

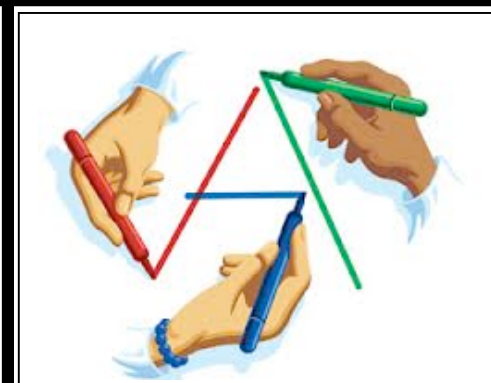
West Park Charter AcaDemy



*Parent/Student
Handbook 2014-*



A supportive learning environment



Making a difference...one child at a time...



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Dear students:

Welcome to **West Park Charter Academy!**

I would like to welcome the students and the **West Park Charter Academy team** back to school. I hope everyone had a safe and fun summer break. The beginning of a new school year is a time of excitement, a time of challenge, and a time filled with opportunities.

The West Park Charter team looks forward and is honored to be working with the parents and community. We are here to provide another year of educational opportunities and a quality education for the youth of the West Park Charter Academy. The type of education that enables each student to have the courage and academic understanding to reach for their goals and overcome any challenge and that every child can truly realize they have the ability to reach their dreams. I would like to challenge each student attending the West Park Charter Academy this school year to reach for their dreams and the commitment to complete the hard work it takes to achieve educational goals. Developing self-motivation, courage, and the will (**ganas**) to work hard will help allow each student to gain the confidence needed to experience success. It takes **P.R.I.D.E.** to be successful. West Park Charter students will learn that **P.R.I.D.E. means:**

Prepared - Responsibility - Integrity - Dedication - Effort.

West Park Charter Academy teachers are excited for the students they have been assigned and wait with great anticipation for an opportunity to help maximize the potential in each child. Teaching the youth of our community is one of the greatest opportunities that could be given to a group of educators. Education takes everyone working together. Former President of the United States of America, John F. Kennedy, said "Let us think of education as the means of developing our greatest abilities, because in each of us there is a private hope and dream which, fulfilled, can be translated into benefit for everyone and greater strength for our nation." With a commitment to courage and hard work, I am convinced each student can be successful. I would like to encourage each parent to make a commitment to working hand in hand with the school in order to give our students the best education.

Once again, welcome back to another exciting school year. Should you need assistance, I am always available to listen and encourage positive discussions.

Enthusiastically,

Martina Salas

Director

West Park Charter Academy

"Without practice there's no knowledge"

VISION:**TASC: Together, Academics, Success, Choice****MISSION STATEMENT:**

The mission of the West Park Charter Academy is to provide students with the opportunity to graduate from high school (pass the California High school Exit Examination) with the resources necessary to support and participate in independent learning. With the collaborative teaching support of the teachers, students will utilize all available resources, experience meaningful learning, and gain the necessary knowledge to achieve their educational goals. We are here to provide support, motivation, and meaningful instruction to increase student learning.

- **Together** demonstrates the partnership among students, parents, school and community that supports academic and personal development.
- **Academics** reflect the expectations of accommodating and preparing students for independent learning and skills conducive to accessing resources to achieve learning. Assessment, content guidance, and delivery of skill level materials and support are the main roles of teachers.
- **Success** identifies the progress a student makes in basic core subject skills that are measured through personal progress to acquire credits, in passing the CAHSEE, in SBAC performance, in reading development, in attendance and high school graduation.
- **Choice** provides families in selecting an independent learning environment, flexible time frames for their child's attendance and work completion, opportunities to advance, and commitment to one's personal growth.

**WESTPARKSCHOOL DISTRICT
EXPECTED SCHOOL-WIDE LEARNING RESULTS**

ALL WEST PARK SCHOOL DISTRICT STUDENTS WILL BE:

Effective Communicators Who

- ❖ Communicate in written and verbal forms
- ❖ Listen and react appropriately to thoughts, beliefs and feelings of others

Successful Collaborators Who

- ❖ Demonstrate tolerance of various viewpoints and belief systems
- ❖ Use inter-personal skills to become a productive member of a team working towards a common goal

Capable Problem Solvers and Critical Thinkers Who

- ❖ Locate information from a variety of credible sources
- ❖ Identify, assess, analyze and utilize information for a specific purpose

Proficient Users of Technology Who

- ❖ Demonstrate competence with various technological devices
- ❖ Apply technology to solve problems

Responsible Members of Society Who

- ❖ Develop an appreciation for human diversity
- ❖ Demonstrate an understanding of the democratic process and its importance at school, local, state, and national levels

Ethical Decision Makers Who

- ❖ Understand and develop a sense of honesty, integrity and respect
- ❖ Value and practice mental, physical, and social wellness

District Administration/School Office

Mailing Address

West Park District Office	West Park Charter Academy
2695 S. Valentine	2695 S. Valentine
Fresno, Ca. 93706	Fresno, Ca. 93706
(559) 233-6501	(559) 485-0727

Board of Trustees

Aida Garcia
Hopie Pineda-Capozzi
Thomas E. Deubert
Edward B. Randolph
Maria Duarte (Interim)

District Administration/School Office Personnel

Superintendent	Ralph Vigil
Charter Director	Martina Salas
Counselor Secretary	Thuy Tran
Registrar	Tina Williams
Chief Business Officer	Yolanda Padilla
Administrative Financial Assistant	Sue Alonzo
Human Resources	Casandra Simpson
Data Analyst	Jimmy Fimbres
Technology Director	Randy Randolph
Counselor	Michelle Lopez
Counselor	Ravinder Badhesha

Certificated Personnel

FRESNO CENTER

Polly Brar
 Joe Gonzalez
 Kelly Morizono
 Katie Shorey
 Laura Beery
 Zachary Reinhold
 Christine Doughty

HANFORD CENTER

Jackie Delacruz
 Kristin Horstmann
 Celeste Sierra
 Todd McFarland
 Estela Blanco
 Kristina Ringo

Paraprofessionals:

Terrance Brown

Jue Xiong

Paraprofessionals: Karen Rivera

School Office Hours

<u>Site</u>	<u>Hours</u>	<u>Phone Number</u>
Machado Learning Center	8:00 - 4:00 M-F	559-485-0727 Fax: 559-485-0682
Fresno Learning Center	8:00 - 4:00 M-F	559-277-5297
Hanford Learning Center	8:00 - 4:00 M-F	559-587-9913 Fax: 559-584-7632
West Park District Office	8:00 - 4:00 M-F	559-233-6501 Fax: 55-497-1944

Visitors on Campus

All visitors must report directly to Charter Offices.

Registration Requirements

The following certification is required to register for school:

1. Completed Registration Application with Parent Signature and Emergency Card
2. Official documentation showing the child's birth date
3. Current immunization **TDAP vaccine
4. Unofficial transcript from previous high school.
5. Drop slip from previous school.

State Law requires a child to be five years of age by December 1 to start Kindergarten and six years of age to start first grade. Students who have not reached the age of five by December 1 may start Kindergarten upon turning five years old, providing there is available space in Kindergarten and parents sign a form to acknowledge that placement at mid-year does not necessarily mean promotion to first grade at the end of the school year. If the child has not attended our school before, parents must bring a birth certificate for the child. State law mandates parents to present evidence that the child has been protected against polio, diphtheria, pertussis, tetanus, hepatitis, and red measles (rubella). For the 2013-2014 school year, and all future school years, all students entering, advancing or transferring into 7th grade will need proof of an adolescent whooping cough booster immunization (called "Tdap") for school in the fall. A TB skin test must also be recorded. First grade students are required to have a "Report of Health Examination" signed by your doctor.

Attendance

It is important to your child's education that he/she completes schoolwork on a regular basis. Missed assignments can leave gaps in the educational process that may be very difficult to make up. Please make every effort to get your child to their appointment on time. If you and your child miss an appointment or work is not completed as assigned then your child will receive a Report of Missing Assignment (RMA) see RMA for more details.

Assessment

Teachers will use a variety of assessments to monitor student learning. The most common assessments are given in the form of tests, work samples, and performances. Each week teachers will be collecting data in all core subject areas to be placed in a portfolio for each child. Computer-based standardized performance test is administered to all 2nd-12th graders 2 times per year. We will also be giving all students CAT-6/STAR tests in the spring. It is mandatory that all 2nd – 11th students take the CAT-6/STAR. All 10th-12th graders will need to pass the California High School Exit Exam in order to receive a high school diploma.

Board Meetings

The West Park Board of Trustees holds most regular Board meetings on the **Second Monday** of each month in the District Office at 4:30 P.M. Agendas for each meeting are posted in the window of the school office. Parents and members of the community are welcome to attend Board meetings. Special Board meetings are sometimes called and agendas are posted at least seventy-two (72) hours prior to the meeting. Should you wish further information, please call the school office.

Charter Advisory Council Meetings

The West Park Charter Advisory Council meets (5) times during the school year. For the 2014-2015 school year the Advisory Council will be meeting in September, October, November, February and April.

ELAC Meetings

Schools with 21 or more English Learner (EL) students are required to have an English Learner Advisory Committee (ELAC). The West Park Charter Academy ELAC meets (4) times during the school year. For the 2014-2015 school year, ELAC will be meeting in September, November, January and March.

Character Education

“Character Education must be approached comprehensively to include the emotional, intellectual and moral qualities of a person or group.” The U.S. Department of Education has recognized the importance of schools and the responsibilities in helping to develop and support positive character development. West Park has also recognized the importance of the time in school as an opportunity to explain and reinforce core values.

Using the Six Pillars of Character Education, we will develop partnerships and work collaboratively with staff, parents, students, and community to emphasize a consistent message about character traits that are essential for success in school and life. Through this program, students will learn the habits of thought and deed that will help them live and work together as families, friends, neighbors, communities and nations.

Change of Address – Withdrawal from School

Please notify the office and instructor of any changes in your address or telephone number. It is important that we have an accurate address and telephone number where we can reach parents.

College Courses

High school students may attend college courses and receive credit after successfully completing one semester with satisfactory grades/attendance at West Park Charter Academy.

Comprehensive Safety Plan

Each school is required to have a comprehensive safety plan in place in case of an emergency. The plan is to be revised and adopted by the school board by March 1st of every school year. The plan consists of evacuation, shelter-in-place, lockdown, and duck and cover procedures. Please be aware of these procedures as you enter on to campus.

EVACUATION

WHEN

- Directed by school personnel, police (in person or by phone)

HOW

- Office will activate school-wide signal
- Students and staff take evacuation packet, exit building through front door away from hallway, lock doors, and walk to designated safety area
- Do not send other children back to class!
- Teachers take roll – Have students raise right hand. Lower hand when name is called, use green or red safety card
- Remain in EVACUATION mode until an “**ALL-CLEAR**” signal is given

SHELTER-IN-PLACE**WHEN**

- Directed by police in person or by phone
- A violent situation may reach the campus

HOW

- Office will activate school-wide signal
- Students and staff remain in room
- Open doors with caution to students/staff seeking safety and law enforcement
- Teachers take roll
- Remain in SHELTER-IN-PLACE mode until an **“ALL-CLEAR”** signal is given

LOCK-DOWN**WHEN**

- Danger on campus

HOW

- Office will activate school-wide signal
- All students and staff go to the nearest available room, take cover, and stay low
- Lock doors, turn off lights, turn off audio-visual equipment, go to a safe area, leave computer, and may communicate by E-mail
- Render first aid as necessary
- Open doors with caution to students/staff seeking safety and law enforcement
- Remain in LOCK-DOWN mode until **“ALL-CLEAR”** signal is given

DUCK and COVER**WHEN**

- Danger on campus by the shaking of buildings and/or severe weather

HOW

- Office may or will activate school-wide signal
- All students and staff go to the nearest available room, take cover, stay low, duck under table covering head
- Lock doors if possible, turn off lights, use safety card (red/green), turn off audio-visual equipment, leave computer on, and communicate by E-mail if possible
- Render first aid as necessary
- Open doors with caution to students/staff seeking safety and law enforcement
- Try to remain calm and immobile
- Remain in DUCK and COVER mode until **“ALL-CLEAR”** signal is given; EVACUATE building

CurriculumElementary

The kindergarten through grade 6 elementary school curricula stress reading, language arts, math, science, social studies, art, music, and physical education. Students have the opportunity to participate in instrumental music and art classes in the fourth grade. Tutorial sessions are offered for those in need.

Middle School

The middle school, grades 7 and 8, continue the focus on academic with the added experience of exploratory classes in art, music, health, and computers. Tutorial sessions are offered for all students who are in need of service.

High School

The high school offers a comprehensive curriculum that includes college preparatory coursework. Courses give students a rich and varied menu of selections that prepare them for post secondary experiences that range from technical training to selective colleges and universities.

DISCIPLINE/DROP FROM PROGRAM

Removal of a pupil from:

1. The immediate supervision and control; or
2. The general supervision, of school personnel, those terms are used in E.C. 46300. The basic for rules and procedures of expulsion are found in E.C. 48918 for a term of up to one calendar year.

Students may be removed from the program for the following reasons under E.C. 48900:

E.C. 48900 (a) (1) Caused, attempted to cause, or threatened to cause physical injury to another person, or (2) willfully used force or violence upon the person of another, **except** in self-defense.

E.C. 48900 (b) Possessed, sold, or otherwise furnished any firearm, knife, explosive, or other dangerous object **unless**, in the case of possession of any such 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 designee.

E.C. 48900 (c) Unlawfully possessed, used, sold, or otherwise furnished, or been **under** the influence of any controlled substance, an alcoholic beverage, or an intoxicant of any kind.

E.C. 48900 (d) Unlawfully offered, arranged, or negotiated to sell any controlled substance, 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 it as a controlled substance, alcoholic beverage, **or** intoxicant.

E.C. 48900 (e) Committed or attempted to commit robbery or extortion.

E.C. 48900 (f) Caused or attempted to cause damage to school property or private property.

E.C. 48900 (g) Stole or attempted to steal school property or private property.

E.C. 48900 (h) Possessed and/or used tobacco products.

E.C. 48900 (i) Committed an obscene act or engaged in habitual profanity or vulgarity.

E.C. 48900 (j) Unlawfully possessed, or unlawfully offered, arranged, or negotiated to sell any drug paraphernalia.

E.C. 48900 (k) Disrupted school activities or otherwise willfully defied the valid authority of supervisors, teachers, administrators, school officials, or other school personnel engaged in the performance of their duties. (Includes "Cyber-bullying.")

E.C. 48900 (l) knowingly received stolen school property or private property.

E.C. 48900 (m) Possessed an imitation firearm.

E.C. 48900 (n) Committed or attempted to commit specified acts of sexual assault or committed sexual battery.

E.C. 48900 (o) Harassed, threatened, or intimidated a pupil who is a complaining witness.

E.C. 48900 (p) Unlawfully offered, negotiated to sell, or sold the prescription drug Soma.

E.C. 48900 (q) Engaged in, or attempted to engage in, hazing as defined in Section 32050.

E.C. 48900 (r) A pupil **may** be suspended or expelled for acts that are related to school activity or attendance that occur at any time, including, **but is not** limited to, any of the following:

- (1) **while** on school grounds;
- (2) **while** going to or coming from school;

(3) during the lunch period whether on or off the campus; and/or

(4) during, or while going to or coming from, a school sponsored activity.

E.C. 48900 (s) A pupil who aids or abets the infliction or attempted infliction of physical injury to another person.

E.C. 48900 (t) As used in this section, “**school property**” includes, **but is not** limited to, electronic files and databases.

E.C. 48900 (u) The Superintendent or Principal **may** use his/her discretion to provide alternatives to suspension or expulsion, including, **but is not** limited to, counseling and an Anger Management Program, for a pupil subject to discipline **under** this section.

E.C. 48900 (v) It is the intent of the Legislature that alternatives to suspension or expulsion be imposed against any pupil who is truant, tardy, or otherwise absent from school activities.

E.C. 48900.2 Committed sexual harassment, such as gestures, verbiage, or unsolicited, inappropriate touching, as defined by E.C. 212.5. (Includes “Cyber-bullying”)

E.C. 48900.3 Caused, attempted to cause, threatened to cause, or participated in an act of hate violence, as defined in subdivision (e) of E.C. 233.

E.C. 48900.4 Intentionally engaged in harassment, threats, or intimidation directed against a pupil or group of pupils, that is sufficiently severe or pervasive to have the actual and reasonably expected **effect** of materially disrupting class work, creating substantial disorder, and invading the rights of that pupil or group of pupils by creating an intimidation or hostile educational environment. (Includes Cyber-bullying).

E.C. 48900.7 (Grades K-12) Made terrorist threats against school officials or school property, or **both**. The Gun Free School Zone Safety Act requires expulsion for **not less** than one (1) year of any student who is determined to have brought a firearm or explosive device to school. B.P. 5131.7

Additional causes and procedures for disciplinary action:

- bomb threats L.C. 3367; P.C. 148.1; • fires, explosives, or the threat thereof P.C. 448 (a), 449 (a); H. & S.C. 12034- 12036; • forging E.C. 48907; • violation of grooming and dress policies B.P. 5132; • unauthorized use or possession of keys to school buildings P.C. 469; • loitering P.C. 653 (g) violation of rules relating to picketing, sit-ins, walk-ons, etc. P.C. 407, 409, 416, 602 (j) & (p), 626.2, 626.4, 626.6, 626.8; • disrupting schools or classrooms E.C. 44810; • membership in secret clubs on campus • violating bus regulations **while** on district transportation C.A.C., Title V, Sec. 14263; • unauthorized presence at school campuses or events E.C. 44810; P.C. 626.8, 647 (b), 653 (g); • vandalizing school property or possessions belonging to the school, its staff, students, or visitors C.A.C. 305; C.C. 171.1; E.C. 19910, 44806, 44810, 48907, 48909; G.C. 6201, 53069.5, 53069.6; P.C. 448 (a), 449 (a), 594, 594.5, 602 (j); • damaging, losing, or overdue instructional materials E.C. 48904; A.R. 5125.2;
- failing to follow posted school traffic and parking rules V.C. 21113, 42001; • gambling, (possession of dice) hazing, or immoral behavior E.C. 32050-32052, 48900 (g) & (h); P.C. 330; • possessing or using laser and electronic signaling devices, such as pagers, and signaling equipment E.C. 48901.5; and/or
- parent/guardian **must** be notified when an injurious instrument is taken from a student. E.C. 49332

Dress Code

Minimum Dress and Grooming Code

The Board of Trustees, has adopted the following dress code for all West Park students K-12 for the 2014-2015 school year.

*The academy reserves the right to send home any student who is not appropriately dressed for school.

Gang activity at West Park Charter Academy will not be tolerated.

Garment Type	Your site may have the following dress code. Please refer to the site rules
Tops	EVERY STUDENT WILL BE GIVEN A WEST PARK CHARTER SHIRT TO WEAR. STUDENTS ARE TO WEAR THEIR SCHOOL SHIRT WHEN ENTERING THE BUILDING. No RED or BLUE tops. Must be long enough to cover torso, no midriff, back, or belly button exposed. Must fit properly.
Pants/Shorts	No larger than one size too large. No tight or form fitting pants. No RED or BLUE pants. (Denim Ok) No sagging. May not have holes, rips, or tears. Must be clean, neat, and conceal undergarments.
Skirts, Dresses, and Jumpers	Must be no more than 4" above the center of knee. No RED or BLUE skirts, dresses, or jumpers. (Denim ok) No sleeveless dresses.
Outer Garments	No RED or BLUE jackets, sweatshirts, jackets, etc. May not be oversized. Must have proper shirt underneath. No sports logo jackets
Shoes	Footwear must be worn at all times. No hard-toed or steel-toed shoes or boots. No RED or BLUE shoes, sandals, or laces.
Belts	Must be appropriate sized and worn through belt loops. Belt ends must not hang down. No belt buckles with insignias or initials. No RED or BLUE belts.
Hats	No hats, caps, hoods, hairnets, or bandanas may be worn or displayed.
Hair	Neat, clean, and combed. No hair style or color to cause undue attention.
Miscellaneous	No sports teams/logos, gang-related symbols or insignias. All decals/pictures subject to review by administration. No gang-related symbols or insignias on books, belongings, or apparel. Attire with lettering or drawings which depict sexually suggestive expressions or actions, profanity, obscenity, drugs, alcohol, or tobacco, shall not be worn. Torn or radically altered clothing is not permitted. The school reserves the right to restrict certain clothing if it has become a symbol for gangs in the community and/or surrounding areas. In case of questionable dress, the site administrator will make a final decision. Jewelry kept at a minimum.

This dress and grooming code was designed to be fair, simple, and easy to comply with. Please cooperate with our efforts to make our school a safe environment.

Consequences of Dress Code Violations

Violations of this policy will result in the following disciplinary actions:

First Violation: The student and/or parent will receive a verbal warning.

Second Violation: The student may be sent home to change. If he/she is not cooperative, a parent conference to work on agreements for the future concerning this issue will be negotiated and signed.

Third Violation: A formal letter with the violation(s) will be sent home. A Parent Conference with student will be held.

Fourth Violation: Possible dismissal from program.

Emergencies

In the event of any emergency, every attempt will be made to contact the parents if a student requires immediate medical attention. The Emergency Card on file in the school office lists whom to contact in case of any emergency. School staff will follow the parent's directions as closely as possible.

PLEASE FILL OUT THE EMERGENCY CARD COMPLETELY.....IF WE HAVE AN EMERGENCY IT IS IMPORTANT THAT WE HAVE A NUMBER TO REACH YOU. IF THERE IS A CHANGE IN ADDRESS, TELEPHONE, OR EMPLOYMENT, NOTIFY US IMMEDIATELY SO THAT IN AN EMERGENCY WE WILL BE ABLE TO LOCATE YOU.

Employer – Parent Discrimination

Labor Code 230.8

- A) No employer, who employs 25 or more employees working at the same location, shall discharge or in any way discriminate against an employee who is a parent or guardian of any child in kindergarten or grades 1 to 12, inclusive, for taking off four hours each school year, per child, to visit the school of the child, if the employee, prior to taking the time off, gives reasonable notice to the employer of the planned absence of the employee. An employee shall utilize existing vacation, personal leave, or compensatory time off for purposes of this planned absence, unless otherwise provided by a collective bargaining agreement. The employee, if requested by the employer, shall provide documentation from the school as proof that he or she visited the school on a specific date and at a particular time. For purposes of this subdivision, "documentation" means whatever written verification of a parental visit the school deems appropriate and reasonable.

English Language Learners

All students identified, on the Home Language Survey as having a primary language other than English are assessed to determine oral English proficiency, written English proficiency, reading English proficiency and primary language fluency. Parents will be notified of assessment results. Bilingual advisory meetings will be held periodically throughout the year.

Field Trips

Students will attend field trips. Permission slips MUST be signed and returned prior to the trip. If we do not have an emergency card on file for your child, he/she will not be allowed to go on the field trip. **Parents may be required to accompany their child on field trips.**

Grading

Grades are an evaluation of student achievement of the course or grade level objectives, not potential or social performance. Teachers use frequent and ongoing evaluation to determine grades. Components of these grades will reflect numerous and varied age appropriate opportunities for students to succeed and demonstrate knowledge of subject matter. Various components may include:

Attendance, Participation, Discussion, Homework, Projects, Quizzes and Tests, Performance Evaluations

The West Park Charter Academy grading scale is as follows:

A	90 – 100
B	80 – 89
C	70 – 79
D	60 – 69
F	59 and below

Guardianship – Custody

It is the parent or guardian's responsibility to provide the school with all legal documents regarding guardianship, child custody rights, school visitations, and any rights related to school activities.

Health Aide/Services

Nurse's services contracted through the Fresno County Office of Education are available for testing of vision, hearing, scoliosis, etc.

Immunizations

California law requires that an immunization record be presented to the school staff before a child can be enrolled in school. Poliomyelitis (TOPV) "Polio" Diphtheria, Tetanus, Pertussis (Whooping Cough) "DPLT" and/or Tetanus and Diphtheria only (TD) Measles-Rubella (10 day, red measles) Measles-Rubella (German Measles-3 day) Mumps, and Hepatitis B immunization as well as a TB Skin Test will be required. The New Law: California middle and high school students must be vaccinated against pertussis (whooping cough). Beginning July 1, 2011, all students entering 7th through 12th grades will be required to show proof of a "Tdap*" booster shot before starting school. This requirement applies to all public and private schools. Verification of immunization is to be by written medical records from your doctor or immunization clinic. Exemptions are allowed under the following conditions:

1. The parent provides a signed doctor's statement verifying that the child is to be exempted from immunizations for medical reasons. This statement must contain a statement identifying the specific nature and probable duration of the medical condition.
2. A parent may request exemption of their child from immunization for personal beliefs. This is done by signing an affidavit provided by the school. Pupils who fail to complete the series of required immunizations within the specified time will be denied enrollment until the series has been completed. ***NEW LAW – Any child leaving the United States for a short vacation to any country considered by the Center of Disease Control and Prevention (CDC) to have increased risk of TB exposure MUST call Fresno County Tuberculosis Clinic 445-3413 for TB Screening upon return. This office is located at 1221 Fulton Mall.**

Items Not Appropriate for School

Personal property items *shall not* be brought to school by a student without permission from a teacher or administration. Parents and students need to be aware that possessing certain items such as drugs, pocket knives, weapons, etc., will result in an automatic dismissal from school.

Lunch – Breakfast Program

When on the District Campus, all students are eligible for free breakfast/lunches for the 2014-2015 school year. The West Park Elementary School District participates in the State Lunch Program. This is an equal opportunity program. If you believe you have been discriminated against because of race, color, national origin, sex, or handicap, write to the Secretary of Agriculture, Washington, D.C. 20250

Medication

Parents are required by State law to inform the school of any medication to be taken by the student at school. Facts on current dosage and the signature of the supervising physician are needed.

The school district must receive:

1. Permission to administer medication form signed by physician.
2. Permission to administer medication form signed by the parent.
3. Medication must be in the original pharmaceutical container.
4. Medication is to be kept in the office.

Forms are available in the school office.

NOTE: No medication (including Tylenol and Aspirin) will be administered by the school personnel without parent and doctor's written permission.

Monthly Progress Reports

Each month, assignment sheets are given to students with an evaluation being completed at the end of the month. The purpose of these monthly assignment sheets is to update parents on their child's academic progress. It is hoped that the report will alert parents to assist their child in remediating any problem areas before official grades are placed on the report card. Each quarter a progress report will be mailed home to parents.

Notification of Parents or Guardians for 2014-2015

(Unless indicated otherwise, all Code Sections hereinafter referred to are California Education Code.)

§ 48980 · Required Notification

At the beginning of the first semester or quarter of the regular school term, governing boards of school districts shall notify parents and guardians of certain rights and responsibilities including, but not limited to the following sections:

§ 200 et. seq. · Nondiscrimination in district programs and activities

State and federal law prohibits discrimination in education programs and activities. School districts are required to afford all pupils, regardless of race, gender, religion, national origin, disability or sexual orientation, equal rights and opportunities.

§ 221.5 · Course of Study – Sexual Bias

A school counselor, teacher, instructor, administrator, or aide may not, on the basis of the sex of a pupil, offer vocational or school program guidance to a pupil of one sex that is different from the offered to a pupil of the opposite sex or, in counseling a pupil, differentiate career, vocational, or higher education opportunities on the basis of the sex of the pupil counseled. Any school personnel acting in a career counseling or course selection capacity to a pupil shall affirmatively explore with the pupil the possibility of careers, or courses leading to careers, that are nontraditional for that pupil's sex. The parents or legal guardian of the pupil shall be notified in advance of career counseling and course selection commencing with course selection for the seventh grade so that they may participate in the counseling sessions and decisions.

§ 231.5 · Sexual Harassment

School districts are required to have a written policy regarding sexual harassment. A copy of the policy will be displayed in a prominent location, provided as part of any orientation for new students, distributed to all employees and included in publications that set forth standards of conduct for the district.

§ 17612 · Pesticide Products

The school shall provide to parents or guardians of pupils a written notification of the name of all pesticide products expected to be applied at the school during the upcoming year. The notification shall identify the active ingredient(s) in each pesticide product. The notice shall also contain the Internet address used to access information on pesticides and pesticide use reduction developed by the Department of Pesticide Regulation and may contain information deemed necessary by the school district. The school district shall provide the opportunity for recipients to register with the school district if they wish to receive notification of individual pesticide applications at the school. Persons who register shall be notified of individual applications at least 72 hours prior to the application. The notice shall include the product name, the active ingredient and the intended date of application. If a pesticide product not included in the annual notification is subsequently intended for use at the school, the school district shall provide written notification of its intended use at least 72 hours prior to application.

§ 32255 – 32255.6 · Pupils' Rights to Refrain From the Harmful or Destructive Use of Animals

Any pupil with a moral objection to dissecting, harming or destroying animals shall notify his/her teacher regarding this objection. If the teacher believes an adequate alternative education project is possible then the teacher may work with the pupil to develop an agreed upon alternative education project. The project shall require a comparable time and effort by the pupil. It shall not be more arduous as a means of penalizing the pupil. The pupil shall not be discriminated against based upon his/her decision to exercise the rights of the section.

§ 32286, 32288 · Comprehensive School Safety Plan

Each school shall adopt a comprehensive school safety plan. Each July, the school site will report on the status of its school safety plan, including a description of its key elements in the annual school accountability report card. Before adopting its safety plan, the school site council or the school safety planning committee shall hold a public meeting in order to allow members of the public the opportunity to express an opinion about the plan. Specified persons shall be notified of the meeting in writing. Specified persons shall include: the mayor, a representative of the local school employee organization, representatives of parent organizations, representatives of each teacher organization at the school site, a representative of the student body government and all other persons that indicate they want to be notified. In order to ensure compliance, each school district shall notify the State Department of Education by October 15 of any schools that have not complied with the development of a school safety plan.

§ 32390 · Fingerprinting

The governing board of any school district may offer a fingerprinting program for children enrolled in kindergarten or newly enrolled in that district. Each parent/guardian shall be informed of the school fingerprinting program when the child first enrolls

in public schools. At that time the parent shall declare in writing whether he/she wants the child to be fingerprinted in the school program. If the parent consents to fingerprinting, they shall pay the applicable fee. The parent shall be informed in writing at the time of enrollment that they may reverse in writing, their declaration on fingerprinting. Children shall not be fingerprinted without the consent of the parent/guardian.

§ 33126, 35256, 35258 · School Accountability Report Card

It is the intent of the Legislature that school districts make a concerted effort to notify parents of the purpose of school accountability report cards and ensure that all parents receive a copy of the report card. School Districts with internet access should make copies of the report available through the internet.

§ 35183 – 35183.5 · Dress code/Use of Sunscreen

Authorizes a school district to adopt a reasonable dress code that requires pupils to wear a school wide uniform or prohibits the wearing of gang related clothing. Each school will also allow for the outdoor use during the school day, articles of sun protective clothing, including, but not limited to hats. Each school site shall allow pupils the use of sunscreen during the school day without a physician's note or prescription. Each school site may set policy related to the use of sunscreen by pupils during the school day. For purposes of this subdivision, sunscreen is not an over-the-counter medication.

§ 35186 · Williams Settlement Complaint Rights

Each school district shall notify parents that there should be sufficient textbooks and instructional materials in each classroom. Each pupil, including English learners, must have textbook or instructional materials, or both, to use in the class and to take home to complete required homework assignments. School facilities must be clean, safe and maintained in good repair, and there should be no teacher vacancies or mis-assignments. Complaint procedures have been established to identify and resolve complaints regarding these issues. Complaint forms should be available at the school or district office.

§ 35291- 35291.5 · Rules; School Discipline

The governing board of any school district shall prescribe rules not inconsistent with law or with the rules prescribed by the State Board of Education, for the government and discipline of the schools under its jurisdiction. These rules and procedures shall be developed by a committee with a specified membership. The governing board of each school district which maintains any of grades 1 through 12, inclusive, may notify the parent or guardian of all pupils registered in schools to both continuing and transfer pupils and to their parents regarding school discipline rules.

§ 39831.5 · School Bus Passenger Safety

Upon registration, parents of pupils not previously transported in a school bus, shall be provided with written information on school bus safety. This applies to pre-kindergarten, kindergarten and grades 1 to 6.

§ 44808.5 · Open Campus Lunch Period

If the governing board of a school district permits students enrolled in their high schools to leave school grounds during lunch, parents are to be informed that neither the school district nor any employee shall be liable for the conduct or safety of any pupil who has left the school grounds during this lunch period.

§ 46010.1 · Excused Absences for Pupils Obtaining Confidential Medical Services without Consent of the Parent/Guardian

The governing board of each district shall...notify pupils in grades 7 to 12 inclusive, and the parents or guardians of all pupils...that school authorities may excuse any pupil from the school for the purpose of obtaining confidential medical services without the consent of the pupil's parent or guardian.

§ 46014 · Regulations Regarding Absences for Religious Purposes

Pupils, with the written consent of their parents or guardians, may be excused from school in order to participate in religious exercises or to receive moral and religious instruction at their respective places of worship or at other suitable place or places away from school property designated by the religious group, church, or denomination which shall be in addition and supplementary to the instruction in manners and moral required elsewhere in this code. Such absence shall not be deemed absence in computing average daily attendance, if all the following conditions are complied with:

- (a) The governing board of the district of attendance, at its discretion, shall first adopt a resolution permitting pupils to be absent from school for such exercises or instruction.
- (b) The governing board shall adopt regulations governing the attendance of pupils at such exercises or instruction and the reporting thereof.

- (c) Each pupil so excused shall attend a school at least the minimum school day for his grade of elementary schools, and as provided by the relevant provisions of the rules and regulations of the State Board of Education for secondary schools.
- (d) No pupil shall be excused from school for such purposes on more than four days per school month.

It is hereby declared to be the intent of the Legislature that this section shall be permissive only.

§ 46600 · Inter-district Attendance

The governing boards of two or more school districts may enter into an agreement, for a term not to exceed five school years, for the inter-district attendance of pupils who are residents of the districts. The agreement shall stipulate the terms and conditions under which inter-district attendance shall be permitted or denied.

§ 48204 (b) · Residency-Parent/Guardian Employment

Under certain conditions, a pupil may attend schools in another district within which one or both of the parents are employed.

§ 48205 · Excused Absence: Justifiable Personal Reasons

- (a) Notwithstanding Section 48200, a pupil shall be excused from school when the absence is:
 - (1) Due to his or her illness
 - (2) Due to quarantine under the direction of a county or city health officer.
 - (3) For the purpose of having medical, dental, optometrical, or chiropractic services rendered.
 - (4) For the purpose of attending the funeral services of a member of his or her immediate family, so long as the absence is not more than one day if the service is conducted in California and not more than three days if the service is conducted outside of California.
 - (5) For the purpose of jury duty in the manner provided for by law
 - (6) Due to the illness or medical appointment during school hours of a child of whom the pupil is the custodial parent
 - (7) For justifiable personal reasons, including, but not limited to, an appearance in court, attendance at a funeral service, observance of a holiday or ceremony of his or her religion, attendance at religious retreats, or attendance at an employment conference, when the pupil's absence has been requested in writing by the parent or guardian and approved by the principal or a designated representative pursuant to uniform standards established by the governing board.

A pupil absent from school under this section shall be allowed to complete all assignments and Tests missed during the absence that can be reasonably provided and, upon satisfactory completion within a reasonable equivalent to, but not necessarily identical to, the tests and assignments that the pupil missed during the absence.

For purposes of this section, attendance at religious retreats shall not exceed four hours per semester. Absences pursuant to this section are deemed to be absences in computing average daily attendance and shall not generate state apportionment payments.

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

§ 48206.3, 48207, 48208 · Pupils with Temporary Disability

A pupil with a temporary disability which makes attendance in the regular day classes or alternative education program in which they are enrolled impossible or inadvisable shall receive individual instruction provided by the district in which the pupil is deemed to reside. Such pupils shall be provided individual instruction, as deemed

Necessary, that may include instruction in the pupil's home, hospital, or health facility in the pupil's district of residence. Individual instruction means instruction provided to a pupil in the pupil's home, in a hospital or other health facility excluding state hospitals. A temporary disability means a physical or emotional disability incurred while a pupil is enrolled in regular day classes or an alternative education program after which the pupil can reasonably be expected to return to regular day classes or the alternative program without special intervention.

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

It shall be the primary responsibility of the parent or guardian to notify the school district in which the pupil is deemed to reside of the pupil's presence in a qualifying hospital. Upon receipt of this notification, that school district shall: Within 5 working days

of receipt of the notification, determine whether the pupil will be able to receive individualized instruction and when it will commence. The instruction will begin no later than 5 days after the need for individualized instruction has been rendered.

§ 48216 · Exclusion of Pupils Not Immunized

A school district shall exclude a pupil who is not properly immunized and will notify the parent/guardian that they have two weeks to supply evidence that the pupil is properly immunized or is exempt from immunization. The district shall also refer the parent/guardian to sources of medical services to obtain immunizations if they are needed.

§ 48850 – et.seq. · Foster Youth

Each school district will designate an educational liaison to ensure that pupils in foster care receive stable school placements which are: in the best interest of the child, in the least restrictive educational program, provide access to academic resources, services and extracurricular activities available to all students, provide full and partial credit for coursework taken and give a meaningful opportunity to meet pupil academic achievement standards.

§ 48980 © · Minimum Days and Staff Development Days

The school district shall notify parents/guardians of all pupils of the schedule of minimum days and pupil free staff development days, and if any minimum or pupil free staff development days are scheduled thereafter, the governing board shall notify parents/guardians of the affected pupils as early as possible but no later than one month before the scheduled minimum or pupil free day.

§ 48980 (d) · Investing for Future College Education

Parents are advised of the importance of investing for the future college or university education of their children and of considering appropriate investment options.

§ 48980 (h) · Attendance Options

The school district shall advise the parent or guardian of all existing statutory attendance options and local attendance options available in the district. This notification shall include all options for meeting residency requirements for school attendance, programmatic options offered within the local attendance areas, and any special programmatic options available on both an inter-district and intra-district basis. The notification shall also include a description of all options, a description of the procedure for application for alternative attendance areas or programs, an application form from the district for requesting a change of attendance, and a description of the appeals process available, if any, for a parent or guardian denied a change of attendance. The notification shall also include an explanation of the existing statutory attendance options including, but not limited to those under Education Code Sections 35160.5, 46600, 48204 (f), and 48209. The department shall produce this portion of the notification and shall distribute it to all school districts.

§ 49063, 49069, FERPA, 5 CCR Sec. 431 (e) · Parent Access to Records

School districts shall notify parents in writing of their rights regarding the availability of the types of pupil records and information which are directly related to students and maintained by the institution, the official responsible for the maintenance of the records, the location of the records, the policies for reviewing and expunging the records, the right of the parent to access the pupil records, the procedure for challenging the content of student records, the cost which will be charged to the parent for copies of records, and their right to file a complaint with the United States Department of Health, Education and Welfare concerning an alleged failure by the district to comply with the provisions of Section 438 of the General Education Provisions Act. Parents of currently enrolled or former pupils have an absolute right to access to any and all pupil records related to their children which are maintained by school districts or private schools.

§ 49073 · Directory Information

Parents or guardians shall be given the right to allow the district to release directory information on pupils or former pupils of the district to officials, organizations or individuals according to district policy. No information shall be released when a parent has notified the district not to release such information. Directory information may be released according to local policy as to any pupil or former pupil, provided that notice is given at least on an annual basis of the categories of information which the school plans to release and of the recipients. Where applicable, schools are to notify parents of requirements under “No Child Left Behind,” that requires the release of specified directory information on students to military recruiters.

§ 49403 · Control of Communicable Disease & Immunization of Pupils

The governing board of any school district may authorize any person licensed as a physician and surgeon, or any person licensed as a registered nurse acting under direction of a supervising physician and surgeon to administer an immunizing agent to any

pupil, provided that written consent of the pupil's parent or guardian has been obtained prior to administration of such immunizing agent.

§ 49423 · Administration of Prescribed Medication

Any pupil who is required to take, during the regular school day, medication prescribed for them by a physician, may be assisted by the school nurse or other designated school personnel or may carry and self administer prescription auto-injectable epinephrine under the following circumstances: (1) In order for the pupil to be assisted by a school nurse or other designated school personnel, the school district shall obtain both a written statement from the physician detailing the name of the medication, method, amount and time schedule by which the medication is to be taken and a written statement from the parent, foster parent or guardian of the pupil indicating the desire that the school district assist the pupil in the matters included in the physician's statement. (2) In order for the pupil to carry and self administer prescription auto-injectable epinephrine, the school district shall obtain a written statement from the physician detailing the name of the medication, method, amount and time schedule by which the medication is to be taken and confirming that the pupil is able to self administer the medication and a written statement from the parent, foster parent, or guardian of the pupil consenting to self administration, as well as providing a release for the school nurse or their designated school personnel to consult with the health care dentist or provider of the pupil regarding any questions that may arise with regard to the medication, and releasing the school district and school district and school personnel from any liability if they use auto-injectable epinephrine in a manner other than as prescribed.

The written statements in both cases shall be provided at least annually and more frequently if the medication, dosage, frequency of administration, or reason for administration changes.

§ 49451 · Parent's Refusal to Consent

A parent or guardian having control or charge of any child enrolled in the public schools may file annually with the principal of the school in which he is enrolled a statement in writing, signed by the parent or guardian, stating that he will not consent to a physical examination of his child. Thereupon the child shall be exempt from any physical examination, but whenever there is a good reason to believe that the child is suffering from a recognized contagious or infectious disease, he shall be sent home and shall not be permitted to return until the school authorities are satisfied that any contagious or infectious disease does not exist.

§ 49452.8 · Dental Care

A pupil, while enrolled in kindergarten in a public school, or while enrolled in first grade in a public school if the pupil was not previously enrolled in kindergarten in public school, shall, no later than May 31 of the school year, present proof of having received an oral health assessment by a licensed dental health professional no earlier than 12 months prior to the date of the initial enrollment of the pupil.

§ 49472 · Medical & Hospital Services for Pupils

The governing board of any school/district may provide or make available medical and/or hospital services for pupils through nonprofit membership corporations, or authorized insurance companies for accidents occurring on school grounds, or while being transported to or from any school activity or event. The service shall be provided only with the consent of the parent or guardian, or the pupil if he/she is not a minor. Please contact the school or district office regarding such medical service.

§ 49480 · Continuing Medication

The parent or legal guardian of a pupil on continuing medication for a non episodic condition shall inform the school of the medication, the dosage and the name of the physician. With the consent of the parent or guardian, the school nurse may communicate with the physician and may counsel with school personnel regarding the possible effects of the drug. The superintendent of the school district shall be responsible for informing parents of the requirements of this section.

§ 49510 – 49520 · Child Nutrition; School Meals

It is the intent of these articles to establish an ongoing program to assure that the nutritional requirements of pupils are enhanced by a pervasive program of food supplementation while they are attending school.

The Department of Education, in cooperation with the Department of Social Welfare, shall establish a statewide program to provide nutritious meals at school for pupils. Priority will be given to providing free or reduced meals to the neediest children.

§ 51101, 51101.1 · Rights of Parents and Guardians to Information

Parents and guardians have the right to be informed by the school and to participate in the education of their children, as follows: to observe classrooms as specified: within a reasonable time of their request to meet with teachers and the principal of the school; to volunteer their time and resources; to be notified on a timely basis if their child is absent from school without permission; to receive the results of their child's performance and the performance of the school on standardized tests; to

request a particular school for their child and to receive a response from the district; to have a school environment for their child that is safe and supportive; to examine the curriculum materials of their child's classes; to be informed of their child's progress in school and of the appropriate staff to contact should a problem arise; to access the school records of their child; to receive information about the academic performance standards, proficiencies, or skills their child is expected to accomplish; to be informed in advance about school rules, including disciplinary rules and procedures, attendance policies, or skills their child is expected to accomplish; to be informed in advance about school rules, including disciplinary rules and procedures, attendance policies, dress code and procedures for visiting the school; to receive information about any psychological testing and to deny permission to test; to participate as a member of a parent advisory committee, school-site council, or site-based leadership team; to challenge anything in their child's record and to receive a response from the school; and to be notified as early in the year as practicable if their child is identified as being at risk of retention and their right to consult with school personnel regarding any decision to promote or retain and to appeal a decision to promote or retain.

School districts will take all reasonable steps to ensure that all parents and guardians of pupils, who speak a language other than English, are properly notified in English and in their home language of the rights and opportunities available to them.

§ 51938 · Parent Notification for AIDS/HIV Instruction and Human Sexuality

A parent/guardian of a pupil has the right to excuse their child from all or part of comprehensive sexual health education, HIV/AIDS presentation education, and assessments related to that education as follows:

(a) At the beginning of each school year, or, for a pupil who enrolls in a school after the beginning of the school year, at the time of that pupil's enrollment, each school district shall notify the parent/guardian of each pupil about instruction in comprehensive sexual health education and HIV/AIDS prevention education and research on pupil health behaviors and risks planned for the coming year. The notice shall include all of the following:

- (1) Advise the parent/guardian that written and audio visual educational materials used in comprehensive sexual health education and HIV/AIDS prevention education are available for inspection.
- (2) Advise the parent/guardian whether the comprehensive sexual health education or HIV/AIDS prevention education will be taught by school district personnel or by outside consultants. If the school elects to provide this instruction by outside consultants or guest speakers, the notice shall include the date of instruction, the name of the organization or affiliation of each guest speaker, and an indication that the parent has the right to request a copy of information about the instruction (E.C. sections 51933, 51934 and 51938). If arrangements for this instruction are made after the beginning of the school year, notice shall be made by mail or another commonly used method of notification, no fewer than 14 days before instruction is delivered.
- (3) Information explaining the parent's/guardian's right to request a copy of this chapter.
- (4) Advise the parent/guardian that the parent/guardian may request in writing that his or her child not receive comprehensive sexual health education or HIV/AIDS prevention education.
- (5) Anonymous, voluntary and confidential research and evaluation tools to measure pupils' health behaviors and risks, including tests, questionnaires, and surveys containing age appropriate questions about the pupil's attitudes concerning or practices relating to sex may be administered to any pupil in grades 7 to 12 inclusive, if the parent/guardian is notified in writing that this test, questionnaire, or survey is to be administered and the pupil's parent/guardian is given the opportunity to review the test, questionnaire, or survey and to request in writing that his or her child not participate.

§ 52244 · Advance Placement Examination Fees

State funds are available to award grants to pupils to cover the costs of advanced placement examination fees. Any economically disadvantaged pupil who is enrolled in an advanced placement course may apply to their school for a grant.

§ 56301 · Child Find Policies (Special Education)

All individuals with disabilities residing in the state, including those who are homeless or wards of the state, shall be identified, located and assessed as required. Each district, special education local plan area, or county office shall establish written policies and procedures for a continuous child-find system which addressed the relationship among identification, screening, referral, assessment, planning, review and the triennial assessment. The policies and procedures shall include but need not be limited to, written notification of all parents, of their rights under this chapter, and the procedure for initiating a referral for assessment. Parents shall be given a copy of their rights and procedural safeguards upon initial referral for assessment, upon notice of an individualized education program meeting or reassessment, upon filing a complaint, and upon filing for a pre-hearing mediation conference.

§ 59501 · Notice of Alternative Schools

California state law authorizes all school districts to provide for alternative schools. Section 58500 of the Education Code defines alternative school as a school or separate class group within a school which is operated in a manner designed to:

- (a) Maximize the opportunity for students to develop the positive values of self-reliance, initiative, kindness, spontaneity, resourcefulness, courage, creativity, responsibility, and joy.
- (b) Recognize that the best learning takes place when the student learns because of his desire to learn.
- (c) Maintain a learning situation maximizing student self-motivation and encouraging the student in his own time to follow his own interests. These interests may be conceived by him totally and independently or may result in whole or in part from a presentation by his teachers of choices of learning projects.
- (d) Maximize the opportunity for teachers, parents and students to cooperatively develop the learning process and its subject matter. This opportunity shall be continuous, permanent process.
- (e) Maximize the opportunity for the students, teachers, and parents to continuously react to her changing world, including but not limited to the community in which the school is located.

In the event any parent, pupil, or teacher is interested in further information concerning alternative schools, the county superintendent of schools, the administrative office of this district, and the principal's office in each attendance unit have copies of the law available for your information. This law particularly authorizes interested persons to request the governing board of the district to establish alternative school programs in each district."

§ 60850 – 60856 · High School Exit Examination

Commencing with the 2005-2006 school year and each school year thereafter, each pupil completing grade 12 shall successfully pass the exit examination as a condition of receiving a diploma of graduation or a condition of graduation from high school.

The parent shall be notified of the date of the examination, the consequences of not passing the examination and that passing the examination is a condition of graduation.

§ 504 of the Rehabilitation Act of 1973

Section 504 prohibits discrimination on the basis of disability. It requires school districts to identify and evaluate children with physical or mental impairment that substantially limits one or more major life activities. These students, are eligible to receive services and aids to meet their needs. The school district is to designate a person responsible for implementing the requirements of this section.

Individuals with Disabilities Education Act (IDEA)

Every individual with exceptional needs, who is eligible to receive educational instruction, related services, or both under this part shall receive such educational instruction, services, or both, at no cost to his or her parents, or as appropriate, to him or her. Federal law also requires a free and appropriate education in the least restrictive environments be offered to qualified handicapped pupils.

5 California Code of Regulations Sec. 4622, E. C. 32289 · Complaint Procedures

Requires written notification to pupils, employees, parents, district advisory committee, school advisory committees and other interested parties of the school district Uniform Complaint Procedures. The notice will include the identity of the person(s) responsible for processing complaints, civil law remedies and the appeal and review procedures. A complaint of noncompliance with this article may be filed with the California Department of Education under the Uniform Compliance Procedures.

40 Code of Federal Regulations Sec. 763.93 · Asbestos Management Plan

School district will notify parent, teacher and employee organizations of the availability of a complete updated management plan for asbestos containing material in school buildings.

Health & Safety Code Secs. 120475, 124085, 124100, 124105 · Children Health Screening

School districts shall notify parents of kindergarten and first grade pupils of the requirement for a physical examination for first grade enrollment and the availability of free health screening through the local health department. The school district shall exclude from school for not more than 5 days any pupil who has not provided a certificate of documenting the appropriate health screening or a waiver.

HR1, No Child Left behind Act of 2001

AT the beginning of each academic year, schools receiving Title I funds must inform parents of their right to request information regarding the professional qualifications of their child's teacher. Also, any school that has been identified for Program Improvement or Corrective Action must promptly notify parents regarding an explanation of the identification as well as other requirements specified in the Act. In addition, the parents of limited English Proficient (English Learner) students participating in

a language instruction program shall be notified no later than 30 days after the beginning of the school year about certain aspects of their child's identification, the instruction program and the program's exit requirements.

School districts are also required to notify parents of intra-district transfer options within 10 days after a pupil becomes a victim of a violent criminal offense while on school grounds. Districts with one or more schools identified as persistently dangerous are required to notify parents in a timely manner about the schools designation and offer a transfer to a safe school.

20 USC 1232 (h) · Health Screenings, Disclosure of Personal information, Surveys

Parents will be notified of the specific or approximate dates when any non-emergency, invasive physical exam or screening is scheduled that is required as a condition of attendance by the school. Parents may opt pupils out of participation. The school district shall develop policy, in consultation with parents, regarding this issue.

Parents will be notified of the specific or approximate dates when an activity involving the collection, disclosure or use of personal information collected from pupils for the purpose of marketing or selling that information is scheduled. The school district shall develop a policy, in consultation with parents, regarding the collection of this information.

No pupil may be required to submit to a survey, analysis or evaluation that reveals sensitive personal information without the prior written consent of the parent. Parents shall be notified of the specific or approximate dates of the administration of any survey and choose to opt pupils out of participation. The school district, in consultation with parents, shall develop a policy regarding the right of the parent to inspect surveys created by a third party or any Instrument used in the collection of personal information.

42 USC § 11432 · Homeless Children (McKinney Vento Act)

Each school district will have a district liaison for homeless pupils who will ensure that parents are informed of the educational and related opportunities available to their children and are provided with meaningful opportunities to participate in the education of their children.

Penal Code Sections 290.45, 290.46 · Megan's Law

Information about certain sex offenders, including their home address, is available to the public via the Internet.

Parent Involvement Policy

Each LEA (Local Education Agency/School District) shall develop jointly with, agree on with, and distribute to parents of participating children, a written parent involvement policy. The policy describes how the LEA will: a) involve parents in the development of the local plan and the process of school review for program improvement; b) help schools plan and implement parent involvement activities to improve student academic and school performance; c) build strong parental involvement; d) coordinate and integrate parental involvement strategies and other programs specified; e) conduct with parents an annual evaluation of the content and effectiveness of the policy; f).

In order to engage parents/guardians positively in their children's education, the Superintendent or designee shall ensure that staff members at each school:

1. Help parents develop and provide parenting skills and home environments that support their children's academic efforts and their development as responsible members of society.
2. Inform parents they can affect their child's success in learning and provide strategies they may use to improve academic success and learning at home.
3. Initiate effective communication between home and school so parents know when and how to support their child's learning activities.
4. Receive training that fosters effective and culturally sensitive communication with home, including communication with non-English speakers, and give opportunities to assist in the instructional process both at school and home.
5. Encourage parents to serve as volunteers in schools, attend student performances and school meetings, and participate in site and advisory councils, and other activities.

Physical Examinations

All pupils are to have completed a health screening examination before entering preschool and first grade. This examination can be obtained from your family physician or through the services provided by the Fresno County Health Department. Information and forms are distributed to pupils enrolled in kindergarten and pre-school. Failure to obtain an examination for your child will result in your child being denied enrollment.

Placement, Promotion, Retention

Placement, promotion, or retention decisions shall be made in the best interests of the student after a careful evaluation of the student's performance. Consideration will be given to the effects of the placement decision on the student's long-term progress in the educational program.

The district shall use the expertise of other professional personnel, as appropriate, and shall include the parents in conferencing about the status of the student's achievement. For a student with an Individual Education Plan (IEP) or Section 504 plan, the IEP or the Section 504 plan will determine the standards by which the student will be evaluate regarding placement, promotion, and/or retention.

Promotion – Retention Policy

New state law requires each district to prepare and implement promotion and retention policies. We have updated our policies to reflect the new state law. In order for a student to be considered for promotion he/she should:

K – 8th

1. Attend school **90%** of the days enrolled.
2. Maintain an End-of-the-Year G.P.A. of **2.0**.
3. Make satisfactory growth on District's Reading and Math tests.

A student not meeting these requirements may be considered for retention.

An accelerated student may be considered for accelerated promotion if the student meets the following criteria:

1. G.P.A. of 3.8 or above
2. Advanced proficient on CST's
3. 4 grade levels above student's grade level in Reading and Math as measured on the Renaissance Reading and Math test
4. Student Study Team review

High School students are given the expected graduation date (4 years) upon first entering high school. Students will automatically roll over to the next grade. However, the student will remain a repeat 12th grader until he or she has completed all required subjects for graduation.

Report Cards - Transcripts

West Park School District sends home report cards by mail or teacher after the close of each semester. Transcript requests are provided by the I.S. Counselor or Registrar.

Report of Missing Assignment

The Master Agreement parents sign prior to enrollment outlines a process for missed assignments and appointments. Failure to complete at least 70% of assignments per month or continuous missed scheduled appointments result in the following actions:

- First Occurrence:** Documented conference with the student's teacher, parent/guardian, and student to discuss concerns and plan for improvement.
- Second Occurrence:** Letter of warning from I.S. Administrator
- Third Occurrence:** Possible dismissal from the charter school.

Student Recognition - Motivation

Just as we have serious consequences for students who exhibit negative behavior, we also have a reward system to honor those students who display positive attitudes and behavior. Recognition is regularly given to students who excel in academics and attend testing sessions. We are committed to teaching the students at our school that good work habits and positive behavior will be beneficial, not only to the overall education program, but also to them personally.

Successful Students

1. Set goals (complete assignments; arrive to school on time)
2. Plan their time (organize study time)
3. Study and read everyday
4. Take notes (don't count on remembering, write it down)
5. Always have their supplies

6. Keep their promises/commitments
7. Are always ready ahead of time (finish assignments before they are due)

Student Records (Location of Educational Records)

The West Park School District maintains cumulative records for each pupil as required by law, and any additional records that would be helpful in providing maximum educational opportunities for pupils. These records are available for parents to review. Please call the charter office to set up an appointment with administration if you desire to review your child's cumulative record.

<u>TYPES OF RECORDS</u>	<u>LOCATION</u>	<u>CUSTODIAN</u>
Cumulative School Records (Current Students K-12)	Charter Office	Superintendent
Health Records (Current K-12)	Charter Office	Superintendent
Psychological/Educational Record (Current and Former)	*Pupil Personnel Service Dept.	Superintendent, Fresno Co. Office of Education
Special Education Records (Current students) (Former Students)	Special Education Pupil Personnel Service Department	Superintendent Fresno County Office of Education

Textbooks

West Park Charter Academy furnishes necessary textbooks for all students. We hope this investment of district funds will be treated with respect. Reasonable wear and tear is to be expected, however, unreasonable damage will result in the parents/students being financially responsible for book replacement. All materials must be returned to the school upon completion of the class or upon withdrawal from the school.

Procedures for Cost of Damage to School Property

When dealing with the cost of damage to school property by students, the following procedures will be used:

- A. When the damage to school property is traced to a particular student or students, the cost of the repair shall be the responsibility of the parents up to the maximum allowed by law. (Note: This is in the Education Code as well as the West Park Board Policies).

Vandalism

Parents are responsible for the full extent of any and all damages at school caused by their child. This includes the cost of labor as well as materials or repairs. Should this occur, the West Park School District will appraise the damage and cost of repair, and the school may bill the parents. It is best that the child take responsibility for his or her action. If a student involved in vandalism is cooperative, mediation may be arranged, to enable him or her along with the parents, to assume the responsibility for their actions. This includes making it as right as possible and making agreements with parents and the school concerning their future intentions. Once this has been done, the student may return to school.

Uniform Complaint Procedure

West Park Elementary School District recognizes the fact that life at school does not always run smoothly. As problems arise, school personnel and parents must work together to solve them. We also realize that parents, students and citizens do not always know what to do or where to go for answers and often give up and become frustrated when problems remain unsolved. If a parent, student, or citizen has a concern, they should contact the appropriate school official. (See below)

West Park School District shall follow uniform complaint procedures when addressing complaints alleging unlawful discrimination based on ethnicity, religion, age, gender, sexual orientation, color, or physical or mental disability in any program or activity that receives or benefits from state financial assistance. Uniform complaint procedures shall also be used when addressing complaints alleging failure to comply with state and/or federal laws in adult education, consolidated categorical aid programs, migrant education, vocational education, child care and development programs, child nutrition programs and special education programs.

If a parent, student, employee or citizen has a concern, they should take the appropriate steps as listed below.

Step 1. If your concern is in regard to instruction, please contact the teacher first. (You can set up an appointment by phone).

Step 2. If you are not satisfied with the teacher's response, or your concern stems from a general school problem, please contact the Charter Administrator.

Step 3. If you are not satisfied with that response you must file a written complaint with the Charter Administrator. If filing a discrimination complaint it must be within 6 months of the alleged occurrence. This complaint will be put into a log and given a number code and date stamped. Within ten days of this written complaint, the Administrator will give you the opportunity to use mediation.

Step 4. In the event that mediation is unsuccessful, the Charter Administrator will hold an investigative meeting. You will be given an opportunity to discuss the complaint with district representatives. Within 30 days of receiving the complaint the Charter Administrator will prepare and send a written report of the district's investigation and decision.

Step 5. If the problem is still not resolved, you have five days to file your complaint with the West Park Board of Trustees. The Board may decide if they want to hear the complaint or not. A final written decision will be mailed to you within 60 days of your complaint.

If dissatisfied with the district's decision, you may appeal in writing to the California Department of Education within 15 days of receiving the district's decision. You may also pursue civil law remedies; however, you must wait until 60 days have elapsed from the filing of an appeal with the California Department of Education. For a complete copy of the Uniform Complaint Procedures please contact the I.S. Administrator.

Work Permits Work permits may be obtained in the school office and may be issued only to West Park School District students. Information necessary for a permit includes the student's social security number and the name of the potential employer.

