crevices) pest management techniques prior to using pesticides or herbicides, where possible.

A 15-member Pest Management Team, which includes a public health official, a medical practitioner, two parents, and other members of the public, as well as District staff, is charged with implementation of the policy, including the approval of low-risk pesticides and herbicides.

Pesticide/herbicide products used must be first approved by the IPM team following a careful review of contents, precautions, and low-risk methods of use. Pesticides and herbicides may only be applied by the District's licensed Pest Management Technicians. No pesticide/ herbicide use by school-based staff, contractors, students, or parents is permitted.

The District will notify parents, employees, and students of all pesticide applications using the following guidelines:



1. By herein providing a summary of the IPM program and goals, the IPM Policy, Request for Notification Form, and the current IPM Team-approved list of products included in this Handbook (Appendix D).
2. The following information is also available in the Main Office of the school:
  - The IPM Team-approved products list.
  - A log of IPM activity at the school.
  - Request for Notification Form for parents or guardians to sign if they desire 72-hour notification of pesticide use (except for emergencies as determined by the IPM Coordinator and an independent IPM expert).

The notification will include specific information, including product names and active ingredients, target pest, date of pesticide use, signal word indicating the toxicity category of the pesticide, a contact name and number for more information, and the availability of further information at the school's main office. Parents or guardians should notify the school principal on the Request for Notification Form if they believe their child's health and/or behavior could be influenced by exposure to pesticide products, and they desire to be notified of all pesticide applications.

Signs shall be conspicuously posted around any area at least 72 hours before and for five (5) half-lives of the product after the use or application of pesticides not on the IPM Team-approved list in a non-emergency situation. In the event of an emergency as determined above, posting will go up at the time of the application. For more information regarding the IPM Program and policy, parents or guardians may contact the District's Maintenance & Operations Branch Office at (213) 241-0352. Information is also available under the "Links" section online at [www.laschools.org](http://www.laschools.org). Any parent or guardian interested in serving on the IPM Team when a parent representative position is vacated may also contact this telephone number to register their interest.

**POLICY STATEMENT:** It is the policy of the Los Angeles Unified School District (District) to practice Integrated Pest Management (IPM). All aspects of this program will be in accordance with federal and state laws and regulations, and county ordinances. All District policies must conform to this IPM policy.

Pesticides pose risks to human health and the environment, with special risks to children. It is recognized that pesticides cause adverse health effects in humans such as cancer, neurological disruption, birth defects, genetic alteration, reproductive harm, immune system dysfunction, endocrine disruption and acute poisoning. Pests will be controlled to protect the health and safety of students and staff, maintain a productive learning environment and maintain the integrity of school buildings and grounds. Pesticides will not be used to control pests for aesthetic reasons alone. The safety and health of students, staff and the environment will be paramount. Further, it is the goal of the District to provide for the safest and lowest risk approach to control pest problems while protecting people, the environment and property. The District's IPM Policy incorporates focusing on long-term prevention while giving non-chemical methods first

consideration when selecting appropriate pest control techniques. The District will strive to ultimately eliminate the use of all chemical controls.

The “Precautionary Principle” is the long-term objective of the District. The principle recognizes that no pesticide product is free from risk or threat to human health, and industrial producers should be required to prove that their pesticide products demonstrate an absence of the risks enumerated above rather than requiring that the government or the public prove that human health is being harmed. The policy realizes that full implementation of the Precautionary Principle is not possible at this time and may not be for decades. But the District commits itself to full implementation as soon as verifiable scientific data enabling this becomes available.”

### **ASBESTOS MANAGEMENT PLAN**

ECRCHS utilizes LAUSD staff to comply with the Asbestos Management Plan. The Asbestos Management Plan “AHERA Report” identifies where asbestos containing building materials are located at the school and the conditions of those areas. Schools are required to notify staff, parents and legal guardians prior to start of asbestos abatement work. The AHERA report is updated every six months, and is available for review upon request.

### **CANINE SEARCH PROGRAM**

Periodically, specially trained dogs visit the campus to detect the presence of drugs in lockers and classrooms.

### **SURVEILLANCE CAMERAS**

For student and staff protection, certain areas of the school campus are subject to surveillance by security cameras.

## **PARENTS**

### **PARENTAL RIGHTS**

Education Code Section 51101 provides that parents/guardians of pupils enrolled in public schools have the right and should have the opportunity to work together in a mutually supportive and respectful partnership with schools to help their children succeed, to be informed in advance about schools rules, and to be informed of the procedures for visiting the schools and observing the classroom.

### **PARENTS' RIGHT TO KNOW**

The *No Child Left Behind Act (NCLB)* requires that, upon request, parents be notified of the professional qualifications of their child's teacher in core academic subjects. This information includes:

- The type of credential the teacher holds.
- The teacher's college degree(s) and major(s).

A parent may also request information regarding the professional qualifications of a teacher assistant who provides services to his/her child. Additionally, schools must provide timely notice to the parents of a child who has been assigned to, or has been taught in, a core academic subject for four or more consecutive weeks by a teacher who does not meet the *NCLB* teacher requirements.

### **PARENTAL INVOLVMENT**

El Camino Real Charter High has many opportunities for parent involvement. Parents are welcome to join our two main parent groups, The Friends of ECR and PTSA. PTSA meets monthly and is involved in helping schools from the local to the state level. Their activities include hosting test taking workshops, helping underprivileged students, and sponsoring several scholarships at Senior Awards Night. Friends of ECR also meets monthly and is the main fundraising entity for the school. In the past, the money raised has helped pay for additional nursing hours, to supplement classroom materials, to fund tutoring programs, and many other items. Parents can also participate in our school committees including the School Site Council, English Learner Advisory Committee, and School Safety Committee. Our parents also individually donate their time and money to support the myriad activities offered at El Camino such as band, drama, robotics, athletics, journalism, and academic decathlon. Please refer to Appendix C to see our formal Parental Involvement Policy.

### **NONDISCRIMINATION STATEMENT**

El Camino Real Charter High School is committed to providing a working and learning environment free from discrimination, harassment, intimidation and bullying. The school prohibits discrimination, harassment, intimidation and bullying based on actual or perceived sex, sexual orientation, gender, gender identity, gender expression, race or

ethnicity, ethnic group identification, ancestry, nationality, national origin, religion, color, mental or physical disability, age, or on the basis of a person's association with a person or group with one or more of these actual or perceived characteristics.

Discrimination is different treatment on the basis of a protected category in the context of an educational program or activity without a legitimate nondiscriminatory reason and interferes with or limits the individual's ability to participate in or benefit from the services, activities, or privileges provided by the school.

Harassment occurs when: (1) the target is subjected to unwelcome conduct related to a protected category; (2) the harassment is both subjectively offensive to the target and would be offensive to a reasonable person of the same age and characteristics under the same circumstances; and (3) the harassment is sufficiently severe, pervasive, or persistent so as to interfere with or limit an individual's ability to participate in or benefit from the services, activities, or opportunities offered by the school.

## **SEXUAL HARASSMENT POLICY**

ECRCHS is committed to providing a working and learning environment free from sexual harassment. Sexual harassment, of or by employees or students, is a form of sex discrimination in that it constitutes differential treatment on the basis of actual or perceived sex, sexual orientation, gender, gender identity or gender expression. For that reason, it is a violation of state and federal laws.

Sexual harassment is defined by California Education Code Section 212.5 as any unwelcome sexual advances, requests for sexual favors, and other verbal, visual, or physical conduct of a sexual nature made by someone from or in the work or educational setting, under any of the following conditions:

- Submission to the conduct is explicitly or implicitly made a term or a condition of an individual's employment, academic status, or progress.
- Submission to, or rejection of, the conduct by the individual is used as the basis of employment or academic decisions affecting the individual.
- 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.
- 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.

Any student who believes that she or he has been a victim of sexual harassment should bring the problem to the attention of the school-site administrator or the school's Title IX/Bullying Complaint Managers (Mrs. Treuhaft, Mr. Bennett, Mr. Dhillon) so that appropriate action may be taken to resolve the problem. The school prohibits retaliatory behavior against anyone who files a sexual harassment complaint or any participant in the complaint investigation process.

## **TITLE IX AND STUDENTS**

Federal law, Title IX, State law, District policy, and school policy prohibit anyone from discriminating against any student on the basis of actual or perceived sex, sexual orientation, and gender (including gender identity, gender expression, marital status, pregnancy, childbirth or related medical condition). Male and female students have the right to equal learning opportunities in their schools and must be treated the same in all activities and programs, including:

- Athletics
- The classes they can take
- The way they are treated in the classroom
- The kind of counseling they are given
- The extracurricular activities in which they can participate
- The honors, special awards, scholarships and graduation activities in which they can participate

Students who feel that their rights are being violated have the right to take action and should not be afraid of trying to correct a situation by speaking to a school administrator, Title IX/Bullying Complaint Manager (Mrs. Treuhaft, Mr. Bennett, Mr. Dhillon), psychologist, counselor, or trusted adult at school, or filing a complaint (see Uniform Complaint Procedures). Students are encouraged whenever possible to try to resolve their complaints directly at the school site.

## **CHILD ABUSE**

### **Reporting Requirements**

Any school employee who reasonably suspects child abuse has occurred, or is occurring is required by law to file a child abuse report. These reports are filed with the appropriate child protective services agency such as the local police, sheriff's department or the Department of Children and Family Services. School police departments, by law are not considered "child protective services agencies" and may not be the recipients of child abuse reports. Suspected child abuse reports are confidential as to the identity of the employee making such a report.

## **WILLIAMS/VALENZUELA UNIFORM COMPLAINT PROCESS**

Williams/Valenzuela Uniform Complaint Process, Education Code Section 35186, provides important information to parents, guardians, pupils, teachers and other stakeholders regarding complaint rights for the following areas:

1. Every school must provide each pupil, including English language learners, with sufficient textbooks and/or instructional materials, to use in class and to take home or use after class.
2. School facilities must be clean, safe, and maintained in good repair.

3. School restrooms should be clean, stocked and open during school hours.
4. Each class should be assigned an appropriately credentialed teacher and not a series of substitutes or other temporary teachers. The teacher should have the proper credential and subject matter training to teach the class, including training to teach English learners, if present.
5. Pupils who have not passed the high school exit exam (CAHSEE) by the end of 12th grade were not provided the opportunity to receive intensive instruction and services pursuant to Education Code 37254 (d) (4) and (5) after the completion of grade 12. (Note: Passing the CAHSEE as a graduation requirement has been suspended by the State Board of Education.)

Complaints may be filed using the Williams/Valenzuela Uniform Complaint Procedures Form or may be filed anonymously. To file a complaint regarding the above matters, forms can be obtained at one of the following:

- The school's main office
- Or by calling the Charter School Office at (213) 241-0399

To ensure a timely response, completed complaint forms should be submitted to either of the following:

- School site (main office, principal)
- Or send by U.S. Mail to:  
Charter Schools Division  
333 S. Beaudry Ave, 20<sup>th</sup> Floor  
Los Angeles, CA 90017

## **UNIFORM COMPLAINT POLICY AND PROCEDURES**

El Camino Real Charter High School recognizes that it has a responsibility for ensuring compliance with state and federal laws and regulations governing educational programs. As such, the school has adopted a uniform system of complaint processing. The complete Uniform Complaint Policy and Procedures is attached in Appendix E.

## **FEDERAL AND STATE LAWS AFFECTING FAMILY EDUCATIONAL RIGHTS AND PRIVACY**

The privacy of school records is protected by federal and state laws which cover nearly every type of pupil record maintained by local schools or school district central offices. Such records might include information about attendance, health, grades, behavior, athletic ability, or activities in class. The law generally prohibits the release of pupil records information without written consent of the parent, or adult student (18 years or older). Records or information maintained by any school official exclusively for personal reference or use are not considered pupil records and are not subject to Federal and

State privacy laws. Unless otherwise prohibited by law, any natural parent, adopted parent, or legal guardian may have access to and review the pupil records of their child. Also, students who are 16 years and older (or have completed the 10th grade) have the right to access their records.

School and District employees and officials who have a legitimate educational interest have a right to access pupil record information without the consent of the parent or student. A “legitimate educational interest” is defined as a need for the employee/official to access pupil record information in order to perform his/her job duties. Upon request, the 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. In general, other individuals or agencies may be authorized to access, review and/or obtain pupil records by court order, natural parent, adopted parent or legal guardian consent, or by statute.

**Directory information** is routine information maintained by school districts about students. It is this special category of pupil record information that does not require the same level of confidential treatment as pupil record information. Under the law, a school district may identify certain categories of information as directory information and may provide directory information to certain individuals, officials and organizations identified by the district as those who have a legitimate need to know. Parents and/or adult students have the right to limit or deny the release of any portion of directory information. Additionally, parents and/or adult students may deny the release of directory information to any designated recipient.

Any and all of the following items of directory information relating to a pupil may be released to a designated recipient unless a request is on file to withhold its release as indicated in the Authorizations and Prohibitions section of Aeries submitted to the school.

- Name
- Address
- Telephone
- Date of birth
- Dates of attendance
- Previous school(s) attended

## **SCHOOL CLIMATE BILL OF RIGHTS**

El Camino Real Charter High School, ECRCHS, is committed to ensuring a safe, healthy, and positive school environment. ECRCHS has developed fair and consistent progressive discipline policies based on positive behavior interventions.

The ECRCHS community values a rigorous education focused on providing opportunities to select college or career paths. The School Climate Bill of Rights promotes a school with an environment focused on safety, learning, student well-being and community interaction.

- School-Wide Positive Behavior Intervention and Support: ECRCHS will implement alternatives to suspensions along with positive behavior intervention. Appropriate prevention and intervention approaches provide accountability and rehabilitation for discipline incident. See page two for more information regarding ECRCHS' intervention strategies.
- Alternatives to suspension and positive behavior interventions and supports: Alternatives to suspensions strategies will be utilized for all students prior to suspensions except those limited offenses where suspension is required under California Education Code 48915(c). See page two for more information regarding ECRCHS' intervention strategies.
- School Discipline and school based-arrest and citation data available for viewing: Refer to ECRCHS' website for monthly reports.
- Restorative Justice Approach to resolve student conflict: See below for more information regarding ECRCHS' intervention strategies.
- School-Wide Task Force: School Site Council will include administrator, teacher, student, parent and classified member. This council will make recommendations to the Discipline staff for implementing positive approaches to working with students, staff and parents/guardians.
- School Police on campus roles and responsibilities: Students have the right to safe and healthy school environments that minimize the involvement of law enforcement, probation, and the juvenile and criminal court system, to the greatest extent as possible and when legally feasible.
- A System to file a formal complaint if the School-Wide Positive Behavior Intervention and Support is not implemented: One Assistant Principal is assigned for all school formal complaints. Please see the main office for the form.

The following are supports we strive to provide given student needs and available resources:

### Interventions

We have implemented many of the Tier I and Tier II interventions mentioned in LAUSD Bulletin 6231.0.

These interventions include the following:

- Parent/Student Conferences
- Conflict Resolutions led by the Deans



- Individual Counseling
- Alternative Programming (changing teacher/class)
- Referral to SST
- Referral to TST
- Behavioral Contracts
- Threat Assessment
- Referral to Peer Active Listener group (PALs)
- Campus Beautification
- Restitution
- Working with
- Referral to drug education/counseling (Tarzana Treatment Center meetings on our campus)
- Referral to our new after-school Anger Management Counseling led by a certified MFT counselor on our campus after school

### Alternatives to Suspension

Our alternatives to suspension include the following:

- Conflict Resolutions led by the Deans
- Individual Counseling
- Behavioral Contracts
- Campus Beautification
- Referral to drug education/counseling (Tarzana Treatment Center meetings on our campus)
- “In House” Class Suspensions with appropriate curricular materials provided to the student
- Referral to our new after-school Anger Management Counseling

### Schoolwide Positive Behavior Support System

#### Incentives

- Good attendance qualifies juniors and seniors for lunch passes
- Good attendance and a good disciplinary record qualifies students for Prom
- Intervention Coordinator distributes blank “On The Spot Recognition” forms so that teachers and students can send words of encouragement to each other.
- The Deans Office is in the process of developing a “Deans List” that rewards positive behavior
- The school is considering bringing back “Front of the Line” passes for the lunch lines.
- Certificates issued for good behavior through the Assistant Principals’ Office.
- The Alternative Education Program also uses the following incentives:
  - Posting student names on the Awesome Board every week for students who have improved
  - End of semester assemblies celebrating attendance, academics, and citizenship

## Positive Behavior Supports

- Two full time Dean of Students
- Attendance Coordinator
- Intervention Coordinator
- Two school psychologists
- Tarzana Hospital Drug Treatment Group
- Anger Management Group
- Body Image Group
- Because I Love You family counseling referrals
- Anxiety disorder counseling group
- Counselors
- California Family Counseling through Phillips Graduate University Interns (counsels students one on one)
- Tarzana Mental Health Services will be on campus to work with Families and students who are on Medi-Care
- Student support groups
- Appropriate Social Media behavior video will be shown to all students this semester
- Formal and informal follow-up communications
- Village nation and La Familia
- 80+ clubs

## LOCATION OF PUPIL RECORDS

Most pupil records are maintained at the school site. Records maintained by ECRCHS are usually maintained as indicated below:

1. Pupil records pertaining to student health are maintained in the Health Office with the school nurse as immediate custodian.
2. Pupil records pertaining to student progress, counseling, or guidance assistance are maintained in the Counseling Office, with the Assistant Principal in charge of counseling, as immediate custodian.
3. Pupil records pertaining to attendance are maintained in the Attendance Office, with the Assistant Principal in charge of counseling as immediate custodian.
4. Pupil records pertaining to athletic activities are maintained in the Athletic Director's Office with the Athletic Director as immediate custodian.
5. Education records pertaining to classroom activities are maintained in each classroom with each teacher as immediate custodian.
6. Special Education IEP's are maintained in Welligent and in the Student Support Services Cum. Room with the Assistant Principal in charge of Student Support Services as immediate custodian.

## CHALLENGES TO PUPIL RECORD INFORMATION

- A. The inspection / review of any or all pupil records will be during regular school hours and will be arranged at a time mutually convenient to the parent (or student, when applicable) and the school official. A certificated ECRCHS employee must be present to assist and act as custodian of the file. When a pupil record of one student includes information concerning other students, the parent or adult student who wishes to inspect and review such material may see only such part as relates to the child of that parent or to the particular adult student. If the parent or adult student requests a copy of the whole or any part of a pupil record, the copy will be provided. The school office may charge a copy fee. For all pupil records (other than grades), California Education Code Section 49070 provides that a parent (or former student) may challenge the content of such pupil records by filing a written request to remove or correct any recorded information that is:
1. Inaccurate
  2. An unsubstantiated personal conclusion or inference
  3. A conclusion or inference outside of the observer's area of competence
  4. Not based on the personal observation of a named person with the time and place of the observation noted
  5. Misleading
  6. In violation of the privacy or other rights of the student

The parent may challenge the content of such records by first meeting with the Assistant Principal in charge of counseling. If the Assistant Principal sustains the parent's challenge, the record will be corrected or removed. If the Assistant Principal does not sustain the parent's challenge, the parent may appeal. Appeals from Assistant Principal's adverse decision may be made to the Principal. If the Principal sustains the parent's challenge, the record will be corrected or removed. If the Principal does not sustain the parent's challenge, the parent may appeal to the Board. The Board may choose to convene an impartial panel to conduct an inquiry into the subject of the challenge. If the panel sustains the challenge, the correction, removal or destruction of material challenged will be made. If the parent's challenge is ultimately denied, the parent has a right to provide a written statement of his or her objection to the information. This statement becomes a part of the student's school record unless and until such time as the information objected to is changed or removed.

- B. With regard to the challenge of grades, California Education Code section 49066 provides that, in the absence of clerical or mechanical mistake, fraud, bad faith or incompetence, the grade given to each pupil in a course by a teacher shall be final. Challenges to grades will be conducted in accordance with California law and with school policy. Please see the "Grade Change Request Process" section in the handbook for more information.
- C. Records or information maintained by any school official exclusively for personal reference or use and which are not available to any other person,

except his or her substitute, are not pupil records available for inspection, review, or challenge by the parent or adult pupil.

- D. Upon the written request by a school in which the student seeks or intends to enroll, education records of the student will be forwarded to that school.

Parents have the right to file complaints regarding school procedures affecting rights of privacy with California State Department of Education and/or the Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, Washington, D.C. 20201.

## **EMERGENCY INFORMATION**

For the protection of the student's health and welfare, and to facilitate immediate communication with the parent/legal guardian or caregiver, ECRHCS, in accordance with EC 49408, requires the parent/legal guardian to provide current emergency information on an official Emergency Form at the school site. Every parent/legal guardian or caregiver must complete an Emergency Form for each student at the time of enrollment. Emergency information should include, but is not limited to the following:

- Home address and current telephone, including cell phone
- Employment/business addresses and phone numbers
- Relative/Friend's name, address, and telephone numbers authorized to pick up and care for the student in an emergency situation, if the parent/legal guardian cannot be reached. If the student rides the school bus to and from school, include his/her routing information; route number, pick/up and drop off location. Parents of students with disabilities should also have the name of any other designated adult who can receive their child in case of an emergency.

Students will only be released to a person listed on the Emergency Form unless the parent/legal guardian has provided written authorization on a case by case basis.

## **CHANGE IN ETHNICITY/RACE IDENTIFICATION OF STUDENTS**

The school is required to collect race and ethnicity data on all new enrolling students using a two-part question. The first part of the question asks whether or not the respondent is Hispanic or Latino. The second part of the question asks the respondent to select one or more races from the following five groups:

- American Indian or Alaskan Native
- Asian
- Native Hawaiian or Other Pacific Islander
- Filipino
- Black or African American
- White

Parents/guardians wishing to change the current ethnicity and race category of their children must complete the Ethnicity/Race Identification of Students Form, sign and return it to the Admissions Office. If you have any questions or need more information, contact the Admissions Office.

## **CHANGE OF RESIDENCE**

It is the responsibility of parents, guardians or adult foster care caregiver to inform the school of any change of address, telephone number or emergency information. Provided that the school meets its responsibility regarding requirements of notification of residence information, a family's failure to report a change of address within 30 calendar days shall be cause for forfeiture of the right to a Continuing Enrollment Permit. Parents must provide a manner to receive both written (U.S. Mail) and oral communication (telephone, cell) regarding their student.

## **HOMELESS STUDENTS**

The McKinney-Vento Homeless Assistance Act for Homeless Children and Youth entitles all homeless school-aged children to the same free and appropriate public education that is provided to non-homeless students.

A homeless student is defined as a person between the ages of six to eighteen who lacks a fixed, regular, and adequate nighttime residence and includes:

- Children and youths who 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; are abandoned in hospitals; or are awaiting foster care placement
- Children and youths who 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
- Children and youths who are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings
- Migratory children who qualify as homeless because the children are living in conditions as described above

Families self-identify their current living situation on the Student Residency Questionnaire (SRQ) that is included in every enrollment packet. Once identified, the school's Homeless Liaison will work with the student and family to connect them to the resources they qualify for.

A homeless student has the right to attend either the school that the student was last enrolled or the school of residence. The school shall ensure that transportation is provided as appropriate, at the request of the parent/guardian/unaccompanied homeless youth, to and from the school of origin, if feasible.

The law requires the immediate enrollment of homeless students. Schools cannot delay or prevent the enrollment of a student due to the lack of school or immunization records. It is the responsibility of the school to request all necessary documents from the previous school, and refer parents to all programs and services for which the student is eligible. Referrals may include, but are not limited to: free nutrition, special education services, tutoring, preschool, before and after school services and any other services needed. Unaccompanied youth have these same rights.

If a dispute arises over school selection or enrollment, the parent/guardian has the right to dispute the school's decision.

## **RESTITUTION/PARENT LIABILITY**

Civil Code 1714.01 provides that any act of willful misconduct of a minor which results in any injury to the property or person of another shall be the responsibility of the parent or guardian having custody and control of the minor for all purposes of civil damages and the parent or guardian having custody and control shall be jointly and severally liable with the minor for any damages resulting from the willful misconduct not to exceed \$25,000.

California Education Code Section 48904 provides that the parent or guardian of a minor is liable to a school district or private school for all property loaned to and not returned or willfully damaged by the minor. It also authorizes local school districts to adopt a policy whereby the marks, diploma, or transcripts of these students would be withheld until the pupil or the parent/guardian pays for the damages or returns the property.

It is the policy of the school to seek restitution, including but not limited to, when a student willfully cuts, defaces, causes the loss, non-return or otherwise damages any property, real or personal, belonging to the school district or a school employee. The parent/guardian of the student is liable for such damages not to exceed \$25,000.

## **WRITTEN NOTICE OF RIGHTS & CONSENT TO BILL CALIFORNIA MEDI-CAL & RELEASE OR EXCHANGE INFORMATION FOR HEALTH-RELATED SPECIAL EDUCATION AND RELATED SERVICES**

This Written Notice is given to Parent ("You") by Local Education Agency El Camino Real Charter High School ("LEA").

Under the federal Medicare program, a public agency may access parents' public benefits or insurance to help pay for health-related special education and related services. Through the ***Medi-Cal Local Education Agency Billing Option*** this LEA/school may submit claims to California Medi-Cal for covered services provided to Medi-Cal eligible children enrolled in special education. The Medi-Cal program is a way for school districts and/or County Education Offices to receive federal funds to help pay for special education health-related services. (e.g. PT, OT, Speech, Health screening, Counseling, Transportation)

With your consent, this LEA may disclose to the California Medi-Cal program and/or your private insurance program the following information about your child for the sole purpose of processing claims for reimbursement: name, birth date, gender and special education service (including the type, date, number of service(s) and the name of the service provider).

You need to know that:

- You may refuse to sign the consent form. This LEA is still required to provide special education services at no cost to you.
- Information about your child or family is strictly confidential. Your rights are preserved under federal law.
- Your confidentiality rights are preserved under Title 34 code of Federal Regulations 300.154; Family Education Rights Privacy Act of 1974, Title 20 of the United States code, Section 1232 (g), Title 34 Code of Federal Regulations, Section 99.
- Your consent can be revoked at any time in writing.

The LEA:

- May not require parents to sign up for or enroll in public benefits or insurance in order for your child to receive a free and appropriate education (FAPE).
- May not require you to incur an out-of-pocket expense such as a deductible or co-pay.
- May not use your child's benefits if that would:
  - Decrease available lifetime coverage or any other insured benefit.
  - Result in the family paying for services that would otherwise be covered outside of the time the child is in school.
  - Increase premiums or lead to the discontinuation of benefits or insurance (Medi-Cal).
  - Risk loss of eligibility for home and community-based waivers, based on aggregate health-related expenditures.

## **VISITORS TO SCHOOL CAMPUSES**

All campus visitors must have the consent and approval of the principal/designee. Children who are not enrolled at the school are not to be on the campus unless prior approval of the principal has been obtained. Visitors may not interfere with, disrupt or cause substantial disorder in any classroom or school activity. Parents wishing to visit their child's classroom should make prior arrangements with the teacher at least 24 hours in advance. All visitors must check in at the Main Office and obtain a visitor's pass. Any individual who disrupts a school site or fails to follow school rules and/or procedures is subject to removal from the school site and may be further restricted from visiting the school.





# Appendix

# Appendix A

## Acceptable Use Policy

## **El Camino Real Charter High School (ECR)**

### **Computer Usage Policy and Acceptable Use Agreement**

ECR computing resources are provided for student use related to the school's mission statement. Our mission is to educate our diverse student body by developing students' talents and skills so that they will succeed in a changing world, value and respect themselves and others, and make a positive contribution to our global society. The computing resources may only be used for purposes related to research, instruction, and school-sanctioned activities.

The use of ECR computing resources is a privilege to which all students of ECR are entitled. Certain responsibilities accompany that privilege and understanding them is important for all users. The responsibilities are:

- Computer usage is for school-related work only.
- The user may not change his/her password.
- The user must not eat or drink near any computer equipment.
- The user should be aware of computer viruses and other destructive computer programs and take steps to avoid being their victim or unwitting vector.
- The user must respect any disk quotas applied to his/her account and use as little disk space as possible. Students cannot use temporary areas or the local hard drive to store data.
- Students must respect the privacy and property of all files on the computer system. Do not assume that the ability to read a file implies permission to read the file.
- Students may not attempt to breach or bypass client and/or network security on ECR computers.
- Students may not install software onto ECR machines.

### **ECRnet Acceptable Use Policy Rules and Regulations**

The Internet is a public network, and as such, e-mail is not private. ECRnet system operators have access to all user account directories and data, e-mail, personal Web pages, and any other files stored on system servers. System operators may delete files at anytime to conform to system storage needs.

Access to the Internet from ECRnet is a privilege, not a right. Access to ECRnet is free to actively enrolled students with a Student Identification Number at El Camino Real Charter High School. Each user voluntarily agrees to release, hold harmless, defend, and indemnify ECRCHS, its officers, board of directors, and agents for and against all claims, actions, charges, losses, or damages which arise out of the user's use of the ECRnet, including, but not limited to, negligence, personal injury, wrongful death, property loss or damage, delays, non-deliveries, mis-deliveries of data or service interruptions.

Each user acknowledges that the information from other Web sites may not be accurate. Use of any of the information obtained via the Internet is at the user's own risk. ECR makes no warranty of any kind, either express or implied, regarding the quality, accuracy, or service interruptions.

### **ECR Technology Staff Rights and Responsibilities**

Within the limits of the capability of the computer system, ECR Technology Staff (ECRTS) will attempt to maintain the privacy of all files and electronic mail. However, ECRTS has the right to examine any file, backup archives, electronic mail, or printer listings as part of normal system administration or when there is a reasonable belief that a user is violating policies specified in this document.

ECRTS will work to protect the information saved on the centrally located file server from accidental loss, tampering, unauthorized search, or other access. In the event of inadvertent or non-malicious actions resulting in the loss of or damage to that information, or the invasion of the user's privacy, the ECR Technology Staff will make a reasonable effort to mitigate the loss or damage. In most cases, however, ultimate responsibility for prevention and resolution of such problems rests with the user. ECR will assume no responsibility for the security of publicly accessible computer files.

- ECRTS will make every effort to maintain backup copies of student files, and restore them when they are lost or damaged. However, ECRTS cannot guarantee that there is a backup copy of any file, or that a file can be restored immediately.
- Within the limits of the capability of the computer system, ECRTS will maintain the privacy of student personal information.
- ECRTS has the right to monitor all activity on a computer system, including individual sessions.

- ECRTS has the right to terminate any computer session or print job that is consuming excessive resources, including idle sessions.
- ECRTS has the right to delete an inactive account.
- ECRTS has the right to refuse access to any person who has violated the policies in this document or the policies of the school.
- ECRTS has the right to require students to change passwords regularly, refuse to allow students to use a specific password, or require students to use a random password.
- ECRTS has the right to limit student disk space and other available computer resources.
- **ECRTS has the right to revoke any account that has been used in violation of the policies specified in this document.**

The Internet, a network of networks, allows people to interact with hundreds of thousands of networks and computers. All connections to the Internet by **El Camino Real Charter High School** students are subject to the Acceptable Use Policy (AUP). ECRnet is a free and open forum for discussion. However, since ECRnet access is provided as an instructional tool rather than a personal forum, users will not use ECRnet access to demean, defame, or denigrate others for race, religion, creed, color, national origin, ancestry, physical handicap, gender, sexual persuasion, or other reasons. Users should have no expectation of privacy regarding their use of ECR property, network and/or Internet access or files, including email. By using this network, users have agreed to this policy.

#### **Student Internet Safety**

1. Students shall not reveal on the Internet personal information about themselves or other persons. For example, students should not reveal their name, home address, telephone number, or display photographs of themselves or others;
2. Students shall not meet in person anyone they have met only on the Internet; and
3. Students must abide by all laws, this Acceptable Use Policy and all District security policies.

#### **Unacceptable Uses of the Computer Network or Internet**

- **Violating any state or federal law or municipal ordinance, such as: Accessing or transmitting pornography of any kind, obscene depictions, harmful materials, materials that encourage others to violate the law, confidential information or copyrighted materials;**
  - **Criminal activities that can be punished under law;**
  - **Selling or purchasing illegal items or substances;**
  - **Obtaining and/or using anonymous email sites; spamming; spreading viruses;**
  - **Causing harm to others or damage to their property, such as:**
    1. Using profane, abusive, or impolite language; threatening, harassing, or making damaging or false statements about others or accessing, transmitting, or downloading offensive, harassing, or disparaging materials;
    2. Deleting, copying, modifying, or forging other users' names, files, or data; disguising one's identity, impersonating other users, or sending anonymous email;
    3. Damaging computer equipment, files, data or the network in any way, including intentionally accessing, transmitting or downloading computer viruses or other harmful files or programs, or disrupting any computer system performance;
    4. Using any ECR computer to pursue "hacking", internal or external to ECRCHS, or attempting to access information protected by privacy laws; or
    5. Accessing, transmitting or downloading large files, including "chain letters" or any type of "pyramid schemes".
- **Engaging in uses that jeopardize access or lead to unauthorized access into others' accounts or other computer networks, such as:**
  1. Using another's account password(s) or identifier(s);
  2. Interfering with other users' ability to access their account(s); or
  3. Disclosing anyone's password to others or allowing them to use another's account(s).

#### **Unacceptable Uses of the Internet Include, But Are Not Limited To:**

- Forwarding personal communication without the author's prior consent.
  - Using text, graphics, sound, or animation in messages or the creation of Web pages without displaying a notice crediting the original producer of the material, and stating how permission to use the material was obtained.
  - Using the resources of ECRnet or any other campus Internet connection, including a connection from a campus network, to attempt unauthorized access to any other computer system, or to go beyond the user's authorized access on ECRnet or any other campus network. This includes attempting to log in through another person's

- account or access another person's files. It also includes any attempt to disrupt any computer system performance or destroy data on any computer system.
- Using the Internet for commercial purposes, financial gain, personal business, produce advertisement, business service endorsement, or religious or political lobbying is prohibited.

#### **Penalties for Improper Computer Usages**

The use of a school computer account is a privilege, not a right, and misuse will result in the restriction or cancellation of the account. Misuse may lead to disciplinary and/or legal action including the following:

- Suspension or removal of student's account
  - Referral to the Dean
  - A parent conference
  - Suspension from school
  - Financial responsibility for the complete restoration of the damage, including parts and labor

The El Camino Real Charter High School computer system is intended for the exclusive use of its registered users who are responsible for their password and their accounts. Any problems that might arise from the use of the account are the responsibility of the account holder. Any misuse of the account or system will result in disciplinary action and/or the suspension or cancellation of privileges. **Use of the account by someone other than the registered user will be grounds for cancellation for all parties.**

# Appendix B

## Senior Attendance Policy

## **EL CAMINO REAL CHARTER HIGH SCHOOL**

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**TO:** Class of 2017

**DATE:** July 2016

**FROM:** Administration

**SUBJECT: SENIOR ATTENDANCE POLICY**

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### **1. Objectives**

- a. To improve attendance, punctuality, and student achievement.
- b. To heighten awareness of the importance of good attendance and punctuality.
- c. To reduce truancy.
- d. To curb "senioritis" (excessive absences/tardies by seniors).

### **2. Policy**

Seniors who exceed 15 full day absences during the attendance period beginning August 15, 2016 and ending April 15, 2017 will be denied the privilege of participation in the Senior Prom. Students have 10 days after the absence to bring in a note. After 10 days, the absence becomes a permanent unexcused truancy.

- a. Authorized school activities are not included.
- b. New and transferring students must meet ECRCHS attendance requirements in order to participate in the senior prom.

### **3. Appeal process**

Students appealing their denial of senior prom need to complete the required school forms and return them completed and signed with the required documentation to their Dean. Acceptable absences for appeal are:

- a. Medical - two or more days of continuous absence.
- b. Death in immediate family.
- c. Regularly scheduled medical appointments - verified by doctor's note, including time and date of each appointment. ***The note must be on file when student returns from the absence.*** Explain why this has to be done during school hours.
- d. Special circumstances - attach statement explaining circumstances and necessary documentation.

### **4. General Reminders**

- a. All documentation for medical, death in immediate family, and medical appointments must be original notes brought to the Counseling Office ***when returning from absence. Doctor's notes may not be brought in at the time of appeal.*** The Appeals Committee will gather this documentation.
- b. Truancies are not appealable under any circumstances.
- c. Forgeries of any document may result in loss of appeal process.

# Appendix C

## Parental Involvement Policy



## ***EL CAMINO REAL CHARTER HIGH SCHOOL***

### ***A California Distinguished School***

5440 Valley Circle Blvd, Woodland Hills, CA 91367

TELEPHONE: (818) 595-7500 FAX: (818) 710-9023

**JONATHAN WASSER**

*Board President*

**DAVID FEHTE**

*Executive Director*

## **School Parental Involvement Policy 2016-2017 School Year**

The Parent Involvement Policy was developed jointly and approved by parents, teachers and administrators and distributed to all parents of participating students, teachers and to our community. This policy is updated annually through the School Site Council (SSC) with parental, teacher and administrative collaboration.

### **A. Policy Involvement –**

- Convene annual Title I meetings to inform parents of the program. Inform parents of all meetings for the School Site Council and ELAC. Encourage and invite all parents to attend.
- Meetings shall be offered at convenient dates and times and child care will be provided to facilitate attendance by parents. Ensure that all information related to school and parent programs, meetings and other activities is distributed to parents in a format and in a language the parents can understand.
- Parents will be informed of their school's participation in Title I, the Requirements of Title I, and the Rights of Parents to be involved. Parents will be involved in reviewing the Single Plan, Parent Involvement Policy and Parent-School Compact.
- The school will:
  - i. Inform parents about the goals and purposes of Title I, any Title I programs at the school, the curriculum used in the programs, the academic assessments used to measure student progress, and the proficiency levels students are expected to meet and all standardized test results.
  - ii. If requested by parents, provide opportunities for regular meetings where parents may offer suggestions and ask questions regarding Title I policies and programs.
- If the Title I plan is not satisfactory to the parents, submit any parent comments on the school's plan when it is submitted and provide a timely response to parents' suggestions and questions.

### **B. Shared Responsibilities for High Student Academic Achievement –**

- The school and parents will build and develop a partnership to promote and sustain student academic achievement.
- With regard to the school's responsibility to provide high quality curriculum and instruction, the school will:
  - i. Employ a wealth of rich, research-based teaching strategies to deliver a challenging, standards-based curriculum, combining A-G academic requirements.
- With regard to the school's responsibilities to provide a supportive and effective learning environment including communications with parents, the school will:
  - i. Teach grade level skills and concepts satisfying A-G requirements

- ii. Provide high quality curriculum and instruction utilizing research-based teaching strategies to deliver a challenging, standards-based curriculum
  - iii. Strive to address the individual needs of students.
  - iv. Communicate clear standards-based criteria for proficiency to parents through initial letters home, ongoing written and verbal parent communications, periodic teacher conferences throughout the academic year and progress reports and report cards.
  - v. Continue to communicate to parents in through Aeries regarding their students attendance, tardies, and missing homework and class work.
  - vi. Continue to communicate to students and parents about the availability and the importance of participation in the intervention plan for struggling students and monitor student participation and progress.
  - vii. Provide a safe, positive and healthy learning environment for all students.
- With regard to the shared responsibilities of parents to support academic achievement at home, the parent will, to the best of the parent's ability:
  - i. Motivate and encourage students to complete homework.
  - ii. Motivate and encourage students to engage in reading activities for at least 20 – 30 minutes every day.
  - iii. Review all school communications, respond if needed by telephone, e-mail, in writing, or in person and promptly return all necessary documents.
  - iv. Attend Back-to-School events and other school events.
  - v. Sign and return all school documents.
  - vi. Provide a quiet place/time for student to do homework.
  - vii. Make sure student gets adequate sleep and has a healthy diet.
  - viii. Support the school's/district homework, discipline and attendance policies.
- With regard to the parent's responsibility to monitor the student's homework, the parent shall:
  - i. Review the student's agenda, website for teachers posting assignments, or communicating with the teacher. All freshman students are provided with agendas, to record homework and school-to-home communications.
  - ii. Review all school communications.
- With regard to the shared student responsibilities in their own academic success, the student shall:
  - i. Attend class on time every day
  - ii. Inform parent or guardian assignments and homework
  - iii. Return completed homework on time
  - iv. Return all signed school documents including progress reports
  - v. Be responsible for own behavior
  - vi. Be a cooperative learner
  - vii. Ask for help when needed
- Parents are encouraged to participate in the various educational programs by personal observations at school and through our highly organized communication program. Some of the ways in which our school communicates with parents include:
  - i. A phone message detailing events at our school.

- ii. Mandated information literature mailed home, through our web page and phone message system will be utilized more frequently.
  - iii. Faculty/Staff voice mail to insure communication between parents and staff.
  - iv. ECR's website offers a wealth of features, including access to grades, teacher created websites, and updated school information.
- In regard to frequent reports to parents on their child's progress, the school will:
  - i. Make student data available from CELDT, along with state summative data.
  - ii. Encourage parents to access the Internet to see if their child is in school and in class via Aeries, a web-based program.
- El Camino Real Charter High School enables reasonable access to staff by transferring parent calls to faculty voice mail, scheduling parent-teacher conferences during conference periods, scheduling observation visits, hosting Back-to-School Night, and other school events.

### **C. Building Capacity for Involvement –**

- Data is shared at parent meetings and parents are instructed in the understanding and use of test scores to determine needs and encourage participation in intervention programs. Parents are trained on interpreting their own student's achievement test scores in their own language.
- El Camino Real Charter High School is dedicated to providing parent training opportunities for all families. These training opportunities are all designed to provide parents with the needed information to enhance student performance. Activities available to parents include:
  - i. Informational meetings sponsored by our Bilingual, Title I, and School Site Councils.
  - ii. When the school budget permits, Parent Literacy classes conducted at EL Camino Real Charter High School. The eight-week program provides our parents with workshops, which focus on school and family related topics.
  - iii. The SSC and ELAC as well as other committees provide parent workshops regarding graduation requirements, post secondary options, college requirements (courses, GPA, tests), financial aid opportunities, and parent roles in increasing student college attendance.
- To ensure the effective involvement of parents, our El Camino staff is educated regularly on the importance of parent involvement via department meetings, professional development, ELAC and School Site Council meetings. In the course of these meetings, components of the ECRCHS Parent Involvement Policy are constantly monitored and evaluated. Parents are encouraged to evaluate all segments of our program. Policy changes are then communicated to all stakeholder groups by the school administration.
- With regard to the coordination of parent involvement activities:
  - i. Twice a year, ECRCHS hosts a 4.0 Honor Roll Brunch and posts the Principal's Honor Roll of 3.5 and above in the main hall way book case.
  - ii. During certain field trip excursions, parents are invited so that they may better understand the teacher's curriculum set for the class and to provide staff support.
- El Camino Real Charter High School ensures that meetings are interpreted, to the best of the school's ability.

**D. Accessibility –**

- El Camino Real Charter High School makes every attempt to provide full opportunities for the participation of parents with limited English proficiency, parents with disabilities, and parents of migratory children.
- Due to limited parts of the campus accessible by wheelchair and/or elevator, parent and/or community conferences will be located in areas that are fully accessible.
- We will partner with the Migrant Education Program to ensure all families are receiving assistance and accommodations as necessary.

# Appendix D

## Approved Pesticide Product List

**Los Angeles Unified School District**

**Approved Pesticide Product List**

PESTICIDE NAME	(1) ACTIVE INGREDIENT	PHYSICAL FORM	APPLICATION METHOD	2015 TARGET PEST	USEPA TOXICITY CATEGORY	(2) LABEL DESIGNATION	COMMENTS	EPA REG. NO. or CA. REG. NO.
Advance Granular Ant Bait	abamectin B1 0.011%	Granule	Indoor cracks, crevices and voids Outdoors per	Ants	3	Caution	Bait attractant <b>Applicator refer to product label for</b>	499-370
Alpine Cockroach Gel Bait	Dinotefuran	Gel	Indoor cracks, crevices and voids.	Cockroaches	3	Caution	Bait attractant <b>Applicator refer to product label for appropriate PPE</b>	499-507
Avert Dry Flowable Cockroach Bait (Formula 1)	abamectin B1 0.05%	Dust	Crack & crevice bait dust	Cockroaches	3	Caution	Bait attractant <b>Applicator refer to product label for appropriate PPE</b>	499-294
Bora-Care Termiticide, Insecticide and Fungicide Concentrate	disodium octaborate tetrahydrate 40%	Liquid suspension	Spray used for wood boring insects	Termites	3	Caution	<b>Applicator refer to product label for appropriate PPE</b>	64405-1
Contrac Blox	bromadiolone 0.005%	Solid Bait Block	Rodent bait Used in bait stations only	Rodents	3	Caution	Used infrequently in bait stations <b>Applicator refer to product label for appropriate PPE</b>	12455-79
Demize EC	Linalool 37% Piperonyl butoxide 40%	Liquid	Spray application	Fleas	1	Danger	Pest Supv. to approve each use. To be used in unoccupied facilities only. IPM Team to be notified at following Team meeting. <b>Applicator refer to product label for appropriate PPE</b>	2724-769-57076
Distance IGR	Pyriproxyfen 0.5%	Granule	Local or broadcast	Fire ants	3	Caution	<b>Applicator refer to product label for appropriate PPE</b>	1021-1728-59639
Drax Ant Kil Gel	orthoboric acid 5%	Gel	Interior and exterior crack and crevice sugar based bait	Ants	3	Caution	<b>Applicator refer to product label for appropriate PPE</b>	9444-131
Generation Mini-Block	difethialone 0.0025%	Solid Bait Block	Bait used in stations only	Rodents	3	Caution	To be used in tamper proof bait stations. <b>Applicator refer to product label for appropriate PPE</b>	7173-218
Gentrol IGR Concentrate	hydroprene 9%	Liquid	Crack & crevice spray	Cockroach, fleas, storage pests	2	Warning	Structural use only. Insect growth regulator <b>Applicator refer to product label for appropriate PPE</b>	2724-351
M-Pede	potassium salts of fatty acids 49%	Liquid	Direct spray to pest	Africanized honey bees, thrip, and white fly	2	Warning	<b>Applicator refer to product label for appropriate PPE</b>	53219-6

**Los Angeles Unified School District**

**Approved Pesticide Product List**

MotherEarth 2% PY	Pyrethrin 2% (a botanical insecticide)	Aerosol	Use according to label.	2015	3	Caution	Follow food handling precautions when using this product. Applicator refer to product label for appropriate PPE	499-520
MotherEarth Exempt	Geraniol 6% Lemongrass Oil 0.5	Aerosol	Use according to label.	Various insects	3	Caution	Follow food handling precautions when using this product. Applicator refer to product label for appropriate PPE	Exempt
MotherEarth D	Diatomaceous Earth 100%	Dust	Use according to label.	Various insects	3	Caution	Applicator refer to product label for appropriate PPE	499-509
Niban Granular Bait and Niban-FG	Orthoboric Acid-5%	Granules and Fine Granules	Interior and exterior bait	Various insects	3	Caution	Applicator refer to product label for appropriate PPE	64405-2
NiBor-D	Disodium Octaborate Tetrahydrate-98%	Dust	Applied wet or dry	Various insects	3	Caution	Applicator refer to product label for appropriate PPE	64405-8
PT 565 Plus XLO Formula 2	pyrethrins-0.5% piperonyl butoxide -1% n-octyl bicycloheptene dicarboximide 1%	Aerosol	Use according to label.	Fleas, gnats, mosquitos, bees, bird mites	3	Caution	Restrict re-entry to occupied areas for 24 hours after application. Follow food handling precautions when using this product. Applicator refer to product label for appropriate PPE	499-290
PT Wasp Freeze	phenothrin 0.12% d-trans allethrin 0.129%	Aerosol	Outdoor aerosol spray directly to wasps and bees	Wasps, hornets, & bees	3	Caution	Obtain supervisor approval prior to each use. Applicator refer to product label for appropriate PPE	499-362
Recruit IV AG (Sentricon)	Noviflumuron 0.5%	Solid	Bait used in station only	Subterranean Termites	3	Caution	Applicator refer to product label for appropriate PPE	62719-454
Recruit IV (Sentricon)	Noviflumuron 0.5%	Solid	Bait used in station only	Subterranean Termites	3	Caution	Applicator refer to product label for appropriate PPE	62719-453
Rozol Pocket Gopher Bait	Chlorphacinone.....0.005%	Grain bait	Place in gopher burrows only	Gophers	3	Caution	Application to fields and landscape areas when students are not in immediate area. Applicator refer to product label for appropriate PPE	7173-184

**Los Angeles Unified School District**

**Approved Pesticide Product List**

Suspend SC	deltamethrin 4.75%	Liquid	Spray	Fleas, ticks, fire ants,	3	Caution	Use for exterior only on fleas, ticks, and fire ants. Restrict re-entry of area for 24 hours after application. <b>Applicator refer to product label for appropriate PPE</b>	432-763
Tim-Bor Professional	disodium octaborate tetrahydrate 98%	Powder	Applied wet or dry	Wood destroying organisms and fungus	3	Caution	<b>Applicator refer to product label for appropriate PPE</b>	64405-8
Wilco Ground Squirrel Bait	Diphacinone 0.005 %	Grain bait	Placed in bait stations only.	Ground Squirrels	3	Caution	Do not use when rain is eminent. Obtain supervisor approval before each use. <b>Applicator refer to product label for appropriate PPE</b>	36029-20
ProFoam Platinum	Sodium Decyl Sulfate, Sodium Lauroampho Acetate, Sodium Lauryl Sulfate.....60%	Foam	Foaming agent; non pesticide	Various uses	3	Caution	<b>Applicator refer to product label for appropriate PPE</b>	Ca. Reg. 1051148-50001-AA
Summit Bti Briquets	Bacillus thuringiensis subspecies israelensis solids, spores and insecticidal toxins-10%	Solid briquet	Floating larvicide	Mosquito larvicide	3	Caution	<b>Applicator refer to product label for appropriate PPE</b>	6218-47
Mosquito Larvicide GB 1111	Aliphatic Petroleum Hydrocarbons-98.7%	Liquid	Apply to surface of water	Mosquito larvicide	3	Caution	Any application of this product is subject to caution tape or barricade use in the application area and use of warning signs. All uses shall be reported to the IPM Team at the following Team meeting. Inventory management measures shall be used. <b>Applicator refer to product label for appropriate PPE</b>	8329-72
Altosid Briquets	S-Methoprene- 8.62%	Briquet	Floating larvicide	Mosquito larvicide	3	Caution	This product is not to be used in flowing water in areas such as storm drains and catch basins and any other areas where it is reasonable to assume that there will be flowing water. <b>Applicator refer to product label for appropriate PPE</b>	2724-375



# Appendix E

## Uniform Complaint Policy and Procedures

## **UNIFORM COMPLAINT POLICY AND PROCEDURES**

### **Scope**

El Camino Real Alliance and any charter schools operated thereunder comply with applicable federal and state laws and regulations. Hereafter, El Camino Real Alliance charter schools shall be referred to as “ECRA.” ECRA acts as the local agency primarily responsible for compliance with federal and state laws and regulations governing educational programs. Pursuant to this policy, persons responsible for conducting investigations shall be knowledgeable about the laws and programs which they are assigned to investigate. This complaint procedure is adopted to provide a uniform system of complaint processing for the following types of complaints:

- (1) Complaints of unlawful discrimination, harassment, intimidation or bullying against any protected group, including actual or perceived discrimination, on the basis of the actual or perceived characteristics of age, ancestry, color, disability, ethnic group identification, gender expression, gender identity, gender, genetic information, nationality, national origin, race or ethnicity, religion, 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 ECRA program or activity; and
- (2) Complaints of violations of state or federal law and regulations governing the following programs including but not limited to: Adult Education Programs, Consolidated Categorical Aid Programs, Migrant Education, Career Technical and Technical Education and Career Technical and Technical Training Programs, Child Care and Development Programs, Child Nutrition Programs, and Special Education Programs.
- (3) A complaint may also be filed alleging that a pupil 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 a school, school district, charter school or county office of education 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 pupils, or a pupil’s parents or guardians, in violation of Section 49011 of the Education Code and Section 5 of Article IX of the California Constitution, which require educational activities to be provided free of charge to all pupils 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 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.
    - ii. A security deposit, or other payment, that a pupil 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 pupil is required to make to obtain materials, supplies, equipment or uniforms associated with an educational activity.
  - c. A pupil fees complaint may be filed anonymously if the complaint provides evidence or information leading to evidence to support an allegation of noncompliance with laws relating to pupil fees.
  - d. If ECRA finds merit in a pupil fees complaint it shall provide a remedy to all affected pupils, parents, and guardians that, where applicable, includes reasonable efforts by ECRA to ensure full reimbursement to all affected pupils, parents, and guardians, subject to procedures established through regulations adopted by the state board.
  - e. Nothing in this section shall be interpreted to prohibit solicitation of voluntary donations of funds or property, voluntary participation in fundraising activities, or school districts, school, and other entities from providing pupils prizes or other recognition for voluntarily participating in fundraising activities.
- (4) Complaints of noncompliance with the requirements governing the Local Control Funding Formula or Sections 47606.5 and 47607.3 of the Education Code, as applicable.

ECRA 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] the confidentiality of the parties and the integrity of the process. ECRA cannot guarantee anonymity of the complainant. This includes keeping the identity of the complainant confidential. However, ECRA will attempt to do so as appropriate. ECRA may find it necessary to disclose information regarding the complaint/complainant to the extent necessary to carry out the investigation or proceedings, as determined by the Assistant Principal on a case-by-case basis.

ECRA prohibits any form of retaliation against any complainant in the complaint process, including but not limited to a complainant's filing of a complaint or the reporting of instances of unlawful discrimination, harassment, intimidation or bullying. Such participation shall not in any way affect the status, grades or work assignments of the complainant.

#### Compliance Officers

The Board of Directors designates the following compliance officer(s) to receive and investigate complaints and to ensure ECRA's compliance with law:

David Hussey  
Lead Assistant Principal  
5440 Valley Circle Blvd.  
Woodland Hills, CA 91367  
(818) 595-7500

The Assistant Principal or designee shall ensure that employees designated to investigate complaints are knowledgeable about the laws and programs for which they are responsible. Designated employees may have access to legal counsel as determined by the Assistant Principal.

Should a complaint be filed against the Assistant Principal, the compliance officer for that case shall be the Chair of the El Camino Real Alliance Board of Directors.

### Notifications

The Assistant Principal shall annually provide written notification of ECRA's uniform complaint procedures to employees, students, parents and/or guardians, advisory committees, private school officials and other interested parties (e.g., Adult Education).

The annual notice shall be in English, and when necessary, in the primary language, pursuant to section 48985 of the Education Code if fifteen (15) percent or more of the pupils enrolled in ECRA speak a single primary language other than English.

The Assistant Principal shall make available copies of ECRA's uniform complaint procedures free of charge.

### The annual notice shall include the following:

- (a) A statement that ECRA is primarily responsible for compliance with federal and state laws and regulations.
- (b) A statement that a pupil enrolled in a public school shall not be required to pay a pupil fee for participation in an educational activity.
- (c) A statement identifying the responsible staff member, position, or unit designated to receive complaints.
- (d) A statement that the complainant has a right to appeal the ECRA's decision to the CDE by filing a written appeal within 15 days of receiving the ECRA's decision.
- (e) 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 § 262.3.
- (f) A statement that copies of the local educational agency complaint procedures shall be available free of charge.

### Procedures

The following procedures shall be used to address all complaints which allege that ECRA has violated federal or state laws or regulations governing educational programs. Compliance officers shall maintain a record of each complaint and subsequent related actions.

All parties involved in allegations 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, public agency, or organization may file a written complaint of alleged noncompliance by ECRA.

A complaint alleging unlawful discrimination, harassment, intimidation or bullying shall be initiated no later than six (6) months from the date when the alleged unlawful discrimination, harassment, intimidation or bullying occurred, or six (6) months from the date when the complainant first obtained knowledge of the facts of the alleged unlawful discrimination, harassment, intimidation or bullying. A complaint may be filed by a person who alleges that he/she personally suffered unlawful discrimination, harassment, intimidation or bullying or by a person who believes that an individual or any specific class of individuals has been subjected to unlawful discrimination, harassment, intimidation or bullying.

Pupil fee complaints shall be filed not later than one (1) year from the date the alleged violation occurred.

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.

If a complainant is unable to put a complaint in writing due to conditions such as a disability or illiteracy, ECRA staff shall assist him/her in the filing of the complaint.

- **Step 2: Mediation**

Within three (3) 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 problem within the parameters of law, the compliance officer shall proceed with his/her investigation of the complaint.

The use of mediation shall not extend ECRA's 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) days of receiving the complaint or an unsuccessful attempt to mediate the complaint. This meeting shall provide an opportunity for the complainant and/or his/her representative to repeat the complaint orally.

The complainant and/or his/her representative shall have an opportunity to present the complaint and evidence or information leading to evidence to support the allegations in the complaint.

A complainant's refusal to provide ECRA's investigator with documents or other evidence related to the allegations in the complaint, or his/her failure or refusal to cooperate in the investigation or his/her 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.

ECRA's refusal to provide the investigator 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: Response

Unless extended by written agreement with the complainant, the compliance officer shall prepare and send to the complainant a written report of ECRA's investigation and decision, as described in Step #5 below, within sixty (60) days of ECRA's receipt of the complaint.

- Step 5: Final Written Decision

ECRA's decision shall be in writing and sent to the complainant. ECRA's 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(s) of law.
3. Disposition of the complaint.
4. Rationale for such disposition.
5. Corrective actions, if any are warranted.
6. Notice of the complainant's right to appeal the decision within fifteen (15) days to the CDE and procedures to be followed for initiating such an appeal.
7. For unlawful discrimination, harassment, intimidation or bullying complaints arising under state law, notice that the complainant must wait until sixty (60) days have elapsed from the filing of an appeal with the CDE before pursuing civil law remedies.
8. For unlawful discrimination, harassment, intimidation or bullying complaints arising under federal law such complaint may be made at any time to the U.S. Department of Education, Office for Civil Rights.

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 ECRA's expectations. The report shall not give any further information as to the nature of the disciplinary action.

### Appeals to the California Department of Education

If dissatisfied with the decision, the complainant may appeal in writing to the CDE within fifteen (15) days of receiving the decision. When appealing to the CDE, the complainant must specify the basis for the appeal of the decision and whether the facts are incorrect and/or the law has been misapplied. The appeal shall be accompanied by a copy of the locally filed complaint and a copy of ECRA's decision.

Upon notification by the CDE that the complainant has appealed ECRA's decision, the Assistant Principal shall forward the following documents to the CDE:

1. A copy of the original complaint.
2. A copy of the decision.
3. A summary of the nature and extent of the investigation conducted by ECRA, if not covered by the decision.
4. A copy of the investigation file, including but not limited to all notes, interviews, and documents submitted by all parties and gathered by the investigator.
5. A report of any action taken to resolve the complaint.
6. A copy of the ECRA's complaint procedures.
7. Other relevant information requested by the CDE.

The CDE may directly intervene in the complaint without waiting for action by ECRA when one of the conditions listed in Title 5, California Code of Regulations, Section 4650 exists, including cases in which ECRA has not taken action within sixty (60) days of the date the complaint was filed with the ECRA.

### Civil Law Remedies

A complainant may pursue available civil law remedies outside of ECRA'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) 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 ECRA has appropriately, and in a timely manner, apprised the complainant of his/her right to file a complaint in accordance with 5 CCR 4622.

# UNIFORM COMPLAINT PROCEDURE FORM

Last Name: \_\_\_\_\_ First Name/MI: \_\_\_\_\_

Student Name (if applicable): \_\_\_\_\_ Grade: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Street Address/Apt. #: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_

School/Office of Alleged Violation: \_\_\_\_\_

**For allegation(s) of noncompliance, please check the program or activity referred to in your complaint, if applicable:**

- |   |  |  |
|---|--|--|
| <input type="checkbox"/> Adult Education            | <input type="checkbox"/> Consolidated Categorical Programs | <input type="checkbox"/> Nutrition Services            |
| <input type="checkbox"/> Career/Technical Education | <input type="checkbox"/> Migrant and Indian Education      | <input type="checkbox"/> Special Education             |
| <input type="checkbox"/> Child Development Programs | <input type="checkbox"/> Pupil Fees                        | <input type="checkbox"/> Local Control Funding Formula |

**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"/> Gender / Gender Expression / Gender Identity | <input type="checkbox"/> Sex (Actual or Perceived)   |
| <input type="checkbox"/> Ancestry                        | <input type="checkbox"/> Genetic Information                          | <input type="checkbox"/> Sexual Orientation (Actual or Perceived)  |
| <input type="checkbox"/> Color                           | <input type="checkbox"/> National Origin                              | <input type="checkbox"/> Based on association with a person or group with one or more of these actual or perceived characteristics |
| <input type="checkbox"/> Disability (Mental or Physical) | <input type="checkbox"/> Race or Ethnicity                            |  |
| <input type="checkbox"/> Ethnic Group Identification     | <input type="checkbox"/> Religion                                     |  |

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.

[illegible]



2. Have you discussed your complaint or brought your complaint to any Charter School 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:

David Hussey  
Lead Assistant Principal  
5440 Valley Circle Blvd.  
Woodland Hills, CA 91367  
(818) 595-7500