

CORNERSTONE ACADEMY PREPARATORY SCHOOL



STUDENT AND FAMILY HANDBOOK 2011-2012

“COLLEGE PREPARATION BEGINS IN KINDERGARTEN”

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MISSION

Cornerstone Academy Preparatory School prepares scholars in kindergarten through grade six to excel in college preparatory secondary schools and beyond. Cornerstone Academy provides a structured, rigorous education emphasizing literacy and mathematics that lays the foundation for academic success.

CORE VALUES

At Cornerstone Academy, we believe that academic excellence and a strong character go hand in hand. As our students grow as scholars and attain greater success, it is imperative that they have a strong set of values and principles guiding their decision-making. At Cornerstone, all students will learn, demonstrate, and embody our five core values: the **PRIDE** values.

- ❖ Personal responsibility
- ❖ Respect
- ❖ Integrity
- ❖ Determination
- ❖ Excellence

The PRIDE values will be integrated into the classroom and school environment, and will help guide our students as they grow into young adults.

SCHOOL SCHEDULE

Cornerstone Academy operates from 7:00 a.m. until 4:00 p.m., Monday through Friday. Students are required to arrive at school on time (by 7:45 a.m. at the latest) and to remain in school until dismissal at 4:00 p.m. It is very important that you send the strong message to your child that school is extremely important. The school attendance habits that are instilled in our students at an early age can lead to a lifetime of educational and professional success.

ATTENDANCE – GENERAL

Attendance is the first step in ensuring academic achievement. In order for students to reach for their personal best, they must show up and make their strongest effort at school each and every day. **At Cornerstone Academy, regular attendance is required.** Our curriculum is an ambitious one; every day is essential for students to keep pace. Parent / guardians / families are expected to ensure that their children are in school. **Cornerstone Academy loses \$40 in state funding each day that a student is absent from school! Students who miss an excessive number of days may not be promoted to the next grade.**

- ❖ **Absences:** All Cornerstone Academy students are expected to be in school every day. However, there are instances when a student does not attend school. When this occurs, school staff will take every possible measure to determine and verify the reason for the absence.

- ❖ **How the School Will Keep Track of and Follow Up on Student Absences:** The School will keep records of all student absences. If a student misses school, Cornerstone Academy staff will make reasonable efforts to contact the student's parent / guardian / by telephone, writing, or in person. Staff will explain the school's strict attendance policy and request the parent's / guardian's strong support in enforcing this policy. Appropriate follow-up will be conducted if necessary by Cornerstone Academy's administrative team. Methods to verify absences include:
 - Notes received from parent, guardian, or their representative
 - Telephone calls made to or received from parents, guardians, or their representative
 - Absence verification forms returned by parent, guardian, or their representative
 - Visit to the student's home by the verifying school employee or authorized representative
 - Any other reasonable method that establishes the fact of the student's absence. This may include information gained from others judged to be reliable.

- ❖ **Excused Absences:** A student may be excused legally from school when the absence is due to:
 - Personal illness or injury
 - Quarantine under the direction of a county or city health officer
 - Medical, dental, optometric, or chiropractic services rendered
 - Attendance at funeral services for a member of the immediate family (1 day in state, 3 days out of state)
 - Exclusion for failure to present evidence of immunization (Ed. Code 48216)
 - Exclusion from school because student is either the carrier of a contagious disease or not immunized for a contagious disease (Ed. Code 48213)
 - Upon written request of the parent or guardian and approval of the Executive Director or his/her designee and pursuant to board policy, a student's personal justifiable absence may be excused. Reasons include, but are not limited to:
 - Appearance in court
 - Observation of a holiday or ceremony of his/her religion
 - Attendance at religious retreats not to exceed four (4) hours per semester
 - Attendance at funeral services (for other than the immediate family)

- ❖ **Unexcused Absences:** Unexcused absences are recorded for those absences not meeting the criteria for an "excused" absence as listed above including, but not limited to, personal family vacations, an unjustifiable and/or unverified student absence, or any

other absence deemed “unexcused” by the Cornerstone Academy’s administrative team or Executive Director. **Note that excessive unexcused absences (see “Consequences for Unexcused Absences,” below) places your student at risk for not being promoted to the next grade.**

- ❖ ***Never Miss School for Appointments:*** Parents / guardians / families are responsible for scheduling medical appointments **outside of school time**. The best times are weekday afternoons (after 4:00 p.m.) or days when school is not in session. In the rare case when a student has a medical appointment during school, he or she should not be absent for the entire school day.
- ❖ ***Suspensions Are Considered Absences:*** If students are absent from school due to suspension, these days will be treated the same as absences.
- ❖ ***Early Dismissal:*** Students are expected to stay in school until the very end of the day (4:00 p.m.) Early pickups are disruptive to the learning environment. We are intensely preparing our students to excel academically and thus, we will not release students prior to the end of the school day without prior notification.

ATTENDANCE – CONSEQUENCES FOR UNEXCUSED ABSENCES

- ❖ ***No Absences in a Trimester:*** The child and family are congratulated and recognized for exceptional attendance and commitment to their education.
- ❖ ***Three Unexcused Absences in a Trimester:*** If a student has three unexcused absences in a trimester, it is considered a serious issue. **At this point, the parent(s) / guardian(s) will be called to the school to meet with the Cornerstone Academy administrative team.** At the meeting, the problem will be discussed and an Attendance Plan will be developed.
- ❖ ***Attendance Plan:*** If the Attendance Plan is violated, **the parent(s) / guardian(s) will be called to the school to meet with the Cornerstone Academy Executive Director.** At the meeting, the problem will be discussed and the Attendance Plan will be revised to prevent the occurrence of future unexcused absences.
- ❖ ***Nine Unexcused Absences in a Year:*** If a student has nine unexcused absences in a year, the student is considered a truant. **At this point, the student is at risk of not being promoted to the next grade. The parent(s) / guardian(s) will be called to the school to meet with the Cornerstone Academy Executive Director.** The Executive Director reserves the right to retain any student who misses more than nine days of school. In addition, a report may be filed with the Department of Social Services/Child Protective Services.

- ❖ ***Twenty Unexcused Absences in a Year:*** If a student has twenty unexcused absences in a year, the student will be considered a habitual truant. At this point, the school administration may file a written complaint with a relevant court or child services agency alleging the belief that the acts or omissions of the child are such that his/her family has service needs. The Cornerstone Academy Board of Directors or Board designee will submit an annual report to the appropriate authorities that reports the number of habitual truants.

ATTENDANCE – TARDINESS

Getting to school on time is a key to your child’s success – at school and in life. At Cornerstone Academy, the learning begins from the moment students walk in the door. Students who are late miss essential reading and math instruction, disrupt the learning of other children, and risk falling behind on our ambitious curriculum.

Late students miss academics, and tardiness in general is a bad habit. One of the most common reasons that people lose their jobs is persistent tardiness to work.

Definition of Tardiness

The school breakfast program begins at 7:00 a.m. each morning. Students that do not participate in the school breakfast program should arrive at school at 7:35 a.m. Students arriving after 7:45 a.m. are considered tardy.

Consequences for Tardiness

The following is a schedule of consequences for tardiness:

- ❖ ***No Tardies in a Trimester:*** The child and family are congratulated and recognized for being “on time” and for their true commitment to education.
- ❖ ***Four Tardies in a Trimester:*** After four tardies in a trimester, the parent(s) / guardian(s) will be contacted by the Cornerstone Academy Executive Director. **The problem will be discussed and an “On Time” plan will be developed.**
- ❖ ***On Time Plan:*** If the On Time Plan is violated, **the parent(s) / guardian(s) will be called by the Cornerstone Academy Executive Director.** At the meeting, the problem will be discussed and the On Time Plan will be revised to prevent the occurrence of future tardies. A new On Time Plan will be developed, as necessary, each trimester.

ARRIVAL & DISMISSAL POLICY

Arrival

- ❖ The school officially opens to students at 7:00 a.m. each day. For students participating in the school breakfast program, students must be at school by 7:00 a.m. All students and families should enter the school through the side entrance on the right side of the campus.
- ❖ Unless students and families have made an appointment with individual teachers or other staff before hand, students and families must remain outside the building.
- ❖ Students having breakfast on campus are required to report at 7:00 a.m. so that they may be escorted to the cafeteria. Students not having breakfast at the school must arrive at 7:35 a.m. and report to the quad.
- ❖ Students are expected to respect all school property and all surrounding property while waiting for admittance into the school.

Dismissal

- ❖ The school day officially ends at 4:00 p.m. Supervision will not be available past 4:15 p.m.
- ❖ Families are responsible for picking up students at the side entrance to the school on time.
- ❖ No student will be allowed to leave the school without an adult escort.
- ❖ No student will be allowed to leave the school with an adult who is not his legal guardian unless the guardian has specified the adult as an authorized individual on the authorization form. This form must be submitted to the Office Manager.
- ❖ Families **MUST** submit a release form (provided in August) listing the names and information for any individuals, besides parent(s) / guardian(s), who regularly are authorized to pick up their children.

LATE PICK-UP POLICY

Cornerstone Academy is open to students at 7:00 a.m. and closes promptly when students are released at 4:00 p.m. All students must be picked up no later than 4:00 p.m.

Late pick-ups will not be tolerated for any reason. **Cornerstone Academy does not run an after school/day care program, and does not have staff available after 4:00 p.m. to care for your child.** Our time after school is valuable, and you will be requested to compensate us accordingly for late pick-ups.

You will be expected to either pick-up your child on time or to arrange for an alternate person to pick them up in case of weather, traffic, personal or work-related event, or other emergency.

- ❖ **After the first late pick-up you will receive a verbal and written warning.**
- ❖ Each subsequent late pick-up will result in a written warning. After that warning, **if your child/children remain at the school after 4:15 p.m., there is an additional charge of \$1 per child, per minute.** The fine is due upon pick-up.
- ❖ After one (1) hour has elapsed, **Cornerstone Academy may consider your child abandoned and call the local police department and/or the Department of Social Services/Child Protective Services to arrange pick-up for your child.** You are still required to pay Cornerstone Academy a fine of \$45 per child.
- ❖ **After four (4) late pick-ups have occurred, Cornerstone Academy may contact the local police department and/or the Department of Social Services/Child Protective Services to report child neglect.**

HOMEWORK

Homework is an essential part of the Cornerstone Academy educational program: it is designed to reinforce skills taught in the classroom, to help students develop a deeper understanding of concepts, and to promote good study habits. **Homework will be assigned EVERY night at Cornerstone Academy.** This means that families must help students with their homework in ways that include reading instructions out loud to younger students, creating routines at home for students to follow each day, and providing a quiet, organized place to work.

Homework includes **20-30 minutes of required reading every night (including weekends and holidays), for which a parent's / guardian's signature is required on the reading log.** Homework must be completed in full and in accordance with Cornerstone Academy's high standards for hard work and professional presentation.

All students are provided with Homework Folders that include a nightly Reading Log. Homework Folders are designed to teach students essential organizational skills. **The Reading Logs must be filled out properly with a parent's / guardian's signature, and all assigned homework must be completed and in the folder.** All homework must be neat, clean, and thorough. Homework folders are turned in to teachers each morning as soon as students arrive at school.

If the homework is late, missing, incomplete, or of poor quality, or if the Reading Log is not completed properly, then the student may face in-school consequences. Parent(s) / guardian(s) will receive a phone call if their child has missed several assignments. We expect and need family support to make sure all the homework gets done according to top quality standards.

INDEPENDENT READING

Research shows that the #1 way to improve a student's reading skills is to have them READ, READ, READ. The students who read a lot outside of school are the students who are the best readers and who score highest on reading tests. **Supporting your child's independent reading at home is the #1 way to help him or her improve the speed, accuracy, vocabulary, and comprehension of his or her reading.** Although Cornerstone Academy students have reading time during school, they must read at home every night and weekend and during any vacations from school. Parent(s) / guardian(s) should make sure to supervise their child in reading at least 20 minutes every night and every day on the weekends. It would be especially helpful if you asked the child to read out loud and stopped occasionally to have the child summarize what he or she has just read and to answer simple comprehension questions. **Please do not sign your child's independent reading log if you have not actually seen him or her read.** Students may be tempted to cut corners; skipping this important reading requirement will only hurt your child in the long run. READ, READ, READ. There are no short cuts.

STUDENT DISCIPLINE, SUSPENSION & EXPULSION

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

Our teachers will use a large array of strategies to promote positive behavior and to correct problem behaviors. Our faculty uses positive reinforcement whenever possible, doing their best to "catch students doing the RIGHT thing." We recognize and celebrate student successes at every opportunity. We also use consequences and a problem-solving approach to help students fix behavior problems. Students may lose privileges (choice time, trips, etc.) when they violate the rules.

Our administrative team will work closely with teachers, families, and students to help them learn and grow and has the authority to decide on the appropriate consequences for student behavior. The administrative team may solicit parent / guardian input in certain situations, but they retain all decision-making authority.

This Pupil Suspension and Expulsion Policy has been established in order to promote learning and protect the safety and well being of all students at the Charter School. In creating this policy, the Charter School has reviewed Education Code Section 48900 *et seq.* which describes the noncharter schools' list of offenses and procedures to establish its list of offenses and procedures for suspensions and expulsions. The language that follows closely mirrors the language of Education Code Section 48900 *et seq.* The Charter School is committed to annual review of policies and procedures surrounding suspensions and expulsions and, as necessary, modification of the lists of offenses for which students are subject to suspension or expulsion.

When the Policy is violated, it may be necessary to suspend or expel a student from regular classroom instruction. This policy shall serve as the Charter School's policy and procedures for student suspension and expulsion and it may be amended from time to time without the need to amend the charter so long as the amendments comport with legal requirements. Charter School staff shall enforce disciplinary rules and procedures fairly and consistently among all students. This Policy and its Procedures will be printed and distributed as part of the Student Handbook and will clearly describe discipline expectations. Corporal punishment shall not be used as a disciplinary measure against any student. Corporal punishment includes the willful infliction of or willfully causing the infliction of physical pain on a student. For purposes of the Policy, corporal punishment does not include an employee's use of force that is reasonable and necessary to protect the employee, students, staff or other persons or to prevent damage to school property.

The Charter School administration shall ensure that students and their parents/guardians are notified in writing upon enrollment of all discipline policies and procedures. The notice shall state that this Policy and Procedures are available on request at the Executive Director's office.

Suspended or expelled students shall be excluded from all school and school-related activities unless otherwise agreed during the period of suspension or expulsion.

A student identified as an individual with disabilities or for whom the Charter School has a basis of knowledge of a suspected disability pursuant to the Individuals with Disabilities Education Improvement Act of 2004 ("IDEIA") or who is qualified for services under Section 504 of the Rehabilitation Act of 1973 ("Section 504") is subject to the same grounds for suspension and expulsion and is accorded the same due process procedures applicable to general education students except when federal and state law mandates additional or different procedures. The Charter School will follow all applicable federal and state laws including but not limited to the California Education Code, when imposing any form of discipline on a student identified as an individual with disabilities or for whom the Charter School has a basis of knowledge of a suspected disability or who is otherwise qualified for such services or protections in according due process to such students.

A. Grounds for Suspension and Expulsion of Students

A student may be suspended or expelled for prohibited misconduct if the act is related to school activity or school attendance occurring at the School or at any other school or a School sponsored event at anytime including but not limited to: a) while on school grounds; b) while going to or coming from school; c) during the lunch period, whether on or off the school campus; d) during, going to, or coming from a school-sponsored activity.

B. Progressive Discipline

Cornerstone Academy believes in progressive discipline as a means to ensuring due process, intervention, and fairness to the disciplinary process. However, Cornerstone

Academy is committed first and foremost to the health and safety of our students and staff; and second to creating the strongest possible learning and teaching environment free from the distractions of poor student behavior. Accordingly, the following progressive discipline steps **SHALL NOT** preclude the immediate suspension and/or recommendation for expulsion of any student for any of the enumerated offenses listed below in Section C in accordance with the procedures outlined below.

1. Each teacher shall implement a school-wide classroom behavior strategy that is developed by the teachers, approved by the Board of Directors, and explained to students and parents verbally and in writing and implemented consistently amongst all students unless otherwise dictated by Section 504 Accommodation Plan, or Individualized Education Plan. Teachers shall facilitate the translation of the behavior strategy into a pupil or parent's primary language if in the teacher's professional judgment the translation is necessary for a parent or student's full understanding and support of the behavior strategy.
2. Each classroom behavior strategy shall specifically allow for the referral of a student to the Executive Director for any of the enumerated offenses listed below in Section C.
3. Upon the 1st referral in one school year of a student to the Executive Director:
 - a. A referral form shall be completed by the teacher with a copy for the student's file and a copy to be sent home to the parent/ guardian. This notice shall be followed by telephonic notice by the Executive Director to the parent or guardian. If the parent is unreachable after one attempt at the number given by the parent/guardian on registration forms, the Executive Director shall make a reasonable effort to leave a telephone message notifying the parent/guardian of the offense(s) committed by the student which resulted in the referral.
 - b. A student may be sent home for the day depending on the severity of the offense.
4. Upon the 2nd referral in one school year of a student to the Executive Director:
 - a. A referral form shall be completed by the teacher with a copy for the student's file and a copy to be sent home to the parent /guardian. This notice shall be followed by telephonic notice by the Executive Director to the parent or guardian. If the parent is unreachable after one attempt at the number given by the parent/guardian on registration forms, the Executive Director shall make a reasonable effort to leave a telephone message notifying the parent/guardian of the offense(s) committed by the student which resulted in the referral.
 - b. A conference will be held with the student, the parent / guardian, the classroom teachers, and the administrative team in order to implement a

behavior plan. At this conference, a follow-up date will be set to assess the progress of the student's behavior plan.

- c. A student may be sent home for the day depending on the severity of the offense.

5. Upon the 3rd referral of a student in one school year to the Executive Director:

- a. A referral form shall be completed by the teacher with a copy for the student's file and a copy to be sent home to the parent(s) or guardian(s). This notice shall be followed by telephonic notice by the Executive Director to the parent or guardian. If the parent is unreachable after one attempt at the number given by the parent/guardian on registration forms, the Executive Director shall make a reasonable effort to leave a telephone message notifying the parent/guardian of the offense(s) committed by the student which resulted in the referral.
- b. The student shall be suspended for 1-3 days with the amount determined by the discretion of the Executive Director taking into consideration the severity of the offense and the student's behavior history. The Suspension shall be preceded, if possible, by a conference conducted by the Executive Director or the Executive Director's designee with the student and his or her parent and, whenever practical, the teacher, supervisor or school employee who referred the student to the Executive Director. This conference shall be held in accordance with the procedures described in Section D1 below.
- c. The Executive Director shall refer the student to the Student Study Team process as described in Section P below.

6. Upon the 4th referral of a student in one school year to the Executive Director:

- a. A referral form shall be completed by the teacher with a copy for the student's file and a copy to be sent home to the parent(s) or guardian(s). This notice shall be followed by telephonic notice by the Executive Director to the parent or guardian. If the parent is unreachable after one attempt at the number given by the parent/guardian on registration forms, the Executive Director shall make a reasonable effort to leave a telephone message notifying the parent/guardian of the offense(s) committed by the student which resulted in the referral.
- b. The student shall be suspended for 3-5 days with the amount determined by the discretion of the Executive Director taking into consideration the severity of the offense and the student's behavior history. The Suspension shall be preceded, if possible, by a conference conducted by the Executive Director or

the Executive Director's designee with the student and his or her parent and, whenever practical, the teacher, supervisor or school employee who referred the student to the Executive Director. This conference shall be held in accordance with the procedures described in Section D1 below.

- c. The Executive Director shall refer the student to the Student Study Team process as described in Section P below for re-evaluation of the Student Study team Plan.

7. Upon the 5th referral of a student in one school year to the Executive Director:

- a. A referral form shall be completed by the teacher with a copy for the student's file and a copy to be sent home to the parent(s) or guardian(s). This notice shall be followed by telephonic notice by the Executive Director to the parent or guardian. If the parent is unreachable after one attempt at the number given by the parent/guardian on registration forms, the Executive Director shall make a reasonable effort to leave a telephone message notifying the parent/guardian of the offense(s) committed by the student which resulted in the referral.
- b. The student shall be suspended for 5 days. The Suspension shall be preceded, if possible, by a conference conducted by the Executive Director or the Executive Director's designee with the student and his or her parent and, whenever practical, the teacher, supervisor or school employee who referred the student to the Executive Director. This conference shall be held in accordance with the procedures described in Section D1 below.
- c. Automatic recommendation by the Executive Director of the student for expulsion in accordance with the authority granted and the process outlined in Sections E-O below. Upon such a recommendation the pupil and the pupil's guardian or representative will be invited to a conference to determine if the suspension for the pupil should be extended pending an expulsion hearing. This determination will be made by the Executive Director or designee upon either of the following determinations: 1) the pupil's presence will be disruptive to the education process; or 2) the pupil poses a threat or danger to others. Upon either determination, the pupil's suspension will be extended pending the results of an expulsion hearing. All results will be documented Infinite Campus.

C. Enumerated Offenses

- 1. Discretionary Suspension Offenses. Students may be suspended for any of the following acts when it is determined the pupil:

- a) Caused, attempted to cause, or threatened to cause physical injury to another person.
- b) Willfully used force of violence upon the person of another, except self-defense.
- c) Unlawfully possessed, used, sold or otherwise furnished, or was under the influence of any controlled substance, as defined in Health and Safety Code 11053-11058, alcoholic beverage, or intoxicant of any kind.
- d) Unlawfully offered, arranged, or negotiated to sell any controlled substance as defined in Health and Safety Code Sections 11053-11058, alcoholic beverage or intoxicant of any kind, and then sold, delivered or otherwise furnished to any person another liquid substance or material and represented same as controlled substance, alcoholic beverage or intoxicant.
- e) Committed or attempted to commit robbery or extortion.
- f) Caused or attempted to cause damage to school property or private property.
- g) Stole or attempted to steal school property or private property.
- h) Possessed or used tobacco or products containing tobacco or nicotine products, including but not limited to cigars, cigarettes, miniature cigars, clove cigarettes, smokeless tobacco, snuff, chew packets and betel. This section does not prohibit the use of his or her own prescription products by a pupil.
- i) Committed an obscene act or engaged in habitual profanity or vulgarity.
- j) Unlawfully possessed or unlawfully offered, arranged, or negotiated to sell any drug paraphernalia, as defined in Health and Safety Code Section 11014.5.
- k) Disrupted school activities or otherwise willfully defied the valid authority of supervisors, teachers, administrators, other school officials, or other school personnel engaged in the performance of their duties.
- l) Knowingly received stolen school property or private property.
- m) Possessed an imitation firearm, i.e.: a replica of a firearm that is so substantially similar in physical properties to an existing firearm as to lead a reasonable person to conclude that the replica is a firearm.
- n) Committed or attempted to commit a sexual assault as defined in Penal Code Sections 261, 266c, 286, 288, 288a or 289, or committed a sexual battery as defined in Penal Code Section 243.4.

- o) Harassed, threatened, or intimidated a student who is a complaining witness or witness in a school disciplinary proceeding for the purpose of preventing that student from being a witness and/or retaliating against that student for being a witness.
- p) Unlawfully offered, arranged to sell, negotiated to sell, or sold the prescription drug Soma.
- q) Engaged in, or attempted to engage in hazing. For the purposes of this subdivision, “hazing” means a method of initiation or preinitiation into a pupil organization or body, whether or not the organization or body is officially recognized by an educational institution, which is likely to cause serious bodily injury or personal degradation or disgrace resulting in physical or mental harm to a former, current, or prospective pupil. For purposes of this section, “hazing” does not include athletic events or school-sanctioned events.
- r) Made terrorist threats against school officials and/or school property. For purposes of this section, “terroristic threat” shall include any statement, whether written or oral, by a person who willfully threatens to commit a crime which will result in death, great bodily injury to another person, or property damage in excess of one thousand dollars (\$1,000), with the specific intent that the statement is to be taken as a threat, even if there is no intent of actually carrying it out, which, on its face and under the circumstances in which it is made, is so unequivocal, unconditional, immediate, and specific as to convey to the person threatened, a gravity of purpose and an immediate prospect of execution of the threat, and thereby causes that person reasonably to be in sustained fear for his or her own safety or for his or her immediate family’s safety, or for the protection of school property, or the personal property of the person threatened or his or her immediate family.
- s) Committed sexual harassment, as defined in Education Code Section 212.5. For the purposes of this section, the conduct described in Section 212.5 must be considered by a reasonable person of the same gender as the victim to be sufficiently severe or pervasive to have a negative impact upon the individual’s academic performance or to create an intimidating, hostile, or offensive educational environment. This section shall apply to pupils in any of grades 4 to 12, inclusive.
- t) Caused, attempted to cause, threaten to cause or participated in an act of hate violence, as defined in subdivision (e) of Section 233 of the Education Code. This section shall apply to pupils in any of grades 4 to 12, inclusive.
- u) Intentionally harassed, threatened or intimidated a student or group of students to the extent of having the actual and reasonably expected effect of materially disrupting class work, creating substantial disorder and invading student rights by

creating an intimidating or hostile educational environment. This section shall apply to pupils in any of grades 4 to 12, inclusive.

- v) Engaged in an act of bullying, including, but not limited to, bullying committed by means of an electronic act, as defined in subdivisions (f) and (g) of Section 32261 of the Education Code, directed specifically toward a pupil or school personnel.
 - w) A pupil who aids or abets, as defined in Section 31 of the Penal Code, the infliction or attempted infliction of physical injury to another person may be subject to suspension, but not expulsion, except that a pupil who has been adjudged by a juvenile court to have committed, as an aider and abettor, a crime of physical violence in which the victim suffered great bodily injury or serious bodily injury shall be subject to discipline pursuant to subdivision (1).
 - x) Possessed, sold, or otherwise furnished any knife unless, in the case of possession of any object of this type, the student had obtained written permission to possess the item from a certificated school employee, with the Executive Director or designee's concurrence.
2. Non- Discretionary Suspension Offenses: Students must be suspended and recommended for expulsion for any of the following acts when it is determined the pupil:
- a) Possessed, sold, or otherwise furnished any firearm, explosive, or other dangerous object unless, in the case of possession of any object of this type, the students had obtained written permission to possess the item from a certificated school employee, with the Executive Director or designee's concurrence.
3. Discretionary Expellable Offenses: Students may be expelled for any of the following acts when it is determined the pupil:
- a) Caused, attempted to cause, or threatened to cause physical injury to another person.
 - b) Willfully used force of violence upon the person of another, except self-defense.
 - c) Unlawfully possessed, used, sold or otherwise furnished, or was under the influence of any controlled substance, as defined in Health and Safety Code Sections 11053-11058, alcoholic beverage, or intoxicant of any kind.
 - d) Unlawfully offered, arranged, or negotiated to sell any controlled substance as defined in Health and Safety Code Sections 11053-11058, alcoholic beverage or intoxicant of any kind, and then sold, delivered or otherwise furnished to any person another liquid substance or material and represented same as controlled substance, alcoholic beverage or intoxicant.

- e) Committed or attempted to commit robbery or extortion.
- f) Caused or attempted to cause damage to school property or private property.
- g) Stole or attempted to steal school property or private property.
- h) Possessed or used tobacco or products containing tobacco or nicotine products, including but not limited to cigars, cigarettes, miniature cigars, clove cigarettes, smokeless tobacco, snuff, chew packets and betel. This section does not prohibit the use of his or her own prescription products by a pupil.
- i) Committed an obscene act or engaged in habitual profanity or vulgarity.
- j) Unlawfully possessed or unlawfully offered, arranged, or negotiated to sell any drug paraphernalia, as defined in Health and Safety Code Section 11014.5.
- k) Disrupted school activities or otherwise willfully defied the valid authority of supervisors, teachers, administrators, other school officials, or other school personnel engaged in the performance of their duties.
- l) Knowingly received stolen school property or private property.
- m) Possessed an imitation firearm, i.e.: a replica of a firearm that is so substantially similar in physical properties to an existing firearm as to lead a reasonable person to conclude that the replica is a firearm.
- n) Committed or attempted to commit a sexual assault as defined in Penal Code Sections 261, 266c, 286, 288, 288a or 289, or committed a sexual battery as defined in Penal Code Section 243.4.
- o) Harassed, threatened, or intimidated a student who is a complaining witness or witness in a school disciplinary proceeding for the purpose of preventing that student from being a witness and/or retaliating against that student for being a witness.
- p) Unlawfully offered, arranged to sell, negotiated to sell, or sold the prescription drug Soma.
- q) Engaged in, or attempted to engage in hazing. For the purposes of this subdivision, “hazing” means a method of initiation or preinitiation into a pupil organization or body, whether or not the organization or body is officially recognized by an educational institution, which is likely to cause serious bodily injury or personal degradation or disgrace resulting in physical or mental harm to a former, current, or prospective pupil. For purposes of this section, “hazing” does not include athletic events or school-sanctioned events.

- r) Made terrorist threats against school officials and/or school property. For purposes of this section, “terroristic threat” shall include any statement, whether written or oral, by a person who willfully threatens to commit a crime which will result in death, great bodily injury to another person, or property damage in excess of one thousand dollars (\$1,000), with the specific intent that the statement is to be taken as a threat, even if there is no intent of actually carrying it out, which, on its face and under the circumstances in which it is made, is so unequivocal, unconditional, immediate, and specific as to convey to the person threatened, a gravity of purpose and an immediate prospect of execution of the threat, and thereby causes that person reasonably to be in sustained fear for his or her own safety or for his or her immediate family’s safety, or for the protection of school property, or the personal property of the person threatened or his or her immediate family.
- s) Committed sexual harassment, as defined in Education Code Section 212.5. For the purposes of this section, the conduct described in Section 212.5 must be considered by a reasonable person of the same gender as the victim to be sufficiently severe or pervasive to have a negative impact upon the individual’s academic performance or to create an intimidating, hostile, or offensive educational environment. This section shall apply to pupils in any of grades 4 to 12, inclusive.
- t) Caused, attempted to cause, threaten to cause or participated in an act of hate violence, as defined in subdivision (e) of Section 233 of the Education Code. This section shall apply to pupils in any of grades 4 to 12, inclusive.
- u) Intentionally harassed, threatened or intimidated a student or group of students to the extent of having the actual and reasonably expected effect of materially disrupting class work, creating substantial disorder and invading student rights by creating an intimidating or hostile educational environment. This section shall apply to pupils in any of grades 4 to 12, inclusive.
- v) Engaged in an act of bullying, including, but not limited to, bullying committed by means of an electronic act, as defined in subdivisions (f) and (g) of Section 32261 of the Education Code, directed specifically toward a pupil or school personnel.
- w) A pupil who aids or abets, as defined in Section 31 of the Penal Code, the infliction or attempted infliction of physical injury to another person may be subject to suspension, but not expulsion, except that a pupil who has been adjudged by a juvenile court to have committed, as an aider and abettor, a crime of physical violence in which the victim suffered great bodily injury or serious bodily injury shall be subject to discipline pursuant to subdivision (1).
- x) Possessed, sold, or otherwise furnished any knife unless, in the case of possession of any object of this type, the student had obtained written permission to possess

the item from a certificated school employee, with the Executive Director or designee's concurrence.

4. Non-Discretionary Expellable Offenses: Students must be expelled for any of the following acts when it is determined pursuant to the procedures below that the pupil:
 - a) Possessed, sold, or otherwise furnished any firearm, explosive, or other dangerous object unless, in the case of possession of any object of this type, the students had obtained written permission to possess the item from a certificated school employee, with the Executive Director or designee's concurrence.

If it is determined by the Board of Directors that a student has brought a fire arm or destructive device, as defined in Section 921 of Title 18 of the United States Code, on to campus or to have possessed a firearm or dangerous device on campus, the student shall be expelled for one year, pursuant to the Federal Gun Free Schools Act of 1994.

The term "firearm" means (A) any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of an explosive; (B) the frame or receiver of any such weapon; (C) any firearm muffler or firearm silencer; or (D) any destructive device. Such term does not include an antique firearm.

The term "destructive device" means (A) any explosive, incendiary, or poison gas, including but not limited to: (i) bomb, (ii) grenade, (iii) rocket having a propellant charge of more than four ounces, (iv) missile having an explosive or incendiary charge of more than one-quarter ounce, (v) mine, or (vi) device similar to any of the devices described in the preceding clauses.

D. Suspension Procedure

Suspensions shall be initiated according to the following procedures:

1. Conference

Suspension shall be preceded, if possible, by a conference conducted by the Executive Director or the Executive Director's designee with the student and his or her parent and, whenever practical, the teacher, supervisor or Charter School employee who referred the student to the Executive Director or designee.

The conference may be omitted if the Executive Director or designee determines that an emergency situation exists. An "emergency situation" involves a clear and present danger to the lives, safety or health of students or Charter School personnel. If a student is suspended without this conference, both the parent/guardian and student shall be notified of the student's right to return to school for the purpose of a conference.

At the conference, the pupil shall be informed of the reason for the disciplinary action and the evidence against him or her and shall be given the opportunity to present his or her version and evidence in his or her defense. This conference shall be held within two school

days, unless the pupil waives this right or is physically unable to attend for any reason including, but not limited to, incarceration or hospitalization. No penalties may be imposed on a pupil for failure of the pupil's parent or guardian to attend a conference with Charter School officials. Reinstatement of the suspended pupil shall not be contingent upon attendance by the pupil's parent or guardian at the conference.

2. Notice to Parents/Guardians

At the time of the suspension, an administrator or designee shall make a reasonable effort to contact the parent/guardian by telephone or in person. Whenever a student is suspended, the parent/guardian shall be notified in writing of the suspension and the date of return following suspension. This notice shall state the specific offense committed by the student. In addition, the notice may also state the date and time when the student may return to school. If Charter School officials wish to ask the parent/guardian to confer regarding matters pertinent to the suspension, the notice may request that the parent/guardian respond to such requests without delay.

3. Suspension Time Limits/Recommendation for Expulsion

Suspensions, when not including a recommendation for expulsion, shall not exceed five (5) consecutive school days per suspension. Upon a recommendation of Expulsion by the Executive Director or Executive Director's designee, the pupil and the pupil's guardian or representative will be invited to a conference to determine if the suspension for the pupil should be extended pending an expulsion hearing. This determination will be made by the Executive Director or designee upon either of the following: 1) the pupil's presence will be disruptive to the education process; or 2) the pupil poses a threat or danger to others. Upon either determination, the pupil's suspension will be extended pending the results of an expulsion hearing.

E. Authority to Expel

A student may be expelled either by the Charter School Board following a hearing before it or by the Charter School Board upon the recommendation of an Administrative Panel to be assigned by the Board as needed. The Administrative Panel should consist of at least three members who are certificated and neither a teacher of the pupil or a Board member of the Charter School's governing board. The Administrative Panel may recommend expulsion of any student found to have committed an expellable offense.

F. Expulsion Procedures

Students recommended for expulsion are entitled to a hearing to determine whether the student should be expelled. Unless postponed for good cause, the hearing shall be held within thirty (30) school days after the Executive Director or designee determines that the Pupil has committed an expellable offense.

In the event an administrative panel hears the case, it will make a recommendation to the Board

for a final decision whether to expel. The hearing shall be held in closed session (complying with all pupil confidentiality rules under FERPA) unless the Pupil makes a written request for a public hearing three (3) days prior to the hearing.

Written notice of the hearing shall be forwarded to the student and the student's parent/guardian at least ten (10) calendar days before the date of the hearing. Upon mailing the notice, it shall be deemed served upon the pupil. The notice shall include:

- 1) The date and place of the expulsion hearing;
- 2) A statement of the specific facts, charges and offenses upon which the proposed expulsion is based;
- 3) A copy of the Charter School's disciplinary rules which relate to the alleged violation;
- 4) Notification of the student's or parent/guardian's obligation to provide information about the student's status at the Charter School to any other school district or school to which the student seeks enrollment;
- 5) The opportunity for the student or the student's parent/guardian to appear in person or to employ and be represented by counsel or a non-attorney advisor;
- 6) The right to inspect and obtain copies of all documents to be used at the hearing;
- 7) The opportunity to confront and question all witnesses who testify at the hearing;
- 8) The opportunity to question all evidence presented and to present oral and documentary evidence on the student's behalf including witnesses.

G. Special Procedures for Expulsion Hearings Involving Sexual Assault or Battery Offenses

The Charter School may, upon a finding of good cause, determine that the disclosure of either the identity of the witness or the testimony of that witness at the hearing, or both, would subject the witness to an unreasonable risk of psychological or physical harm. Upon this determination, the testimony of the witness may be presented at the hearing in the form of sworn declarations that shall be examined only by the Charter School or the hearing officer. Copies of these sworn declarations, edited to delete the name and identity of the witness, shall be made available to the pupil.

1. The complaining witness in any sexual assault or battery case must be provided with a copy of the applicable disciplinary rules and advised of his/her right to (a) receive five days notice of his/her scheduled testimony, (b) have up to two (2) adult support persons of his/her choosing present in the hearing at the time he/she testifies, which may include a parent, guardian, or legal counsel, and (c) elect to have the hearing closed while testifying.
2. The Charter School must also provide the victim a room separate from the hearing room for the complaining witness' use prior to and during breaks in testimony.
3. At the discretion of the person or panel conducting the hearing, the complaining

witness shall be allowed periods of relief from examination and cross-examination during which he or she may leave the hearing room.

4. The person conducting the expulsion hearing may also arrange the seating within the hearing room to facilitate a less intimidating environment for the complaining witness.

5. The person conducting the expulsion hearing may also limit time for taking the testimony of the complaining witness to the hours he/she is normally in school, if there is no good cause to take the testimony during other hours.

6. Prior to a complaining witness testifying, the support persons must be admonished that the hearing is confidential. Nothing in the law precludes the person presiding over the hearing from removing a support person whom the presiding person finds is disrupting the hearing. The person conducting the hearing may permit any one of the support persons for the complaining witness to accompany him or her to the witness stand.

7. If one or both of the support persons is also a witness, the Charter School must present evidence that the witness' presence is both desired by the witness and will be helpful to the Charter School. The person presiding over the hearing shall permit the witness to stay unless it is established that there is a substantial risk that the testimony of the complaining witness would be influenced by the support person, in which case the presiding official shall admonish the support person or persons not to prompt, sway, or influence the witness in any way. Nothing shall preclude the presiding officer from exercising his or her discretion to remove a person from the hearing whom he or she believes is prompting, swaying, or influencing the witness.

8. The testimony of the support person shall be presented before the testimony of the complaining witness and the complaining witness shall be excluded from the courtroom during that testimony.

9. Especially for charges involving sexual assault or battery, if the hearing is to be conducted in the public at the request of the pupil being expelled, the complaining witness shall have the right to have his/her testimony heard in a closed session when testifying at a public meeting would threaten serious psychological harm to the complaining witness and there are no alternative procedures to avoid the threatened harm. The alternative procedures may include videotaped depositions or contemporaneous examination in another place communicated to the hearing room by means of closed-circuit television.

10. Evidence of specific instances of a complaining witness' prior sexual conduct is presumed inadmissible and shall not be heard absent a determination by the person conducting the hearing that extraordinary circumstances exist requiring the evidence be heard. Before such a determination regarding extraordinary circumstance can be made, the witness shall be provided notice and an opportunity to present opposition to the introduction of the evidence. In the hearing on the admissibility of the evidence, the complaining witness shall be entitled to be represented by a parent, legal counsel, or other

support person. Reputation or opinion evidence regarding the sexual behavior of the complaining witness is not admissible for any purpose.

H. Record of Hearing

A record of the hearing shall be made and may be maintained by any means, including electronic recording, as long as a reasonably accurate and complete written transcription of the proceedings can be made.

I. Presentation of Evidence

While technical rules of evidence do not apply to expulsion hearings, evidence may be admitted and used as proof only if it is the kind of evidence on which reasonable persons can rely in the conduct of serious affairs. A recommendation by the Administrative Panel to expel must be supported by substantial evidence that the student committed an expellable offense. Findings of fact shall be based solely on the evidence at the hearing. While hearsay evidence is admissible, no decision to expel shall be based solely on hearsay. Sworn declarations may be admitted as testimony from witnesses of whom the Board, Panel or designee determines that disclosure of their identity or testimony at the hearing may subject them to an unreasonable risk of physical or psychological harm.

If, due to a written request by the expelled pupil, the hearing is held at a public meeting, and the charge is committing or attempting to commit a sexual assault or committing a sexual battery as defined in Education Code Section 48900, a complaining witness shall have the right to have his or her testimony heard in a session closed to the public.

The decision of the Administrative Panel shall be in the form of written findings of fact and a written recommendation to the Board who will make a final determination regarding the expulsion. The final decision by the Board shall be made within ten (10) school days following the conclusion of the hearing. The Decision of the Board is final.

If the Administrative Panel decides not to recommend expulsion, the pupil shall immediately be returned to his/her educational program.

J. Written Notice to Expel

The Executive Director or designee following a decision of the Board to expel shall send written notice of the decision to expel, including the Board's adopted findings of fact, to the student or parent/guardian. This notice shall also include the following: Notice of the specific offense committed by the student; and Notice of the student's or parent/guardian's obligation to inform any new district in which the student seeks to enroll of the student's status with the Charter School.

The Executive Director or designee shall send a copy of the written notice of the decision to expel to the authorizer. This notice shall include the following: a) The student's name b) The specific expellable offense committed by the student

K. Disciplinary Records

The Charter School shall maintain records of all student suspensions and expulsions at the Charter School. Such records shall be made available to the authorizer upon request.

L. No Right to Appeal

The pupil shall have no right of appeal from expulsion from the Charter School as the Charter School Board's decision to expel shall be final.

M. Expelled Pupils/Alternative Education

Pupils who are expelled shall be responsible for seeking alternative education programs including, but not limited to, programs within the County or their school district of residence. The Charter School shall work cooperatively with parents/guardians as requested by parents/guardians or by the school district of residence to assist with locating alternative placements during expulsion.

N. Rehabilitation Plans

Students who are expelled from the Charter School shall be given a rehabilitation plan upon expulsion as developed by the Board at the time of the expulsion order, which may include, but is not limited to, periodic review as well as assessment at the time of review for readmission. The rehabilitation plan should include a date not later than one year from the date of expulsion when the pupil may reapply to the Charter School for readmission.

O. Readmission

The decision to readmit a pupil or to admit a previously expelled pupil from another school district or charter school shall be in the sole discretion of the Board following a meeting with the Executive Director or designee and the pupil and guardian or representative to determine whether the pupil has successfully completed the rehabilitation plan and to determine whether the pupil poses a threat to others or will be disruptive to the school environment. The Executive Director or designee shall make a recommendation to the Board following the meeting regarding his or her determination. The pupil's readmission is also contingent upon the Charter School's capacity at the time the student seeks readmission.

P. Special Procedures for the Consideration of Suspension and Expulsion of Students with Disabilities

1. Notification of District

The Charter School shall immediately notify the District and coordinate the procedures in this policy with the District of the discipline of any student with a disability or student

who the Charter School or District would be deemed to have knowledge that the student had a disability.

2. Services During Suspension

Students suspended for more than ten (10) school days in a school year shall continue to receive services so as to enable the student to continue to participate in the general education curriculum, although in another setting, and to progress toward meeting the goals set out in the child's IEP/504 Plan; and receive, as appropriate, a functional behavioral assessment or functional analysis, and behavioral intervention services and modifications, that are designed to address the behavior violation so that it does not recur. These services may be provided in an interim alternative educational setting.

3. Procedural Safeguards/Manifestation Determination

Within ten (10) school days of a recommendation for expulsion or any decision to change the placement of a child with a disability because of a violation of a code of student conduct, the Charter School, the parent, and relevant members of the IEP/504 Team shall review all relevant information in the student's file, including the child's IEP/504 Plan, any teacher observations, and any relevant information provided by the parents to determine:

- a) If the conduct in question was caused by, or had a direct and substantial relationship to, the child's disability; or
- b) If the conduct in question was the direct result of the local educational agency's failure to implement the IEP/504 Plan.

If the Charter School, the parent, and relevant members of the IEP/504 Team determine that either of the above is applicable for the child, the conduct shall be determined to be a manifestation of the child's disability.

If the Charter School, the parent, and relevant members of the IEP/504 Team make the determination that the conduct was a manifestation of the child's disability, the IEP/504 Team shall:

- a) Conduct a functional behavioral assessment or a functional analysis assessment, and implement a behavioral intervention plan for such child, provided that the Charter School had not conducted such assessment prior to such determination before the behavior that resulted in a change in placement;
- b) If a behavioral intervention plan has been developed, review the behavioral intervention plan if the child already has such a behavioral intervention plan, and modify it, as necessary, to address the behavior; and
- c) Return the child to the placement from which the child was removed, unless the parent and the Charter School agree to a change of placement as part of the modification of the behavioral intervention plan.

If the Charter School, the parent, and relevant members of the IEP/504 team determine that the behavior was not a manifestation of the student's disability and that the conduct in question was not a result of the failure to implement the IEP/504 Plan, then the Charter School may apply the relevant disciplinary procedures to children with disabilities in the same manner and for the same duration as the procedures would be applied to students without disabilities.

4. Due Process Appeals

The parent of a child with a disability who disagrees with any decision regarding placement, or the manifestation determination, or the Charter School believes that maintaining the current placement of the child is substantially likely to result in injury to the child or to others, may request an expedited administrative hearing through the Special Education Unit of the Office of Administrative Hearings or by utilizing the dispute provisions of the 504 Policy and Procedures.

When an appeal relating to the placement of the student or the manifestation determination has been requested by either the parent or the Charter School, the student shall remain in the interim alternative educational setting pending the decision of the hearing officer or until the expiration of the forty-five (45) day time period provided for in an interim alternative educational setting, whichever occurs first, unless the parent and the Charter School agree otherwise.

5. Special Circumstances

Charter School personnel may consider any unique circumstances on a case-by-case basis when determining whether to order a change in placement for a child with a disability who violates a code of student conduct.

The Executive Director or designee may remove a student to an interim alternative educational setting for not more than forty-five (45) days without regard to whether the behavior is determined to be a manifestation of the student's disability in cases where a student:

- a) Carries or possesses a weapon, as defined in 18 USC 930, to or at school, on school premises, or to or at a school function;
- b) Knowingly possesses or uses illegal drugs, or sells or solicits the sale of a controlled substance, while at school, on school premises, or at a school function; or
- c) Has inflicted serious bodily injury, as defined by 20 USC 1415(k)(7)(D), upon a person while at school, on school premises, or at a school function.

6. Interim Alternative Educational Setting

The student's interim alternative educational setting shall be determined by the student's IEP/504 team.

7. Procedures for Students Not Yet Eligible for Special Education Services

A student who has not been identified as an individual with disabilities pursuant to IDEIA and who has violated the Charter School's disciplinary procedures may assert the procedural safeguards granted under this administrative regulation only if the Charter School had knowledge that the student was disabled before the behavior occurred.

The Charter School shall be deemed to have knowledge that the student had a disability if one of the following conditions exists:

- a) The parent/guardian has expressed concern in writing, or orally if the parent/guardian does not know how to write or has a disability that prevents a written statement, to Charter School supervisory or administrative personnel, or to one of the child's teachers, that the student is in need of special education or related services.
- b) The parent has requested an evaluation of the child.
- c) The child's teacher, or other Charter School personnel, has expressed specific concerns about a pattern of behavior demonstrated by the child, directly to the director of special education or to other Charter School supervisory personnel.

If the Charter School knew or should have known the student had a disability under any of the three (3) circumstances described above, the student may assert any of the protections available to IDEIA-eligible children with disabilities, including the right to stay-put.

If the Charter School had no basis for knowledge of the student's disability, it shall proceed with the proposed discipline. The Charter School shall conduct an expedited evaluation if requested by the parents; however the student shall remain in the education placement determined by the Charter School pending the results of the evaluation.

The Charter School shall not be deemed to have knowledge of that the student had a disability if the parent has not allowed an evaluation, refused services, or if the student has been evaluated and determined to not be eligible.

SCHOOL UNIFORMS

All students must come to school in the Cornerstone Academy uniform every day. If a student arrives to school out of uniform, a parent / guardian will be called and asked to bring in a uniform before the student is sent to class. We have a required school uniform for several very important reasons:

- ❖ **Uniforms unite us as a community.** When you look at a group of students in the Cornerstone Academy uniform, it is a powerful visual statement of our community. Students make a commitment that when they put on the Cornerstone Academy uniform; they are agreeing to live up to the school’s high expectations.
- ❖ **Uniforms reduce distractions and clothing competition.** Often students spend more time discussing and evaluating what others are wearing or not wearing than they spend focusing on learning. Wearing uniforms eliminates this distraction.
- ❖ **Uniforms make us all equal.** Whether families have high incomes or low incomes, the students come to school looking the same way. No one is made to feel bad about the clothes they have or don’t have.
- ❖ **Uniforms look professional.** Students look neat when they arrive to school with shirts tucked into their pants. The students come mentally prepared for school and “dressed for work.”

Students may not change out of the Cornerstone Academy uniform at any point during the school day. Students must wear the Cornerstone Academy uniform on all school field lessons.

Cornerstone Academy Uniform

- ❖ **Shirt:** Burgundy Cornerstone Academy Polo Shirt
- ❖ **Pants:** Tan khakis (no jeans, no designer labels, no extra zippers, no embellishments, and no overalls).
- ❖ **Belt:** Solid brown or black belt if needed.
- ❖ **Footwear:** Comfortable sneakers (no wheels, heels, or open-toed shoes)
- ❖ **Optional:** Burgundy Cornerstone Sweatshirt

Additional Information

- ❖ **No logos, emblems, markings, designs, or insignias of any kind (e.g., Levi’s, Polo, Gap, Fubu, Tommy Hilfiger, Sean John, etc.) are allowed on shirts, sweaters, pants, jumpers, belts or socks.**
- ❖ Only the top button may be undone on shirts and blouses. All shirts must be tucked in at all times.
- ❖ Clothing must fit appropriately. Excessively baggy pants, shirts, etc. are not allowed.
- ❖ We would prefer it if **students did not wear jewelry.** Large earrings, multiple chains or rings, and lots of bracelets distract from the uniform. In addition, such items can get lost

or stolen. If a student chooses to wear jewelry, it must be modest. Students may wear only one chain or necklace, and it must be tucked neatly under their uniform shirt. If a student wears jewelry that the administration considers excessive, then the student will be asked to remove it.

- ❖ Students must remove all hats, head-wraps, bandanas, kerchiefs, and other head-coverings upon entering the building unless it is worn in accordance with a religious observation. Small clips or bands for hair are permitted.
- ❖ Students may not wear jackets inside the school building. If you are worried about your student being cold inside the building, he or she should wear a uniform sweatshirt.
- ❖ Students must maintain a neat appearance at all times. Shoelaces must be tied at all times.
- ❖ Make-up is strictly not allowed (lipstick, etc.).

Whenever **any** element of physical appearance or grooming—even if it is allowable under the school’s current rules—becomes a distraction to one’s self or to others, it is no longer acceptable and steps will be taken to remove the distraction.

FAMILY INVOLVEMENT POLICY

Cornerstone Academy requires families to be partners in the education of their children. The important task of educating a child calls for the school, the student, and the family to all work together to ensure success. We encourage families to participate actively in their children’s education. We strive to cultivate positive and productive relationships with all of our families.

Family Involvement Opportunities

Cornerstone Academy’s family-school relationships are maintained through:

- ❖ Conferences with students, families, and teachers
- ❖ Parents’ Association meetings which focus on how families can support students, the school, and each other in having students succeed academically.
- ❖ Community-wide events, celebrations, and performances
- ❖ Regular Teacher-Family Communication
- ❖ Daily Behavior Logs

Cornerstone Academy’s families are asked to:

- ❖ Reinforce Cornerstone Academy’s academic and behavioral standards at home

- ❖ Establish a daily routine for students
- ❖ Provide a quiet space for students to study
- ❖ Provide positive reinforcement of student progress and success
- ❖ Discuss academics and student work among family members
- ❖ Help students with homework
- ❖ Ensure that students complete all of their homework every night
- ❖ Assist with student recruitment
- ❖ Support other Cornerstone Academy families

Families for Achievement:

Cornerstone Academy is a partnership between the school leadership, teachers, students, and families. Although the job of making decisions about school policy belongs to the Board of Directors and the Executive Director, family involvement is not only welcome, but absolutely necessary for the success of the school. All families are encouraged to participate in the Parents' Association which meets every other month.

Parents' Association

- ❖ Provides families with concrete actions which will help them help students achieve
- ❖ Allows families to connect with and support each other
- ❖ Supports the school in reaching its goals
- ❖ Connects families to volunteer opportunities at the school
- ❖ Develops and implements special programs for families
- ❖ Sponsors events for the entire school community
- ❖ Helps raise money for the school
- ❖ Works with the Cornerstone Academy teachers and administrators to examine students' academic and social progress and discuss initiatives to improve student outcomes

Communication:

Our partnership with parents is dependent on frequent, detailed communication about student achievement and behavior. We will communicate with parents in the following ways:

- ❖ **Daily Behavior Report:** Every day, your child will bring home a daily behavior report from the school communicating their behavior for the day. A parent / guardian must sign their child's behavior report to let us know that you have received this important information.
- ❖ **Teacher/Family Communication:** Teachers at Cornerstone are expected to communicate with all parents / guardians regularly, either through personal written communication, e-mail, phone calls, or scheduled meetings.
- ❖ **Visits** – Parents are welcome to schedule a classroom visit with the approval of the Executive Director or Academic Director. To arrange a visit to the school, please see the section on *School Visitor Policy*.

We encourage parents to communicate their needs and concerns with the school. If families have a concern about a school policy, an academic grade, a discipline decision, or anything else, we ask that they take some time to reflect on it and then contact the school. We welcome the conversation. We understand that families have very strong feelings about issues concerning their children. We ask only that any issues with the school be dealt with professionally. We promise to treat all family concerns with respect.

If a parent / guardian / family member is disrespectful to Cornerstone Academy's teachers or administrators, we will end the conversation and wait to continue it at another time.

PROMOTION TO THE NEXT GRADE

Cornerstone Academy has tough standards for promotion. It is not automatically assumed that students will pass from one grade to the next: the student must earn promotion by demonstrating mastery of the essential knowledge and skills. Students may not be promoted if they are performing significantly below grade-level standards. Promotion decisions will be based on a student's grades, standardized test scores, attendance, homework completion record, and other measures. We will look thoughtfully at student test scores, examples of student work, teacher observations, and other measures to make these decisions.

Lastly, a student may be retained if he or she misses **more than 9 days** in a school year, has significant behavior problems that result in a lot of missed instruction time, or if the student has persistent trouble completing homework assignments.

Students who have IEPs will be promoted to the next grade based on successful completion of the goals of the IEP. However, students with IEPs who have significant attendance or behavioral problems unrelated to their IEPs may be retained for these reasons.

SCHOOL LUNCH PROGRAM

Both breakfast and lunch will be available at Cornerstone Academy. All families who feel they may qualify will need to complete a form that enables the school to participate in the free or reduced-price meal program.

Families who do not qualify for free or reduced price meals pay \$2.00 for breakfast and \$3.00 for lunch. Families qualifying for reduced price meals pay \$.40 for breakfast and \$.50 for lunch. Please see the Operations Manager to set up a lunch account for your child.

Families may send lunch to school; however, students will not have access to a refrigerator or microwave. If you are sending lunch to school with your child, we ask that you send in nutritious foods. **Please do not let your child bring unhealthy drinks (e.g., colas or juices heavy in sugar) or unhealthy snacks to school. Candy, gum, and soda are not allowed to be eaten at school. If you choose to send lunch, the entire lunch must be in one bag or container that has the student's name on it.**

If the student forgets lunch at home or it must be dropped off, please leave the lunch with the Office Manager before 11:00 a.m. We will ensure that the lunch is taken to the cafeteria.

STUDENT RECORDS

The school administration is in charge of student records. If parents / guardians would like to examine a child's record, the parents / guardians should submit a request in writing to the Executive Director. Within five business days of receipt of a written request, the school, depending on the requested information, responds by:

- ❖ Making the information available at the school itself during normal business hours to the person requesting it;
- ❖ Denying the request in writing; or
- ❖ Providing a written acknowledgment of receipt of the request that supplies an approximate date for when the request will be granted or denied.]

There are two different types of student records, which will be treated differently:

- ❖ **Directory Information:** Directory Information is basic information about students such as name, address, telephone number, date of birth, participation in activities, awards received, etc. This information may be made available to others for specific use without the consent of the parents / guardians. For example, teachers may distribute class lists to everyone in the class so that students may help each other with homework. If parents /

guardians would not like such information released, he or she should submit a request in writing to the Executive Director.

- ❖ **Confidential Records:** Confidential Records include grades, evaluations, disciplinary actions, and health records. Confidential records will not be made available to any non-school personnel without consent by the parents / guardians.

PUPIL RECORD CHALLENGES POLICY

The parent of a pupil or former pupil may challenge the content of their child's pupil record to correct or remove any information recorded in the written records concerning his or her child which the parent alleges to be any of the following:

- 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 pupil

A parent may use a pupil record challenge to appeal a suspension of a pupil which has already been served.

To challenge a pupil record, a parent must file a written request with the Executive Director to correct or remove any information recorded in the written records concerning his or her child.

Within 30 days of receipt of a written request from a parent, the Executive Director or the Executive Director's designee must meet with the parent or eligible student and the certificated employee who recorded the information in question, if any. The Executive Director must then sustain or deny the parent or eligible student's request and provide a written statement of the decision to the parent or eligible student.

If the Executive Director sustains any or all of the allegations, he or she must order the correction or the removal and destruction of the information. The Executive Director or Executive Director's designee must then inform the parent or eligible student of the amendment in writing. However, the Executive Director shall not order a pupil's grade to be changed, unless the teacher who determined the grade is, to the extent practicable, given an opportunity to state orally, in writing, or both, the reasons for which the grade was given and is, to the extent practicable, included in all discussions relating to the changing of the grade.

If the Executive Director denies any or all of the allegations and refuses to order the correction or the removal of the information, the Executive Director must inform the parent or eligible student of their right to a hearing under FERPA.

The parent or eligible student may, within 30 days of the refusal, appeal the decision in writing to the Board of Directors. Within 30 days of receipt of a written appeal from a parent, the Board

will hold a formal hearing, in closed session, with the parent, eligible student and the certificated employee who recorded the information in question, if any, and determine whether or not to sustain or deny the allegations. The Board will give the parent or eligible student notice of the date, time, and place, reasonably in advance of the hearing. The Board will give the parent or eligible student a full and fair opportunity to present evidence relevant to the requested amendment of pupil records. The parent or eligible student may, at their own expense, be assisted or represented by one or more individuals of their choice, including an attorney.

The Board will inform the parent or eligible student of its decision in writing within a reasonable period of time. The Board's decision will be based solely on the evidence presented at the hearing, and must include a summary of the evidence and the reasons for the decision. If the Board sustains any or all of the allegations, it must order the correction or the removal and destruction of the information. However, the Board shall not order a pupil's grade to be changed unless the teacher who determined the grade is, to the extent practicable, given an opportunity to state orally, in writing or both the reasons for which the grade was given and is, to the extent practicable included in all discussions relating to the changing of the grade.

The decision of the Board shall be final.

The Executive Director or the Board President may convene a hearing panel to assist in making determinations regarding pupil record challenges provided that the parent has given written consent to release information from the pupil's records to the members of the panel convened. The hearing panel shall consist of the following persons:

- 1) The Executive Director of a public school other than the public school at which the record is on file
- 2) A certificated employee appointed by the parent
- 3) A parent appointed by the Executive Director or by the Board, depending upon who convenes the panel.

If the final decision of the Board is unfavorable to the parent, or if the parent accepts an unfavorable decision by the Executive Director, the parent or eligible student shall be informed of their right to submit a written statement of objections to the pupil record information. This statement shall become a part of the pupil's school record and shall be maintained for as long as the record is maintained.

Grading Policy

Formal grades will be issued at Cornerstone Academy at the end of each academic quarter. It has long been known that parent involvement has a strong positive correlation with student achievement; therefore, conferences to discuss student progress will be held with every family upon request. Interim progress reports will be issued regularly to keep parents informed and involved in their children's academic progress.

Academic grades will be based on mastery of the California content standards. Grading policies will be consistent across all classes within each grade level (i.e. all fifth grade classes will share a common grading policy that may differ from the grading policy for fourth grade). Grading policies must be approved by the Executive Director. Grading policies will be shared with students and their families at the beginning of each academic year.

In kindergarten and first grade, mastery of California Content Standards will be measured using spiraling, cumulative assessments. The results of each assessment will supersede the results of the results of prior assessments. Therefore, in these grades, grade reports will be a “snapshot” of the students’ understanding and ability at the time of the most recent assessment.

In second grade through sixth grade, grades will be determined by averaging student performance on class work, homework, assessments, and any other student measures determined by teachers and approved by the Executive Director. In these grades, grade reports will be a summary of the students’ performance over the course of the reporting period.

Exceptions to this grade promotion policy may be made for students who have a formal IEP. For students who have an IEP, the requirements for promotion to the next grade will be written into the IEP. Successfully meeting the goals of the IEP may result in grade promotion even if the student would not otherwise be promoted based on report card grades.

The purpose of Cornerstone Academy’s grading policy is to effectively track student progress and to communicate it to parents and all Cornerstone Academy employees involved in the education of the child. In the event that we discover a more efficient and effective grading system, we may adjust our grading policy. Any changes in the grading policy will be communicated to the parents and guardians through the Family Handbook and class syllabus.

OTHER INFORMATION AND POLICIES

Student Belongings

Students who disrupt class for any reason are violating school rules. This rule applies to students’ personal possessions as well. Items including, but not limited to, game cards (Yugio Cards, Pokemon Cards, etc.), trading cards (baseball cards, football cards, etc.), portable electronic games, toys, portable electronic devices, silly bands, and cell phones are not allowed in school. Students who violate this rule will have their item(s) confiscated until the item(s) is picked up by a parent / guardian, and will be subject to consequences. Repeated violations of this policy may result in indefinite confiscation irrespective of any costs or fees students and/or their families may incur as a result.

Lost and Found

The school will keep a small lost and found box near the main office. Parents / guardians may come in any day between 7:15 A.M. and 4:00 P.M. to search the Lost and Found. At the end of every Trimester, items left in the box may be donated to a local charity.

School Supplies

Please stop by the main office to pick up a supplies list for the 2011-2012 school year.

Classroom Parties, Birthdays, and Other Events

Parents are permitted to bring in a class snack for their child's birthday with the consent of the classroom teacher. Please discuss your plans with your child's teacher at least 72 hours prior. Celebrations should occur in the last hour of school, and are highly discouraged on Fridays as we hold Town Hall Meetings each Friday afternoon.

DIRECTORY INFORMATION

The Family Educational Rights and Privacy Act ("FERPA"), a Federal law, requires that Cornerstone Academy, with certain exceptions, obtain a parent/guardian written consent prior to the disclosure of personally identifiable information from your child's education records. However, Cornerstone Academy may disclose appropriately designated "directory information" without written consent, unless a parent/guardian has advised the Cornerstone Academy to the contrary in accordance with this policy.

"Directory information" is information that is generally not considered harmful or an invasion of privacy if released. Directory information can be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. Cornerstone Academy has designated the following information as directory information:

- Student's name
- Address
- Telephone listing
- Electronic mail address
- Photograph
- Date and place of birth
- Dates of attendance
- Grade level

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

CORNERSTONE ACADEMY PREPARATORY SCHOOL
1250 TAPER LANE
SAN JOSE, CA 95122
(408) 361-3876

USE OF ELECTRONIC MAIL ADDRESSES

Cornerstone Academy may gather electronic mail (“email”) addresses from parents/guardians for use by the School and the Cornerstone Academy Parent Association for purposes of notifying parents/guardians of pertinent School information. The provision of an email address by a parent/guardian to the School is optional.

The School and its employees and the Board President will have access to email addresses gathered from parents/guardians for purposes of communicating official School business only. School-wide email communication will be executed in a manner which prevents recipients from viewing the email addresses of other parent/guardian recipients.

The School will provide email addresses to the President of the Cornerstone Academy Parent Association for use by the Parent Association. The Parent Association may only use email addresses gathered from parents/guardians for official Parent Association business and in accordance with Parent Association policies and procedures and in a manner which prevents recipients from viewing the email addresses of other parent/guardian recipients.

A parent/guardian who does not wish to have their email address shared with the School and/or the Parent Association can either a) choose not to provide an email address to the School (at risk of not receiving School-wide communication via email); or b) notify the School in writing of the parent /guardian’s objection at any time during a school year.

If a parent/guardian receives a communication that they believe is contrary to this Board Policy, the parent/guardian may report the email to the Executive Director for investigation and resolution. The Executive Director shall report the results of any such investigation to the Board who may reopen the investigation if the Board does not believe the matter was appropriately resolved.

This Board Policy is not intended to and should not prevent free communication amongst parents/guardians or School employees who have willingly provided one another with email addresses. The School encourages parent/guardians who have received email communication with which they feel uncomfortable or which they find objectionable to communicate directly to the sender for resolution.

This Board Policy shall not impact parent rights as provided under the Board Policy regarding Directory Information.

HEALTH AND SAFETY

Fingerprinting and Background Checks

Fingerprinting

The Charter School shall also fingerprint and background check school volunteers who volunteer with students outside of the direct supervision of a Charter School employee, prior to volunteering at the Charter School. For these volunteers, fingerprinting and Criminal Records Summaries will be required annually, at the beginning of each school year.

Procedures for Background Checks

The Executive Director or designee shall review Department of Justice reports on prospective employees, contractors, and volunteers to determine whether an employee may be employed in accordance with Education Code Section 44237, 44830.1 or 45125.1, except with respect to her or himself, in which case the Chairperson of the Cornerstone Academy Board will review. The Executive Director or designee shall monitor compliance with this policy and report to the Cornerstone Academy Board of Directors on a quarterly basis.

Immunizations

Applicability

This policy applies to all applicants to the Charter School and Charter School administrators in charge of admissions.

Immunizations

The Charter School will adhere to all law related to legally required immunizations for entering students pursuant to Health and Safety Code Sections 120325-120375, and Title 17, California Code of Regulations Sections 6000-6075.

California law requires that an immunization record be presented to the school staff before a child can be enrolled in school. The Charter School requires written verification from a doctor or immunization clinic of the following immunizations:

- a) Diphtheria.
- b) Measles.
- c) Mumps, except for children who have reached the age of seven years.
- d) Pertussis (whooping cough), except for children who have reached the age of seven years. Beginning July 1, 2011, all rising and enrolled students in grades 7-12 must be immunized with a pertussis vaccine booster called Tetanus Toxoid, Reduced Diphtheria Toxoid and Acellular Pertussis (Tdap). Beginning July 1, 2012, this requirement will only apply to rising 7th graders.
- e) Poliomyelitis.
- f) Rubella.
- g) Tetanus.
- h) Hepatitis B.
- i) Varicella (chickenpox), (persons already admitted into California public or private schools at the Kindergarten level or above before July 1, 2001, shall be exempt from the Varicella immunization requirement for school entry).

The Charter School's verification of immunizations will be completed with written medical records from the child's doctor or immunization clinic.

Exceptions are allowed under the following conditions:

- a) 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.
- b) A parent may request exemption of their child from immunization for personal beliefs.
- c) Pupils who fail to complete the series of required immunizations within the specified time allowed under the law will be denied enrollment until the series has been completed.

Any child leaving the United States for a short vacation to or long stay in any country considered by the Center of Disease Control and Prevention ("CDC") to have increased risk of TB exposure (such as Mexico, the Philippines, India or Southeast Asia) MUST contact the County Tuberculosis Clinic for a TB Screening upon return.

Communicable, Contagious, or Infectious Disease Prevention Policy

The Charter School recognizes its shared responsibility with the home and the community to promote appropriate disease prevention procedures in the handling and the cleaning up of blood and body fluids.

The Cornerstone Academy Board desires to protect the entire school community without segregation, discrimination or stigma. Accordingly, infectious disease prevention shall be taught regardless of whether a student or adult is known to have an identified infectious disease.

All students and employees shall be provided appropriate periodic instruction in basic procedures recommended by the State Department of Education and other public health agencies and associations.

Incidence and transmission of communicable diseases will be further limited through a rigorous program of immunization and health screening required of all students, faculty, and staff. (See Immunizations Policy.) Students found to have communicable diseases will be included in all activities deemed by a physician to present no hazard of infection to other students.

Injuries and Accidents

Whenever exposed to blood or other body fluids through injury or accident, students and staff should follow the latest medical protocol for disinfecting procedures. (See “Exposure Control Plan for Blood Borne Pathogens” Policy.)

Administration of Medications

The Charter School staff is responsible for overseeing the administration of medication to students attending the Charter School during regular school hours. It is imperative that practices followed in the administration of medication be carefully delineated to ensure the safety of our students and the legal protection of our employees. Any pupil who is required to take, during the regular schoolday, medication prescribed for him or her by a physician or surgeon may be assisted by designated school personnel or may carry and self-administer prescription auto-injectable epinephrine if the Charter School receives the appropriate written statements

In order for a pupil to carry and self-administer prescription auto-injectable epinephrine, the Charter School shall obtain both a written statement from the physician or surgeon detailing the name of the medication, method, amount, and time schedules by which the medication is to be taken, and confirming that the pupil is able to self-administer auto-injectable epinephrine, and a written statement from the parent, foster parent, or guardian of the pupil consenting to the self-administration, providing a release for the designated school personnel to consult with the health care provider of the pupil regarding any questions that may arise with regard to the medication,

and releasing the Charter School and school personnel from civil liability if the self-administering pupil suffers an adverse reaction as a result of self-administering medication.

In order for a pupil to be assisted by designated school personnel, the Charter School shall obtain both a written statement from the physician detailing the name of the medication, method, amount, and time schedules 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 Charter School assist the pupil in the matters set forth in the statement of the physician.

Guidelines:

- The primary responsibility for the administration of medication rests with the parent/guardian, student and medical professional.
- Medication shall be administered only during school hours if determined by a physician to be necessary.
- Designated staff shall keep records of medication administered at the Charter School.
- All medication will be kept in a secure and appropriate storage location and administered per physician's instructions by appropriately designated staff.
- Designated staff shall return all surplus medication to the parent/guardian upon completion of the regimen or prior to extended holidays.
- Designated staff shall establish emergency procedures for specific medical conditions that require an immediate response (i.e. allergies, asthma, diabetes).
- The written statements specified in this policy shall be provided at least annually and more frequently if the medication, dosage, frequency of administration, or reason for administration changes.
- A pupil may be subject to disciplinary action if that pupil uses auto-injectable epinephrine in a manner other than as prescribed.

First Aid, CPR, and Health Screening

The Charter School recognizes the importance of taking appropriate preventive or remedial measures to minimize accidents or illness at the Charter School or during school-sponsored activities. To this end, the Charter School expects parents/guardians to provide emergency information and to keep such information current in order to facilitate immediate contact with parents/guardians if an accident or illness occurs.

Within the Charter School's facilities, a First Aid Kit containing appropriate supplies will be present. First aid will be administered whenever necessary by trained staff members. When necessary, the appropriate emergency personnel will be called to assist.

All teachers are to be certified in adult and pediatric CPR and First Aid and are to be recertified prior to expiration of certificates. Opportunities for adult and pediatric CPR and First Aid training will be offered to all support staff and volunteers.

Resuscitation Orders

Charter School employees are trained and expected to respond to emergency situations without discrimination. If any student needs resuscitation, staff shall make every effort to resuscitate him/her. Staff members are prohibited from accepting or following any parental or medical “do not resuscitate” orders. School staff should not be placed in the position of determining whether such orders should be followed, and such Advance Directives shall not be communicated to staff. The Executive Director, or designee, shall ensure that all parents/guardians are informed of this policy.

Vision, Hearing and Scoliosis Screening

The Charter School shall screen for vision, hearing and scoliosis as required by Education Code Section 49450, *et seq.*, per appropriate grade levels.

Head Lice

To prevent the spread of head lice infestations, Charter School employees shall report all suspected cases of head lice to the school nurse or designee as soon as possible. The nurse, or designee, shall examine the student and any siblings of affected students or members of the same household. If nits or lice are found, the student shall be excluded from attendance and parents/guardians informed about recommended treatment procedures and sources of further information.

The Executive Director, or designee, shall send home the notification required by law for excluded students. If there are two or more students affected in any learning center, an exposure notice with information about head lice shall be sent home to all parents/guardians of those students.

Staff shall maintain the privacy of students identified as having head lice and excluded from attendance.

Excluded students may return to school when reexamination by the nurse, or designee, shows that all nits and lice have been removed.

Exposure Control Plan For Blood Borne Pathogens

The Executive Director, or designee, shall meet state and federal standards for dealing with blood borne pathogens and other potentially infectious materials in the workplace. The Executive Director, or designee, shall establish a written “Exposure Control Plan” designed to protect employees from possible infection due to contact with blood borne viruses, including human immunodeficiency virus (“HIV”) and hepatitis B virus (“HBV”).

The Cornerstone Academy Board shall determine which employees have occupational exposure to blood borne pathogens and other potentially infectious materials. In accordance with the Charter School’s “Exposure Control Plan,” employees having occupational exposure shall be

trained in accordance with applicable state regulations (8 CCR 5193) and offered the hepatitis B vaccination.

The Executive Director, or designee, may exempt designated first-aid providers from pre-exposure hepatitis B vaccination under the conditions specified by state regulations.

Any employee not identified as having occupational exposure in the Charter School's exposure determination may petition to be included in the Charter School's employee in-service training and hepatitis B vaccination program. Any such petition should be submitted to the Executive Director, or designee, who shall evaluate the request and notify the petitioners of his/her decision. The Executive Director, or designee, may deny a request when there is no reasonable anticipation of contact with infectious material.

Classroom and School Visitation, Volunteer, and Removal Policy

While the Charter School encourages parents/guardians and interested members of the community to visit the Charter School and view the educational program, the Charter School also endeavors to create a safe environment for students and staff. Additionally, parents volunteering in the classroom can be extremely helpful to our teachers and valuable to our students. We thank all parents for their willingness to volunteer in this manner.

Nevertheless, to ensure the safety of students and staff as well as to minimize interruption of the instructional program, the School has established the following procedures, pursuant to California Penal Code Sections 627, et. seq., to facilitate visits during regular school days:

1. Visits during school hours should first be arranged with the teacher and Academic Director, Executive Director or designee, at least 24 hours in advance. If a conference is desired, an appointment should be set with the teacher during non-instructional time, at least three days in advance. Parents seeking to visit a classroom during school hours must first obtain the written approval of the classroom teacher and the Academic Director, Executive Director or designee. Except for unusual circumstances, approved by the Executive Director, classroom visits should not exceed approximately 45 minutes in length and may not occur more than once per week.
2. When there are a large number of requests, Cornerstone Academy shall schedule a minimum of two (2) observation days per school year for parents who are considering application for enrollment. Interested parent observers shall be asked to conduct their observations on one of the scheduled days.
3. All visitors shall register with the front office immediately upon entering any school building or grounds when during regular school hours. When registering, the visitor may be required to provide his/her name, address, occupation, age (if under 21), his/her purpose for entering school grounds, and proof of identity. For purposes of school safety and security, the Executive Director or designee may design a visible means of identification for visitors while on school premises.

4. The Executive Director, or designee, may refuse to register an outsider if he or she has a reasonable basis for concluding that the visitor's presence or acts would disrupt the school, its students, its teachers, or its other employees; would result in damage to property; or would result in the distribution or use of unlawful or controlled substances.
5. The Executive Director or designee may withdraw consent to be on campus even if the visitor has a right to be on campus whenever there is reasonable basis for concluding that the visitor presence on school grounds would interfere or is interfering with the peaceful conduct of the activities of the school, or would disrupt or is disrupting the school, its students, its teachers, or its other employees.
7. The Executive Director or designee may request that a visitor who has failed to register, or whose registration privileges have been denied or revoked, promptly leave school grounds. When a visitor is directed to leave, the Executive Director or designee shall inform the visitor that if he/she reenters the school without following the posted requirements he/she will be guilty of a misdemeanor.
8. The classroom teacher has full discretion as to their use of volunteers and the time and duration of in-class volunteer participation.
9. Visitors volunteering in classrooms shall follow all other guidelines indicated elsewhere in this policy. Classroom volunteers are there to benefit the entire class and are not in class solely for the benefit of their own child. Classroom volunteers must follow the instructions provided by the classroom teacher or aide. Classroom rules also apply to parent volunteers to ensure minimal distraction to the teacher. If a volunteer is uncomfortable following the direction of the teacher or aid the volunteer may leave their volunteer position for that day.
10. Information gained by volunteers regarding individual students (e.g. academic performance or behavior) is to be maintained in strict confidentiality. Questions or comments concerning a child's academic performance or behavior must be done in a separate meeting between parent and teacher, as arranged with the teacher. Student discipline is to be left to the teacher, even for a parent volunteers own child, with the exception of light reminders to students to stay on task.
11. Any visitor that is denied registration or has his/her registration revoked may request a hearing before the Executive Director. The request shall be in writing, shall state why the denial or revocation was improper, shall give the address to which notice of hearing is to be sent, and shall be delivered to the Executive Director. The Executive Director shall promptly mail a written notice of the date, time, and place of the hearing to the person who requested the hearing. A hearing before the Executive Director shall be held within seven days after the Executive Director receives the request. The Executive Director shall respond within seven work days. If no resolution can be agreed upon, the Executive Director shall forward notice of the complaint to the Board of Directors, and submitted to the Dispute Resolution Committee, a committee appointed by the Board of Directors. This committee will be advisory only and will bring a suggested resolution

to the Board for final action. The Board shall address the recommendations of the Dispute Resolution Committee upon the next Regular Board meeting following the availability of those recommendations.

12. The Executive Director or designee shall seek the assistance of the police in dealing with or reporting any visitor in violation of this policy.
13. At each entrance to the Charter School grounds, signs shall be posted specifying the hours during which registration is required, stating where the office of the Executive Director or designee is located and what route to take to that office, and setting forth the penalties for violation of this policy.
14. No electronic listening or recording device may be used by students or visitors in a classroom without the teacher's and Executive Director's written permission.

Penalties

1. Pursuant to the California Penal Code, if a visitor does not leave after being asked or if the visitor returns without following the posted requirements after being directed to leave, he/she will be guilty of a crime as specified which is punishable by a fine of up to \$500.00 or imprisonment in the County jail for a period of up to six (6) months or both.
2. Further conduct of this nature by the visitor may lead to the School's pursuit of a restraining order against such visitor which would prohibit him/her from coming onto school grounds or attending School activities for any purpose for a period of three (3) years.

INDEPENDENT STUDY POLICY

The purpose of this policy is to govern the use of Independent Study (IS) for Cornerstone Academy students who may be absent for an extended period of time.

Independent Study requires approval from the Executive Director and Academic Director in writing. In an extenuating circumstance (i.e. serious illness or injury) the Executive Director may approve additional IS days following conference with the parents and teacher.

Independent Study is conducted solely for the educational benefit of the students attending Cornerstone Academy Preparatory School as a means to encourage daily engagement in school work even during times of extended absence. No student is required to request or participate in an independent study program during an extended absence. Parents are to give advance notice when possible of a request for independent study. In an extenuating circumstance (i.e. a serious illness, injury or family emergency), with Executive Director approval, a certificated staff member/teacher will work with the parent to implement an independent study program in an expedited manner with less than one (1) school day notice.

The Board has adopted the following statements in accordance with Education Code Section 51747:

- (a) The assignment must be completed and returned to the teacher through a face to face meeting, facsimile, mail, or other credible method of meeting and reviewed upon completion of the Independent Study Program for all grades, unless extended by the Executive Director in consultation with the teacher.
- (b) An evaluation will be made by a committee made up of the student's teacher and the Executive Director as to whether it is in the student's best interest to participate in the independent study program at Cornerstone Academy preparatory School during an absence upon the student missing 3 assignments. A written record of the findings of this evaluation shall be placed in the student's permanent record and shall be maintained for a period of three years from the date of the evaluation. If the student transfers to another California public school, the record shall be forwarded to that school.
- (c) A written independent study master agreement for each student shall be maintained on file. Each agreement shall be signed and dated and in effect prior to the start of reporting attendance (ADA) pursuant to that agreement. The agreement shall contain all the items listed below:
 - The manner, time, frequency and place for submitting a student's assignments and for reporting his or her progress.
 - The objectives and methods of study for the student's work, and the methods utilized to evaluate that work.
 - The specific resources, including materials that will be made available to the student.
 - A statement of the policies adopted herein regarding the maximum length of time allotted between the assignment and the completion of a student's assigned work, and the number of missed assignments prior to an evaluation of whether or not the student should be allowed to continue in independent study.
 - The duration of the independent study agreement, including the beginning and ending dates for the student's participation in independent study under the agreement.
 - The inclusion of a statement that independent study is an optional educational alternative in which no student may be required to participate.
 - Each written agreement shall be signed, prior to the commencement of independent study, by the student, the student's parent, legal guardian, or caregiver, if the student is less than 18 years of age, the certificated teacher/staff member who has been designated as having responsibility for the general

supervision of independent study, and all other persons who have direct responsibility for providing instructional assistance to the student.

(d) Attendance Accounting:

Cornerstone Academy preparatory School recognizes that families may not evenly distribute student’s work assignments over weekdays. However, due to strict State law requirements for charter school attendance, the Charter School expects each student to be engaged in an educational activity required of them in the assignment on each weekday that Cornerstone Academy preparatory School is in session, and asks that this “daily engagement” be documented on a daily basis in the student log by the parent/guardian. This should not be read to prohibit schoolwork on weekends and should not be read to dictate the manner in which a family distributes the assignments over the independent study period.

Cornerstone Academy preparatory School asks that a parent/guardian refrain from documenting any “daily engagement” on a day where a student did not engage in any educational activity required of them by the assignment. Work done on weekends or other days when school is not in session cannot be used to “make-up” weekdays where no “daily engagement” occurred.

COMPLAINT POLICY

POLICY AGAINST UNLAWFUL HARASSMENT

The Cornerstone Academy Preparatory School (the “School”) is committed to providing a work and educational atmosphere that is free of unlawful harassment. The School’s policy prohibits sexual harassment and harassment based upon pregnancy, childbirth or related medical conditions, race, religion, creed, color, gender, national origin or ancestry, physical or mental disability, medical condition, marital status, age, sexual orientation, or any other basis protected by federal, state, local law, ordinance or regulation. The School will not condone or tolerate harassment of any type by any employee, independent contractor or other person with which the School does business with. This policy applies to all employee actions and relationships, regardless of position or gender. The School will promptly and thoroughly investigate any complaint of harassment and take appropriate corrective action, if warranted.

Prohibited Unlawful Harassment

- Verbal conduct such as epithets, derogatory jokes or comments or slurs;
- Physical conduct including assault, unwanted touching, intentionally blocking normal movement or interfering with work because of sex, race or any other protected basis;
- Retaliation for reporting or threatening to report harassment

- Deferential or preferential treatment based on any of the protected classes above.

Prohibited Unlawful Sexual Harassment

In accordance with existing policy, discrimination on the basis of gender in education institutions is prohibited. All persons, regardless of the gender, are afforded equal rights and opportunities and freedom from unlawful discrimination in education programs or activities conducted by the School.

The School is committed to provide a workplace free of sexual harassment and considers such harassment to be a major offense, which may result in disciplinary action, up to, and including dismissal, of the offending employee.

Sexual harassment consist of sexual advances, request for sexual favors and other verbal or physical conduct of a sexual nature when: (1) submission of the conduct is either made explicitly or implicitly a term or condition of an individual's employment; (2) an employment decision is based upon an individual's acceptance or rejection of that conduct; (3) that conduct interferes with an individual's work performance or creates an intimidating, hostile or offensive working environment.

It is also unlawful to retaliate in any way against an employee who has articulated a good faith concern about sexual harassment against him or her against another individual.

All supervisors of staff will receive sexual harassment training within six (6) months of their assumption of a supervisory position and will receive further training once every two (2) years thereafter. All staff will receive sexual harassment training and/or instruction concerning sexual harassment in the workplace as required by law.

Each employee has the responsibility to maintain a workplace free from any form of sexual harassment. Consequently, should any individual, in particular those with supervisory responsibilities, become aware of any conduct that may constitute sexual harassment or other prohibited behavior, immediate action should be taken to address such conduct. Employees and students are expected to act in a positive and professional manner and to contribute to a productive School environment that is free from harassing or disruptive activity. Any employee who believes they have been harassed or has witnessed harassment is encouraged to immediately report such harassment to their supervisor or the Executive Director. See Attachment B for the "Harassment Complaint Form."

Sexual harassment may include, but is not limited to:

- Physical assaults of a sexual nature, such as:
 - Rape, sexual battery, molestation or attempts to commit these assaults and
 - Intentional physical conduct that is sexual in nature, such as touching, pinching, patting, grabbing, brushing against another's body, or poking another's body.
- Unwanted sexual advances, propositions or other sexual comments, such as:

- Sexually oriented gestures, notices, remarks, jokes, or comments about a person's sexuality or sexual experience.
- Preferential treatment or promises of preferential treatment to an employee for submitting to sexual conduct, including soliciting or attempting to solicit any employee to engage in sexual activity for compensation or reward or deferential treatment for rejecting sexual conduct.
- Subjecting or threats of subjecting an employee to unwelcome sexual attention or conduct or intentionally making performance of the employee's job more difficult because of the employee's sex.
- Sexual or discriminatory displays or publications anywhere at the workplace by employees, such as:
 - Displaying pictures, cartoons, posters, calendars, graffiti, objections, promotional materials, reading materials, or other materials that are sexually suggestive, sexually demeaning or pornographic or bringing to work or possessing any such material to read, display or view at work.
 - Reading publicly or otherwise publicizing in the work environment materials that are in any way sexually revealing, sexually suggestive, sexually demeaning or pornographic; and
 - Displaying signs or other materials purporting to segregate an employee by sex in an area of the workplace (other than restrooms or similar rooms).

The illustrations of harassment and sexual harassment above are not to be construed as an all-inclusive list of prohibited acts under this policy.

Complainants and witnesses under these policies will be protected from further harassment and will not be retaliated against in any aspect of their employment due to their participation, filing of a complaint or reporting sexual harassment.

The School will investigate complaints promptly and provide a written report of the investigation and decision as soon as practicable. The investigation will be handled in as confidential a manner as possible consistent with a full, fair, and proper investigation.

Employees may also direct their complaints to the California Department of Fair Employment and Housing ("DFEH"), which has authority to conduct investigation of the facts. The deadline for filing complaints with the DFEH is one year from the date of the alleged unlawful conduct. If the DFEH believes a complaint is valid and settlement efforts fail, the DFEH may seek an administrative hearing before the California Fair Employment and Housing Commission ("FEHC") or file a lawsuit in court. Both the FEHC and the courts have authority to award monetary and non-monetary relief in meritorious cases. Employees can contact the nearest DFEH office or the FEHC by checking the State Government listings in the local telephone directory.

While in most situations a personal relationship is a private matter, these relationships are not appropriate in a professional setting, particularly where one of the parties has management or supervisory responsibilities.

INTERNAL COMPLAINT POLICY

Suggestions for improving the School are always welcome. Your good-faith complaints, questions, and suggestions also are of concern to the School. We ask you to first discuss your concerns with your supervisor, following these steps:

- Within a week of the occurrence, bring the situation to the attention of your immediate supervisor, who will then investigate and provide a solution or explanation;
- If the problem persists, you may describe it in writing and present it to the Executive Director who will investigate and provide a solution or explanation. We encourage you to bring the matter to the Executive Director as soon as possible after you believe that your immediate supervisor has failed to resolve it; and,
- If the problem is not resolved, you may present the problem in writing to the Board of Directors of the School, who will attempt to reach a final resolution. If you need assistance with the written complaint, contact the Executive Director for help.

This procedure, which we believe is important for both you and the School, cannot guarantee that every problem will be resolved to your satisfaction. However, the School values your observations and you should feel free to raise issues of concern, in good faith, without the fear of retaliation.

Policy for Complaints Against Employees

The School requires all employees to observe the highest standard of business and personal ethics in the conduct of their duties and responsibilities. As representatives of the School, employees must practice honesty and integrity in fulfilling responsibilities and comply with all applicable laws and regulations.

It is the responsibility of all employees to comply with school policies noted in the Employment Guidelines and to report violations or suspected violations in accordance with this Whistleblower Policy.

Depending on the nature of the complaint, the complainant will be provided information concerning the applicable policy and procedures to be followed. If there is no applicable policy or procedures, the Executive Director (or designee) shall encourage the parties involved to seek an informal resolution of the issues. If this is not possible due to the nature of the complaint or if informal resolution has been unsuccessfully attempted, the Executive Director (or designee) shall undertake a responsible inquiry into the complaint to ensure it is reasonably and swiftly addressed. When appropriate, a written statement of the complaint will be obtained from the complainant.

If the complainant files a written complaint and no other school policy or procedure is applicable, the Executive Director (or designee) shall abide by the following process:

1. Within 10 working days of the receipt of the complaint, the Executive Director or designee shall use his or her best efforts to talk with the parties identified in the complaint and to ascertain the facts relating to the complaint.
2. In the event that the Executive Director (or designee) finds that a complaint against an employee is valid, the Executive Director (or designee) may take appropriate disciplinary action against the employee. As appropriate, the Executive Director (or designee) may also simply counsel/reprimand employees as to their conduct without initiating formal disciplinary measures.
3. The Executive Director's (or designee's) decision relating to the complaint shall be final unless it is appealed to the Board of Directors of the Charter School. The decision of the Board of Directors shall be final.

Confidentiality

Complainants will be notified that information obtained from the complainants and thereafter gathered will be maintained in a manner as confidential as possible, but in some circumstances absolute confidentiality cannot be assured.

Non-Retaliation

Complainants will be advised that they will be protected against retaliation as a result of the filing of any complaints or participation in any complaint process.

Resolution

The administration will investigate complaints appropriately under the circumstances and pursuant to the applicable procedures, and if necessary, take appropriate remedial measures to ensure effective resolution of any complaint.

HARASSMENT COMPLAINT FORM

It is the policy of the School that all of its employees be free from harassment including sexual harassment. This form is provided for you to report what you believe to be harassment, so that the School may investigate and take appropriate disciplinary or other action when the facts show that there has been harassment.

If you are an employee of the School, you may file this form with the Executive Director or Board President.

Please review the School's policies concerning harassment for a definition of sexual harassment and a description of the types of conduct that are considered to be harassment.

The School will undertake every effort to handle the investigation of your complaint in a confidential manner. In that regard, the School will disclose the contents of your complaint only to those persons having a need to know. For example, to conduct its investigation, the School will need to disclose portions of your factual allegations to potential witnesses, including anyone you have identified as having knowledge of the facts on which you are basing your complaint, as well as the alleged harasser.

In signing this form below, you authorize the School to disclose to others the information you have provided herein, and information you may provide in the future. Please note that the more detailed information you provide, the more likely it is that the School will be able to address your complaint to your satisfaction.

Charges of harassment are taken very seriously by the School both because of the harm caused to the person harassed, and because of the potential sanctions that may be taken against the harasser. It is therefore very important that you report the facts as accurately and completely as possible and that you cooperate fully with the person or persons designated to investigate your complaint.

Your Name: _____ Date: _____

Date of Alleged Incident(s): _____

Name of Person(s) you believe harassed you or someone else: _____

List any witnesses that were present: _____

Where did the incident(s) occur?

Please describe the events or conduct that are the basis of your complaint by providing as much factual detail as possible (i.e. specific statements; what, if any, physical contact was involved;

any verbal statements; what did you do to avoid the situation, etc.) (Attach additional pages, if needed):

I acknowledge that I have read and that I understand the above statements. I hereby authorize the School to disclose the information I have provided as it finds necessary in pursuing its investigation.

I hereby certify that the information I have provided in this complaint is true and correct and complete to the best of my knowledge and belief.

Date: _____

Signature of Complainant

Print Name

Received by: _____

Date: _____

COMPLAINT FORM

Your Name: _____ Date: _____

Date of Alleged Incident(s): _____

Name of Person(s) you have a complaint against: _____

List any witnesses that were present: _____

Where did the incident(s) occur?

Please describe the events or conduct that are the basis of your complaint by providing as much factual detail as possible (i.e. specific statements; what, if any, physical contact was involved; any verbal statements; what did you do to avoid the situation, etc.) (Attach additional pages, if needed):

I hereby authorize the Cornerstone Academy Preparatory School to disclose the information I have provided as it finds necessary in pursuing its investigation. I hereby certify that the information I have provided in this complaint is true and correct and complete to the best of my knowledge and belief. I further understand providing false information in this regard could result in disciplinary action up to and including termination.

Signature of Complainant Date: _____

Print Name

To be completed by School:

Received by: _____ Date: _____