

Sacramento Charter High School Student – Parent Handbook

2022-2023



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Dear SCHS Families,

Welcome to Sacramento Charter High School for the 2022-2023 school year! Thank you for choosing to be here with us for our upcoming school year.

At SCHS, we are on a mission to get our scholars to and through college so we ask all members of our school community to work very hard. Our community includes administrators, teachers, staff, students, and parents. We know that we cannot do our very best work without the commitment of our families, faculty, and scholars.

Sacramento Charter High School is a Choice and Commitment school and the harder we all work to fulfill our individual commitments the greater the success we will have. We are a Team and together we will accomplish great things for our students.

It is extremely important to us that our students are put on a college bound path. We are committed to working our hardest each and every day to provide our students with a great academic program. We expect a lot from our scholars because we know that the more we expect of them, the more they will achieve. Along with our high expectations, we have multiple systems put in place to support our students to be successful.

Please read through this handbook carefully and keep it for future reference. This handbook has been designed to communicate the basic policies that we all must follow to ensure that learning remains the focus. Every policy is in place for the benefit of our scholars and our work together. It is our number one priority to provide your scholar with a safe environment focused on learning. The items in this handbook help us accomplish this. Please know that we are continuously working to improve our program and therefore changes may be made to our handbook. If and when changes are made, you will be notified and provided with a copy of any updates.

We greatly appreciate your support in upholding all of our school policies!

Get ready for an amazing year!

Sincerely,

Sacramento Charter High School Team

GENERAL SCHS INFORMATION

History

Established in 1856, Sacramento High School is the second-oldest high school west of the Mississippi River. First located in downtown Sacramento at 8th and M streets, the school opened in a rented one-room building with 39 students. Sacramento High School moved several times before settling at its current location at 34th and Y streets in 1923. The current site originally housed a set of two-story brick buildings anchored by a clock tower. In 1976, the modern, earthquake-safe campus used today was constructed and then retrofitted from 2006-2009.

For years Sacramento High School was the only public high school in Sacramento and it grew to be quite large. At its peak, the school accommodated 4,000 students. With the opening of C.K. McClatchy High School in 1937, Sacramento High School's student body was split in half, an action that initiated the friendly rivalry the two schools enjoy to this day. The annual Thanksgiving Day football game between the two schools was, for a long time, one of the best-attended events in Sacramento.

Sacramento High School has graduated many prominent Sacramentans, including former governor and state senator Hiram Johnson; Sacramento's first woman mayor, Belle Coolidge; and Sacramento's former mayor, Kevin Johnson. On September 2, 2003, Sacramento Charter High School (Sac High) opened as an independent public charter school managed by St. HOPE Public Schools following the closure of Sacramento High School in June of the same year. Building on over a century and a half of rich tradition and heritage, the mighty Dragons continue to proudly display the purple and white school colors and their unrivaled school spirit. At Sac High, the motto is "Service for Others." Through community service, students develop a strong sense of civic responsibility while giving back to the community in which they live.

Vision

To create one of the finest urban high schools in America.

Mission

To promote self-motivated, industrious, and critically thinking leaders who are committed to serving others, passionate about life-long learning, and prepared to graduate from a four-year college.

St. HOPE Public Schools' Five Pillars

1. High Expectations

St. HOPE Public Schools has high expectations for academic achievement and conduct that are clearly defined, measurable, and make no excuses based on the background of students. Students, parents, teachers, and staff create and reinforce a culture of achievement and support, through a range of formal and informal rewards and consequences for academic performance and behavior.

2. Choice and Commitment

Students, their parents, and the staff of St. HOPE Public Schools choose to participate in the program. No one is assigned or forced to attend. Everyone must make and uphold a commitment to their school and to each other to put in the time and effort required to achieve success.

3. More Time

St. HOPE Public Schools knows that there are no shortcuts when it comes to success in academics and life. With an extended school day, week, and year, students have more time in the classroom to acquire the academic knowledge and skills that prepare them for competitive colleges, as well as more opportunities to engage in diverse extracurricular experiences.

4. Focus on Results

St. HOPE Public Schools focuses relentlessly on high student performance through standardized tests and other objective measures. Just as there are no shortcuts, there are no exceptions. Students are expected to achieve a level of academic performance that will enable them to succeed in the nation's best colleges and the world beyond.

5. Power to Lead

St. HOPE Public Schools strongly believes the measure of a person's success is in what he or she gives to others. Through community service, students develop a strong sense of civic responsibility and establish the foundation for a lifetime of meaningful community involvement. Students also deepen and demonstrate their learning, are empowered to become leaders, and impact the community in which they live.

Student Calendar

St. HOPE Public Schools 2022-2023 Student/Parent Calendar

Key Dates / Observed Holidays

July 4th	Independence Day
August 3rd	First Day of School
September 5th	Labor Day
October 3rd - 7th	Fall Break
November 11th	Veterans Day
November 21st - 25th	Thanksgiving Break
Dec 19th - Dec 30th	Winter Break
January 16th	Martin Luther King Jr. Day
February 20th	Presidents Day
March 20th - 24th	Spring Break
May 29th	Memorial Day

Legend

	SHPS Holiday (Campus Closed)
	Half Day for Students
	Early Release Day for Students
	Non-Attendance Day



2022

July

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2023

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SCHS Bell Schedule

	First Bell	Dismissal Time
Monday, Tuesday, Thursday, Friday	8:25 a.m.	4:13 p.m.
Wednesday	8:25 a.m.	2:27 p.m.
Minimum Day	8:25 a.m.	12:55 p.m.

ATTENDANCE

Being present at school every day is the first step to success!

Arrival

8:00 a.m. - Main Commons opens and students are greeted onto campus!

8:00-8:25 a.m. - Students may eat a school-issued breakfast on campus or attend Office Hours between 8:00-8:25 am.

8:30 a.m. - Period 1 begins promptly at 8:30 am. Students are expected in class and seated by 8:30 a.m. Any student not in class and seated by 8:30 a.m. will be marked tardy.

Tardy/Late

Tardies and lates can negatively impact student progress as well as students' ability to earn quarterly awards. Work your hardest to be on time each day!

- Students arriving **between 8:30 a.m. and 9:00 a.m.** are considered tardy.
- Students entering **after 8:40 a.m.** must pick up a tardy pass from the Front Office before reporting to class.
- Students arriving **after 9:00 a.m.** are considered late. Students enter through the Sac High front office entrance and check in with the front office to receive a late pass to enter class.
- Tardy consequences are as follows:
 - 2 tardies warrant a Detention
 - 3 or more tardies warrant a Saturday School

Absences

Parents and Guardians may excuse an absence by contacting Sacramento Charter High School by phone or by sending a note to school. In order to excuse an absence, please contact the office within 24 hours of the absence.

Excusing by phone: The school office number is (916) 277-6200. Leave a message giving the following details:

- Parent/Guardian name
- Student name and grade level
- Date (range) of absence
- Reason for absence

Excusing by note: Students are expected to bring a signed note from a parent/guardian or physician when they return to school. Notes should include:

- Parent/Guardian name
- Student name and grade level
- Date (range) of absence
- Reason for absence

***PLEASE NOTE:** When a student has 10 absences in the school year for illness verified by the methods listed above (other than a physician's verification), any further absences for illness must be verified by a physician in order to be excused.

Excused Absences/Tardies

School funding is based on attendance, so accurate record-keeping and state law requires parent confirmation of the reasons for the absences.

State law permits absences or tardies only for the following reasons:

1. Illness
2. Quarantine, as directed by the Health Department
3. Medical, dental, or eye services rendered
4. Attendance at the funeral of an immediate family member. The absence is not more than one day if the service is conducted in California and not more than three days if the service is conducted outside of California
5. Jury duty
6. Due to the illness or medical appointment during school hours of a child of whom the pupil is the custodial parent
7. Mandatory appearances in court
8. College Visits
9. Observation of a holiday or ceremony of his/her religion
10. Attendance of a religious retreat

Missed Assignments

If a student is absent for any reason, it is important that they complete any missed work so that they can learn missed material and keep their grades high!

- Students are responsible for retrieving, completing, and submitting all work missed due to any absence. They must retrieve all work the day they return to school or they will not have the opportunity to make up missed work.
- Students will have the number of days they were absent to make up work. For example, if a student is absent for one day they will have one day to make up missed assignments.
- If the absence is excused: The teacher must provide the student with any work that was missed.
- If the absence is unexcused: It is up to the discretion and policy of the individual teacher as to whether or not the missed work can be turned in for a grade.

Senior Attendance and Commencement Ceremony

During term two, Seniors who do not attend at least 90% of any class will not be eligible to participate in commencement ceremony (walking at graduation).

Students may not miss more than 10 (excused or unexcused) days of any one period. Three lates (excused or unexcused) are equivalent to one absence.

Dismissal

Our teachers work hard to maximize their time with their students so that every minute is valuable. It's important for students to remain in class until their dismissal time. Students must go directly to the dismissal area to leave campus for the day, to tutoring, or After-School Program if they are enrolled. All students must be picked up or must walk home from campus within 30 minutes of our dismissal time. After this time, students are not supervised. After exiting campus, students are not permitted back on campus due to safety reasons.

Dismissal Times

- 4:13pm Monday, Tuesday, Thursday, and Friday
- 2:27pm Wednesday, (9th-12thGrade, with the exception of students who have been assigned detention)

Seniors with a Free Period

Having a free period is a privilege awarded to those scholars that are on track for graduation. Seniors with a free period must go to Dragon Academy, the front of the school, or leave campus directly after their last class. Scholars unable to meet these expectations will receive an appropriate consequence.

Attendance and Athletic Events

A student who has been absent from school on a given day may not attend or participate in any extracurricular activities (including athletic practices and games) on that day. In any event, a student must attend at least half of his/her/their classes on a given day to participate in school activities. A student who is absent without an approved excuse from more than half of his/her/their classes on a Friday may not attend a Saturday event.

Early Dismissals

Early dismissals should only be requested in the event of an emergency or medical appointment. SCHS can only release students to their legal guardians or individuals their legal guardians have designated to do so. This must be done in writing in order to ensure student safety at all times. Parents or legal guardians must call or walk into the SCHS Front Office to sign their student(s) out. Students will not be released from school unless permission is received from a parent/guardian. In the case that a student is 18, the front office will make a courtesy phone call to the most recent legal guardian on file.

Consequences for Tardiness/Absences

Students who are frequently tardy or absent miss out on learning time and important announcements. **Students with excessive tardies and absences will be put on an attendance contract.** Under California law, Parents and Guardians are responsible for ensuring that all of their children under the age of 18 attend school.

Consequences for Unexcused Absences/Tardies/Lates

In Quarter 1

- **First absence** - Phone call home
- **Second absence** - Phone call home
- **Third absence** - Phone call home and truancy notification letter sent home.
- **Fourth absence** - Phone call home with notification of Student Attendance Review Team meeting for attendance and contract.
- **3 unexcused Lates** (over 30 minutes) = **1 unexcused absence**

In Quarter 2

- If the scholar has two or more absences in Quarter 1:

- **First absence** - Phone call home and truancy notification letter sent home.
- **Second absence** - Phone call home with notification of Student Attendance Review Team meeting for attendance and contract. Scholar is put on attendance contract.

In Quarter 3

- If the scholar has fewer than 4 absences in Quarters 1 and 2:
 - **First absence** - Phone call home
 - **Second absence** - Phone call home
 - **Third absence** - Phone call home and truancy notification letter sent home. Classified as truant and referred to the Student Attendance Review Team for attendance meeting and contract.
 - **Fourth absence** - Phone call home with notification of Student Attendance Review Team meeting for attendance and contract.
- If the scholar has 4 or more absences in Quarters 1 and 2:
 - **First absence** - Phone call home with notification of Student Attendance Review Team meeting for attendance and contract. Scholar is put on attendance contract.

In Quarter 4:

- If the scholar has fewer than 4 absences in Quarters 1, 2, and 3:
 - **First absence** - Phone call home
 - **Second absence** - Phone call home
 - **Third absence** - Phone call home and truancy notification letter sent home. Classified as truant and referred to the Student Attendance Review Team for attendance meeting and contract.
 - **Fourth absence** - Phone call home with notification of Student Attendance Review Team meeting for attendance and contract.
- If the scholar has more than 4 absences in Quarters 1, 2, and 3:
 - **First absence** - Phone call home with notification of Student Attendance Review Team meeting for attendance and contract. Scholar is put on attendance contract.

Student Attendance Review Team (SART)

The Student Attendance Review Team (SART) is a component of a multi-tiered system of interventions to support improved attendance. The SART is a school-site based multi-disciplinary team that meets to identify students with poor attendance and implement a strength-based approach to identify and address the root causes of attendance issues.

Student Attendance Review Board (SARB)

The St. HOPE Public Schools Student Attendance Review Board (SARB) is a formal attendance intervention that is initiated if SART meetings and other interventions have been exhausted and unsuccessful. The goal of SARB is to further support students and their families in finding solutions to chronic poor attendance patterns.

SCHOOL WIDE BEHAVIOR MANAGEMENT SYSTEM

The goal of each teacher at SCHS is to keep classes running smoothly and efficiently while preventing small issues from becoming bigger problems. Teachers and staff care about the little things, which is key to a successful, structured school. Our Behavior Management System holds scholars accountable to high behavioral expectations while also rewarding students for outstanding behavior.

Behavior Management System

- Scholars earn Redirections if they make choices that do not meet expectations or that are disruptive to the learning environment.
- The number of Redirections resets with each class and each class period.
- If a scholar earns three Redirections in a single class period, they will be asked to stop and complete a reflection.
- Scholars can earn Redirections for the following:
 - Dress Code Violation
 - Food/Gum in class
 - Off Task
 - Talking/Calling Out
 - Verbal Disrespect
 - Physical Disrespect
 - Not respecting property
 - Ignoring any staff member
- Teachers must verbally state when a scholar receives a Redirection so that the scholar is aware of the consequence.
- Teachers will record all corrections in their classroom:
 - 1st Redirection
 - 2nd Redirection
 - 3rd Redirection-reflection
 - Behavior does not improve after reflection, scholar earns a referral to the Dean's Office.

Zero Tolerance

SCHS has Zero Tolerance for the following behaviors both on campus and in other forums where SCHS staff is supervising SCHS students, such as on field lessons. All of these acts will be addressed in a prompt and serious manner.

Fighting/ Physical Disrespect

- In almost every case, both students will be suspended and parents will be required to come to school and pick up the student involved in the fight.
- Parents will also be required to attend a suspension meeting.
- Students involved in a physical altercation will be placed on a behavior contract.
- SCHS encourages non-violent conflict resolution initiated by bringing issues to the Dean's office before conflicts escalate.

Possession of Weapons or Controlled Substances

- Items considered weapons: firearm, knife, explosive, and other dangerous objects.
- Alcoholic beverages or intoxicants of any kind are controlled substances.
- Students possessing any of the above items or anything similar to those above items may be required to serve up to a 5-day suspension pending expulsion and may have a police report filed against them.

Threats

- A threat is defined as any written, verbal, physical or electronic statement that causes another person to reasonably fear for their safety.
- The statement does not have to be carried through to be considered a threat as long as another person is reasonably fearful that they will suffer harm.
- Under the law, if threat is determined to be serious, the person who threatens may be required to serve up to a 5-day suspension pending expulsion.

Vandalism

- Vandalism is defined as any malicious attempt to harm or destroy school property or the belongings of another.
- The parent of the offending student will be notified and the parent and/or student may be liable for any cost to replace or repair the property.
- Vandalism can include "tagging" of any kind on any St. HOPE property.
- Damage in excess of \$100.00 will be referred to the school safety officer and may be dealt with as a criminal matter.

Gambling

- Any form of gambling, whether or not money is visible, is prohibited on campus, on the way to or from campus, or in the surrounding community.
- Any student who participates in gambling is subject to consequences per the school's suspension and expulsion policy.

Gangs

- Any affiliation and/or insignias, colors or signs, that may directly affect the safety or disruption of our student body is prohibited on campus and in the surrounding community.
- Any student involved with the aforementioned violations is subject to consequences per the school's suspension and expulsion policy.

Selling Items

- Students may not sell items on campus at any time without prior approval from the principal or their designee. Students who are selling items on campus create a distraction from the learning environment and the potential for safety issues to occur.
- Students found to be in this situation will be subject to the school's suspension and expulsion policy and the items being sold and associated funds can be confiscated and returned to a parent or guardian as listed on the student's profile in Infinite Campus.

Falsification of Notes and/or Misrepresentation by Phone

- Forging a parent or guardian's signature on a note or other communication, altering a note or communication in any way, or prompting someone else to make a phone call to the school in which the caller falsely claims to be a parent or guardian is inappropriate and dishonest.
- Students may be subject to the school's suspension and expulsion policy for appropriate consequences for such offenses.

Sexual Intercourse between students

- In the state of California, statutory rape is called unlawful sexual intercourse. It is legally defined as an act of sexual intercourse with any minor who is not the spouse of the perpetrator (PC 261.5(a)). The law is intended to protect males and females alike. A person who is 14 or older and is not more than three years older than the victim is guilty of a misdemeanor. If the person is more than three years older, however, he or she may be found guilty of a felony and punished as an adult with imprisonment in county jail or state prison.
- Students committing any sexual acts on campus will be subject to consequences per the school's suspension and expulsion policy.

St. HOPE Public Schools Discrimination, Harassment, Intimidation, and Bullying Policy

St. HOPE Public Schools (SHPS) believes that all students and employees have a right to a safe and healthy school environment. SHPS schools and community have an obligation to promote mutual respect, tolerance, and acceptance.

SHPS will not tolerate behavior that infringes on the safety of any student or employee. A student/employee shall not discriminate against, intimidate, harass, or bully another student through words or actions. Such behavior includes but is not limited to: direct physical contact, such as hitting or shoving; verbal assaults, such as teasing or name-calling; and social isolation or manipulation.

SHPS prohibits discrimination, harassment, intimidation, and bullying on the basis of a student's actual or perceived age, ancestry, ethnicity, actual or potential parental, pregnancy, family or marital status that treats students differently on the basis of sex, lactation status, housing or homeless status, color, mental or physical disability, gender, gender identity, gender expression, sex, sexual orientation, genetic information, immigration status, medical information, nationality, race, religion, or association with a person or a group with one or more of these actual or perceived characteristics. This applies to all acts related to school activity or school attendance within SHPS.

SHPS will translate this policy in the student's primary language if at least 15 percent of the students enrolled in the school speak a single primary language other than English.

Bullying

According to the California Department of Education:

- (1) "Bullying" means any severe or pervasive physical or verbal act or conduct, including communications made in writing or by means of an electronic act, and including one or more acts committed by a pupil or group of pupils as defined in Section 48900.2, 48900.3, or 48900.4, directed toward one or more pupils that has or can be reasonably predicted to have the effect of one or more of the following:
 - a. Placing a reasonable pupil or pupils in fear of harm to that pupil's or those pupils' person or property.
 - b. Causing a reasonable pupil to experience a substantially detrimental effect on his or her physical or mental health.
 - c. Causing a reasonable pupil to experience substantial interference with his or her academic performance.
 - d. Causing a reasonable pupil to experience substantial interference with his or her ability to participate in or benefit from the services, activities, or privileges provided by a school.
- (2) "Electronic act" means the creation or transmission originated on or off the schoolsite, by means of an electronic device, including, but not limited to, a telephone, wireless telephone, or other wireless communication device, computer, or pager, of a communication, including, but not limited to, any of the following:
 - a. A message, text, sound, or image.
 - b. A post on a social network Internet Web site, including, but not limited to: Posting to or creating a burn page. "Burn page" means an Internet Web site created for the purpose of having one or more of the effects listed in paragraph (1).

SHPS expects students and/or staff to immediately report incidents of bullying to the principal or designee. Staff who witness such acts take immediate steps to intervene when safe to do so. Each complaint of bullying should be promptly investigated. This policy applies to students on school grounds, while traveling to and from school or a school-sponsored activity, during the lunch period, whether on or off campus, and during a school-sponsored activity.

To ensure bullying does not occur on school campuses, SHPS will provide staff development training in bullying prevention and cultivate acceptance and understanding in all students and staff to build each school's capacity to maintain a safe and healthy learning environment.

Teachers should discuss this policy with their students in age-appropriate ways and should assure them that they need not endure any form of bullying. Students who bully are in violation of this policy and are subject to disciplinary action up to and including expulsion.

Each school will adopt a Student Code of Conduct to be followed by every student while on school grounds, or when traveling to and from school or a school-sponsored activity, and during lunch period, whether on or off campus. The Student Code of Conduct includes, but is not limited to:

- Any student who engages in bullying may be subject to disciplinary action up to and including expulsion.
- Students are expected to immediately report incidents of bullying to the principal or designee.
- Students can rely on staff to promptly investigate each complaint of bullying in a thorough and confidential manner.
- If the complainant student or the parent of the student feels that appropriate resolution of the investigation or complaint has not been reached, the student or the parent of the student should contact the principal or the Department of Student Services.
- The school system prohibits retaliatory behavior against any complainant or any participant in the complaint process.

The procedures for intervening in bullying behavior include, but are not limited, to the following:

- All staff, students and their parents will receive a summary of this policy prohibiting intimidation and bullying: at the beginning of the school year, as part of the student handbook and/or information packet, as part of new student orientation, and as part of the school system's notification to parents.
- The school will make reasonable efforts to keep a report of bullying and the results of investigation confidential.
- Staff who witness acts of bullying shall take immediate steps to intervene when safe to do so. People witnessing or experiencing bullying are strongly encouraged to report the incident; such reporting will not reflect on the target or witnesses in any way.

Processing Complaints of Discrimination, Harassment, Intimidation, and Bullying

SHPS has adopted a process for receiving complaints of and investigating complaints of discrimination, harassment, intimidation, and bullying based on the above listed actual or perceived characteristics. The "St. HOPE Public Schools Uniform Complaint Procedures" is available upon request.

SHPS has designated the below compliance officer. The compliance officer shall receive and investigate complaints and ensure compliance with the law. The Superintendent/CEO may appoint a designee to conduct the investigation.

Equity Compliance Officer/ Title IX Compliance Officer:

Elisha Ferguson Parsons
 PO Box 5038
 Sacramento, CA 95817
 916-649-7900
hr@sthopepublicschools.org

504 Coordinator:

Sarah Trapp
 Director of Special Education
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(California *Education Code [EC]* sections [§§] 200, 220, 221.5, 234.1, 234.7, and 260; California Government Code [GC] Section [§] 11135; California Penal Code [PC] § 422.55; *California Code of Regulations*, Title 5 [5 CCR] §§ 4900, 4902, 4950 and 4960)

Consequences

Teacher-Leaders and administrators at SCHS commit to implementing the Least Invasive Interventions (LII) when addressing student misbehavior. When student behavior persists beyond those interventions, a chain of progressive consequences will ensue. The following consequences are enforced in a manner that reflects the severity of the student behavior. Teacher-Leaders and Administrators may choose the consequences that will most successfully lead students towards expected behavior. These policies and procedures are outlined to give teachers and administrators guidelines with disciplinary issues and to give parents a clear set of expectations regarding student behavior, as well as an understanding of the consequences of misconduct.

Redirections

If a student chooses not to follow school rules or meet expectations, the teacher or staff member will identify the negative behavior and record it in their classroom.

Reflection

If a student earns three Redirections in one class period or makes a choice that blatantly violates SCHS expectations, he/she/they will be asked to take a break from class and reflect on their actions. They will sit at an area separate from the class. During this time, students are required to complete a reflection sheet where they can think about the consequences of their behavior and brainstorm positive alternatives to their actions. This time also gives them the opportunity to calm down and reset. Once the scholar is ready to participate positively and respectfully, they will rejoin the class.

Detention

If a student earns 2 referrals in a week or majorly disrupts campus, they are required to attend detention on Wednesday afternoon that week from 1:55 p.m.-4:00 p.m. During this time, students reflect on their choices and plan steps toward making more positive choices in the future. **Failure to attend detention will result in a Saturday School.**

Referral to the Dean/Administrator

When a student is consistently disrupting the learning environment, he/she/they may be referred to the Dean or another Administrator. This may occur after three Redirections and a reflection that did not result in a change in behavior, or after a major disruption that halts or severely interferes with instruction. At this point, students are subject to corrective measures as determined by the administrator. These measures include but are not limited to: a formal letter of apology, loss of privileges, behavior contract, non-social lunch, Saturday School, or suspension.

Lunch Detention

Scholars can be assigned Lunch Detention as a consequence for choices they make. Scholars are expected to immediately pick up their lunch from the cafeteria and then report directly to the Lunch Detention room and sit silently throughout the period. Missing an assigned Lunch Detention or choosing to not meet expectations of the Lunch Detention room will result in additional consequences.

Saturday School

Saturday School is a consequence used in place of suspension whenever possible as our goal is to keep students in class and learning. A student will earn Saturday School for multiple referrals earned in a week, when his/her/their choices have caused a significant amount of missed learning time, or when the Dean/Administrator deems it necessary for the student to complete community service. Saturday School begins at 6:00am and runs until 10:00am. When a student earns Saturday School, attendance is mandatory. **Missing an assigned Saturday School may lead to suspension.**

Social Suspensions

Participation in extra and co-curricular events is a privilege; therefore, the right to participate may be revoked due to academic, attendance, or disciplinary issues. These events include, but are not limited to, participation on an athletic club, senior events, student government activities, attending school-sponsored dances, sporting events, and any other school-sponsored event or activity.

Group Consequences

We retain the right to give group consequences. We are one community and believe in the importance of taking responsibility for each other when it is necessary.

Suspensions and Expulsions

SCHS follows "St. HOPE Public Schools' Suspension and Expulsion Policy and Procedure." This document can be obtained from the school's front office. SHPS' suspension and expulsion policies and procedures comply with the California Education Code, and used in conjunction with the California Education Code, will be enforced fairly and consistently without regard to race, creed, color, sex, or any other prohibited classification.

Suspension

Suspension is the temporary removal of a student from campus and all campus related activities for disciplinary reasons. A suspension does not mean reassignment to another class at the same school where the student will receive continuing instruction for the school day. Referral to the Dean of Students or representative thereof is also not considered a suspension.

While on suspension from school, the student should not loiter on school grounds at any time or attend any SCHS activity at any time during the suspension. Violation of this may result in further disciplinary action. Except when suspension for a first offense is warranted in accordance with the California and Federal law, SCHS will consider suspension from school only when other means of disciplinary action have not been successful or where the student's presence would constitute a danger to others, property, and/or seriously disrupt the educational process.

Authority to Suspend

1. A Teacher may inform the suspension of a student only from his/her/their classroom for the current day, plus the following school day.
 - a. If the student is removed for part of the day, they will be in the Dean's office.
 - b. If a student is removed for the duration of the day, they will be sent home.

2. The Site Leader or his/her/their designee may suspend a student from class, the After School program, electives, or the school campus for a period not to exceed five school days.
3. The Superintendent or his/her/their designee may extend suspension pending final decision by the Site Leader and the Executive Committee of the St. HOPE Public Schools Board regarding expulsion.
4. A Special Education student being considered for expulsion may be suspended for ten (10) days pending an IEP Team meeting. The Site Leader and the School Board may also extend the suspension pending final decision.

A student may be suspended or expelled for acts that are listed in this section and related to school activities or attendance that occur at any time, including, but not limited to any of the following:

- While on school grounds or during school sponsored activity
- While going to or coming from school or school activity
- During the lunch period whether on or off campus

Procedures in Cases Requiring Suspension

SCHS Administration and staff will:

1. Investigate the incident and determine whether or not it merits suspension.
2. Determine the appropriate length of the suspension (up to five school days).
3. Mandatory suspension meeting. Administration will meet with the student and parent(s), notifying them of the suspension and listing the reasons for suspension. **Scholars will not be permitted back on campus without this parent meeting.**
4. Determine whether or not the offense warrants a behavior contract.
5. Determine whether or not the offense warrants a police report.

Procedures in Cases Requiring Expulsion

1. A meeting between the Site Leader and the student's parents/guardians will be held within five days of the student's suspension start date to determine whether or not to extend the student's suspension pending an expulsion hearing. A notice is sent to the student and parent(s) notifying them of the recommendation for expulsion and listing the reasons for it.
2. A hearing is then scheduled before the SHPS Discipline Administrative Panel. The student's parents/guardians will be provided at least ten (10) days' notice of the hearing as well as the opportunity to review the evidence to be provided at the hearing. (SCHS will follow all due process procedures for Special Education students as listed in the Education Code.)
3. Based on the evidence and findings from the hearing, the Discipline Administrative Panel may recommend in writing to the Executive Committee of the SHPS Board of Directors that the student be expelled from the educational program at Sacramento Charter High School.
4. The Executive Committee will meet in closed session to determine whether to adopt, decline, or modify the Panel's recommendation for expulsion.

Students with Special Needs:

We are committed to ensuring that the procedures followed for suspending, removing, or otherwise disciplining students with disabilities are consistent with the procedural safeguards required by applicable laws and regulations.

Prohibited Items

Students are not allowed to have the following items at school. In addition, any item of clothing, accessories, or personal belonging deemed to be a distraction to the learning environment will be considered a prohibited item and be confiscated.

<ul style="list-style-type: none">● Gum● Sunflower Seeds● Cell Phones● Camera or any recording devices● Laser pointers● Any electronics including iPad, MP3 Player, iPod, games, etc.● Headphones and airpods● Cash in excess amounts (more than needed for lunch or transportation)● Sunglasses● Toys, stuffed animals, dolls● Vulgar stickers or logos● Inappropriate magazines/books● Blankets● Lighters	Zero Tolerance Items: <ul style="list-style-type: none">● Weapons or Toy Weapons● Alcohol● Any illegal substance● Vaping tools & accessories
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Consequences for bringing prohibited items to school:

(not including zero tolerance items)

1. **First offense-** item is confiscated, placed in the Dean's office, and returned only to a parent or legal guardian at the end of the school *day*.
2. **Second offense-** item is confiscated, placed in the Dean's office, and returned only to a parent or legal guardian at the end of the *week*.
3. **Third offense-** item is confiscated, placed in the Dean's office, and *i.* returned only to a parent or legal guardian at the end of the *quarter*.
4. If the student brings the item to school a fourth time at any point in the school *year*, the item remains in the school's possession until the end of the school year and will be returned only to a parent or legal guardian.

Cell Phone and Electronics Policy

Students are not permitted to have cell phones or other electronics our at school. If a student needs to have a cell phone or electronic device at school, it must remain in the scholar's backpack all day. We are not responsible for any lost or stolen cell phones or other personal items.

Consequences for bringing cell phones or electronic devices to school:

1. The first time a student brings a cell phone or electronic device to school, **it will be confiscated for the day and the student will be assigned Saturday School.** The student may pick up their cell phone from the Dean of Students at the end of the day.
2. After repeated offenses, **the student will be suspended for one day due to violating campus rules.**

SCHS UNIFORM

SCHS is a uniform school. The school uniform promotes equality of all students by erasing their need to differentiate themselves through superficial means and refocusing their attention on academic achievement and the content of their character. Wearing a school uniform removes distraction and gives our students the opportunity to look their professional best each day. Students must wear a SCHS uniform every day, Monday through Friday and during off-campus school functions unless otherwise specified. Uniform checks occur each morning during breakfast and throughout the day as students enter each class. Any item worn that is out of uniform may be confiscated and placed on hold in the Dean's office for a parent or guardian to pick up.

The Basics

- Purple, black, or white Sac High Polo shirt **tucked in**
- Khaki or black pants or knee length shorts
- White, gray, black, brown, or purple shoes (shoes must be closed-toe)
- White, gray, black, brown, or purple socks

Optional

- Sac High V-neck sweater
- Sac High Letterman Jacket
- Sac High All Weather Jacket
- Sac High Zip Up Sweater
- White, gray, black, brown belt
- Black, white, or gray undershirt (short or long sleeve) may be worn under SCHS polo.

Please note:

Any outerwear worn in school must be a Sac High sweater or sweatshirt.

PE Uniform

- Sac High P.E. shirt
- Sac High P.E. shorts or solid black sweats
- Athletic shoes and socks that are white, gray, black, brown, or purple.

Consequences For Violating Dress Code Policy

- Students not in uniform will be asked to fix it before entering class. This includes tucking in their shirts, removing a non-uniform jacket/sweatshirt, removing any blue/red accessories, etc.
- If it is not a quick fix (tucking in shirts, taking off out of uniform sweatshirt), **family members will receive a phone call** to bring uniform clothing to the school so the student can change and return to class. The student will not be permitted to attend class until they are in complete dress code.

UNIFORM SPECIFICS

1. No red or blue attire.
2. All shirts must be tucked in unless otherwise specified (i.e. PE).
3. All bottoms must properly fit around a student's natural waist and not cover shoes.
4. No jeggings or stand-alone leggings.

5. Belts must be white, gray, black or brown, worn through all belt loops, and may not have any words or pictures on them.
6. All clothing must be hemmed. Cutoffs are not allowed.
7. Students may not wear sleeveless or cut-off shirts, blouses, or dresses.
8. **All outerwear worn in school must be Sac High outerwear.**
9. College sweatshirts are **not** allowed, except for on spirit days.
10. Students may not wear hats, caps; “do” rags, bandanas, bonnets, or other head coverings at school, unless deemed appropriate. For students with a religious requirement for wearing head covering, this will be discussed on a case-by-case basis.
11. **Only natural hair color permitted (black, brown, and blonde)***
 - a. If scholars have non-uniform hair dye, scholars will receive a consequence and will have through the upcoming weekend to make the correction to ensure they are in dress code by the following Monday.
12. Students must wear closed-toe shoes; no sandals, or slippers.
13. Any item of clothing, accessories, or personal belonging deemed to be a distraction to the learning environment will be considered a prohibited item and will be confiscated.

Dress Code for Jeans Pass, Free Dress, and Spirit Days

On occasion, students earn a jeans pass or a free dress pass. In addition, we have several spirit days throughout the school year. The intent of the Spirit Day is for the scholars to focus on how they can embody the theme to help build school culture. Students must comply with the following expectations. As always, NO RED OR BLUE, plus:

Bottoms

- May be dress pants only. *For spirit days, students must have a jeans pass to wear jeans.*
- No sweats, jeggings, joggers, or warmups.
- Must fit around the natural waist, free of rips, tears, or holes.
- Must go no higher than one inch above the knee.

Tops

- Must have sleeves.
- Must cover the décolletage (chest region).
- Must fit properly and cover the student’s midriff.
- Must be free of slogans or inappropriate language.
- Must be free of rips, tears, and or holes.

Dresses

- Must go no higher than one inch above the knee.
- Must have sleeves.
- Must cover the décolletage (chest region)
- Must fit properly and cover the student’s midriff and back.
- Must be free of rips, tears, and or holes.

Shoes and Socks

- Must have NO RED OR BLUE, or any shade thereof.
- Must be closed-toe.

DAILY EXPECTATIONS FOR STUDENTS

At SCHS, we have high standards for academic achievement and student behavior because we know that a safe and productive learning environment is needed for our students to succeed. Students will be held accountable for their actions through clear and consistent rewards and consequences while they also learn to be responsible for their own behavior just as they will be in life beyond SCHS.

Must Haves

Like all professionals have tools specific to their daily tasks, students have a list of tools necessary for them to be successful as students. We call these tools “Must Haves.” Please have the following items with you starting on the first day of school and every day of school thereafter to make the most of your learning time.

- At least two sharpened (or mechanical) pencils with erasers.
- At least two black or blue pens
- A highlighter
- A grade-level appropriate novel
- Completed homework
- Necessary class materials

Hall and Emergency Bathroom Passes

Students must strive to remain in class as much as possible in order to maximize their learning time and academic progress. On those rare occasions when students need to leave the classroom, they must have permission from their teacher and a hall pass. Only one student may have permission to leave the room at any given time, except for disciplinary reasons in which students are being sent to the Dean of Students. Bathroom use is encouraged during breakfast, passing periods, or lunch. Students are given three emergency bathroom passes per quarter in each of their classes that may be used during class.

ACADEMIC PROGRAM

SCHS curriculum is driven by the content and performance standards students should know and be able to apply at the end of each grade level. For each grade level, standards are based on the Common Core and/or California state-adopted content standards. Teachers use regularly scheduled assessments to measure how well students are mastering the standards.

Graduation Requirements

UC/CSU A-G REQUIREMENT, (for reference only)	SAC HIGH CREDITS REQUIRED
A. History/Social Science (2 years required, 3 recommended)	30 (3)
B. English (4 years required)	40 (4)
C. Mathematics (3 years required, 4 years recommended)	30 (3) Sac High students will all have four (4) full years of math
D. Laboratory Science (2 years required, 3 years recommended)	20 (2) (10 Life Science; 10 Physical Science)
E. Language Other Than English (2 years same language required, 3 years recommended)	20 (2) (Same language)
F. Visual and Performing Arts (1 year required)	10 (1)
G. College Preparatory Electives (1 year required)	10 (1)
Additional Required Courses	20 (2) PE
	20 (2) Elective Credits
	20 (8) Advisory Each advisory term is 2.5 credits
Total Credits Required:	220

Grading & Report Cards

The school year is divided into two grading periods (terms). At the end of each term, students will receive overall grades for all of their classes. Students will receive a grade for all of the courses they are enrolled in. The grading scale is as follows:

Letter Grade	Percentage Range	GPA Points
A	90% - 100%	4.0
B	80% - 89%	3.0
C	70% - 79%	2.0
D	60% - 69%	1.0
F	Below a 60%	0

Progress Reports

Every Wednesday, students bring home a weekly Dragon Packet that includes a print out of an updated progress report. Progress reports are an important tool for teachers to keep parents updated on their student's academic performance on a weekly basis.

Progress reports are not part of the student's formal academic record. Rather, it is an opportunity for teachers to communicate with parents/guardians about how their child is doing in each individual class. Progress reports will include a letter or numeric grade indicating the student's overall grade and the student's performance on individual assignments.

Parents may elect to receive updates via our Infinite Campus student information system. A parent login to Infinite Campus allows you to check grades at any time you would like. The Infinite Campus student information system is a powerful tool to help parents stay informed about their child's academic progress and attendance. Please check with the school Office Manager to gain access to Infinite Campus.

Promotion to the Next Grade/Academic Policies

Sacramento Charter High School is a school of choice, excellence and high expectations. Sac High expects all students will graduate from high school having completed a college-preparatory curriculum that exceeds the A-G requirements necessary for admission to the University of California ("UC") and/or California State University ("CSU") systems. Recognizing the UC/CSU systems only accept credit for courses where students earn a 70% or better, and in keeping with our first pillar of high expectations, Sac High requires students to achieve at least 70% for their final, overall grade in a course in order to earn course credit.

Only a student's overall term grades (final grade in December and at the end of the school year) shall become a part of his or her permanent record. Point values are assigned to each letter grade; these point values are used in the determination of the grade point average (GPA).

SCHS Administration and Academic Counselor will make the final decision regarding promotion and solely reserve the right to state that a student must repeat a grade level

for lack of academic progress. Scholars are required to be on track for graduation which includes having earned a specific amount of overall credits as well as passed specific core classes.

To earn credit for a class, students must have an overall grade of 70% or higher at the end of each quarter.

Advisory

The advisory class is mandatory for all students for all four years (credit is awarded twice a year) and is graded based on credit or no credit. A student must receive a grade of “CR” (Credit) in advisory to accumulate credits towards graduation*. A “NC” (No Credit) grade in an advisory class will result in the student earning 0 credits towards graduation for that specific grading period. Additional information on advisory is in the student support section of this handbook.

*Please note in Sac High’s student information system, Infinite Campus, the Advisory grade will be listed as “CR” to indicate a student is receiving credit or as “NC” to indicate a student is receiving no credit. However, on a student’s official transcript the Advisory grade will be listed as a “C” to indicate credit earned. “NC” will still be used to indicate no credit.

Homework

Homework is an important component of our educational program. Homework is meant to strengthen our students’ academic skills as well as reinforce the knowledge and skills that were taught in class. It is important for our students to develop independent study habits so that they will be successful in college. Homework may be assigned every night including weekends. Specific assignments are up to each individual teacher. Incomplete and missing homework assignments negatively affect students’ grades.

Office Hours

Office Hours/homework help is offered every morning from 7:30 a.m.-7:50 a.m.

Academic Honesty

Integrity is an important component of students’ academic experience. The academic evaluation a student receives for each class becomes a part of the student record, and it is critical that such records be accurate and consistent. In addition, the integrity students learn and exhibit in SCHS will be the model for the integrity they practice when they move on to college and beyond.

Cheating/Plagiarism

Cheating is a serious offense. If a student copies another student’s work or if a student gives another student his/her work, it is considered cheating.

Plagiarism involves the stealing of someone else’s ideas or words as one’s own or the imitation of the language, ideas, and thoughts of another author (or person) and representation of them as one’s original work.

First Offense – The teacher will notify parents/guardians and a grade of zero will be given to the student on the assignment. In addition, the student will receive a referral.

Second Offense- If a student cheats or plagiarizes a second time, the matter will require a conference with the student, parent/guardian, and administrator and the student is subject to suspension. If a student cheats on a test, quiz or other assignment, the student will receive a grade of zero.

Pregnant and Parenting Scholars

Pregnancy and parenting scholars shall not be excluded from participation in regular school programs and shall not be required to participate in pregnant-pupil programs or alternative education programs. For more information see the SHPS Pregnant, Family, Parental and Marital Status Policy available at <https://www.sthope.org/pod/shps-policies-and-other-documents> or contact your school leader.

SCHS Awards Program

We love to recognize our students for their accomplishments. Our awards program is designed to celebrate our students’ achievements in attendance, conduct and academics. Awards celebrations will occur every quarter. Families of students who are earning an award will be invited and strongly encouraged to join us in celebrating our students.

Summa Cum Laude

To earn the prestigious recognition of Summa Cum Laude, students must:

- Earn a 3.8 GPA or higher
- Have not been suspended during the quarter

Magna Cum Laude

To earn the prestigious recognition of Magna Cum Laude, students must:

- Earn a 3.40 to 3.79 GPA or higher
- Have not been suspended during the quarter

Cum Laude

To earn the prestigious recognition of Cum Laude, students must:

- Earn a 3.00 to 3.39 GPA or higher
- Have not been suspended during the quarter

Perfect Attendance Requirements:

Our perfect attendance award highlights students’ commitment to being present to learn every single day of the quarter. To earn recognition of Perfect Attendance, a scholar must have zero absences and zero tardies for the entire quarter.

EXAMINATIONS

Scholastic Assessment Test (SAT)/American College Testing Program (ACT): The University of California and California State University systems require that all students take the SAT and/or ACT in order to be eligible for admission. Sac High expects all students will take the SAT and/or ACT at least once prior to graduation.

SAT Subject Test (SAT II): These are content-based tests that allow you to showcase your achievement in specific subject areas where you excel. Some colleges also use Subject Tests to place students into the appropriate courses. Based on your performance on these test(s), you could potentially fulfill basic requirements or receive credit for

introductory-level courses. All Sac High students are encouraged to complete these exams.

Advanced Placement Tests (AP):All students enrolled in Advanced Placement (AP) courses are expected to take the AP test associated with the course at the end of the year. Unless approved in advance of the exam by the principal or their designee, students who do not take the AP exam for a given course will forfeit the AP designation on their transcript and will not receive the additional grade point associated with AP course completion. Furthermore, college credit will only be awarded if students pass the AP exam. All colleges currently accept a score of 4 or 5 and some accept a score of 3. A score of 3, 4 or 5 is considered passing for AP exams.

CAMPUS INTERNET USE

Acceptable Use

The use of computing devices with Internet access must be in support of education and research and consistent with education objectives at SCHS.

Unacceptable Use

Transmission of any material in violation of any U.S. or state regulation is prohibited. This includes, but is not limited to: copyrighted material, threatening or obscene material, or material protected by trade secret. Use for commercial activities is not acceptable. Use for product advertisement or political lobbying is also prohibited. Any transmission reception or web search of pornographic material is expressly prohibited and will result in the cancellation of all information technology access and privileges in addition to a referral to the Dean's office for further consequences aligned to ed code.

Privileges

The use of information technology is a privilege and unacceptable use will result in cancellation of those privileges. Use of any information obtained via the INTERNET is at the students' own risk.

Network Etiquette

You are expected to abide by the generally accepted rules of network etiquette. These include (but are not limited) to the following:

- a. Be polite
- b. Use appropriate language
- c. Share resources
- d. Do not reveal personal information (address, phone numbers, email) e. Social networking (i.e. use of Facebook, Instagram, etc) is prohibited.

Internet Security

Security on any computer system is a high priority, especially when the system involves many users. If you can identify a security problem, notify Information Systems at info@schs.org. Do not use another individual's account without written permission from that individual. Attempts to login to any network server as a system administrator will result in cancellation of user privileges.

PARENT INVOLVEMENT AND COMMUNICATION

We know that strong partnerships with families is a key component to scholar success. By working together as trusted partners, parents, and educators can create an educational experience for each scholar that allows learning to continue at home and beyond the classroom walls.

Research shows that:

- When parents are involved, students achieve at higher levels in school, regardless of socioeconomic status, ethnic/racial background, or parents' education level.
- The more extensive the parent involvement, the higher the scholar achievement.
- When parents are involved in scholars' education, those scholars generally have higher grades and test scores, better attendance, and complete homework more consistently.
- Scholars whose parents are involved in their lives have higher graduation rates and greater enrollment rates in postsecondary education.

School Site Council and DELAC/ELAC

Sac High encourages all groups to participate in and share responsibility for the educational processes and educational results for our scholars. In order to achieve this important end, the school convenes a School Site Council (SSC) comprised of teachers, staff, administrators, parents, community, and student members. Under the Every Student Succeeds Act (ESSA), Sac High is required to convene the SSC to participate in certain schoolwide planning activities including review of the school's Local Control and Accountability Plan (LCAP)/School Plan for Student Achievement (SPSA) and regular review of a variety of school policies. With the exception of the school's Site Leader, all members of the SSC are voted onto the council by a vote of their peers. In addition, when the school's student population includes 21 or more (English Learner Advisory Committee) or 51 or more (District English Learner Advisory Committee) English Learner students, the SSC also includes a representative from the English Learner community. Meeting dates, times, and agendas are regularly posted at the school site. All SSC meetings are open to the public.

Parent Volunteers

We welcome parent volunteers! In order to volunteer with St. HOPE Public Schools, all parents/guardians must fill out the St. HOPE Public Schools Volunteer packet. This packet consists of a TB test, as well as fingerprinting. Please plan to provide a two-week processing timeline for all volunteer packets. A volunteer packet can be obtained at the Sac High Front Office, and then returned to the Front Office Manager for processing to begin through Human Resources.

Communication

We firmly believe that consistent communication is a vital part of the success of all students. Families should expect regular communication from their student's teacher leaders in the form of grade reports, email communications, Class Dojo messages, and/or phone calls.

Teacher leaders will communicate with families on a regular basis and we ask that families reach out to teachers and others at the school as often as possible as well. Due to the importance of parent involvement in the success of each child, parents are expected to communicate regularly with their child by asking questions and making sure they are receiving all written communication from the school.

Furthermore, families and teachers need to communicate regularly in order to monitor each scholar's progress and to build a strong partnership. We encourage the following steps for communicating concerns:

1. Discuss the issue with your child.
2. Contact the classroom teacher within 24 hours to set up a meeting.
3. Meet with the classroom teacher and your student to create a solution to the issue. Create an action item at this meeting to communicate again within two weeks to check on the progress of the solution.
4. If the solution has not proven effective, meet with the classroom teacher, your child, and administration to re-address the issue and revise the original solution. Create an action item at this meeting to communicate again within two weeks to check on the progress of the solution.

If the issue persists after following the steps outlined above, set up a time to meet with an SCHS administrator.

Communication Expectations

- Communication will always be respectful and appropriate.
- When communicating we will assume best intentions and remain solutions-oriented.

Should parents fail to meet these expectations, the following may occur:

- Parents may be asked to leave campus or cease communications with specific staff member(s) immediately.
- Parent may be required to have an escort during any meetings with SCHS staff.
- Parents may be barred from being on campus for a specified amount of time.

Weekly Dragon Packet

Every Wednesday, your student will receive their weekly Dragon Packet. This is our way of communicating students' academic and behavioral progress and any other important notices. The following items are included every week:

- Progress Report
- Grade Level Newsletter/other important notices

Parents should review the packet included in the folder:

- Progress Report
- Any other notices

Visiting Campus

We are always happy to have visitors. Anyone, including parents who wish to visit our school, must first call the office to set up an appointment so that classroom disruptions are minimized and student learning remains the focus. The Office Manager will make every attempt to arrange the visit within 24 hours of the request.

On the day of the visit, parents must check-in at the Sac High Front Office. The Office Administrator will greet the parent, provide a visitor badge, and direct the parent to the appropriate classroom. A copy of the *SHPS Classroom and School Volunteer, Visitation and Removal Policy* can be found at <https://www.sthope.org/pod/shps-policies-and-other-documents> or you may request that the front office provide you with a copy.

Expectations While Visiting

- We expect all members of our school community, including visitors, to conduct themselves in a respectful manner that will help create a safe and productive learning environment.
- Our priority is student learning. Thus, all visitors must respect the school procedures, the classroom teacher and refrain from interrupting the flow of the school day and our classroom instruction.

Food Deliveries Not Permitted

Scholars are not permitted to order food for delivery to the SCHS campus. Our Front Office cannot accept deliveries on behalf of scholars.

Phone Use

Students may not use any phone without permission from SCHS staff. Students will only be allowed to use the phone in case of an emergency as determined by SCHS staff in order to minimize classroom disruptions and maintain student focus on learning. A teacher or staff member must be present at the time of the call. Students who use a phone without permission from a teacher will be subject to appropriate consequences.

Students may only receive incoming phone calls during the school day for emergencies that require immediate attention. In case of an emergency, please call the main office number and leave a message with the Office Manager.

Teacher Voicemail and Email

Parents are encouraged to communicate with their child's teacher via phone or email. Teachers are available for phone calls before and after school. Messages may be left for teachers with the Office Manager or on the teacher's cell phone. Please leave your name and your child's name, a phone number, the time you may be reached, and a brief message regarding the reason for the call. Teachers will return your call or email within 24 hours. If a message is received between afterschool on Friday to Sunday teachers will respond on the following Monday. If after 24 hours a teacher has not responded to your message, please contact the Front Office and ask to speak to the teacher's manager. Please remember that messages may not be received until after the instructional day ends.

Media

The Site Leader, in conjunction with St. HOPE Public Schools, will handle all media for SCHS. Parents are given a release form to sign in their enrollment packets that gives or denies permission to post pictures or allow filming of their child for education purposes.

Student Records and Rights

The Family Education Rights and Privacy Act (FERPA) is a federal law that protects the privacy of student education records. The law affords families and students 18 years of age and over certain rights with respect to student records. Due to the strict guidelines of FERPA, once the student reaches the age of 18 years old, rights transfer to the student. Please see *Appendix B: Student Records Privacy Policy Under FERPA Definitions* for more information.

Teacher and Paraprofessional Qualifications

Parents/Guardians have the right to request and receive certain information on the professional qualifications of the scholar's classroom teachers and paraprofessionals providing service to the child. Parents/guardians may request information regarding whether the student's teacher: 1) Has met state qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction; 2) Is teaching under emergency or other provisional status through which state qualification or licensing criteria have been waived; 3) Is teaching in the field of discipline of the certification of the teacher. In addition, parents/guardians may request information regarding whether the student is provided services by a paraprofessional, and if so, their qualifications.

St. HOPE Parents/Guardians - Know Your Educational Rights

Your Child has the Right to a Free Public Education

- All children in the United States have a Constitutional right to equal access to free public education, regardless of immigration status and regardless of the immigration status of the students' parents or guardians.
- In California:
 - All children have the right to a free public education.
 - All children ages 6 to 18 years must be enrolled in school.
 - All students and staff have the right to attend safe, secure, and peaceful schools.
 - All students have a right to be in a public school learning environment free from discrimination, harassment, bullying, violence, and intimidation.
 - All students have equal opportunity to participate in any program or activity offered by the school, and cannot be discriminated against based on their race, nationality, gender, religion, or immigration status, among other characteristics.

Information Required for School Enrollment

- When enrolling a child, schools must accept a variety of documents from the student's parent or guardian to demonstrate proof of child's age or residency.
- You never have to provide information about citizenship/immigration status to have your child enrolled in school. Also, you never have to provide a Social Security number to have your child enrolled in school.

Confidentiality of Personal Information

- Federal and state laws protect student education records and personal information. These laws generally require that schools get written consent from parents or guardians before releasing student information, unless the release of information is

for educational purposes, is already public, or is in response to a court order or subpoena.

- Some schools collect and provide publicly basic student "directory information." If they do, then each year, your child's school district must provide parents/guardians with written notice of the school's directory information policy, and let you know of your option to refuse release of your child's information in the directory.

Family Safety Plans if You Are Detained or Deported

- You have the option to provide your child's school with emergency contact information, including the information of secondary contacts, to identify a trusted adult guardian who can care for your child in the event you are detained or deported.
- You have the option to complete a Caregiver's Authorization Affidavit or a Petition for Appointment of Temporary Guardian of the Person, which may enable a trusted adult the authority to make educational and medical decisions for your child.

Right to File a Complaint

- Your child has the right to report a hate crime or file a complaint to the school district if he or she is discriminated against, harassed, intimidated, or bullied on the basis of any of the protected groups under *SHPS's Discrimination, Harassment, Intimidation, and Bullying Policy*.

The School Accountability Report Card (SARC)

Each year, schools are required to submit a SARC to the California Department of Education (CDE) which outlines the school's progress in meeting statewide goals, as well as general information about the school community. The SARC is available on Sac High's website and a hard-copy is available upon request at Sac High's main office. The SARC is completed annually and must be published by February 1 of each year.

Medication Policy

It is the policy of St. HOPE Public Schools to assist with prescribed medication during school hours only when absolutely necessary. Medications should be scheduled so that they may be given at home, but it is understood that this is not always possible.

If it is necessary for your child to receive medication during school hours, the following procedure is required:

1. A written physician's order and parent/guardian consent form must be completed for each medication order and updated once every school year for a chronic condition. This consent form is available from the school office personnel and should be turned in to the Office Manager.
2. All medications must be in the **original** container **labeled** with the student's name, medication name, route of delivery, dosage, and current date and time interval of disuse. Prescriptions must include the name of the prescribing licensed California healthcare provider. If necessary request a duplicate bottle from the pharmacist. If any medication is not in the original container it cannot be given.
3. Any change in type, dosage, or discontinuance of the medication must be reported to the school in writing.

4. Medications must be brought to school by a parent, guardian, or responsible adult. Medications will be kept in safe, appropriate storage unless otherwise indicated and arranged with school personnel.

Please note: staff is unable to accept medication brought to school by a child and students are unable to administer their own medicine while on campus.

Abuse

All school personnel are mandated reporters of suspected abuse and/or neglect. Mandated reporters are required to report suspected child maltreatment immediately when they have "reasonable cause to believe that a child who is 17 years of age or younger and known to them in a professional or official capacity has been harmed or is in danger of being harmed – physically, sexually, or through neglect – and that a caregiver either committed the harm or should have taken steps to prevent the child from harm."

No one in the workplace, even a supervisor, is permitted to suppress, change, or edit a report of abuse. A mandated reporter who willfully fails to report suspected incidents of child abuse or neglect is subject to license suspension or revocation, and commits a misdemeanor. Falsely reporting information to the hotline is also a misdemeanor.

McKinney-Vento Homeless Education Act Information for Parents and Unaccompanied Youth

The McKinney-Vento Homeless Assistance Act (McKinney-Vento Act) (42 U.S.C. § 11431-11435) provides for certain rights and services for students who are homeless or living as unaccompanied youth. Your student(s) may be eligible for services under McKinney-Vento if your family is temporarily living in any of the following situations:

- Sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason (sometimes referred to as "doubled-up");
- Living in motels, hotels, trailer parks, or camping grounds due to lack of alternative adequate accommodations;
- Living in emergency or transitional shelters;
- Have a primary nighttime residence that is a public or private place not designed for, or ordinarily used

as, a regular sleeping accommodation for human beings;

- Living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings

OR

- You are an unaccompanied youth, living with someone other than your parent or legal guardian

For more information on requirements and services, contact the Homeless Liaison at your school. Updated contact information may be found at <https://www.sthope.org/post/shps-homeless-education>.

Comprehensive School Safety Plan (CSSP)

The Comprehensive School Safety Plan (CSSP) is required by Education Code 32282-32289 to be reviewed annually and subsequently submitted for approval to the School Site Council (SSC) as well as to the district's governing board. The contents of the CSSP should include at a minimum, information assessing the current status of safety on campus, strategies and programs that provide or maintain

a high level of school safety, and procedures for complying with existing laws related to school safety. A copy of the complete CCSP may be obtained from your school's front office.

Local School Wellness Policy

SHPS maintains a Local School Wellness Policy (LSWP) which is updated by the Wellness Committee at least triennially as part of the required review. The LSWP and the results of the triennial review are available at <https://www.sthope.org/pod/shps-policies-and-other-documents> or you may request paper copies from the front office.

Statewide Testing

Every year, California students take several statewide tests. When combined with other measures such as grades, class work, and teacher observations, these tests give families and teachers a more complete picture of their child's learning. You can use the results to identify where your child is doing well and where they might need more support.

Your child may be taking one or more of the following California Assessment of Student Performance and Progress (CAASPP), English Language Proficiency Assessments for California (ELPAC), and Physical Fitness Test assessments. Pursuant to California *Education Code* Section 60615, parents/guardians may annually submit to the school a written request to excuse their child from any or all of the CAASPP assessments. This exemption does not exist for the ELPAC or Physical Fitness Test.

CAASPP: Smarter Balanced Assessments for English Language Arts/Literacy (ELA) and Math - Who takes these tests? Students in grades 3–8 and grade 11.

CAASPP: California Alternate Assessments (CAAs) for ELA and Math - Who takes these tests? Students in grades 3–8 and grade 11 whose individualized education program (IEP) identifies the use of alternate assessments.

CAASPP: California Science Test (CAST) - Who takes the test? Students take the CAST in grades 5 and 8 and once in high school, either in grade 10, 11, or 12.

CAASPP: California Alternate Assessment (CAA) for Science - Who takes the test? Students whose IEP identifies the use of an alternate assessment take the CAA for Science in grades 5 and 8 and once in high school, either in grade 10, 11, or 12.

What is the test format? The CAA for Science is a series of four performance tasks that can be administered throughout the year as the content is taught.

Which standards are tested? Alternate achievement standards derived from the CA NGSS.

CAASPP: California Spanish Assessment (CSA) - Who takes the test? The CSA is an optional test for students in grades 3–12 that tests their Spanish reading, listening, and writing mechanics.

ELPAC - Who takes the test? Students who have a home language survey that lists a language other than English will take the Initial test, which identifies students as an English learner student or as initially fluent in English. Students who are classified as English learner students will take the Summative ELPAC every year until they are reclassified as proficient in English.

Alternate ELPAC - Who takes the test? Students whose IEP identifies the use of an alternate assessment and who have a home language survey that lists a language other than English will take the Alternate Initial ELPAC, which identifies students as an English learner student or as initially fluent in English. Students who are classified as English learner students will take the Alternate Summative ELPAC every year until they are reclassified as proficient in English.

Physical Fitness Test - Who takes the test? Students in grades 5, 7, and 9 will take the FITNESSGRAM®, which is the test used in California.

Results for the CAASPP, CAA and ELPAC assessments are available in the Infinite Campus parent portal or may be requested from the front office. If you do not have a parent portal account, please contact the front office.

Appendix A: Discipline Matrix

Behavior/Problem	First Offense	Repeated Offenses
WILLFUL DEFIANCE CAUSING A MAJOR CAMPUS OR CLASS DISRUPTION: Any willful major act of insubordination, verbal or non-verbal, that causes a major campus disruption or severely distracts from or interrupts the educational environment, or any administrative, disciplinary, or other activity sponsored or approved by the District. (Penal code Sec. 148.1) (E.C. 48900, sub-section k)	Parent Conference Conference w/ Dean Letter of Apology Referral on File OR 1-3 day suspension (excluding TK-8)	Parent conference Behavioral Contract 1-5 suspension (excluding TK-8)
INTERFERING WITH THE PEACEFUL CONDUCT OF THE CAMPUS OR CLASSROOM: Any willful act of a minor but annoying nature, verbal or non-verbal, that disrupts the educational process, distracts from the educational environment, or interrupts any administrative, disciplinary, or other activity sponsored or approved by the district.(E.C. 48900, sub-section k; E.C. 48900.4). The following consequences are also applicable to students who violate our NO GUM Policy.	Parent Conference Conference w/ Dean Letter of Apology Referral on File OR 1-3 day suspension (excluding TK-8 for sub-section k; grades 4-12 only E.C. 48900.4)	Parent conference Behavioral Contract 1-5 suspension pending to expulsion (excluding TK-8 for sub-section k; grades 4-12 only E.C. 48900.4)
WILLFUL DEFIANCE OR DISOBEDIENCE: A willful act, verbal or non-verbal, that demonstrates deliberate resistance or refusal to object a reasonable request or directive issued by a school district employee. (E.C. 48900, sub-section k)	Parent Conference Conference w/ Dean Letter of Apology Referral on File OR 1-3 day suspension (excluding TK-8)	Parent conference Behavioral Contract 1-5 suspension (excluding TK-8)

POSSESSING OR USE OF ANY ELECTRONIC SIGNALING DEVICE: Students may possess electronic signaling devices on campus during the school day, while attending school-sponsored activities, or while under the supervision and control of a school district employee. HOWEVER, COMA is NOT responsible for lost, stolen, or misplaced iPods and/or any electronic device (cell phone). Electronic signaling devices and iPods shall be turned off during instructional time and not be visible. (E.C. 48901.5)	1 day confiscation Confiscated until parent pick up Parent Call	2 nd offense Confiscation until the end of the week, parent pick up 3 rd offense Confiscated until the end of the quarter Parent call 4 th offense Confiscated for remaining of school year
DRESS CODE VIOLATION: Any dress, grooming, or appearance, which disrupts, or tends to disrupt the educational process, or affect the health or safety of individuals, shall be prohibited. (E.C. 48900, sub-section k) (E.C. 35161, 35183, 35291.5, 35294.1; C.A.C. Title 5, Section 302)	Removed from class Parent notified Alternate Clothing or removal of prohibited item required to return to class OR 1-3 day suspension if student is non-compliant or parent does not provide alternate clothing (excluding TK-8)	Removed from class Parent notified Alternate Clothing or removal of prohibited item required to return to class OR 1-3 day suspension if student is non-compliant or parent does not provide alternate clothing (excluding TK-8)
LOITERING ON OR ABOUT ANY PART OF CAMPUS: (E.C. 48900, sub-section k) (Penal Code 653G and 627) Note: A student may be subject to arrest according to Penal Code 653G if he/she loiters at or near any school or public place at or near where students attend or normally congregate, or re-enters or comes upon such school or place after being asked to leave by a school official.	Parent Contacted 1-3 suspension (excluding TK-8 for sub-section k)	Parent Conference Behavior Contract 1- 3 day suspension (excluding TK-8 for sub-section k)

GAMBLING AND WAGERING , or habitually being present where gambling and wagering are taking place. (E.C. 48900, sub-section k)	Confiscation Parent Contact Conference w/ Dean 1- 3 day suspension (excluding TK-8)	Up to 5 days suspension (excluding TK-8) Behavior contract Parent conference
BEING IN PARKING LOT, ALLEY OR OUT OF BOUNDS without proper authorization. (E.C. 48900, sub-section k) Note: This includes but is not limited to the store(s) across the street	Parent Contacted 1-3 suspension (excluding TK-8)	Parent Conference Behavior Contract 1- 3 day suspension (excluding TK-8)
CHEATING (E.C. 48900, sub-section k) see <i>Academic Honesty Policy</i>	Zero on assignment Letter of Apology Parent Contact Conference w/ Dean Referral on File 1-3 days suspension (if during high stakes assessment) (excluding TK-8)	Parent Conference 1-5 suspension (excluding TK-8)
TAMPERING WITH PROPERTY OF THE SCHOOL or belongings of any other person. (E.C. 48900, sub-section f, g and k)	Parent Contact Letter of Apology Conference w/ Dean Referral on File 1-3 suspension (excluding TK-8 for sub-section k)	Parent Conference 1-5 suspension (excluding TK-8 for sub-section k) up to pending expulsion (excluding sub- section k)

FAILING TO IDENTIFY ONESELF or giving false information to school personnel. (E.C. 48900, sub-section k)	Parent Contact Letter of Apology Conference w/ Dean Referral on File	Parent Conference 1-5 suspension (excluding TK-8)
POSSESSING OR USING TOBACCO (or any products containing tobacco or nicotine products). (E.C. 48900, sub-section h)	Parent Conference 5 day suspension	Parent Conference 5 suspension pending expulsion
VIOLATING THE USE OF TECHNOLOGY, NETWORK, AND ELECTRONIC INFORMATION POLICY (E.C. 48900, sub-section k and u)	Loss of network / computer use Parent Contact Conference w/ Dean Referral on File Up to 1-3 suspension (excluding TK-8 for sub-section k)	Parent Conference 1-5 suspension (excluding TK-8 for sub-section k) up to pending expulsion (excluding sub- section k)
FORGING, FALSIFYING, ALTERING, OR USING FORGED SCHOOL CORRESPONDENCE, PASSES, OR RE-ADMIT SLIPS (E.C. 48900, sub-section k)	Parent Contact Letter of Apology Conference w/ Dean Referral on File Up to 1-3 day suspension (excluding TK-8)	Parent Conference 1-5 suspension (excluding TK-8)
POSSESSING ANY OBJECTS of a dangerous nature, including but not limited to, laser pointers and spiked accessories ON CAMPUS. (E.C. 48900 sub-section b)	Parent Conference 1-3 day suspension	Parent Conference 1-5 suspension up to pending expulsion
USE OF RACIAL/ETHNIC SLURS either verbally or in writing. (E.C. 48900, sub-section r; 48900.3; 48900.4)	Parent Conference 1-3 day suspension	Parent Conference 1-5 suspension up to pending expulsion

COMMITTING AN OBSCENE ACT OR ENGAGING IN HABITUAL PROFANITY OR VULGARITY either verbally or in writing. (E.C. 48900, sub-section i)	Parent Conference 1-3 day suspension	Parent Conference 1-5 suspension up to pending expulsion
KNOWINGLY RECEIVING STOLEN SCHOOL PROPERTY OR PRIVATE PROPERTY (E.C. 48900 sub-section l) Note: Stolen items of value greater than \$25.00 will warrant consequences starting at Step 2.	Parent Conference 1-3 day suspension	Parent Conference 1-5 suspension up to pending expulsion
STEALING OR ATTEMPTING TO STEAL SCHOOL PROPERTY OR PRIVATE PROPERTY OR EXTORTION (E.C. 48900 sub-section e and g) Note: Stolen items of value greater than \$25.00 will warrant consequences starting at Step 2.	Parent Conference 1-3 day suspension Pay for merchandise or value of damage	Parent Conference 1-5 suspension up to pending expulsion Pay for merchandise or value of damage
ENGAGING IN OR HAVING ANY PART IN HAZING/BULLYING or committing any act that injures, degrades, or disgraces any other person attending school. Causing, attempting to cause, threatening to cause, or participating in an act of hate violence. (E.C. Sec. 32050-52) (E.C. ec. 33032.5) (E.C. 48900, sub-section a and/or q and r) (E.C. 48900.3)	Parent Conference 1-3 day suspension Letter of Apology Conference w/ Dean Referral on File	Parent Conference 1-5 suspension up to pending expulsion
THREATENING, INTIMIDATING, MENACING OR HARASSING (INCLUDING SEXUAL HARASSMENT) ANY OTHER PERSON (E.C. 48900 sub-section a and o) (E.C. 48900.2) (E.C. 48900.4) Possible removal from campus or separation of student.	Parent Conference 1-3 day suspension Letter of Apology Conference w/ Dean Referral on File	Parent Conference 1-5 suspension up to pending expulsion

CAUSING OR ATTEMPTING TO CAUSE DAMAGE TO PROPERTY -cutting, defacing, or otherwise injuring any school district property, or the malicious injury or destruction of any other person's real or personal property. (Penal Code Sec. 594) (E.C. 48900, sub-section f and r)	Parent Conference 1-3 day suspension Pay for merchandise or value of damage	Parent Conference 1-5 suspension up to pending expulsion Pay for merchandise or value of damage
CAUSING, ATTEMPTING, OR THREATENING TO CAUSE PHYSICAL INJURY OR WILLFULLY USING FORCE OR VIOLENCE UPON ANOTHER PERSON. (E.C. 48900, sub-sections (a) (1), (a) (2), and t) An individual must do everything possible to avoid a conflict. Acts of aggression will not be considered self-defense.	Parent Conference 1-5 day suspension Behavior contract	Parent Conference 1-5 suspension up to pending expulsion Behavior contract
HARASSED, THREATENED, OR INTIMIDATED A PUPIL WHO IS A COMPLAINING WITNESS OR WITNESS IN A SCHOOL DISCIPLINARY PROCEEDING for the purpose of preventing that pupil from being a witness or retaliating against that pupil for being a witness, or both. (E.C. 48900, sub-section o)	Parent Conference 1-5 day suspension Behavior contract	Parent Conference 1-5 suspension up to pending expulsion Behavior contract
ACTIVATION OF FALSE ALARMS OR TAMPERING WITH EMERGENCY EQUIPMENT, FIRE-SETTING OR ATTEMPTED FIRE-SETTING. (Penal Code Sec. 447 and 455, 148.4) (E.C. 48900, sub-section f; E.C. 48900.4)	3 Day suspension Police/Fire Report Behavioral Contract	3-5 Day suspension up to pending expulsion Behavior contract Police/Fire Report/Citation Behavioral Contract

<p>UNLAWFULLY POSSESSING OR UNLAWFULLY OFFERING, ARRANGING, OR NEGOTIATING TO SELL ANY DRUG PARAPHERNALIA, as defined in Section 11014.5 of the Health and Safety Code. (E.C. 48900, sub-section j)</p>	<p>5 Day suspension/ Pending expulsion Parent Conference Police Report/ Possible Arrest Proof of enrollment: rehabilitation / awareness program</p>	<p>5 Day suspension/ Pending expulsion Parent Conference Police Report/ Possible Arrest Proof of enrollment: rehabilitation / awareness program</p>
<p>UNLAWFUL POSSESSION, USING, OR BEING UNDER THE INFLUENCE OF ANY CONTROLLED SUBSTANCE an alcoholic beverage or intoxicant of any kind. Possessing not more than one ounce of marijuana. Using or being under the influence of marijuana or any controlled substance (as defined in Section 11053 of the Health and Safety Code). (E.C. 48915 and E.C. 48900, sub-section c).</p>	<p>Parent Conference 1-5 Day Suspension Proof of enrollment: rehabilitation / awareness program</p>	<p>Parent Conference 1-5 Day Suspension up to pending expulsion Proof of enrollment: rehabilitation / awareness program</p>
<p>COMMITTED ASSAULT OR BATTERY ON SCHOOL PERSONNEL (Penal Code Sec. 240, 242) (E.C. 48915 and E.C. 48900, sub-section a, E.C. 44014)</p>	<p>5 Day suspension pending Expulsion File Police Report</p>	<p>5 Day suspension pending Expulsion File Police Report</p>
<p>POSSESSED, SOLD, OR OTHERWISE FURNISHED ANY FIREARM, KNIFE, EXPLOSIVE, OR OTHER DANGEROUS OBJECT of no reasonable use to the pupil on school grounds or at a school related activity off school grounds unless in the case of possession of any such object, the pupil had obtained written permission to possess the item from a certificated school employee, which is concurred in by the Site Lead or the designee of the Site Lead. (E.C. 48915 and 48900, sub-section b)</p>	<p>5 Day suspension pending Expulsion File Police Report</p>	<p>5 Day suspension pending Expulsion File Police Report</p>

<p>FURNISHED OR SOLD ANY CONTROLLED SUBSTANCE (as defined in Section 11053 of the Health and Safety Code), an alcoholic beverage, or an intoxicant of any kind. (E.C. 48915 and E.C. 48900, sub-section c and/or p)</p>	<p>5 Day suspension pending Expulsion Notification of Law Enforcement Proof of enrollment: rehabilitation / awareness program</p>	<p>5 Day suspension pending Expulsion Notification of Law Enforcement Proof of enrollment: rehabilitation / awareness program</p>
<p>OFFERED, ARRANGED, OR NEGOTIATED TO SELL ANY CONTROLLED SUBSTANCE defined in Section 11053 of the Health and Safety Code, alcoholic beverage, or intoxicant and then sold, delivered, or furnished look-alikes or in lieu substances. (E.C. 48900, sub-section d)</p>	<p>5 Day suspension pending Expulsion Notification of Law Enforcement Proof of enrollment: rehabilitation / awareness program</p>	<p>5 Day suspension pending Expulsion Notification of Law Enforcement Proof of enrollment: rehabilitation / awareness program</p>
<p>COMMITTED A TERRORISTIC THREAT including, but not limited to, a bomb threat. (E.C. 48900.7) This includes any threatening statement, written or oral, which threatens death, great bodily injury or property damage in excess of \$1,000, even if there is no intent of actually carrying it out.</p>	<p>5 Day suspension pending Expulsion Notification of Law Enforcement</p>	<p>5 Day suspension pending Expulsion Notification of Law Enforcement</p>

Appendix B: Student Records Privacy Policy Under FERPA Definitions

A. Education Record

An education record is any written or computerized document, file, entry, or record containing information directly relating to a student that is compiled and maintained by the school. Such information includes but is not limited to:

1. Date and place of birth, parent and/or guardian's address, and where the parties may be contacted for emergency purposes.
2. Grades, test scores, courses taken, academic specializations and school activities;
3. Special education records;
4. Disciplinary records;
5. Medical and health records;
6. Attendance records and records of past schools attended;
7. Personal information such as, but not limited to, student identification numbers, social security numbers, photographs, or any other type of information that aids in identification of a student.

An education record does not include any of the following:

1. Records that are kept in the sole possession of the maker, are used only as a personal memory aid, and are not accessible or revealed to any other person except a temporary substitute for the maker of the record;
2. Records maintained by a law enforcement unit of the school that were created by the law enforcement unit for the purpose of law enforcement;
3. Records relating to a school employee that are made and maintained in the normal course of business, relate exclusively to the individual in that individual's capacity as an employee, and are not available for use for any other purpose;
4. Records on a student who is 18 years of age or older, or is attending an institution of postsecondary education, that are:
 - a) made or maintained by a physician, psychiatrist, psychologist, or other recognized professional or paraprofessional acting in his or her professional capacity or assisting in a paraprofessional capacity;
 - b) made, maintained, or used only in connection with treatment of the student; and disclosed only to individuals providing the treatment. For the purpose of this definition, "treatment" does not include the remedial educational activities or activities that are part of the program of instruction at the school; or
 - c) made or maintained by a physician, psychiatrist, psychologist, or other recognized professional or paraprofessional acting in his or her professional capacity or assisting in a paraprofessional capacity;
5. Records that only contain information about an individual after he or she is no longer a student at the school.

B. Notice to Parents

At the beginning of each school year, in addition to the notice required for directory information, all St. HOPE Public Schools (St. HOPE Public School 7, Oak Park Preparatory Academy, and Sacramento Charter High School) shall provide parents and eligible students with a notice of their rights under FERPA (Family Educational Rights and Privacy Act). The notice shall inform the parents and eligible students that they have the right to:

1. Inspect and review the student's education records;
2. Seek amendment of the student's education records that the parent or eligible student believes to be inaccurate, misleading or otherwise in violation of the student's privacy rights;
3. Consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA and the Code of Federal Regulations authorize disclosure without consent;
4. File with the Department of Education a complaint concerning alleged failures by the school to comply with the requirements of FERPA and its promulgated regulations;
5. Request that the school not release student names, addresses, and telephone listings to military recruiters or institutions of higher education without prior written parental consent.

The notice must also include the following:

1. The procedure for exercising the right to inspect and review educational records;
2. The procedure for requesting amendment of records;
3. Assurances that SHPS will not release information to third parties for immigration-enforcement purposes, except as required by law or court order.
4. A description of the types of student records maintained by the SHPS.

C. Parental and Eligible Student Rights Relating to Educational Records

Parents and eligible students have the right to review the student's education records. In order to do so, parents and eligible students shall submit a request to review education records in writing to the Site Administrator. Within 45 days, the school shall comply with the request. If circumstances effectively prevent the parent or eligible student from exercising the right to inspect and review the education records, the school will provide the parent or eligible student with a copy of the requested records or make other arrangements for inspection and review of the education records.

D. Copies of Education Records

The school will provide copies of requested documents within 10 business days of a request for copies. The school will charge reasonable fees for copies it provides to parents or eligible students, unless it effectively prevents a parent or eligible student from exercising the right to inspect and review the education records. The charge will not include a fee to search for or to retrieve the education records.

E. Request for Amendment to Education Records

If upon review, a parent or eligible student discovers any information or notation that is factually inaccurate, misleading or in violation of the student's right of privacy, he or she may request, in writing, that the school amend the record. The request must be submitted within thirty (30) days of the discovery of the inaccurate or misleading information or a violation of the student's right of privacy. The school will respond within a reasonably prompt period of time to the request. The school's response will be in writing and if the request for amendment is denied, the school

will set forth the reason for the denial and inform the parent or eligible student of his or her right to a hearing challenging the content of the education record.

F. Hearing to Challenge Education Record

If the school denies a parent or eligible student's request to amend an education record, the parent or eligible student may request in writing that s/he be given the opportunity for a hearing to challenge the content of the student's education records on the grounds that the information contained in the education records is inaccurate, misleading or in violation of the privacy rights of the student.

The hearing to challenge the education record shall be held within 30 days of the date of the request for a hearing, notice of the date, time and place of the hearing will be sent by the school to the parent or eligible student no later than 20 days before the hearing.

The hearing will be conducted by the St. HOPE Public Schools Superintendent or his/her designee. The parent or eligible student will be given a full and fair opportunity to present evidence relevant to the issues relating to the challenge to the education record. The parent or eligible student may also, at his/her own expense, be assisted or represented by one or more individuals of his/her choice, including an attorney. The Superintendent's or his/her designee's decision will be based solely on the evidence presented at the hearing. Within 45 days of the conclusion of the hearing the school's decision regarding the challenge will be made in writing and will include a summary of the evidence and the reasons for the decision.

If, as a result of the hearing, the St. HOPE Public Schools' Superintendent or designee determines that the information is inaccurate, misleading or otherwise in violation of the privacy rights of the student, the school will amend the record accordingly and the parent or eligible student will be informed of the amendment in writing.

If, as a result of the hearing, the St. HOPE Public School's Superintendent or designee decides that the information in the education record is not inaccurate, misleading or otherwise in violation of the privacy rights of the student, parent or eligible student shall be informed of the right to place a statement in the record commenting on the contested information in the record or stating why he/she disagrees with the decision of the St. HOPE Public School's designee places a statement by the parent or eligible student in the education records of a student, it will maintain the statement with the contested part of the record for as long as the record is maintained and disclose the statement whenever it discloses the portion of the record to which the statement relates.

Disclosure of Education Records and Directory Information

St. HOPE Public Schools must have a signed and dated written permission from the parent or eligible student before releasing any information from a student's education record with the exceptions listed below and for directory information. With the exceptions listed below, St. HOPE Public Schools will not release educational records

to any person or entity outside the St. HOPE Public Schools without the written consent of a parent or eligible student. The written permission must specify the records that may be disclosed, the purpose of the disclosure and the party or class of parties to whom the disclosure may be made. When disclosure is made pursuant to written permission, the parent or eligible student may request a copy of the disclosed records. Signed and dated written consent may include a record and signature in electronic form if it identifies and authenticates a particular person as the source of the electronic consent and indicates such person's approval of the information contained in the electronic consent. The parent, guardian, or eligible student is not required to sign the consent form. If the parent, guardian or eligible student refuses to provide written consent for the release of student information that this not otherwise subject to release, SHPS shall not release the information.

St. HOPE Public Schools will only disclose personally identifiable information on the condition that the receiving party not disclose the information to any party without the prior consent of the parent or eligible student and that the receiving party use it for the purpose for which the disclosure was made. This restriction does not apply to disclosures that fall within the disclosure exceptions listed below and St. HOPE Public Schools maintains the appropriate records, as described below. Except for disclosures pursuant to a judicial order or lawfully issued subpoena, of directory information or to parents or eligible students, St. HOPE Public Schools will inform a receiving party of the requirement that the party not disclose the information to any other party without the prior written consent of the parent or eligible student and that the receiving party use it for the purpose for which the disclosure was made.

St. HOPE Public Schools employees may disclose education records, without consent, to the following parties:

1. St. HOPE Public School employees who have a legitimate educational interest as defined by 34 CFR 99;
2. Other schools to which a student seeks or intends to enroll;
3. Certain government officials listed in 20 U.S.C § 1232g(b)(1) in order to carry out lawful functions;
4. Appropriate parties in connection to a student's application for, or receipt of, financial aid to a student if it is necessary to determine eligibility, amount of aid, conditions for aid or enforcing the terms and conditions of the aid;
5. Organizations conducting certain studies for St. HOPE Public Schools in accordance with 20 U.S.C § 1232g(b)(1)(F);
6. Accrediting organizations in order to carry out their accrediting functions;
7. Parents of a dependent student as defined in section 152 of the Internal Revenue Code of 1986;
8. Individuals who have obtained lawful court orders or subpoenas;
9. Persons who need to know in cases of health and safety emergencies;
10. State and local authorities, within a juvenile system, pursuant to specific State Law.
11. A victim of an alleged perpetrator of a crime of violence or a non-forcible sex offense. The disclosure may only include final results of the disciplinary proceedings conducted by the School with respect to that alleged crime or offense. St. HOPE Public Schools may disclose the final results of the disciplinary proceeding, regardless of whether the School concluded a violation was committed.

Except for investigations of child abuse, child neglect, or child dependency, or when the subpoena served on SHPS prohibits disclosure, SHPS shall provide parental or guardian notification of any court orders, warrants, or subpoenas before responding to such requests.

No exception permits disclosing information to immigration authorities for immigration-enforcement purposes; no student information shall be disclosed to immigration authorities for immigration enforcement purposes without a court order or judicial subpoena. St. HOPE Public Schools shall avoid the disclosure of information that might indicate a student's or family's citizenship or immigration status if the disclosure is not authorized by Family Educational Rights and Privacy Act (FERPA).

SHP SHPS personnel shall take the following action steps upon receiving an information request related to a student's or family's immigration or citizenship status:

- Notify a designated SHPS official about the information request.
- Provide students and families with appropriate notice and a description of the immigration officer's request.
- Document any verbal or written request for information by immigration authorities.
- Unless prohibited, provide students and parents/guardians with any documents issued by the immigration-enforcement officer.

Directory Information

"Directory information," which is defined as set forth below, may be released to requestors in limited circumstances, without additional notice to parents/guardians, unless parents/guardians "opt out" of such disclosures, in writing.

SHPS shall provide an annual notice to parents and guardians, and eligible students in attendance, of the SHPS directory information policy that includes:

- The categories of information that SHPS has classified as public directory information that may be disclosed without parental consent and which should only include the information specifically identified in Education Code section 49061, subdivision (c).
- A statement that directory information does not include citizenship status, immigration status, place of birth, or any other information indicating national origin (except where the [local educational agency] receives consent as required under state law).
- The recipients of the directory information.
- A description of the parent's or guardian's abilities to refuse release of the student's directory information, and how to refuse release.
- The deadline in which the parent, guardian or student must notify the school in writing that he or she does not want the information designated as directory information ("opt out").

State and federal law allow directory information to be disclosed to any requestors, except those who intend to use the information for commercial purposes. SHPS will not release directory information to any requestor, for any purpose, without specific prior parent/guardian consent in each situation, EXCEPT we will release such

information to requestors that engage in political advocacy or information dissemination related to California charter schools.

SHPS has designated the following information as directory information:

- Parents'/guardians' names;
- Address;
- Electronic mail address;
- Phone number;
- Dates of attendance;
- Participation in officially recognized activities and sports;
- Weight and height of members of athletic teams;
- Degrees, honors, and awards received; and
- The most recent educational agency or institution attended

Record Keeping Requirements

The school will maintain a record of each request for access to and each disclosure of personally identifiable information from the education records of each student for as long as the records are maintained. For each request, the record must include the following information: the parties who have requested or received the information and the legitimate interests the parties had in requesting or obtaining the information.

For disclosures of personally identifiable information to institutions that make disclosures of the information on behalf of the school in accordance with 34 CFR 99.33(b), the record must include the names of the additional parties to which the receiving party may disclose the information on behalf of the school and the legitimate interest that each of the additional parties has in requesting or obtaining the information.

These record keeping requirements do not apply to requests from or disclose to parents and eligible students, school officials with a legitimate purpose of inspecting the records, a party with written consent from the parent or eligible student, a party seeking directory information, or a party seeking or receiving the records as directed by a court order or subpoena.

The records relating to disclosures of personally identifiable student information may be inspected by parents and eligible students, school officials (or their assistants) responsible for the custody of the records, and parties authorized by regulations for the purpose of auditing the recordkeeping procedures of the school.

Student education records will be maintained in part on behalf of the school by the CCSA (California Charter Schools Association) and its contractors in order to provide student data in usable form to the school for research and analysis in order to evaluate and improve instructional programs at the school, to plan educational interventions needed by individual students, and to track student progress over time;

1. Employees, and employees of contractors, of CCSA will be deemed school officials for the purpose of access to personally identifiable information derived from student education records only if they have a legitimate interest in maintaining, organizing, or analyzing the data for research or study purposes to benefit instruction at the

- school and at other schools that participate in the CCSA and to track students' progress over time, consistent with 34 CFR 99.7;
2. Personally identifiable information derived from students' education records and maintained by CCSA will not be further disclosed to third parties, except to an organization performing a study to benefit instruction on behalf of the school, subject to conditions in the Family Educational Rights and Privacy Act.

Complaints

Parents and eligible students have the right to file a complaint with the U.S Department of Education concerning alleged failures by the school to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

**Family Policy Compliance Office
U.S Department of Education
400 Maryland Avenue. S.W
Washington, D.C 20202-5920**

Appendix C: St. HOPE Public Schools Uniform Complaint Policy

The St. HOPE Public Schools (SHPS) Board of Directors is committed to maintaining a safe school environment that is free from harassment and discrimination. The Board prohibits sexual harassment against students in the educational setting by an employee, student or third party. Under federal and state law, the term sexual harassment includes sexual violence. The Board also prohibits retaliatory behavior or action against any person who reports, testifies about, files a complaint, or otherwise participates in a SHPS complaint, investigation or grievance process.

Scope and Definitions Related to Sexual Harassment Complaints

Prohibited sexual harassment includes, but is not limited to, unwelcome sexual advances, unwanted requests for sexual favors, or other unwanted verbal, visual, or physical conduct of a sexual nature made against another person of the same or opposite sex in the educational setting, when made on the basis of sex and under any of the following conditions: (*Education Code 212.5; 5 CCR 4916*)

1. Submission to the conduct is explicitly or implicitly made a term or condition of a student's academic status or progress.
2. Submission to or rejection of the conduct by a student is used as the basis for academic decisions affecting the student.
3. The conduct has the purpose or effect of having a negative impact on the student's academic performance or of creating an intimidating, hostile, or offensive educational environment; or under Title IX a hostile environment has been created if the unwelcome conduct of a sexual nature is sufficiently serious that it denies or limits the student's ability to participate in or benefit from the educational program.
4. Submission to or rejection of the conduct by the student is used as the basis for any decision affecting the student regarding benefits and services, honors, programs, or activities available at or through any SHPS program or activity.

Complaint Process/Grievance Procedure

Uniform Complaint Procedures. All reports and complaints alleging sexual harassment or sexual violence shall be addressed immediately in accordance with this policy and the SHPS Uniform Complaint Policy and Procedures.

SHPS Compliance Officer The following individual is designated to handle complaints under the Uniform Complaint Policy and Procedures regarding sexual harassment prohibited by BP 5145.7 and to answer inquiries regarding

the SHPS's sexual harassment policies. This individual is also the SHPS's Title IX Coordinator:

Equity Compliance Officer/ Title IX Coordinator:

Elisha Ferguson Parsons
PO Box 5038
Sacramento, CA 95817
916-649-7900
hr@sthopepublicschools.org

Student Reports. Any student who believes they have been subjected to sexual harassment or who has witnessed sexual harassment may report the conduct to any school employee.

School Employee Observation and Reports. Within one school day of receiving a sexual harassment report or complaint from a student, parent/guardian or other person, the school employee shall report it to the site Principal/designee.

Any school employee who observes an incident of sexual harassment involving a student shall immediately intervene when safe to do so and shall, within one school day, report the conduct to the Principal/designee, whether or not the target of the harassment makes a report or files a complaint. (*Education Code 234.1*)

Reports about Principal/designee. Where a sexual harassment report or complaint involves the Principal/designee to whom the report would ordinarily be communicated, the employee who receives the report or who observes the incident shall instead report to the SHPS Compliance Officer within one school day.

Principal Actions after Receiving a Report. The Principal/designee shall, within one school day of receiving the report from a student, an employee or a third party, forward the complaint itself or a transcription of the oral report to the SHPS Compliance Officer.

The Principal/designee shall also inform the student and/or student's parent/guardian of the right to file a written complaint through the Uniform Complaint Policy and Procedures. The Principal/designee shall provide a free copy or a link to the Uniform Complaint Policy and Procedures. The Principal/designee shall document when and how they informed the student and/or the parent/guardian.

Reports about Adult Sexual Relationships with Students. In all allegations of an employee or third party adult engaging in a sexual relationship with a student or a former student, the SHPS Compliance Officer shall assess whether a referral is necessary to either law enforcement or other appropriate agency.

Other Complaint Options. A student may also file a sex discrimination complaint with the Office for Civil Rights (OCR) of the United States Department of Education. Instructions for filing a complaint can be found at <https://www2.ed.gov/about/offices/list/ocr/docs/howto.html>.

Disciplinary Action

If it is determined that an employee has violated this policy by engaging in sexual harassment, sexual violence, a sexual relationship with a student, or retaliation, the SHPS shall take action to address the violation and any substantiated risk, including appropriate disciplinary action. Disciplinary action may include action to dismiss the employee, in accordance with law and board policy. (*cf. AR 4218 –Dismissal/Suspension/Disciplinary Action; Education Code sections 44932 et seq.*)

Any student who engages in sexual harassment or sexual violence in the educational setting, in violation of this policy, shall be subject to disciplinary action. Suspensions and recommendations for expulsion shall follow applicable law. (*Education Code sections 48900 et seq.*)

When disciplinary action is recommended after the uniform complaint process is complete, the SHPS Compliance Officer shall promptly determine the appropriate sanction and forward the matter to the Principal/designee and/or appropriate SHPS administrator who will promptly implement any disciplinary process.

Confidentiality

All complaints and allegations of sexual harassment or sexual violence shall be kept confidential except as necessary to carry out the investigation or take other subsequent necessary action. (5 CCR 4964)
(*cf. 4119.23/4219.23/4319.23 - Unauthorized Release of Confidential/Privileged Information*)15]
(*cf. 5125 - Student Records*) [16]

However, when a complainant notifies the SHPS of the harassment but requests confidentiality, the Principal/designee or the SHPS Compliance

Officer shall inform the complainant that the request may limit SHPS's ability to investigate the harassment or take other necessary action. When honoring a request for confidentiality, SHPS will nevertheless take all reasonable steps to investigate and respond to the complaint consistent with the request.

When a complainant notifies the SHPS of the harassment but requests that the SHPS not pursue an investigation, the SHPS will determine whether or not it can honor such a request while still providing a safe and nondiscriminatory environment for all students.

Record-Keeping

The SHPS Compliance Officer, in consultation with the Superintendent or designee, shall maintain a record of all reported cases of sexual harassment and sexual violence to enable the SHPS to monitor, address, and prevent repetitive harassing behavior in the educational setting.

Notifications

A copy of the SHPS's sexual harassment policy and regulation shall:

1. Be included in the notifications that are sent to parents/guardians at the beginning of each school year (*Education Code 48980; 5 CCR 4917*) (*cf. 5145.6 - Parental Notifications*)
2. Be displayed on the SHPS website, in a prominent location in the main administrative building and in other areas where notices of SHPS rules, regulations, procedures, and standards of conduct are posted (*Education Code 231.5*)
3. Be provided as part of any orientation program conducted for new students at the beginning of each quarter, semester, or summer session (*Education Code 231.5*)
4. Appear in any school or SHPS publication that sets forth the school's or SHPS's comprehensive rules, regulations, procedures, and standards of conduct (*Education Code 231.5*)
5. Be included in the student handbook
6. Be provided to employees and employee organizations

Legal Reference:

EDUCATION CODE

200-262.4 Prohibition of discrimination on the basis of sex

48900 Grounds for suspension or expulsion

48900.2 Additional grounds for suspension or expulsion; sexual harassment

48904 Liability of parent/guardian for willful student misconduct

48980 Notice at beginning of term

CIVIL CODE

51.9 Liability for sexual harassment; business, service and professional relationships

1714.1 Liability of parents/guardians for willful misconduct of minor

UNITED STATES CODE, TITLE 20

1221 Application of laws

1232g Family Educational Rights and Privacy Act

1681-1688 Title IX, discrimination

UNITED STATES CODE, TITLE 42

1983 Civil action for deprivation of rights

2000d-2000d-7 Title VI, Civil Rights Act of 1964

2000e-2000e-17 Title VII, Civil Rights Act of 1964 as amended

Management Resources:

OFFICE FOR CIVIL RIGHTS PUBLICATIONS

Dear Colleague Letter Title IX Coordinators, April 2015

Questions and Answers on Title IX and Sexual Violence, April 2014

Dear Colleague Letter Sexual Violence, April 4, 2011 Sexual Harassment: It's Not Academic, September 2008 Revised Sexual Harassment Guidance, January 2001

WEB SITES

CSBA: <http://www.csba.org>

California Department of Education: <http://www.cde.ca.gov>

U.S. Department of Education, Office for Civil

Rights: <http://www.ed.gov/about/offices/list/ocr>

APPENDIX D: SHPS Sexual Harassment Policy (Student)

The St. HOPE Public Schools (SHPS) Board of Directors is committed to maintaining a safe school environment that is free from harassment and discrimination. The Board prohibits sexual harassment against students in the educational setting by an employee, student or third party. Under federal and state law, the term sexual harassment includes sexual violence. The Board also prohibits retaliatory behavior or action against any person who reports, testifies about, files a complaint, or otherwise participates in a SHPS complaint, investigation or grievance process.

Scope and Definitions Related to Sexual Harassment Complaints

Prohibited sexual harassment includes, but is not limited to, unwelcome sexual advances, unwanted requests for sexual favors, or other unwanted verbal, visual, or physical conduct of a sexual nature made against another person of the same or opposite sex in the educational setting, when made on the basis of sex and under any of the following conditions: (*Education Code 212.5; 5 CCR 4916*)

1. Submission to the conduct is explicitly or implicitly made a term or condition of a student's academic status or progress.
2. Submission to or rejection of the conduct by a student is used as the basis for academic decisions affecting the student.
3. The conduct has the purpose or effect of having a negative impact on the student's academic performance or of creating an intimidating, hostile, or offensive educational environment; or under Title IX a hostile environment has been created if the unwelcome conduct of a sexual nature is sufficiently serious that it denies or limits the student's ability to participate in or benefit from the educational program.
4. Submission to or rejection of the conduct by the student is used as the basis for any decision affecting the student regarding benefits and services, honors, programs, or activities available at or through any SHPS program or activity.

Complaint Process/Grievance Procedure

Uniform Complaint Procedures. All reports and complaints alleging sexual harassment or sexual violence shall be addressed immediately in accordance with this policy and the SHPS Uniform Complaint Policy and Procedures.

SHPS Compliance Officer The following individual is designated to handle complaints under the Uniform Complaint Policy and Procedures regarding sexual harassment prohibited by BP 5145.7 and to answer inquiries regarding the SHPS's sexual harassment policies. This individual is also the SHPS's Title IX Coordinator:

Equity Compliance Officer/ Title IX Compliance Officer:

Elisha Ferguson Parsons
PO Box 5038
Sacramento, CA 95817
916-649-7900
hr@sthopepublicschools.org

504 Coordinator:

Sarah Trapp
Director of Special Education

2315 34th Street
Sacramento, CA 95817
strapp@sthopepublicschools.org

Student Reports. Any student who believes they have been subjected to sexual harassment or who has witnessed sexual harassment may report the conduct to any school employee.

School Employee Observation and Reports. Within one school day of receiving a sexual harassment report or complaint from a student, parent/guardian or other person, the school employee shall report it to the site Principal/designee.

Any school employee who observes an incident of sexual harassment involving a student shall immediately intervene when safe to do so and shall, within one school day, report the conduct to the Principal/designee, whether or not the target of the harassment makes a report or files a complaint. (*Education Code 234.1*)

Reports about Principal/designee. Where a sexual harassment report or complaint involves the Principal/designee to whom the report would ordinarily be communicated, the employee who receives the report or who observes the incident shall instead report to the SHPS Compliance Officer within one school day.

Principal Actions after Receiving a Report. The Principal/designee shall, within one school day of receiving the report from a student, an employee or a third party, forward the complaint itself or a transcription of the oral report to the SHPS Compliance Officer.

The Principal/designee shall also inform the student and/or student's parent/guardian of the right to file a written complaint through the Uniform Complaint Policy and Procedures. The Principal/designee shall provide a free copy or a link to the Uniform Complaint Policy and Procedures. The Principal/designee shall document when and how they informed the student and/or the parent/guardian.

Reports about Adult Sexual Relationships with Students. In all allegations of an employee or third party adult engaging in a sexual relationship with a student or a former student, the SHPS Compliance Officer shall assess whether a referral is necessary to either law enforcement or other appropriate agency.

Other Complaint Options. A student may also file a sex discrimination complaint with the Office for Civil Rights (OCR) of the United States Department of Education. Instructions for filing a complaint can be found at <https://www2.ed.gov/about/offices/list/ocr/docs/howto.html>.

Disciplinary Action

If it is determined that an employee has violated this policy by engaging in sexual harassment, sexual violence, a sexual relationship with a student, or retaliation, the SHPS shall take action to address the violation and any substantiated risk, including appropriate disciplinary action. Disciplinary action may include action to dismiss the employee, in accordance with law and board policy. (*cf. AR 4218 – Dismissal/Suspension/Disciplinary Action; Education Code sections 44932 et seq.*)

Any student who engages in sexual harassment or sexual violence in the educational setting, in violation of this policy, shall be subject to disciplinary action. Suspensions and recommendations for expulsion shall follow applicable law. (*Education Code sections 48900 et seq.*)

When disciplinary action is recommended after the uniform complaint process is complete, the SHPS Compliance Officer shall promptly determine the appropriate sanction and forward the matter to the Principal/designee and/or appropriate SHPS administrator who will promptly implement any disciplinary process.

Confidentiality

All complaints and allegations of sexual harassment or sexual violence shall be kept confidential except as necessary to carry out the investigation or take other subsequent necessary action. (5 CCR 4964)

(*cf. 4119.23/4219.23/4319.23 - Unauthorized Release of Confidential/Privileged Information*)^{15]}

(*cf. 5125 - Student Records*) [16]

However, when a complainant notifies the SHPS of the harassment but requests confidentiality, the Principal/designee or the SHPS Compliance Officer shall inform the complainant that the request may limit SHPS's ability to investigate the harassment or take other necessary action. When honoring a request for confidentiality, SHPS will nevertheless take all reasonable steps to investigate and respond to the complaint consistent with the request.

When a complainant notifies the SHPS of the harassment but requests that the SHPS not pursue an investigation, the SHPS will determine whether or not it can honor such a request while still providing a safe and nondiscriminatory environment for all students.

Record-Keeping

The SHPS Compliance Officer, in consultation with the Superintendent or designee, shall maintain a record of all reported cases of sexual harassment and sexual violence to enable the SHPS to monitor, address, and prevent repetitive harassing behavior in the educational setting.

Notifications

A copy of the SHPS's sexual harassment policy and regulation shall:

1. Be included in the notifications that are sent to parents/guardians at the beginning of each school year (*Education Code 48980; 5 CCR 4917*)
(*cf. 5145.6 - Parental Notifications*)
2. Be displayed on the SHPS website, in a prominent location in the main administrative building and in other areas where notices of SHPS rules, regulations, procedures, and standards of conduct are posted (*Education Code 231.5*)
3. Be provided as part of any orientation program conducted for new students at the beginning of each quarter, semester, or summer session (*Education Code 231.5*)
4. Appear in any school or SHPS publication that sets forth the school's or SHPS's comprehensive rules, regulations, procedures, and standards of conduct (*Education Code 231.5*)
5. Be included in the student handbook

6. Be provided to employees and employee organizations

Legal Reference:

EDUCATION CODE

200-262.4 Prohibition of discrimination on the basis of sex

48900 Grounds for suspension or expulsion

48900.2 Additional grounds for suspension or expulsion; sexual harassment

48904 Liability of parent/guardian for willful student misconduct

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1714.1 Liability of parents/guardians for willful misconduct of minor

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Questions and Answers on Title IX and Sexual Violence, April 2014

Dear Colleague Letter Sexual Violence, April 4, 2011 Sexual Harassment: It's Not

Academic, September 2008 Revised Sexual Harassment Guidance, January 2001

WEB SITES

CSBA: <http://www.csba.org>

California Department of Education: <http://www.cde.ca.gov>

U.S. Department of Education, Office for Civil

Rights: <http://www.ed.gov/about/offices/list/ocr>

Appendix E: Sacramento Charter High School Parental Involvement Policy (Parent and Family Engagement Policy)

Sacramento Charter High School (Sac High) is committed to working with parents and guardians to provide a high quality education for all students attending the school. It is only when students, parents, families, staff, teachers, administrators and the community are actively involved that students can continue to grow academically and as citizens.

We encourage all parents to be involved in their students' education as well as the overall school programs. To this end, Sac High has established, in conjunction with parent groups and with St. HOPE Public Schools Board of Directors approval, the following Parental Involvement Policy to provide parents the opportunity to be involved in creating policies, decision making, and taking an active role as advocates for all students at Sac High.

To this end, Sac High shall:

Jointly develop with, and distribute to, parents and family members of participating children a written parent and family engagement policy, agreed upon by such parents and updated periodically that is approved by the local governing board (20 U.S.C § 6318[b][1])

- Review the policy annually with the school site council.
- Make the policy available via the school's website.
- Provide the Parent Involvement Policy in the parent-student handbook.
- Make the policy available by hard copy upon request.

Develop a school-parent compact (called *Commitment to Excellence*) jointly developed with parents that outlines how parents, the entire school staff, and students will share the responsibility for improved student academic achievement (20 U.S.C § 6318[d]) and includes:

- The school's responsibility to provide high quality curriculum and instruction and the ways in which each parent will be responsible for supporting their children's learning (20 U.S.C § 6318[d][1]),
- The importance of communication between teachers and parents (20 U.S.C § 6318[d][2]) through conferences (elementary only) (20 U.S.C § 6318[d][2][A], progress reports (20 U.S.C § 6318[d][2][B]), opportunities to volunteer and observe classrooms (20 U.S.C § 6318[d][2][C]), and ensure two-way communication between families and school staff (20 U.S.C § 6318[d][2][D])

Convene an annual Title I meeting (20 U.S.C § 6318[c][1], 6318[c][2]):

- Invite and encourage all parents of Sac High students to attend.
- Inform parents and family members of their school's participation in the Title I, Part A program and to explain the requirements, and the rights of the parents to be involved.
- Offer, to the extent possible, flexible meetings to encourage more parent involvement in the meeting.

Involve parents, in an organized, ongoing, and timely way, in the planning, review, and improvements of the school's Title I program, including the planning review, and improvement of the school Parent and Family Engagement Policy (Sac High Parent Involvement Policy) and the joint development of the schoolwide program plan (Local Control Accountability Plan (LCAP)/Single Plan for Student Achievement (SPSA)) (20 U.S.C § 6318[c][3]):

- Convene a School Site Council as required to:
 - Annually plan, review and revise as necessary the Parent Involvement Policy and recommend such policy to the St. HOPE Public Schools Board of Directors for annual approval.
 - Annually plan, review and revise as necessary the LCAP/SPSA and recommend such plan to the St. HOPE Public Schools Board of Directors for annual approval.
- Provide copies of the Parent Involvement Policy and LCAP/SPSA on the school's website as well as hard copy upon request.
- Provide parents with the opportunity to give input into the local plan via surveys, meetings and/or other means as feasible and practical.

Inform parents in a timely manner about the Title I Program ((20 U.S.C § 6318[c][4][A]):

- Convene an annual Title I meeting as above.
- Convene a School Site Council that meets regularly and holds meetings that are open to the public.
- Send appropriate notices to families regarding Title I requirements and program changes at the school site.

Provide a description and explanation of the curriculum in use at the school, the forms of academic assessment used to measure student progress, and the achievement levels of the challenging state academic standards (20 U.S.C § 6318[c][4][B]):

- Provide information in the Student-Parent Handbook each year regarding academic requirements, grading and report cards, progress reports and online access to student academic information (via student information system parent portal), expectations for classroom behavior, and other.
- Provide timely notices of student assessments and results, including ELPAC and CAASPP testing, as required by the state of California Department of Education.

Provide, if requested by parents, opportunities for regular meetings to formulate suggestions and to participate, as appropriate, in decisions relating to the education of their children, and respond to any suggestions as soon as practically possible (20 U.S.C § 6318[c][4][C]):

- Create means for parents to voice their concerns and suggestions as needed. These means may vary depending on the area of concern and severity of the issue.

Provide parents with the opportunity to submit any parent comments on the schoolwide program plan (LCAP/SPSA) if the plan is not considered satisfactory when the school makes the plan available (20 U.S.C § 6318[c][5]):

- Directly request parent input into the plan as required per regulations in the development of the plan.
- Include the School Site Council in the review, revision and approval of the LCAP/SPSA.

- Distribution of the School-Parent Compact and Parent Involvement Policy

SSC approval: April 5, 2022; BOD approval June 9, 2022

Ensure effective involvement of parents to support partnerships among the school, parents and the community to improve student achievement (20 U.S.C § 6318[e]):

- Provide assistance to parents of children served by the school, as appropriate, in understanding such topics as the challenging state academic standards, state and local assessments, the requirements of Title I, Part A, and how to monitor a child's progress and work with educators to improve the achievement of their children. (20 U.S.C § 6318[e][1])
- Provide materials and training to help parents to work with their children to improve their children's achievement. (20 U.S.C § 6318[e][2])
- Educate teachers, support instructional staff, principals, other school leaders, and other staff, of the value and utility of the contributions of parents, and how to reach out to and communicate with parents as equal partners. (20 U.S.C § 6318[e][3])
- To the extent feasible and appropriate, coordinate and integrate parent involvement programs and activities with other state, federal and local programs, and conduct other activities that encourage and support parents in more fully participating in the education of their children. (20 U.S.C § 6318[e][4])
- The school shall ensure that information related to school and parent programs, meetings, and other activities is sent to the parents of participating children in a format and, to the extent practicable, in a language the parents can understand. (20 U.S.C § 6318[e][5])(20 U.S.C § 6318[f])
- Provide other reasonable supports as requested ((20 U.S.C § 6318[e][14])

Sac High invites parents to engage in the academic, social and emotional growth of their students through and by:

- Back to School Nights
- Annual Title I meeting
- Convening a School Site Council
- Convening focus groups and round-table discussions on a variety of topics
- Requesting annual input on the LCAP/SPSA
- Annual parent survey (minimum)
- Distribution of the Student-Parent Handbook
- Parent-student conferences
- Academic Intervention Conferences and Student Success Teams
- AP Night (for students and parents interested in AP classes/exams)
- College-going programs such as applying for college and completing the FAFSA
- Frequent communication through the Advisory Program and regular newsletters
- Translated documents upon request or as required if 15% of the population speaks a single language other than English to allow for more full participation by ELL families
- Regular progress reports and access to the online parent portal to view grades and attendance

Appendix F: Commitment to Excellence Contract (School-Parent Compact)

Sacramento Charter High School, and the parents of the students participating in activities, services, and programs funded by Title I, Part A of the Elementary and Secondary Education Act (ESEA), agree that this compact outlines how the parents, the entire school staff, and the students will share the responsibility for improved student academic achievement and the means by which the school and parents will build and develop a partnership that will help children achieve the State's high standards. These commitments have been thoughtfully created to ensure that as an entire school community we are working in partnership to achieve our mission and vision. Our St. HOPE mission is to graduate self-motivated, industrious and critical thinking leaders who are committed to serving others, passionate about lifelong learning and prepared to earn a degree from a four year college. Our St. HOPE vision is to create one of the finest TK-12 public school systems in America. The Sac High Motto is Service for Others.

Scholar Commitment

I fully commit to Sacramento Charter High School in the following ways:

- I will be on campus by 7:50 am and in class, seated, and ready to learn by 7:55 am.
- I will remain at SCHS until my grade-level dismissal time.
- I will attend any required Detention, Saturday School, and/or summer sessions.
- I will wear a SCHS uniform and follow the SCHS dress code.
- I will always work, think, and behave in the best way I know how and I will do whatever it takes for me and my fellow scholars to learn.
- I will complete all of my homework every night, I will contact my teacher if I have a problem with the homework or a problem coming to school, and I will raise my hand and ask questions in class if I do not understand something.
- I will always make myself available to my parents, my teacher, and any concerns they might have. If I make a mistake, this means I will tell the truth to my teacher or SCHS administration and accept responsibility for my actions.
- I will always behave so as to protect the safety, interests, and rights of all individuals in the school. This also means that I will always listen to all of my SCHS teammates and give everyone respect.
- I am responsible for my own behavior and I will follow my teachers' directions.
- I will approach each day with a positive attitude.

Failure to adhere to these commitments can cause me to lose various SCHS privileges.

Parent(s)/Guardians(s) Commitment

We fully commit to Sacramento Charter High School in the following ways:

- We will make sure our child is on campus by 7:50 am and in class and seated by 7:55 am.
- We will make arrangements so our child can remain at SCHS until his/her grade level dismissal time.

- We will ensure that our child attends any required SCHS after school events such as Detention, Saturday School, and/or summer school sessions.
- We understand that our child must follow SCHS rules to protect the safety, interests, and rights of all individuals in the classroom. We, not the school, are responsible for the behavior and actions of our child.
- We will always help our child in the best way we know how and will do whatever it takes for him/her to learn.
- We will check our child's homework every night and let him/her contact the teacher if there is a problem with the homework.
- We will always make ourselves available to our children, the school, and any concerns they might have. This also means that if our child is going to miss school, we will notify the Front Office as soon as possible and we will read carefully all the papers that the school sends home to us.
- We will make sure our child wears the SCHS uniform and follows the SCHS dress code.
- We will always protect the safety, interests, and rights of all individuals in the classroom.

Failure to adhere to these commitments can cause my child to lose various SCHS privileges.

Teacher/Staff Commitment

We fully commit to Sacramento Charter High School in the following ways:

- We will arrive every day before 7:30 am.
- We will maintain professional standards for appearance and a positive attitude.
- We will teach in the best way we know how, and we will do whatever it takes for our students to learn.
- We will work collaboratively with fellow teachers, administration, and all support staff.
- We will make ourselves available to students and parents, and listen to any concerns they might have.
- We will protect the safety, interests, and rights of all individuals in the classroom.
- We will commit to continuous learning and improvement in our practice.
- We will make ourselves available to parents and scholars, listen to their concerns and respond within 24 business hours.

Schoolwide Commitment

We fully commit to Sacramento Charter High School Parents and Students in the following ways:

- We will provide high-quality curriculum and instruction in a supportive and effective learning environment that enables the participating children to meet the State's student academic achievement standards by:
 - Providing instruction by qualified teachers and continue to offer differentiated professional development based on the needs of our students in the classroom.
 - Regularly, at least quarterly, assessing student progress towards meeting through benchmarks and teacher reflection.
 - Offering expanded opportunities for academic supports including support classes and after-school opportunities.

- Offering advanced courses and accelerated learning options (such as Advanced Placement (AP) courses and career pathways).
- Continuing the Sac High Advisory program to offer ongoing, informal support and monitoring of student progress.
- We will hold parent-teacher conferences as necessary during which this compact will be discussed as it relates to the individual child's achievement. Sac High will convene an Academic Intervention Conference (AIC)/Student Success Team (SST) as needed for students. Sac High teachers will review student academic and behavior information every 3 weeks and will convene an AIC/SST as needed for students. AICs/SSTs will include parents/guardians, the student, and all of the student's teachers. Special education staff and deans/administrators will also be included in AICs as necessary.
- We will provide parents with frequent reports on their children's progress. Specifically, the school will provide reports as follows:
 - Via access to online progress reports through the Infinite Campus Parent Portal (available at <https://www.sthope.org/sac-high-parents>).
 - Through a weekly print out of updated student academic progress and other important notices for parents through the newsletter.
 - In quarterly Progress Reports and semester Report Cards.
- We will provide parents reasonable access to staff. Specifically, staff will be available for consultation with parents as follows:
 - Via teacher email.
 - Scheduled meetings with teachers and staff.
 - Back to School Nights and Open Houses.
- We will provide parents opportunities to volunteer and participate in their child's class, and to observe classroom activities, as follows:
 - Parent volunteer activities (please contact the front office for further information on volunteering at Sac High).
 - A scheduled campus visit and/or classroom observation (please contact the front office for further information on setting up a visit or classroom observations).

SCHS STUDENT-PARENT HANDBOOK ACKNOWLEDGEMENT OF RECEIPT

Student's Name: _____

Parent/Guardian's Name: _____

This Student-Parent Handbook has been prepared for your information and understanding of the policies, philosophies, practices and rules of St. HOPE Public Schools ("SHPS") and Sacramento Charter High School. PLEASE READ IT CAREFULLY. Then sign the statement below and return it to your child's teacher by Monday, August 10th.

I have received and read a copy of the Student-Parent Handbook that outlines the goals, policies, rules and expectations of SHPS and SCHS. By my signature below, I acknowledge, understand, accept and agree to comply with the information contained in the SCHS Student-Parent Handbook provided to me by SHPS. I understand this handbook is not intended to cover every situation that may arise during my or my child's enrollment at SCHS, but is a general guide to the goals, policies, practices, benefits and expectations of SHPS and SCHS.

I also understand that this handbook is subject to revision by SCHS administration without prior notice and at its sole discretion. However, may expect to receive a copy of updates in a timely manner. I also understand that this handbook supersedes all prior versions of a student-parent handbook that SCHS may have issued.

STUDENT SIGNATURE	DATE
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PARENT/ GUARDIAN SIGNATURE	DATE
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Please return to your child's first period teacher by Monday, August 8th