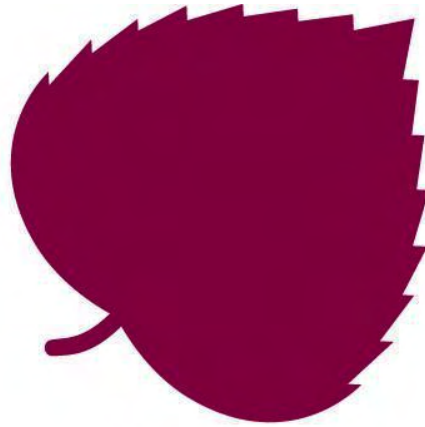


Aspen Ridge Public School

Grades 7-12



**ASPEN RIDGE
PUBLIC SCHOOL**

**Parent and Student Handbook
2023-2024**

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ridge.aspenps.org

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Non-discriminatory Policy: *Aspen Public Schools, Inc. is an equal opportunity employer and does not discriminate against any employee or applicant on the basis of race, color, ethnicity, national origin, religion, gender, gender identity and/or expression, sexual orientation, disability, age, marital status, military status, pregnancy, parenthood, citizenship status, creed, or any other characteristic protected by federal, state, or local law.*

Aspen Public Schools Mission Statement

Mission: Transforming the community by developing exceptional leaders.

“Developing Exceptional Leaders”

The goal of Aspen’s educational program is to develop a comprehensive leadership development curriculum through whole school collaboration and implementation. We believe our leadership education focus is what sets us apart from many other educational programs.

GENERAL PROCEDURES

ATTENDANCE

Call to clear absences within 72 hours

Classroom-Based Attendance Policy

It is the intent of the Governing Board (“Board”) of Aspen Public Schools (“APS” or the “Charter School”) to ensure that students attend school every day on time. Consistent school attendance is critical to school success. Being present for classroom instructional time is essential for students to reach their goals and achieve their dreams. Chronic absenteeism has been linked to an increased likelihood of poor academic performance, disengagement from school, and behavior problems.

Definitions

- ***“Tardy”***: Aspen Public Schools starts at 8:00 am for Aspen Valley and Aspen Meadow and 8:30 am for Aspen Ridge. Students shall be classified as tardy if the student arrives after that time.
- ***“Unexcused Absence”***: A student shall have an unexcused absence if the student is absent or is tardy for more than thirty (30) minutes without a valid excuse.
- ***“Truant”***: A student shall be classified as truant if the student is absent from school without a valid excuse for three (3) full days in one school year or if the student is tardy or absent for more than any 30-minute period during the school day without a valid excuse on three (3) occasions in

one school year or any combination thereof. Any student who has once been reported as a truant and who is again absent from school without valid excuse one or more days or tardy on one or more days shall again be deemed a truant. Such students shall be reported to the Site Director or designee.

- *“Habitual Truant”*: A student shall be classified as a habitual truant if the student is reported for truancy three (3) or more times within the same school year. This generally occurs when the student is absent from school without a valid excuse for five (5) full days in one school year or if the student is tardy or absent for more than any 30-minute period during the school day without a valid excuse on five (5) occasions in one school year or any combination thereof.

- *“Chronic Truant”*: A student shall be classified as a chronic truant if the student is absent from school without a valid excuse for ten (10) percent or more of the school days in one school year from the date of enrollment to the current date.

- *“School Attendance Review Team (“SART”)*: The SART panel may be composed of the Site Director, Registrar, Chief Operating Officer, a designated teacher, and any applicable staff needed. The SART panel will discuss the absence problem with the student’s parent/guardian to work on solutions, develop strategies, discuss appropriate support services for the student and the student’s family, and establish a plan to resolve the attendance issue.
 1. The SART panel shall direct the parent/guardian that no further unexcused absences or tardies can be tolerated.

 2. The parent/guardian shall be required to sign a contract formalizing the agreement by the parent/guardian to improve the child’s attendance or face additional administrative action. The contract will identify the corrective actions required in the future and indicate that the SART panel shall have the authority to order one or more of the following consequences for non-compliance with the terms of the contract:
 - a. Parent/guardian to attend school with the child for one-day
 - b. Student retention
 - c. After-school or Lunch detention program
 - d. Required school counseling
 - e. Loss of field trip privileges
 - f. Loss of school store privileges
 - g. Loss of school event privileges
 - h. Required remediation plan as set by the SART
 - i. Notification to the County District Attorney or Fresno Police Department

3. The SART panel may discuss other school placement options.
4. Notice of action recommended by the SART will be provided in writing to the parent/guardian.

Excused Absences for Classroom-Based Attendance

Absence from school shall be excused only for health reasons, family emergencies, and justifiable personal reasons, as required by law or permitted under this Attendance Policy.

A student's absence shall be excused for the following reasons:

1. Personal illness, including an absence for the benefit of the pupil's mental or behavioral health
2. Quarantine under the direction of a county or city health officer.
3. Medical, dental, optometric, or chiropractic appointments:
 - a. Students in grades 7-12, inclusive, may be excused from school for the purpose of obtaining confidential medical services without the consent of the student's parent or guardian.
4. Attendance at funeral services for a member of the student's immediate family:
 - a. Excused absence in this instance shall be limited to one (1) day if the service is conducted in California or three (3) days if the service is conducted out of state.
 - b. "Immediate family" shall be defined as parent or guardian, grandparent, spouse, son/son-in-law, daughter/daughter-in-law, brother, sister, or any other relative living in the student's household.
5. Participation in religious instruction or exercises as follows:
 - a. The student shall be excused for this purpose on no more than four (4) school days per month.
6. For the purposes of jury duty in the manner provided for by law.
7. Due to the illness or medical appointment during school hours of a child of whom the student is the custodial parent, including absences to care for a sick child. (The school does not require a note from the doctor for this excusal).

8. To permit the student to spend time with an immediate family member who is an active duty member of the uniformed services, as defined in Education Code section 49701, and has been called to duty for, is on leave from, or has immediately returned from, deployment to a combat zone or combat support position. Absences granted pursuant to this paragraph shall be granted for a period of time to be determined at the discretion of the Charter School.
9. For the purpose of serving as a member of a precinct board for an election pursuant to Election Code section 12302.
10. Attendance at the student's naturalization ceremony to become a United States citizen.
11. Authorized parental leave for a pregnant or parenting student for up to eight (8) weeks, which may be extended if deemed medically necessary by the student's physician.
12. Authorized at the discretion of the Site Director or designee, based on the facts of the student's circumstances, are deemed to constitute a valid excuse.
13. A student who holds a work permit to work for a period of not more than five (5) consecutive days in the entertainment or allied industries shall be excused from school during the period that the student is working in the entertainment or allied industry for a maximum of up to five (5) absences per school year subject to the requirements of Education Code section 48225.5.
14. In order to participate with a not-for-profit performing arts organization in a performance for a public-school student audience for a maximum of up to five (5) days per school year provided the student's parent or guardian provides a written note to the school authorities explaining the reason for the student's absence.
15. For the purpose of participating in a cultural ceremony or event. "Cultural" for these purposes means relating to the habits, practices, beliefs, and traditions of a certain group of people.
16. For the purpose of a middle or high school pupil engaging in a civic or political event as indicated below, provided that the pupil notifies the school ahead of the absence. A "civic or political event" includes, but is not limited to, voting, poll working, strikes, public commenting, candidate speeches, political or civic forums, and town halls.
 - a. A middle school or high school pupil who is absent pursuant to this provision is required to be excused for only one school day-long absence per school year.

- b. A middle school or high school pupil who is absent pursuant to this provision may be permitted additional excused absences at the discretion of a school administrator.

17. For the following justifiable personal reasons for a maximum of five (5) school days per school year, upon advance written request by the student's parent or guardian and approval by the Site Director or designee pursuant to uniform standards:

- a. Appearance in court.
- b. Observance of a holiday or ceremony of the pupil's religion.
- c. Attendance at religious retreats.
- d. Attendance at an employment conference.
- e. Attendance at an educational conference on the legislative or judicial process offered by a nonprofit organization.

A student absent due to an excused absence will be allowed to complete all assignments and tests missed during the excused absence that can be reasonably provided and will receive full credit upon satisfactory completion within an equal number of days of being absent. Work due at the end of the semester must be submitted within two days of the end of the term. The teacher of the class from which a student is absent shall determine which tests and assignments are reasonably equivalent to, but not necessarily identical to, the tests and assignments that the student missed during the excused absence.

Method of Verification

When a student who has been absent returns to school, the student must present a satisfactory explanation verifying the reason for the absence. The following methods may be used to verify student absences:

1. Signed, written note from the student's parent/guardian or parent representative.
2. Communication with the Office Manager or Office Receptionist by in person or by telephone, between the verifying employee and the student's parent/guardian or parent representative. The employee shall subsequently record the following:
 - a. Name of student;
 - b. Name of parent/guardian or parent representative;
 - c. Name of verifying employee;
 - d. Date or dates of absence; and
 - e. Reason for absence.

3. Visit to the student's home by the verifying employee, or any other reasonable method, which establishes the fact that the student was absent for the reasons stated. A written recording shall be made, including the information outlined above.
4. Healthcare provider verification:
 - a. When excusing students for confidential medical services or verifying such appointments, Charter School staff shall not ask about the purpose of such appointments but may contact a medical office to confirm the time of the appointment.
 - b. A healthcare provider's note of illness will be accepted for any reported absence. When a student has had ten (10) absences in the school year for illness verified by methods listed in #1-#3 above without a healthcare provider's note, any further absences for illness must be verified by a healthcare provider. Otherwise, they will be marked as unexcused.

Insofar as class participation is an integral part of students' learning experiences, parents/guardians and students shall be encouraged to schedule medical appointments during non-school hours.

Students should not be absent from school without their parents/guardians' knowledge or consent except in cases of medical emergency.

Unexcused Absences/Truancy for Classroom-Based Attendance

The Site Director, or designee, shall implement positive steps to reduce truancy, including working with the family in an attempt to resolve the attendance problem. A student's progress and learning may be affected by excessive unexcused absences. In addition, the Charter School is fiscally dependent on student attendance and is negatively impacted by excessive unexcused absences. If all attempts to resolve the student's attendance problem are unsuccessful, the Charter School will implement the processes described below.

Process for Addressing Truancy

1. Each of the first two (2) unexcused absences or unexcused tardies over 30 minutes will result in a call home to the parent/guardian by the Site Director or designee. The student's classroom teacher may also call home.
2. Each of the third (3rd) and fourth (4th) unexcused absences or unexcused tardies over 30 minutes will result in a call home to the parent/guardian by the Site Director or designee. In addition, the student's classroom teacher may also call home, and/or the Charter School may send the parent an e-mail notification. In addition, upon reaching three (3) unexcused absences or unexcused tardies over 30 minutes in a school year, the parent/guardian will receive "**Truancy**

Letter #1 – Truancy Classification Notice” from the Charter School notifying the parent/guardian of the student’s “Truant” status. This letter must be signed by the parent/guardian and returned to the Charter School. This letter shall also be accompanied by a copy of this Attendance Policy. This letter and all subsequent letter(s) sent home, shall be sent by Certified Mail, return receipt requested, or some other form of mail that can be tracked. This letter shall be re-sent after a fourth (4th) unexcused absence.

3. Upon reaching five (5) unexcused absences or unexcused tardies over 30 minutes, the parent/guardian will receive **“Truancy Letter #2 – Habitual Truant Classification Notice and Conference Request,”** notifying the parent/guardian of the student’s “Habitual Truant” status and a parent/guardian conference will be scheduled to review the student’s records and develop an intervention plan/contract and a Student Success Team (SST) meeting will be held. In addition, the Charter School will consult with a school counselor regarding the appropriateness of a home visitation and/or case management.
4. Upon reaching seven (7) unexcused absences or unexcused tardies over 30 minutes, the parent/guardian will receive a **“Truancy Letter #3 – Referral to SART Meeting”** and the student will be referred to the SART.
5. If the conditions of the SART contract are not met, the student may incur additional administrative action up to and including disenrollment from the Charter School, consistent with the Involuntary Removal Process described below. If the student is disenrolled after the Involuntary Removal Process has been followed, notification will be sent within thirty (30) days to the student’s last known school district of residence.
6. For all communications set forth in this process, the Charter School will use the contact information provided by the parent/guardian in the registration packet. It is the parent’s or guardian’s responsibility to update the Charter School with any new contact information.
7. If a student is absent ten (10) or more consecutive school days without valid excuse and the student’s parent/guardian cannot be reached at the number or address provided in the registration packet and does not otherwise respond to the Charter School’s communication attempts, as set forth above, the student will be in violation of the SART contract, and the SART panel will recommend that the student be disenrolled in compliance with the Involuntary Removal Process described below. The Involuntary Removal Process can be started immediately upon the Charter School receiving documentation of the student’s enrollment and attendance at another public or private school (i.e., a CALPADS report).

Process for Students Who Are Not in Attendance at the Beginning of the School Year

When a student is not in attendance on the first five (5) days of the school year, the Charter School will attempt to reach the student's parent/guardian on a daily basis for each of the first five (5) days to determine whether the student has an excused absence, consistent with the process outlined in this policy. If the student has a basis for an excused absence, the student's parent/guardian must notify the Charter School of the absence and provide documentation consistent with this policy. However, consistent with the process below, students who are not in attendance by the sixth (6th) day of the school year due to an unexcused absence will be disenrolled from the Charter School roster after following the Involuntary Removal Process described below, as it will be assumed that the student has chosen another school option.

1. Students who are not in attendance on the first (1st) day of the school year will be contacted by phone to ensure their intent to enroll in the Charter School.
2. Students who have indicated their intent to enroll but have not attended by the third (3rd) day of the school year and do not have an excused absence will receive a letter indicating the student's risk of disenrollment.
3. Students who have indicated their intent to enroll but have not attended by the fifth (5th) day of the school year and do not have an excused absence will receive a phone call reiterating the content of the letter.
4. Students who are not in attendance by the sixth (6th) day of the school year and do not have an excused absence will receive an Involuntary Removal Notice and the CDE Enrollment Complaint Notice and Form. The Charter School will follow the Involuntary Removal Process described below, which includes an additional five (5) school days for the parent/guardian to respond to the Charter School and request a hearing before disenrollment.
5. The Involuntary Removal Process can be started immediately upon the Charter School receiving documentation of the student's enrollment and attendance at another public or private school (i.e., a CALPADS report).
6. The Charter School will use the contact information provided by the parent/guardian in the registration packet.
7. Within thirty (30) calendar days of disenrollment, the Charter School will send the student's last known school district of residence a letter notifying it of the student's failure to attend the Charter School.

Involuntary Removal Process

No student shall be involuntarily removed by the Charter School for any reason unless the parent or guardian of the student has been provided written notice of the Charter School's intent to remove the student ("Involuntary Removal Notice"). The Involuntary Removal Notice must be provided to the parent or guardian no less than five (5) school days before the effective date of the proposed disenrollment date.

The written notice shall be in the native language of the student or the student's parent or guardian or, if the student is a foster child or youth or a homeless child or youth, the student's educational rights holder. The Involuntary Removal Notice shall include:

1. The charges against the student
2. An explanation of the student's basic rights, including the right to request a hearing before the effective date of the action
3. The CDE Enrollment Complaint Notice and Form

The hearing shall be consistent with the Charter School's expulsion procedures. If the student's parent, guardian, or educational rights holder requests a hearing, the student shall remain enrolled and shall not be removed until the Charter School issues a final decision. As used herein, "involuntarily removed" includes disenrolled, dismissed, transferred, or terminated but does not include suspensions or expulsions pursuant to the Charter School's suspension and expulsion policy.

Upon a parent's or guardian's request for a hearing, the Charter School will provide notice of hearing consistent with its expulsion hearing process, through which the student has a fair opportunity to present testimony, evidence, and witnesses and confront and cross-examine adverse witnesses, and at which the student has the right to bring legal counsel or an advocate. The notice of hearing shall be in the native language of the student or the student's parent or guardian or, if the student is a foster child or youth or a homeless child or youth, the student's educational rights holder and shall include a copy of the Charter School's expulsion hearing process.

If the parent/guardian is nonresponsive to the Involuntary Removal Notice, the student will be disenrolled as of the effective date set forth in the Involuntary Removal Notice. If a parent/guardian requests a hearing and does not attend on the date scheduled for the hearing, the student will be disenrolled effective the date of the hearing.

If, as a result of the hearing, the student is disenrolled, notice will be sent to the student's last known school district of residence within thirty (30) calendar days.

A hearing decision not to disenroll the student does not prevent the Charter School from making a similar recommendation in the future should student truancy continue or reoccur.

Referral to Appropriate Agencies or County District Attorney

It is the Charter School's intent to identify and remove all barriers to the student's success, and the Charter School will explore every possible option to address student attendance issues with the family. For any unexcused absence, the Charter School may refer the family to appropriate school-based and/or social service agencies.

If a student's attendance does not improve after a SART contract has been developed according to the procedures above, or if the parents/guardians fail to attend a required SART meeting, the Charter School shall notify the County District Attorney's office, which then may refer the matter for prosecution through the court system. Students twelve (12) years of age and older may be referred to the juvenile court for adjudication.

NON-DISCRIMINATION

These policies will be enforced fairly, uniformly, and consistently without regard to the characteristics listed in Education Code section 220 (actual or perceived disability, gender, gender identity, gender expression, nationality, race or ethnicity, religion, sexual orientation, or any other characteristic that is contained in the definition of hate crimes set forth in Penal Code section 422.55, including immigration status, pregnancy, or association with an individual who has any of the aforementioned characteristics).

REPORTS

The Site Director, or designee, shall gather and report to the Board quarterly the number of absences, both excused and unexcused, as well as students who are truant, and the steps taken to remedy the problem.

ARRIVAL AND DISMISSAL

The morning bell rings at 8:25 a.m. for Aspen Ridge Public School students to start walking into class. **Instruction will begin promptly at 8:30 a.m.** Supervision is provided only during the school day starting at 7:45 a.m. Breakfast is served from 8:00 a.m. until the morning bell rings. Lunch will be served during the students' break.

Please schedule an appointment to meet with your child's teacher if you need to speak with them. **Please do not approach teachers without an appointment. Teachers are not available for walk-in**

appointments. If you have an urgent issue, report to the office and the receptionist will contact the teacher.

ARRIVAL AND PICK-UP PROCEDURES

Parking Lot

Parents/guardians are not permitted to park in the spaces that are marked as **Staff Parking**. If a visitor parks in a staff parking stall, campus security will be called. Parking for parents/guardians is intended for parents who have a need to visit the office or come onto campus.

Please do not block the flow of traffic in the school parking lot at any time. In addition, do not block the entrances to the parking lots in order to drop off or pick up your child. **This applies even during rainy weather.** The handicapped parking spots are off-limits **at all times** unless you display the special parking placard in your windshield or license plate.

The rules to use the parking lot are as follows:

1. **The speed limit is 5 mph on campus.**
2. If you intend to park and enter the campus, you must park in a visitor's parking space. If no spaces are available, you must exit the parking lot and try again or use a different area to deliver/pick-up your students. *You may **not** stop in the parking lot to unload/load your students. Please use the loading zone only.*

Morning Drop-Off

1. Drop-off: Monday-Friday at 7:45AM to 8:25AM
2. Have student(s) and backpacks ready when entering the loading zone.
3. Please pull all the way forward in the loading zone and drop off students before you enter the parking lot. Move forward when the vehicle in front of you moves forward. **(Please do not double park.)**
4. Do **NOT** park or leave your car unattended in the loading zone.
5. Security will be monitoring the loading zone and parking lot. Please follow instructions issued by security.

Afternoon Pick-Up

1. Pick-up: Monday – Thursday at 3:50 PM to 4:05 PM, Fridays at 1:10 PM to 1:25 PM
2. Drive into the loading zone.
3. Move forward as cars move forward in front of you.
4. You may not leave your vehicle unattended in the loading zone.
5. Parents and students cross the street only at designated crossing zones.

Your help in providing for the safety of Aspen Public School students is appreciated.

Please reference the parking lot map found at the back of this handbook

BICYCLES AT SCHOOL

Riding a bicycle at school is a privilege students may retain by observing the following safety regulations:

1. Bicycles should be locked individually while parked at school.
2. Bicycles should never be ridden on the school grounds. It is a violation of the City of Fresno Municipal Code.
3. Bicycle helmets must be worn while riding a bike (17 years old and younger).
4. Be an alert bicycle rider at all times and observe traffic regulations.
5. Riding bicycles in the front parking lot and hallways is prohibited for safety. If bicycles are ridden in this way, they will be picked up and kept in the office for return to parents only. Privileges may be lost if this is a constant problem.
6. Occasionally bicycles are vandalized or stolen. Bicycles are brought to school at the owner's risk. Police reports may be taken for vandalism and theft.

Rollerblades and skateboards may not be ridden on campus. This is also a violation of the Fresno Municipal Code.

DISMISSAL PROCEDURES

Dismissal times on **Monday-Thursday**: 3:50PM

Dismissal times on **Friday**: 1:10PM

BREAKFAST AND LUNCH PROGRAMS

ALL students will receive an income form. It is very important to ensure adequate federal funding that all forms are **filled out and returned by the first day of school**. Breakfast and lunch are provided at no cost to all students, regardless of income.

Lunch

School meals will be provided by Revolution Foods. You can look at their website at revolutionfoods.com. We know that being nourished with food is important to a child's attitude and attentiveness in class. A hungry child has difficulty learning or concentrating. If your child refuses to eat his school lunch please send a lunch from home. Food deliveries are to be held at families' own risk. School staff will not monitor food deliveries.

Breakfast

Breakfast is served on a daily basis beginning after the first learning period.

MENTORS/MENTOR GROUPS

All Aspen Ridge students are assigned a mentor each year of their enrollment. The student will work with a mentor for the entirety of their school experience at Aspen Ridge. The mentor group comprises the total number of students assigned to one mentor, approximately 20-25 students per mentor. During the beginning of the year, the mentor will schedule PLP (Personalized Learning Plan) appointments with each mentee and family. Throughout the year, the mentor will be the lead connection between the student, family, and school. Mentors lead the connection classes and therefore assist with college mentoring, teen issues, and academic literacy.

CLASS CELEBRATIONS

There are a limited number of classroom celebrations planned throughout the year through the classroom teacher.

Birthday celebrations

In order to maintain a healthy food commitment, we will **not** be celebrating birthdays with food in classrooms.

Also, to avoid hurt feelings of uninvited students, individual invitations to private parties at home should be either mailed or distributed *after* school hours *off campus*. No parties may begin or end on the school campus, including limousines, or private vehicles transporting students to or from campus.

Sending Gifts to Students at School

We have a genuine concern for the protection of the educational environment of our classrooms, and because of the disruption that this can cause please do not have balloons, flowers, or other gifts delivered to individual students while at school.

COMPLAINTS PROCEDURE

All complaints should be made through Aspen Public School's **general complaint policy, Title IX Policy, or uniform complaint procedure**. Paperwork and information is available in the school office and on the school website. Every effort should be made to resolve a complaint at the earliest possible stage.

Please follow the below complaint procedure if a concern arises:

- Whenever possible, the complainant should request an appointment with the person(s) involved in order to resolve concerns.
- If you feel that the situation has not been resolved, or for a general complaint, please contact the Aspen office to obtain a complaint form. An administrator will investigate the complaint and follow up with you.
- After a meeting with the site director or designee, if you still feel that the situation has not been resolved you may request to appear before the Aspen Board of Directors. Please try to resolve any complaints with the school site administration first.

Fresno Unified School District does not respond to complaints against ARPS. They are a separate school district and will refer you back to our complaint procedures. The “General Complaint” form must be completed if filing a formal complaint. You may pick up a form at the school office or at the school’s website.

How to access the General Complaint form on the school website:

1. Go to: (ARPS website) ridge.aspenps.org, or aspenps.org
2. Click on the “Forms” tab at the top of the homepage
3. Click on “General Complaint Form”
4. Click on English General Form or Spanish General Form to download the forms.

Fill out the form and submit it to the school office.

DONATIONS

Donations may be made to Aspen Public Schools, Incorporated, a non-profit organization. A tax ID is available upon donation. Contact the school office for details. There is also a “Donate” button located on the school website. Donations are strictly voluntary. Attendance at Aspen Public Schools is free of charge for all students. No student’s enrollment status will be impacted by the family’s inability or unwillingness to donate.

DRESS CODE

All students must follow the Aspen Public Schools Dress Code **every day, without exception**. Aspen is focused on academics, social and emotional skills and leadership; therefore, students are expected to follow the required dress code.

I. GOALS OF A STUDENT DRESS CODE

A student dress code should accomplish several goals:

- Maintain a safe learning environment in classes where protective or supportive clothing is needed, such as biology (eye or body protection), or P.E. (athletic attire/shoes).
- Allow students to wear clothing of their choice that is comfortable.
- Allow students to wear religious attire without fear, discipline or discrimination.
- Prevent students from wearing attire with offensive images or language, including profanity, hate speech, and pornography.
- Prevent students from wearing clothing with images or language depicting or advocating violence, or

the use of alcohol or drugs, or gang affiliation.

- Ensure that all students are treated equitably regardless of gender/gender identification, sexual orientation, race, ethnicity, body type/size, religion, and personal style.

I. DRESS CODE POLICY

The primary responsibility for a student's attire resides with the student and parents or guardians. Aspen Ridge Public School is responsible for seeing that students' attire does not interfere with the health or safety of any student, and that student attire does not contribute to a hostile or intimidating atmosphere for any student.

- **Basic Principle: Certain body parts must be covered for *all* students**

Clothes must be worn in a way that genitals, buttocks, torsos and nipples are always covered with opaque material. Intimate apparel, such as underwear (including as a result of sagging) and bras, must be covered. Halter tops, off-the-shoulder or low-cut tops, and bare midriffs are prohibited.

- **Students MUST Wear***

- Shirt or dress
- Bottom: pants/sweatpants/shorts/skirt/dress/leggings
- Shoes: activity specific shoes are permitted

*Courses that include attire as part of the curriculum (for example, professionalism, public speaking, and job readiness) may include assignment-specific dress.

- **Students MAY Wear**

- Hats, including religious headwear
- Hoodie sweatshirts. Hoods must be removed inside the classroom.
- Fitted pants, including leggings, yoga pants, and "skinny jeans"
- Ripped jeans, as long as rips are not above finger tip length and underwear and/or buttocks is not exposed
- Shorts/skirts as long as they pass the student's fingertip length.
- Tank tops, as long as undergarments and midriff are covered
- Athletic attire
- Clothing with commercial and athletic logos, provided they do not violate any items listed below
- Open-toed shoes (but must have closed toed/tennis shoes for P.E.)

- **Students CANNOT Wear**

- Apparel or accessories with violent language or images
- Apparel, accessories or colors that are known to be gang affiliated (i.e. Bulldog attire)
- Images or language depicting alcohol or drugs, (i.e. Cookies) (or any illegal item or activity, or the

use of the same

- Hate speech, profanity, or pornography
 - Images or language that creates a hostile or intimidating environment based on any protected class
 - Visible underwear or bare midriff
 - Ripped pants with holes above finger-tip length.
 - Bathing suits
 - Helmets, headgear, or paint that obscures the face (except as religious observance or medical need)
- **Dress Expectations For PE**
 - During 7th - 10th grade, the students will take part in PE. The students should wear clothing that allows them to participate in athletic activities. Students should bring or come dressed in:
 - Athletic type shoes (closed in front and back)
 - Athletic pants/shorts and tops that allow for movement
- **Grooming**
 - Students may wear hairstyles of student and parent choice
 - For those courses where long hair may pose a safety risk, such as a science lab with an open flame, hair must be securely bound behind the head, consistent with guidelines established by the

EMERGENCY CONTACTS

Every student must have a current emergency contact form on file. This is extremely important in the event of an emergency at school. Please fill out the form completely. Besides a parent or guardian, it is imperative that you list at least two additional contacts for each child. Example: The name and phone numbers of a relative or neighbor who can take responsibility for your child in case of an emergency. If you do not provide a current phone number and your child needs to be sent home, Child Protective Services or the Fresno Police Department will be contacted immediately. We will need at least four adults who may be given the responsibility of picking up your child from school. They must show ID to the office staff if they will be picking up your child. Students will NOT be released to anyone not listed on the emergency card. It is your responsibility to keep your contact information, including phone numbers and addresses.

Parents must give the office copies of any legal documents that explain special circumstances regarding custody, visitations rights, etc. The School is not an enforcer of family court orders; however, the school will honor any court orders delineating parent educational rights that are provided to the school. Always make sure to notify the office if there are any changes in your legal paperwork. All parents will be given equal rights for information about their children, to take the student from school during the day, or regarding any other parent rights UNLESS you provide documentation that instructs the school otherwise. One set of communication will be sent home from Aspen with each student.

If emergency medical or dental treatment is needed and you cannot be reached, 911 will be called. The school cannot assume responsibility for the payment of medical fees incurred.

EMERGENCY DRILLS

Regular emergency evacuation drills are conducted at the direction of school staff. When a fire alarm sounds, students must evacuate the school quickly in an orderly fashion. At the direction of staff, students must follow evacuation routes noted on diagrams posted throughout the school. Students must follow all staff directions regarding lock-down and movement to other locations or to return to classrooms.

In the event of the need to lockdown the facility, the security officer on duty will communicate, when necessary, with local authorities. The lockdown is maintained until an “all clear” code is called over the intercom. Lockdown practice drills will be held each quarter.

If an emergency should take place that requires the students to be dismissed early, parents and guardians will be notified with instructions by way of a Parent Square phone call. The phone call will inform parents and guardians where to pick up their child. In most cases, the teachers will wait with the students by the gate; however, if the administration determines that students should be kept safe inside, students may be kept in the classroom or gymnasium until the parent or guardian arrives.

HEALTH OFFICE

The Health Office is managed by an RN/LVN trained in First Aid and CPR. Every effort will be made to contact parents or guardians regarding an injury or illness. Due to the number of students seen in the Health Office, phone calls will be made in the case of a serious concern.

FEVER POLICY

The Charter School recognizes **elevated body temperatures as 99.7 or higher**. Any student with a 99.7 F body temperature will be sent home. **We have a 24-hour fever-free policy.** A student may return to school when the fever is gone for 24 hours, without administering medication.

MEDICATIONS AT SCHOOL

All medications including prescription and over-the-counter, **must have a written statement from a parent or guardian authorizing the school to administer medicine and a written statement from the student’s authorized health care provider detailing the following**

- a.) Current California authorized health care provider’s name and contact information
- b.) Parent/guardian signature
- c.) Medication, dose, method and time to administer
- d.) Student name

Medication must be delivered to the school by the parent/guardian, or adult designee in the original container with a pharmacy label. Over-the-counter medication must be in the original container.

For the safety and health of everyone, students **may not carry** a prescription or nonprescription medicine such as cough drops or throat lozenges in their pockets or backpack. School regulations require that all medications, whether prescription or nonprescription be kept in a locked cabinet. If a Medication Order specifies that a student is authorized to carry, the office requests that the student administer the medication in the Health Office.

The Charter School will adhere to Education Code Section 49414 regarding epinephrine auto-injectors and training for staff members.

FOOD ALLERGIES

If your child has an allergic reaction to certain foods, please contact the health office immediately with a document signed by his/her doctor. A “ **Special Meals Accommodation Form**” must be completed by your child's physician. The nurse will inform the cafeteria and all the staff involved.

LICE OR NITS

If your child has active lice a parent will be notified. The student may be picked up at the end of the regular schoolday. Rarely, and only in extreme cases to avoid the risk of infecting others, a parent may be requested to pick the student up early. The student may return to school once inspection no longer reveals the presence of live lice. If your child has lice eggs (nits), a notice will be sent home to treat the student for lice. After they have been treated at home with the proper medication and every egg and lice is removed they will be admitted back to school. They are expected to return immediately on removal of lice/nits. Students are only excused for 1 day.

Your child must be cleared by the school nurse before being admitted back to class.

AIR QUALITY

ARPS receives daily updates on air quality from the San Joaquin Valley Air Pollution Control District. Once this information is received, if air quality is deemed unhealthy, we will inform teachers to limit afternoon strenuous outdoor activities, including Physical Education.

SHORT TERM INDEPENDENT STUDY

If your child is going to be away from school for one or more days for reasons other than illness, the student should be placed on an Independent Study Contract to maintain their attendance. Please notify your child's teacher *and* the school office **at least 24 hours in advance** to plan this contract.

The Independent Study Contract allows students to have excused absences for the time that they are away from school for up to three weeks (15 school days). **Independent study days do not count toward**

perfect attendance awards. Only students who attend class at the school site are eligible for the award.

The contract is to be prepared in advance of the time away from school, must be signed by the teacher, parent, student, and the student's special education teacher, if applicable. The completed contract assignments are due on the day the student returns to school. Only work accurately and completely done will count toward the student's grades. Students who do not complete the contract assignments during their absence will not receive academic credit, may result in lower grades on their report card and may affect their attendance record. In addition, students who do not complete the contract assignments during their absence may not be granted future independent study requests.

LOST AND FOUND

Many articles become lost or are left unclaimed during the course of the year. It helps if personal belongings are marked so that your child can identify his/her articles easily. Lost and Found items may be claimed in the lost and found bins behind the office. Please check in first. Due to high volume of lost and found, each month unclaimed items will be given to a charitable organization.

LUNCH OFF CAMPUS

Students are required to eat lunch at school (on Aspen campus or at Fresno City College while on campus for classes).

No adult may take a student off campus for lunch unless they are the student's legal parent/guardian. If a parent or guardian wishes to take their own child to lunch, they should check-in with the office using the normal sign-out and sign-in procedures. We ask parents to have their child back to school at the end of their normal lunch period.

Lunch orders/deliveries are done at the families' own expense and risk. School staff will not monitor deliveries. These lunch orders must be placed and delivered during the students' designated lunch period. If lunch deliveries arrive after the designated lunch period, the food will be stored in the office and students will be able to eat it during break or after school. Food will not be allowed into the classrooms and students will not be permitted to miss class in order to eat a lunch delivered outside of the lunch period. As a reminder, students always have access to the school provided lunch during their designated lunch period.

VOLUNTARY WITHDRAWAL FROM AN ASPEN PUBLIC SCHOOL

If you decide to move from an Aspen Public School to another school, please notify our office that you are withdrawing your child, and your reason for doing so. Not only does this help in our record keeping, but also allows us to give you the information that you will need in order to enroll at the new school. If possible, please give us at least a 3-day notice. Aspen Public Schools will notify the student's district of residence of the student's withdrawal within thirty (30) days.

PARENTAL INVOLVEMENT

Parent involvement is a valued and necessary part of the school program. Admission to ARPS requires a long-term commitment from both parents and students to the school's mission and vision, goals, policies and procedures. We see learning as a partnership between students, parents and the school.

Parents are encouraged to support their child's learning efforts by:

1. Maintaining regular contact with their high school teachers and counselors.
2. Assist and support the child's research projects.
3. Support the child's integration of college courses by assisting with monitoring their completion of assignments and being knowledgeable of their progress.
4. Attend parent/teacher or student led conferences and school events.
5. Provide an appropriate setting for learning.
6. **Follow all policies and procedures as stated in the handbook.**

FUNDRAISING

As a non-profit organization, fundraising is a critical component for the success of the instructional and extracurricular program at Aspen Public Schools. Most fundraisers are led by teachers or other staff. Oftentimes, the students also lead fundraisers. If you are interested, please contact the Site Director for more information.

PARENT VISITATIONS

Visits are allowed, but must be *scheduled with the teacher in advance* so that suggestions for appropriate times will make the visit as productive as possible. In the interest of safety, visitors must first check in at the front office and receive a pass. However, to ensure students are not distracted during class time, we require visitors to sit and observe quietly unless pre-arranged. Please do not walk around the room or talk to students or teachers during the visit. **Please turn cell phones off.** If you need to talk to your student's teacher or have any comments or concerns, please schedule an appointment in advance. Please do not interrupt the teachers during regular instructional time.

ALL VISITORS MUST CHECK IN AT THE OFFICE UPON ARRIVAL AT SCHOOL AND PRIOR TO VISITING A CLASSROOM. Please bring identification at this time. All visitors will have their identification scanned into the security kiosk and will receive a name badge that must be worn on campus.

PERSONAL POSSESSIONS

We discourage students from bringing personal possessions or extra money to school unless requested or authorized to do so by the teacher. Any personal items brought on campus is done so at the

students' own risk of potentially being lost or stolen. If they become distractions, teachers may take items and withhold them until the end of class. The school cannot assume responsibility for personal or unnecessary items brought to school.

Cell phones and other electronic devices are not allowed to be used during the instructional periods unless the teacher has approved. If a student has a cell phone for emergency reasons, it must be kept in their backpack, turned off, and not taken out until the student is out of class. Teachers may reserve the right to collect cell phones in a basket until the end of the learning period. If a cell phone is used at an inappropriate time during class, the teacher may confiscate it until the end of the day. However, on occasion, teachers may permit students to use their cell phones for special classroom activities.

CLASSROOM CULTURE POLICY

All classrooms support the school-wide culture plan. The classroom plans provide systems that give each student the opportunity to make positive choices and to "make things right" when poor choices have been made. Each child is in charge of the type of interactions he/she has with the teacher and classmates. Teachers will go over classroom expectations with students during the first week of school, and work to maintain these expectations throughout the year.

It is important that you understand and support the teacher in their decisions when working with your child.

PUBLIC DISPLAY OF AFFECTION BY STUDENTS ON CAMPUS

Students are expected to refrain from unacceptable public displays of affection whether in school, on school grounds, at any sponsored event, on campus, or elsewhere (including field trips).

Unacceptable public displays of affection include, but are not limited to, any embracing and kissing, inappropriate touching, and touching of a familiar or sexual nature. Unacceptable public displays of affection at school are not permitted, as they disrupt the educational environment and may violate sexual harassment laws. Students who violate this policy may be subject to disciplinary action, counseling, parental intervention, and suspension.

TAKING CARE OF OUR SCHOOL

We need our school community's help in maintaining our beautiful facility and would like for you to join us in this effort.

If you are using the facilities during after school hours, on weekends, or just passing by and you notice something that seems suspicious, please take action. Call the Fresno Police Department at 498-1414 to report your concern.

Food and drinks, other than water will not be allowed in the classrooms. Students are asked to eat and drink snacks during passing periods, breaks, or at lunch. This policy will help us keep our school clean, while also respecting our classrooms as learning environments with reduced distractions.

STUDENT PLACEMENT IN CLASSROOMS

The site director works in collaboration with the academic counselor and the director of summit learning to assign students to classes. Therefore, we do not accept parent requests for specific teachers. Careful consideration and deliberate attention is given so that classes are balanced with respect to gender, achievement levels, and student needs.

Aspen Ridge believes that a sound educational program must include the study of subjects that prepare students for admission to higher education and/or a fulfilling career. The Board of Directors of Aspen Ridge Public School recognizes that student achievement in mathematics is critical for preparing students for college and career, especially in science, technology, and engineering.

A student's ninth grade mathematics placement, in particular, is crucial to ensuring future educational success. The Board affirms that a fair, objective, and transparent mathematics placement policy that strictly limits the use of subjective criteria in placement decisions will result in an appropriate ninth grade mathematics student placement and will prevent mathematics misplacement, particularly for students of color.

The Site Director, Assistant Site Director, or designee shall work with teachers, counselors, and administrators to administer this policy to ensure Aspen Ridge students are placed in a mathematics course in compliance with applicable law. School staff shall implement this policy and placement practices uniformly and without regard to students' race, sex, gender, nationality, ethnicity, socioeconomic background, or any other subjective or discriminatory consideration.

Mathematics course placement shall systematically take into consideration multiple objective academic measures that may include, but are not limited to:

- A standardized placement test that includes a mathematics component for incoming ninth graders;
- Objective measures, such as grades and assessment results from prior years; and
- Other objective indicators of student performance and proficiency in mathematics.

See full math placement policy on the school website.

STUDENT SAFETY

We stress with the students the importance of safety in the classroom and on the school grounds at all times during the school day. The following basic rules of safety must be followed:

1. Walking in the hallways.
2. No loitering at the end of the school day.
3. Following all school rules or accepting the consequences of poor decisions when choosing to disobey the rules.
4. Acting respectfully toward all adults providing supervision for the safety of the students.
5. Students may not enter restricted areas unless given permission to.

STUDENT SUPPLIES

Some basic school supplies are provided at school. However, donated supplies and additional items are helpful and greatly appreciated. Backpacks are helpful (but not required), as it helps their organization and success at school. Please check the Aspen Public Schools website or with the classroom teacher for a wish list of supplies and suggested donation items.

Teachers may provide a list of suggested supplies that would be helpful for the start of the school year. These items are greatly appreciated by our school, but are not required as donations.

The students will be issued computers and chargers to care for. Students are responsible for caring for these devices, as the improper care of them may lead to not being issued another one. Students are required to bring their computer to school with them every day. Computers must be charged at home each night to ensure students arrive at school ready to learn and engage in classroom activities.

Students will also receive a school planner that they are expected to keep and maintain throughout the school year. Students are required to bring their planners with them each day. If a student loses his/her/their planner, they must request a replacement planner from the front office. A replacement planner will be issued, but may require a student to use PBIS points as payment.

STUDENT USE OF THE TELEPHONE

Office telephones may be used by students only in the case of an emergency. The students are free to use their personal cell phones at appropriate times of the day for emergencies. Parents and students are to make all arrangements regarding after school before leaving for school in the morning. Students wanting to make phone calls to parents are made only on an as needed basis as determined by school personnel.

STUDENT USE OF CELL PHONES

Students who are on cell phones or other electronics are not fully engaged in learning. In order to preserve the teaching and learning environment, this policy is to clarify the cell phone/electronic devices policy for Aspen Ridge Public School. The policy is:

Grades 7 & 8 turn in cell phones to the teacher each period when they enter the classroom. The cell phone will be returned at the end of the period.

Grades 9-12 may keep their cell phones with them, but must keep phones in their backpack or handbag. Cell phones at school are a high school privilege and must comply with teacher and staff directives, including but not limited to, keeping phone on silent mode so that no audible ring tone is heard.

Students may use their cell phone at breaks or lunch only—but must keep the ring on silent.

Cell phones and all functions within the cell phone (e.g. cameras and all other applications) are prohibited in the following areas unless expressly permitted by a staff member for educational purposes: Classrooms during the school day, Science Labs, Restrooms, all Physical Education Areas and all School Office Areas.

The respectful, non-disruptive use of cell phones is permitted in the school cafeteria during lunch period and any other school area except those listed above. As soon as the threshold of the classroom or any prohibited area is crossed, during the school day, cell phones need to be put away (handed in grades 7/8) and made undetectable (i.e., silenced without vibration). Violation of the cell phone rule as stated above will result in the confiscation of the device according to the following ladder of disciplinary action:

First Offense ~ Teacher will give student verbal warning and reminder of the cell phone policy.

Second Offense ~ The device will be confiscated by the teacher and held in the classroom until the end of the period.

Third Offense ~ The device will be held in the main office until it is picked up by a parent or guardian at the end of the school day. Administration will make parent contact.

Repeated offenses will result in an individual cell phone behavioral contract and/or may lose all cell phone privileges at school.

FIELD TRIPS

Field trips and off-campus activities are scheduled to supplement and enrich the curriculum covered in the classrooms. All students participating in a field trip must have written permission from a parent or

guardian. Students may be prohibited from attending a field trip based on negative choices concerning leadership and/or academics. All Aspen Public School policies and procedures will be in full force and effect during field trips.

Parent volunteers are always welcome to assist during study trips if space allows. If you choose to participate as a chaperone, your child's teacher will notify you about how to apply as a volunteer. **NO SIBLINGS or other children will be allowed to attend field trips.**

No student will be denied access to field trips based upon an inability to provide funding for the trip.

WEBSITE

Visit the Aspen Public School website regularly for information such as: Calendar of events, classroom pages, supply lists, fundraising dates, employment, dress code, etc. It is a great way to stay informed! Aspen Public Schools Charter Management Site <https://www.aspenps.org>

ACADEMIC SCHOOL CALENDAR



Aspen Public Schools | Academic 2023-2024 Calendar

For up to date info:
 Valley.aspenps.org
 Meadow.aspenps.org
 Ridge.aspenps.org

***Important:**
 Aspen Ridge begins school on 8/3.
 Aspen Valley/Meadow begin 8/7

1	Holiday/No School
1	Not in session/No School
1	Normal day
1	Minimum Day
1	First/Last Day of School
1	Parent Conferences (no school)
1	Student Led Conf.-afternoon

Valley/Meadow: 175 Student Days Ridge: 177 Student Days

July 2023						
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August 2023							
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		*Ridge starts 8/3				19/21	

September 2023						
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October 2023						
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November 2023						
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December 2023						
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January 2024						
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February 2024						
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March 2024						
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April 2024						
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May 2024						
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June 2024						
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30						

SEMESTER 1: 8/7/23-12/15/24

SEMESTER 2: 1/8/24-5/31/24

11/16/22 Board approved

ARPS Events in Detail:

Mandatory Parent/Guardian Orientation

It is mandatory for ALL PARENTS to attend the parent orientation. The session includes a tour of the facility, understanding Aspen's expectations, and ways to support your student for success.

Personalized Learning Plan Conferences

Each student will work with the site director and/or the academic counselor along with parents/guardians to develop a Personalized Learning Plan.

Picture Day

Company representatives will be on campus to take school photos of each child. Even if students do not wish to purchase pictures, they will have their pictures taken for the yearbook and ID cards.

Recruitment Open Houses

In the fall and winter of each year, ARPS will host open houses for all people interested in learning more about our school and possibly enrolling. These events are open to the public and include overviews of the academic program, the faculty, the community, and the mission and philosophy at ARPS. All events have Spanish translation available.

WASC

ARPS was granted WASC accreditation in 2022-23.

What is it?

WASC stands for the Western Association of Schools and Colleges. It is one of six regional accrediting associations that service both public and private schools. Through the accreditation process, WASC determines whether or not 1) the trust placed in a school to provide high-quality learning opportunities is warranted, and (2) the school clearly demonstrates continual self-improvement. Its goal is to foster excellence in the schools that it accredits.

Why is accreditation important?

- It demonstrates to the public that the school is a trustworthy institution of learning.
- It validates the integrity of a school's program and student transcripts (especially in the eyes of our community and colleges).
- It fosters improvement of the school's programs and operations to support student learning.

BELL SCHEDULES

Aspen Ridge Public School Bell Schedules

Office Hours: Mondays - Thursdays 3:55pm - 4:30pm

Mondays: History | Tuesdays: Science | Wednesdays: Math | Thursdays: English

Regular Schedule (Monday - Wednesday)

Period 1	8:30am - 9:25am	(55 minutes)
Period 2	9:28am - 10:23am	(55 minutes)
Break	10:23am - 10:28am	(5 minutes)
Period 3	10:31am - 11:26 am	(55 minutes)
MS Lunch/HS Homeroom	11:29am - 12:14pm	(45 minutes)
HS Lunch/MS Homeroom	12:14pm - 12:59pm	(45 minutes)
Period 4	1:02pm - 1:56pm	(54 minutes)
Period 5	1:59pm - 2:53pm	(54 minutes)
Period 6	2:56pm - 3:50pm	(54 minutes)

Thursday Schedule (Odd Periods)

Period 1	8:30am - 10:00am	(90 minutes)
Break	10:00am - 10:05am	(5 minutes)
Period 3	10:08am - 11:38am	(90 minutes)
MS Lunch/HS Homeroom	11:41am - 12:26pm	(45 minutes)
HS Lunch/MS Homeroom	12:26pm - 1:11pm	(45 minutes)
Period 5	1:14pm - 2:44pm	(90 minutes)
Period 7	2:47pm - 3:50pm	(63 minutes)

Friday Schedule (Even Periods)

Period 2	8:30am - 10:00am	(90 minutes)
Break	10:00am - 10:05am	(5 minutes)
Period 4	10:08am - 11:38am	(90 minutes)
Period 6	11:41am - 1:10pm	(89 minutes)

SCHOOL-WIDE NORMS

We believe that each student has a right to learn, and that each teacher has a right to teach. Aspen strives to create a healthy, proactive culture that promotes personal and academic growth among the students. In an effort to maintain this culture, we use the following school-wide norms (Aspen Roots) as guiding principles:

1. You MATTER.

Every component of your life is important; yourself, your family, and your individual identity.

Respect Yourself

A student who respects his/her education comes to school every day prepared to learn. Students can be both mentally and physically prepared. A student who is mentally prepared is someone who is awake, ready, and willing to learn while a student who is physically prepared is someone who brings his/her school supplies every day.

Respect Others

Graduated Discipline Plan

APS, Inc. believes that students learn best in an environment of clear expectations about behavioral and community norms that allow them to feel safe and nurtured. In order to maintain a positive learning community, APS, Inc. has developed a comprehensive set of student discipline policies which in many respects are consistent with California Education Code Section 48900's requirements for school districts. APS, Inc. has developed its own specific procedures for student suspension and expulsion.

The Discipline, Suspension and Expulsion Policy ("Policy") has been established to align in most material respects with Education Code Section 48900. ARPS staff shall enforce disciplinary rules and procedures fairly and consistently among all students.

Each incident is addressed individually, though previous activities may be taken into account in order to determine the severity of the discipline assigned. Minor discipline is first addressed in the classroom by the teacher. Repeated minor discipline offenses and/or major discipline offenses will be addressed with a meeting between the student and the Site Director or his/her designee. Following this meeting, several actions may occur, including but not limited to:

- Warning, both verbal and written
- Loss of privileges (e.g. extra-curricular activities)
- Notices to parents by telephone or letter
- Request for parent conference (including teachers, counselors, or administrators)
- Behavior contract

- Detention
- Suspension (including in-school suspensions)
- Expulsion

For students who are truant, tardy, or otherwise absent from assigned school activities, alternatives to suspension or expulsion are attempted first.

Grounds for In-School Suspension, Out-Of-School Suspension and Expulsion

A student may be suspended or expelled for prohibited misconduct if the act is related to school activity or school attendance occurring at any time including but not limited to:

- while on school grounds
- while going to or coming from school
- during the lunch period, whether on or off the school campus
- during, going to, or coming from a school-sponsored activity

Discretionary Suspendable/Expellable Offenses: Students may be suspended or recommended for expulsion for offenses included, **but not limited to:**

- Caused or attempted to cause physical injury to another person
- Violence
- Use or possession of drugs or alcohol (including tobacco)
- Theft
- Habitual profanity or vulgarity
- Possession of weapon or firearm.
- Sexual harassment or assault
- Making threats to commit a crime, including injury or death to another person
- Verbal and/or physical act of hate
- Bullying
- Defiance or disruption of the learning environment

Non-Discretionary Suspendable/Expellable Offenses: Students *must* be suspended and/or recommended for expulsion for any of the following acts when it is determined the pupil:

- Possessed, sold, or otherwise furnished any firearm, explosive, or other dangerous object
- Brandishing a knife at another person.
- Unlawfully selling a controlled substance
- Committing or attempting to commit a sexual assault
- Possession of an explosive

A copy of the complete Suspension and Expulsion Policy is available upon request.

ARPS CAMPUS RULES

Aspen students demonstrate good character attributes by following these rules:

- NO PLAY FIGHTING OR WRESTLING IS ALLOWED.
- Students may not eat or drink while in class (besides water in a capped container).
- Students may not vandalize or deface (graffiti) school property.
- Students are in designated appropriate areas during after school hours.
- Students may not use electronics (including cell phones) during class unless authorized by an instructor.

2. BE PRESENT.

Your presence is essential to your growth. It enables you to continue to reach your current & future goals. This can be demonstrated through the following practices:

- Demonstrates great maturity
 - Participates enthusiastically and meaningfully in class discussions and activities
 - Regularly supports others in learning
 - Avoids insults, ridicule, and personal attacks disguised with laughter
 - Regularly attempts to greet others and to make others feel included
 - Regularly takes academic risks in class; remains open-minded
 - Uses humor appropriately
 - Regularly listens attentively to the teacher and to designated speakers
 - Regularly stays on task during class assignments; keeps others on task
 - Is extraordinarily well prepared and on time for class
- **Expectations of the Originality of Student Work:**
 - The faculty and staff of ARPS expect that all work completed and turned in will be original work of the respective student or group. Plagiarism is taking the work of another and attempting to pass the work as one's own. Thus, plagiarism is not limited to copying text from an existing source without documentation; it is also the copying of ideas from a source without documentation. Copying ideas from another student (the source in this case) without documentation, is also considered plagiarism. In the case of plagiarism, there is shared and equal responsibility (and therefore shared and equal consequences) for this action.

To clarify, we have given you examples of what this type of plagiarism looks like:

- **Plagiarism Looks Like:**
 - Giving someone answers on any assignment, test, or project.
 - Communicating related information to another student in any way during a test or exam.
 - Handing your work to someone else for them to use. Even if you didn't believe that it was their intention to copy you!

- Using an online language translator for a foreign language class
- Copying or passing off information on the internet without giving credit to the source.
- **Plagiarism Does Not Look Like:**
 - Helping a fellow student independently understand an assignment through working with them directly (and not showing them the answers!).
 - Working together on homework as long as each student independently understands the final work that they are turning in and writes all work in their own words.
 - Using a dictionary or thesaurus for reference.
 - Using information online and citing it with MLA format.

Students choosing to violate this key tenet of the school will be subject to the following consequences:

- **Cheating or Plagiarism:**
 - No credit on the assignment, mandatory make-up assignment, and completion of plagiarism awareness activity followed by a faculty, student, and parent meeting.
- **Attendance**
 - The faculty and staff at ARPS believe that the foundation to success in middle and high school is regular attendance. One of the qualifications for being enrolled in college classes at ARPS is the ability to demonstrate consistent attendance and completion of assignments at school.

For more information regarding our attendance policy, please see the section titled, Absences and Truancy Process.

3. COMMIT TO EXCELLENCE.

When presented with challenges, make the choice to persevere and follow through with commitments. Seek solutions, as your own advocate.

- **Grading Policies**
 - On the middle and high school side, all Summit assignments will fall into one of the three categories listed below:
 - Mastery and completion of projects - 70% of overall grade.
 - Mastery of content focus areas - 21% of overall grade.
 - Mastery of additional focus areas - 9% of overall grade.
 - In college courses, grades are comprised primarily of quizzes and exams.
- **Graduation Requirements:** Our students will meet the state minimum for graduation requirements for school districts (if eligible for a diploma). The course work will be completed with the option to substitute college coursework for high school required courses.

- Unless otherwise specified, each course shall have a duration of one school year:
- Three courses in [English](#)
- Two courses in [Mathematics](#), including one year of Algebra I
- Two courses in [Science](#), including biological and physical sciences
- Three courses in [Social studies](#), including 1- United States history and geography; 2- world history, culture, and geography; 3- a one-semester course in American government and civics, and a one-semester course in economics
- One course in [Visual or Performing Arts](#), [Foreign Language](#)
- Two courses in [Physical Education](#)

4. **SHAPE YOUR FUTURE.**

You can choose what your future will look like. Your choices you make now matter for the long-term.

- **Acceptable Use Policy:**

- Terms and Conditions - Use of the Internet must be in support of classroom activities and consistent with the adopted curriculum and educational objectives of ARPS. Internet activities will be planned in compliance with this policy. All online sessions will be carefully planned and directed by the classroom teacher and/or computer lab personnel.
- Transmission of, or access to, materials which are in violation of federal or state laws are prohibited. This includes, but is not limited to copyrighted materials, threatening or obscene materials, or material that promotes the use of drugs, alcohol, or tobacco. Use for commercial or personal advertising and political lobbying is also prohibited. ARPS is not responsible for any consequence that may result from student misuse or abuse of this privilege.

- **Privileges:**

- Access to the Internet and school Intranet is a **PRIVILEGE**, not a right. This privilege may be revoked by the site administrator, classroom teacher, or any other responsible adult. Inappropriate use will result in cancellation of access to the use of the Internet or Intranet. Because Internet access is an integral component of our curriculum and school community, students who have lost this privilege will find their academic efforts to be significantly more difficult, and thus might find it impossible to be successful at ARPS.

Due to the severity of behavior resulting in the loss of such privileges, reinstatement of privileges will be left to the discretion of the Site Director.

5. **GIVE BACK.**

Transform your community by being an exceptional leader. Be kind, brave, and stand up for what's right.

- **Community Service:** One of the goals at ARPS is to graduate students who are knowledgeable, active, and caring global citizens. This means students who not only care about themselves, but about the world in general. Students who are concerned about the well-being of others will make the time to volunteer their services when it is appropriate. During your mentor meetings, students will often discuss opportunities and plans to be active in community service on a regular basis and/or through an intersession experience.

APPENDIX A: ANNUAL NOTIFICATIONS

Animal Dissections

Students at the Charter School may perform animal dissections as part of the science curriculum. Any student who provides their teacher with a written statement, signed by their parent/guardian, specifying the student's moral objection to dissecting or otherwise harming or destroying animals, or any parts thereof, may be excused from such activities if the teacher believes that an adequate alternative education project is possible. The alternative education project shall require a comparable time and effort investment by the student. It shall not, as a means of penalizing the student, be more arduous than the original education project. The student shall not be discriminated against based upon their moral objection to dissecting or otherwise harming or destroying animals, or any parts thereof.

Availability of Prospectus

Upon request, the Charter School will make available to any parent or legal guardian, a school prospectus, which shall include the curriculum, including titles, descriptions, and instructional aims of every course offered. Please note that, pursuant to law, the Charter School may charge for the prospectus in an amount not to exceed the cost of duplication.

California Healthy Kids Survey

The Charter School may administer the California Healthy Kids Survey ("CHKS") to students at grades seven and nine whose parent or guardian provides written permission. The CHKS is an anonymous, confidential survey of school climate and safety, student wellness, and youth resiliency that enables the Charter School to collect and analyze data regarding local youth health risks and behaviors, school connectedness, school climate, protective factors, and school violence.

Campus Search and Seizure

The Charter School recognizes and has determined that the occurrence of incidents which may include the possession of firearms, weapons, alcohol, controlled substances, or other items of contraband prohibited by law or Charter School rules and regulations, jeopardizes the health, safety and welfare of students and Charter School employees.

The California Constitution requires that all students and staff of public schools have the inalienable right to attend campuses which are safe, secure, and peaceful. As such, Charter School has adopted a Policy outlining the reasonable search of students and their property, student use areas, and/or student lockers and the seizure of illegal, unsafe, unauthorized or contraband items and materials through a search based upon reasonable suspicion.

Student lockers, including P.E. lockers, are school property and remain at all times under the control of the Charter School. Students shall assume full responsibility for the security of their lockers. Student lockers may not be used to store illegal, unauthorized, or contraband materials. The acceptance and use of locker facilities on school campus by any student shall constitute consent by the student to the search of such locker facilities by authorized school personnel and/or law enforcement. Inspections of lockers may be conducted by school personnel and/or law enforcement through the use of trained dogs.

A student's personal cell phone, smartphone, or other personal electronic device shall not be searched by school officials without a warrant, the student's consent, or a legitimate emergency, unless the device is lost or abandoned. An emergency is any situation involving danger of death or serious physical injury to any person, that requires access to the information located or reasonably believed to be located on the electronic device. If the Charter School has a good faith belief that the device is lost, stolen, or abandoned, the Charter School may only access electronic device information in order to attempt to identify, verify, or contact the owner of the device.

The Charter School is not prohibited from seizing/confiscating a student's personal electronic device, without searching its contents, if the student's use or possession of the private electronic device is in violation of Charter School rules or regulations.

Concussion/Head Injury

A concussion is a brain injury that can be caused by a bump, blow, or jolt to the head, or by a blow to another part of the body with the force transmitted to the head. Even though most concussions are mild, all concussions are potentially serious and may result in complications including prolonged brain damage and death if not recognized and managed properly. Because the Charter School has elected to offer an athletic program, we must immediately remove from a school-sponsored athletic activity for the remainder of the day an athlete who is suspected of sustaining a concussion or head injury during that

activity. The athlete may not return to that activity until the athlete is evaluated by, and receives written clearance from, a licensed healthcare provider. If the licensed health care provider determines the athlete has a concussion or head injury, the athlete shall also complete a graduated return-to-play protocol of no less than 7 days in duration under the supervision of a licensed health care provider. On a yearly basis, a concussion and head injury information sheet must be signed and returned by the athlete and the athlete's parent or guardian before the athlete initiates practice or competition. This requirement does not apply to an athlete engaging in an athletic activity during the regular school day or as part of a physical education course.

Diabetes

The Charter School will provide an information sheet regarding type 1 diabetes to the parent or guardian of a student when the student is first enrolled in elementary school, pursuant to Education Code Section 49452.6. The information sheet shall include, but shall not be limited to, all of the following:

1. A description of type 1 diabetes.
2. A description of the risk factors and warning signs associated with type 1 diabetes.
3. A recommendation that parents or guardians of students displaying warning signs associated with type 1 diabetes should immediately consult with the student's primary care provider to determine if immediate screening for type 1 diabetes is appropriate.
4. A description of the screening process for type 1 diabetes and the implications of test results.
5. A recommendation that, following a type 1 diagnosis, parents or guardians should consult with the pupil's primary care provider to develop an appropriate treatment plan, which may include consultation with and examination by a specialty care provider, including, but not limited to, a properly qualified endocrinologist.

A copy of the information sheet regarding type 1 diabetes is available at: <https://www.cde.ca.gov/ls/he/hn/type1diabetes.asp>. Please contact the office if you need a copy of this information sheet or if you have any questions about this information sheet.

Dangers of Synthetic Drugs

The illicit use and abuse of synthetic drugs represents an emerging and ongoing public health threat in California. The fentanyl crisis specifically, has impacted communities across the state, leading to a sharp increase in fentanyl poisonings and deaths in recent years.

This notice aims to address the crisis with a preventative approach ensuring students and families are educated on the deadly consequences of recreational drug use.

A synthetic drug is a drug with properties and effects similar to a known hallucinogen or narcotic but having a slightly altered chemical structure, especially such a drug created in order to evade existing restrictions against illegal substances. Synthetic drugs include but are not limited to synthetic cannabinoids (“synthetic marijuana,” “Spice,” “K2”), methamphetamines, bath salts, and fentanyl. The California Department of Public Health (“CDPH”), has expounded on the extreme danger of drugs laced with fentanyl. Illicit fentanyl can be added to other drugs to make them cheaper, more powerful, and more addictive. Illicit fentanyl has been found in many drugs, including heroin, methamphetamine, counterfeit pills, and cocaine. Fentanyl mixed with any drug increases the likelihood of a fatal overdose. Furthermore, it is nearly impossible to tell if drugs have been laced with fentanyl without additional testing, because fentanyl cannot be seen, smelled, or tasted when used as a lacing agent.

Additional information regarding fentanyl from the CDPH’s Substance and Addiction Prevention Branch: <https://www.cdph.ca.gov/Programs/CCDPPH/sapb/Pages/Fentanyl.aspx>.

Education of Foster and Mobile Youth

Definitions: For the purposes of this annual notice the terms are defined as follows:

- *“Foster youth”* means any of the following:
 1. A child who has been removed from their home pursuant to Section 309 of the Welfare and Institutions Code.
 2. A child who is the subject of a petition filed pursuant to California Welfare and Institutions Code (“WIC”) section 300 Or 602 (whether or not the child has been removed from the child’s home by juvenile court).
 3. A child who is the subject of a petition filed pursuant WIC section 602, has been removed from the child’s home by the juvenile court, and is in foster care.
 4. A nonminor under the transition jurisdiction of the juvenile court, as described in WIC section 450, who satisfies all of the following criteria:
 - a. The nonminor has attained 18 years of age while under an order of foster care placement by the juvenile court.
 - b. The nonminor is in foster care under the placement and care responsibility of the county welfare department, county probation department, Indian tribe, consortium of tribes, or tribal organization.
 - c. The nonminor is participating in a transitional independent living case plan.
 5. A dependent child of the court of an Indian tribe, consortium of tribes, or tribal organization who is the subject of a petition filed in the tribal court.¹

6. A child who is the subject of a voluntary placement agreement, as defined in WIC section 11400.

- *“Former juvenile court school student”* means a student who, upon completion of the student’s second year of high school, transfers from a juvenile court school to the Charter School, excluding a school district operated by the Division of Juvenile Justice of the Department of Corrections and Rehabilitation, from a juvenile court school.
- *“Child of a military family”* refers to a student who resides in the household of an active duty military member.
- *“Currently Migratory Child”* refers to a child who, within the last 12-months, has moved with a parent, guardian, or other person having custody to the Charter School from another Local Educational Agency (“LEA”), either within California or from another state, so that the child or a member of the child’s immediate family might secure temporary or seasonal employment in an agricultural or fishing activity, and whose parents or guardians have been informed of the child’s eligibility for migrant education services. This includes a child who, without the parent/guardian, has continued to migrate annually to secure temporary or seasonal employment in an agricultural or fishing activity.
- *“Student participating in a newcomer program”* means a student who is participating in a program designed to meet the academic and transitional needs of newly arrived immigrant students that has as a primary objective the development of English language proficiency.

Within this notice, foster youth, former juvenile court school students, a child of a military family, a currently migratory child, and a student participating in the newcomer program will be collectively referred to as “Foster and Mobile Youth.” Within this notice, a parent, guardian, or other person holding the educational rights for a Foster and Mobile Youth will be referred to as a “parent/guardian.”

Foster and Mobile Youth Liaison: The Executive Director or designee designates the following staff person as the Liaison for Foster and Mobile Youth:

Nancy Alvarez
Foster Homeless Connection Coordinator
(559) 262-7260
nancy.alvarez@aspennp.org

¹ The Charter School shall not require an Indian tribe or tribal court representative to certify that any student is a dependent of an Indian tribe, consortium of tribes, or tribal organization.

The Foster and Mobile Youth Liaison's responsibilities include but are not limited to the following:

1. Ensuring and facilitating the proper educational placement, enrollment in school, and checkout from school of foster children.
2. Assisting foster children when transferring from one school to another school in ensuring proper transfer of credits, records and grades.

School Stability: The Charter School will work with foster youth and their parent/guardian to ensure that each pupil is placed in the least restrictive educational programs, and has access to the academic resources, services, and extracurricular and enrichment activities that are available to all pupils, including, but not necessarily limited to, interscholastic sports. All decisions regarding a foster youth's education and placement will be based on the best interest of the child and shall consider, among other factors, educational stability and the opportunity to be educated in the least restrictive educational setting necessary to achieve academic progress.

Foster youth, currently migratory children and children of military families have the right to remain in their school of origin if it is in their best interest. The Charter School will immediately enroll a foster youth, currently migratory child or child of a military family seeking reenrollment in the Charter School as the student's school of origin (subject to the Charter School's capacity and pursuant to the procedures stated in the Charter School's charter and Board policy). If a dispute arises regarding a foster youth's request to remain in the Charter School as the school of origin, the foster youth has the right to remain in the Charter School pending the resolution of the dispute. The Charter School will also immediately enroll any foster youth, currently migratory child or child of a military family seeking to transfer to the Charter School (subject to the Charter School's capacity and pursuant to the procedures stated in the Charter School's charter and Board policy) regardless of the student's ability to meet normal enrollment documentation or uniform requirements (e.g., producing medical records or academic records from a previous school).

Foster youth, currently migratory children, and children of military families have the right to remain in their school of origin following the termination of the child's status as a foster youth, currently migratory child or child of a military family, as follows:

1. For students in Kindergarten through eighth grade, inclusive, the student will be allowed to continue in the school of origin through the duration of the academic year in which the student's status changed.
2. For students enrolled in high school, the student will be allowed to continue in the school of origin through graduation.

Acceptance of Course Work: The Charter School will accept any coursework satisfactorily completed at any public school, a juvenile court school, a school in a country other than the United States, and/or a nonpublic, nonsectarian school or agency by a Foster and Mobile Youth.

The Charter School will provide Foster and Mobile Youth credit for the partial completion of courses taken while attending a public school, a juvenile court school, a school in a country other than the United States, and/or a nonpublic, nonsectarian school or agency. If the student did not complete the entire course, the Charter School shall not require the student to retake the portion of the course the student completed unless the Charter School, in consultation with the holder of educational rights for the student, finds that the pupil is reasonably able to complete the requirements in time to graduate from high school. When partial credit is awarded in a particular course, the Foster and Mobile Youth shall be enrolled in the same or equivalent course, if applicable, so that the student may continue and complete the entire course. These students shall not be prevented from taking or retaking a course to meet California State University or the University of California admission eligibility requirements.

Student Records: When the Charter School receives a transfer request and/or student records request for the educational information and records of a foster youth from a new local educational agency (“LEA”), the Charter School shall provide these student records within two (2) business days. The Charter School shall compile the complete educational record of the student, including but not limited to a determination of seat time, full or partial credits earned, current classes and grades, immunization and other records, and, if applicable, a copy of the student’s special education records including assessments, IEPs, and/or 504 plans. All requests for student records will be shared with the Foster and Mobile Youth Liaison, who shall be aware of the specific educational record keeping needs of Foster and Mobile Youth.

The Charter School shall not lower a foster youth’s grades as a result of the student’s absence due to a verified court appearance, related court ordered activity, or a change the placement of the student made by a county or placing agency. If a foster youth is absent from school due to a decision to change the placement of the student made by a county or placing agency, the grades and credits of the pupil will be calculated as of the date the student left the Charter School.

In accordance with the Charter School’s Educational Records and Student Information Policy, under limited circumstances, the Charter School may disclose student records or personally identifiable information contained in those records to certain requesting parties including but not limited to a foster family agency and state and local authorities within a juvenile justice system, without parent/guardian consent. Students who are 16 years of age or older or have finished 10th grade may access their own school records.

Discipline Determinations: If the Charter School intends to extend the suspension of any foster youth pending a recommendation for expulsion, the Charter School will invite the student’s attorney and an appropriate representative from the relevant county agency to participate in the meeting at which the extension of the suspension will be discussed.

If the Charter School intends to suspend for more than ten (10) consecutive school days or expel a student with a disability who is also a foster youth due to an act for which the recommendation for expulsion is discretionary, the Charter School will invite the student’s attorney and an appropriate representative from the relevant county agency to participate in the Manifestation Determination Review meeting.

Complaints of Noncompliance: A complaint of noncompliance with any of the requirements outlined above may be filed through the Charter School’s Uniform Complaint Procedures. A copy of the Uniform Complaint Policy and Procedures is available upon request at the main office.

Availability of Complete Policy: For any Foster and Mobile Youth who enrolls at the Charter School, a copy of the Charter School’s complete foster youth policy shall be provided at the time of enrollment. A copy of the complete Policy is available upon request at the main office.

Education of Homeless Children and Youth

The term “homeless children and youth” means individuals who lack a fixed, regular and adequate nighttime residence. It includes children and youths who (42 U.S.C. § 11434a):

1. Are sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason; are living in motels, hotels, trailer parks, or camping grounds due to the lack of alternative adequate accommodations; are living in emergency or transitional shelters; or are abandoned in hospitals;
2. Have a primary nighttime residence that is a public or private place not designed for or ordinarily used as regular sleeping accommodations for human beings;
3. Are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings; and/or
4. Migratory children and unaccompanied youth (youth not in the physical custody of a parent or guardian) may be considered homeless if they meet the above definition of “homeless.”

Homeless status is determined in cooperation with the parent or guardian. In the case of unaccompanied youth, status is determined by the Charter School Liaison.

School Liaison: The Executive Director or designee designates the following staff person as the School Liaison for homeless students (42 U.S.C. § 11432(g)(1)(J)(ii)):

Nancy Alvarez
Foster Homeless Connection Coordinator
(559) 262-7260
nancy.alvarez@aspennp.org

The Charter School Liaison shall ensure that (42 U.S.C. § 11432(g)(6)):

1. Homeless students are identified by school personnel and through outreach and coordination activities with other entities and agencies, and through the annual housing questionnaire administered by the Charter School
2. Homeless students enroll in and have a full and equal opportunity to succeed at the Charter School.
3. Homeless students and families receive educational services for which they are eligible, including services through Head Start programs (including Early Head Start programs) under the Head Start Act, early intervention services under part C of the Individuals with Disabilities Education Act, any other preschool programs administered by the Charter School, if any, and referrals to health care services, dental services, mental health services and substance abuse services, housing services, and other appropriate services.
4. Parents/guardians are informed of the educational and related opportunities available to their children and are provided with meaningful opportunities to participate in the education of their children.
5. Public notice of the educational rights of homeless children is disseminated at places frequented by parents or guardians of such youths, and unaccompanied youths, including schools, shelters, public libraries, and soup kitchens, and in a manner and form understandable to the parents and guardians of homeless youth and unaccompanied youth.
6. Enrollment/admissions disputes are mediated in accordance with law, the Charter School's charter, and Board policy.
7. Parents/guardians and any unaccompanied youth are fully informed of all transportation services, as applicable.

8. Charter School personnel providing services receive professional development and other support.
9. The Charter School Liaison collaborates with State coordinators and community and school personnel responsible for the provision of education and related services to homeless children and youths.
10. Unaccompanied youth are enrolled in school; have opportunities to meet the same challenging State academic standards as the State establishes for other children and youth; and are informed of their status as independent students under section 480 of the Higher Education Act of 1965 and that the youths may obtain assistance from the Charter School Liaison to receive verification of such status for the purposes of the Free Application for Federal Student Aid described in section 483 of the Act.

The California Department of Education publishes a list of the contact information for the Homeless Education Liaisons in the state, which is available at: <https://www.cde.ca.gov/sp/hs/>

Housing Questionnaire: Charter School shall administer a housing questionnaire for purposes of identifying homeless children and youth. Charter School shall ensure that the housing questionnaire is based on the best practices developed by the CDE. Charter School shall annually provide the housing questionnaire to all parents/guardians of students and to all unaccompanied youths at Charter School. The housing questionnaire shall include an explanation of the rights and protections a student has as a homeless child or youth or as an unaccompanied youth. The housing questionnaire shall be available in paper form. The housing questionnaire shall be available in English, and if fifteen (15) percent or more of the students enrolled at Charter School speak a single primary language other than English, it shall also be written in the primary language. The questionnaire shall be translated into other languages upon request of a student's parent/guardian or an unaccompanied youth. Charter School shall collect the completed housing questionnaires and annually report to the CDE the number of homeless children and youths and unaccompanied youths enrolled. (Education Code Section 48851.)

Acceptance of Course Work: The Charter School will accept any coursework satisfactorily completed at any public school, a juvenile court school, a school in a country other than the United States, and/or a nonpublic, nonsectarian school or agency by a homeless student.

The Charter School will provide homeless students credit for the partial completion of courses taken while attending a public school, a juvenile court school, a school in a country other than the United States, and/or a nonpublic, nonsectarian school or agency. If the student did not complete the entire course, the Charter School shall not require the student to retake the portion of the course the student completed unless the Charter School, in consultation with the holder of educational rights for the

student, finds that the student is reasonably able to complete the requirements in time to graduate from high school. When partial credit is awarded in a particular course, the homeless student shall be enrolled

in the same or equivalent course, if applicable, so that the student may continue and complete the entire course. These students shall not be prevented from taking or retaking a course to meet California State University or the University of California admission eligibility requirements.

For any homeless student who enrolls at the Charter School, a copy of the Charter School's complete policy shall be provided at the time of enrollment. A copy of the complete Policy is available upon request at the main office.

English Learners

The Charter School is committed to the success of its English Learners and support will be offered both within academic classes and in supplemental settings for students who need additional support for English language learning. The Charter School will meet all applicable legal requirements for English Learners as they pertain to annual notification to parents, student identification, placement, program options, English Learners and core content instruction, teacher qualifications and training, reclassification to fluent English proficient status, monitoring and evaluating program effectiveness, and standardized testing requirements. The Charter School will implement policies to assure proper placement, evaluation, and communication regarding English Learners and the rights of students and parents.

Universal Meals Program

The Charter School shall provide two (2) nutritionally adequate meals to each student who requests a meal without consideration of the student's eligibility for a federally funded free or reduced-price meal, with a maximum of one (1) free meal per meal service (breakfast and lunch) each school day.

Applications for school meals are included in the first day packets to all families and can also be obtained on the Charter School website and in the main office. All families are encouraged to complete the application form. Completed application forms can be returned to the main office.

Human Trafficking Prevention

California has the highest number of incidents of human trafficking in the U.S., and all students may be vulnerable. The Charter School believes it is a priority to inform our students about (1) the prevalence, nature of and strategies to reduce the risk of human trafficking, techniques to set healthy boundaries, and how to safely seek assistance, and (2) how social media and mobile device applications are used for human trafficking.

In accordance with the California Healthy Youth Act, the Charter School will provide age-appropriate instruction on the prevention of human trafficking, including sexual abuse, assault, and harassment. You have the right to excuse your child from all or part of the instruction on the prevention of human trafficking. An opt-out form is available at the main office for your convenience. Your consent for this instruction is NOT required. If we do not receive a written request to excuse your child, your child will be included in the instruction.

Information and materials for parents/guardians about the curriculum and resources on prevention of human trafficking and abuse, including sexual abuse, assault, and harassment are available on Charter School's website for your review.

Immunizations

Pursuant to the California Health and Safety Code and the California Code of Regulations, children must provide proof of having received required immunizations (shots) before they can attend school unless they meet the requirements for an exemption. Immunization records are required for all incoming students. Verification of immunizations will be completed with written medical records from the child's doctor or immunization clinic. To ensure a safe learning environment for all students, the Charter School follows and abides by the health standards set forth by the state of California. The immunization status of all students will be reviewed periodically. Those students who are not in compliance with the State requirements must be excluded from attendance until the requirements are met. Students who have been exposed to a communicable disease for which they have not been immunized may be excluded from school at the discretion of the Charter School.

These required immunizations include:

<p>TK/K-12 Admission</p>	<p>Diphtheria, Tetanus and Pertussis (DTaP) - Five (5) doses Polio - Four (4) doses Measles, Mumps, and Rubella (MMR) - Two (2) doses Hepatitis B (Hep B) - Three (3) doses Varicella (chickenpox) – Two (2) doses</p> <p>NOTE: Four doses of DTaP are allowed if one was given on or after the fourth birthday. Three doses of DTaP meet the requirement if at least one dose of Tdap, DTaP, or DTP vaccine was given on or after the seventh birthday (also meets the 7th-12th grade Tdap requirement.) One or two doses of Td vaccine given on or after the seventh birthday count towards the requirement for DTaP. Three doses of Polio are allowed if one was given on or after fourth birthday. MMR doses must be given on or after first birthday. Two doses of measles, two doses of mumps, and one dose of rubella vaccine meet the requirement, separately or combined. Combination vaccines (e.g., MMRV) meet the requirements for individual component vaccines.</p>
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Child's Grade	List of shots required to attend school
<p>Entering 7th Grade</p>	<p>Tetanus, reduced Diphtheria, and acellular Pertussis (Tdap) - One (1) dose Varicella (chickenpox) - Two (2) doses</p> <p>NOTE: In order to begin 7th grade, students who had a valid personal belief exemption on file with a public or private elementary or secondary school in California before January 1, 2016 must meet the requirements listed for grades K-12 as well as requirements for 7th grade advancement (i.e., polio, MMR, varicella and primary series for diphtheria, tetanus, and pertussis). At least one dose of pertussis-containing vaccine is required on or after the 7th birthday.</p>

Involuntary Removal Process

No student shall be involuntarily removed by the Charter School for any reason unless the parent or guardian of the student has been provided written notice of intent to remove the student no less than five (5) schooldays before the effective date of the action (“Involuntary Removal Notice”). The written notice shall be in the native language of the student or the student’s parent or guardian or, if the student is a foster child or youth or a homeless child or youth, the student’s educational rights holder. The Involuntary Removal Notice shall include the charges against the student and an explanation of the student’s basic rights including the right to request a hearing before the effective date of the action. The hearing shall be consistent with the Charter School’s expulsion procedures. If the student’s parent, guardian, or educational rights holder requests a hearing, the student shall remain enrolled and shall not be removed until the Charter School issues a final decision. As used herein, “involuntarily removed” includes disenrolled, dismissed, transferred, or terminated, but does not include suspensions or expulsions pursuant to the Charter School’s suspension and expulsion policy.

Upon parent/guardian request for a hearing, the Charter School will provide notice of hearing consistent with its expulsion hearing process, through which the student has a fair opportunity to present testimony, evidence, and witnesses and confront and cross-examine adverse witnesses, and at which the student has the right to bring legal counsel or an advocate. The notice of hearing shall be in the native language of the student or the student’s parent or guardian or, if the student is a foster child or youth or a homeless child or youth, the student’s educational rights holder, and shall include a copy of the Charter School’s expulsion hearing process.

If the parent/guardian is nonresponsive to the Involuntary Removal Notice, the student will be disenrolled as of the effective date set forth in the Involuntary Removal Notice. If the parent/guardian requests a hearing and does not attend on the date scheduled for the hearing the student will be disenrolled effective the date of the hearing.

If, as a result of the hearing, the student is disenrolled, notice will be sent to the student’s last known school district of residence within thirty (30) days.

A hearing decision not to disenroll the student does not prevent the Charter School from making a similar recommendation in the future should student truancy continue or re-occur.

Lost or Damaged School Property

If a student willfully damages the Charter School’s property or the personal property of a Charter School employee, or fails to return a textbook, library book, computer/tablet or other Charter School property that has been loaned to the student, the student’s parents/guardians are liable for all damages caused by the student’s misconduct not to exceed ten thousand dollars (\$10,000), adjusted annually for

inflation. After notifying the student's parent or guardian in writing of the student's alleged misconduct and affording the student due process, the Charter School may withhold the student's grades, transcripts, and diploma until the damages have been paid. If the student and the student's parent/guardian are unable to pay for the damages or to return the property, the Charter School will provide a program of voluntary work for the minor in lieu of the payment of monetary damages. Upon completion of the voluntary work, the student's grades and diploma will be released.

Mental Health

The Charter School recognizes that when unidentified and unaddressed, mental health challenges can lead to poor academic performance, increased likelihood of suspension and expulsion, chronic absenteeism, student attrition, homelessness, incarceration, and/or violence. Access to mental health services at the Charter School and in our community is not only critical to improving the physical and emotional safety of students, but it also helps address barriers to learning and provides support so that all students can learn problem-solving skills and achieve in school and, ultimately, in life. The following resources are available to your child:

Available on Campus:

- School-based counseling services – your child is encouraged to reach out to the school counselor for social/emotional support if they feel they are needing support. School counselors can be reached in person or via email for students to contact directly. School counselors are available to support students in crisis. If you believe that your child needs further counseling services, you are encouraged to directly contact the Site Director to request a Student Success Team meeting and in the meeting can discuss what supports your child needs. Appropriate supports individualized to your child can be determined at the Student Success Team Meeting. Additionally, we partner with All 4 Youth, a mental health provider associated with Fresno County Superintendent of Schools (FCSS), to provide mental health services and an All 4 Youth therapist is on site to provide services to eligible students. Additional mental health resources in the community can be provided, as needed. Counseling services, whether provided by our Charter School or by an outside provider listed herein, are voluntary.
- Special education services – if you believe your child may have a disability, you are encouraged to directly contact the Site Director to request an Student Success Team meeting.
- Prescription medication while on campus – if your child requires prescription medication during school hours and you would like assistance from School staff in providing this medication to your child, please contact the health office at (559) 374-0080.

Available in the Community:

- National Suicide Prevention Lifeline/Suicide Crisis Lifeline:
 - Call or Text “988”

- Call 1-800-273-8255
- National Domestic Violence Hotline: Call 1-800-799-7233
- Crisis Text Line: Text “HOME” to 741741
- Teen Line: Text “TEEN” to 839863
- Trevor Project: Text “START” to 678678
- Trans Lifeline: 1-877-565-8860

Available Nationally:

- National Suicide Prevention Hotline - This organization provides confidential support for adults and youth in distress, including prevention and crisis resources. Available 24 hours at 1-800-273-8255.
- The Trevor Project - This organization provides suicide prevention and crisis intervention for LGBTQ youth between the ages of 13 and 24. **Available at 1-866-488-7386 or visit <https://www.thetrevorproject.org/>.**
- Big Brothers/Big Sisters of America – This organization is a community- based mentorship program. Community-specific program information can be found online at <https://www.bbbs.org> or by calling (813) 720-8778.

Nondiscrimination Statement

The Charter School does not discriminate against any person on the basis of actual or perceived disability, gender, gender identity, gender expression, nationality, race or ethnicity, immigration status, religion, religious affiliation, sexual orientation, pregnancy, or any other characteristic that is contained in the definition of hate crimes in the California Penal Code.

The Charter School adheres to all provisions of federal law related to students with disabilities, including, but not limited to, Section 504 of the Rehabilitation Act of 1973, Title II of the Americans with Disabilities Act of 1990 (“ADA”), and the Individuals with Disabilities Education Improvement Act of 2004 (“IDEA”).

The Charter School does not discourage students from enrolling or seeking to enroll in the Charter School for any reason, including, but not limited to, academic performance, disability, neglect or delinquency, English proficiency, for being homeless or a foster/mobile youth, economic disadvantage, nationality, race, ethnicity, or sexual orientation. The Charter School shall not encourage a student currently attending Charter School to disenroll or transfer to another school based on any of the aforementioned reasons except in cases of expulsion and suspension or involuntary removal in accordance with the Charter School’s charter and relevant policies.

The Charter School does not request nor require student records prior to a student's enrollment.

The Charter School shall provide a copy of the California Department of Education Complaint Notice and Form to any parent, guardian, or student over the age of 18 at the following times: (1) when a parent, guardian, or student over the age of 18 inquires about enrollment; (2) before conducting an enrollment lottery; and (3) before disenrollment of a student.

The Charter School is committed to providing an educational atmosphere that is free of unlawful harassment under Title IX of the Education Amendments of 1972 (sex); Titles IV, VI, and VII of the Civil Rights Act of 1964 (race, color, or national origin); The Age Discrimination Act of 1975; the IDEA; and Section 504 and Title II of the ADA (mental or physical disability). The Charter School also prohibits sexual harassment, including cyber sexual bullying, and harassment based upon pregnancy, childbirth or related medical conditions, race, religion, religious affiliation, creed, color, immigration status, gender, gender identity, gender expression, national origin or ancestry, physical or mental disability, medical condition, marital status, age, sexual orientation, or any other basis protected by federal, state, local law, ordinance or regulation. The Charter School does not condone or tolerate harassment of any type, including discrimination, intimidation, or bullying, including cyber sexual bullying, by any employee, independent contractor or other person with which the Charter School does business, or any other individual, student, or volunteer. This applies to all employees, students, or volunteers and relationships, regardless of position or gender. The Charter School will promptly and thoroughly investigate any complaint of harassment and take appropriate corrective action, if warranted. Inquiries, complaints, or grievances regarding harassment as described in this section, above, should be directed to the Charter School Uniform Complaint Procedures ("UCP") Compliance Officer:

Shelly Lether
Chief Executive Officer
559-899-3176
shelly.lether@aspenps.org

The lack of English language skills will not be a barrier to admission or participation in the Charter School's programs or activities. The Charter School prohibits retaliation against anyone who files a complaint or who participates or refuses to participate in a complaint investigation.

Opioid Information Sheet

The Charter School annually provides each athlete with an Opioid Factsheet for Patients published by the Centers for Disease Control and Prevention. The athlete and, if the athlete is 17 years of age or

younger, the athlete's parent or guardian shall sign a document acknowledging receipt of the Opioid Factsheet for Patients and return that document to the Charter School before the athlete initiates practice or competition. The fact sheet is available at:

<https://www.cdc.gov/drugoverdose/pdf/AHA-Patient-Opioid-Factsheet-a.pdf>

Parent and Family Engagement Policy

The Charter School aims to provide all students in our school significant opportunity to receive a fair, equitable, and high-quality education, and to close educational achievement gaps while abiding by guidelines within the Elementary and Secondary Education Act ("ESEA"). The Charter School staff recognizes a partnership with families is essential to meet this goal. Our Parent and Family Engagement Policy leverages and promotes active involvement of all families as partners with schools to ensure student success. A copy of the Charter School's complete Policy is available upon request in the main office.

Physical Examinations and Right to Refuse

All students must complete a health screening examination on or before the 90th day after the student's entrance into first grade or such students must have obtained a waiver pursuant to Health and Safety Code Sections 124040 and 124085. This examination can be obtained from your family physician or possibly through the services provided by your County Health Department. Information and forms are distributed to students enrolled in kindergarten. If your child's medical status changes, please provide the teacher with a physician's written verification of the medical issue, especially if it impacts in any way your child's ability to perform schoolwork.

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

Pregnant and Parenting Students

The Charter School recognizes that pregnant and parenting students are entitled to accommodations that provide them with the opportunity to succeed academically while protecting their health and the health of their children. A pregnant or parenting student is entitled to eight (8) weeks of parental leave, or more if deemed medically necessary by the student's physician, which the student may take before the birth of the student's infant if there is a medical necessity and after childbirth during the school year in which the birth takes place, inclusive of any mandatory summer instruction, in order to protect the

health of the student who gives or expects to give birth and the infant, and to allow the pregnant or parenting student to care for and bond with the infant. The Charter School will ensure that absences from the student's regular school program are excused until the student is able to return to the regular school program.

Upon return to school after taking parental leave, a pregnant or parenting student will be able to make up work missed during the pregnant or parenting student's leave, including, but not limited to, makeup work plans and reenrollment in courses. Notwithstanding any other law, a pregnant or parenting student may remain enrolled for a fifth year of instruction in the Charter School if it is necessary in order for the student to be able to complete any graduation requirements, unless the Charter School determines that the student is reasonably able to complete the graduation requirements in time to graduate from high school by the end of the student's fourth year of high school.

Complaints of noncompliance with laws relating to pregnant or parenting students may be filed under the Uniform Complaint Procedures ("UCP") of the Charter School. The complaint may be filed in writing with the compliance officer:

Shelly Lether
Chief Executive Officer
559-899-3176
shelly.lether@aspenps.org

A copy of the UCP is available upon request at the main office. For further information on any part of the complaint procedures, including filing a complaint or requesting a copy of the complaint procedures, please contact the Executive Director.

Safe Storage of Firearms

The purpose of this notice is to inform and to remind parents and legal guardians of all students at the Charter School of their responsibilities for keeping firearms out of the hands of children as required by California law. There have been many news reports of children bringing firearms to school. In many instances, the child obtained the firearm(s) from his or her home. **These incidents can be easily prevented by storing firearms in a safe and secure manner, including keeping them locked up when not in use and storing them separately from ammunition.**

To help everyone understand their legal responsibilities, this notice spells out California law regarding the storage of firearms. Please take some time to review this notice and evaluate your own personal practices to assure that you and your family are in compliance with California law:

- With very limited exceptions, California makes a person criminally liable for keeping any firearm, loaded or unloaded, within any premises that are under their custody and control where that person knows or reasonably should know that a child is likely to gain access to the firearm without the permission of the child’s parent or legal guardian, and the child obtains access to the firearm and thereby (1) causes death or injury to the child or any other person; (2) carries the firearm off the premises or to a public place, including to any preschool or school grades kindergarten through twelfth grade, or to any school-sponsored event, activity, or performance; or (3) unlawfully brandishes the firearm to others.
 - The criminal penalty may be significantly greater if someone dies or suffers great bodily injury as a result of the child gaining access to the firearm.
- With very limited exceptions, California also makes it a crime for a person to negligently store or leave any firearm, loaded or unloaded, on their premises in a location where the person knows or reasonably should know that a child is likely to gain access to it without the permission of the child’s parent or legal guardian, unless reasonable action is taken to secure the firearm against access by the child, even where a minor **never** actually accesses the firearm.
- In addition to potential fines and terms of imprisonment, as of January 1, 2020, a gun owner found criminally liable under these California laws faces prohibitions from possessing, controlling, owning, receiving, or purchasing a firearm for 10 years.
- Finally, a parent or guardian may also be civilly liable for damages resulting from the discharge of a firearm by that person’s child or ward.

The county or city may have additional restrictions regarding the safe storage of firearms. Thank you for helping to keep our children and schools safe. Remember that the easiest and safest way to comply with the law is to keep firearms in a locked container or secured with a locking device that renders the firearm inoperable.

School Bus and Passenger Safety

All students who are transported in a school bus or school student activity bus shall receive instruction in school bus emergency procedures and passenger safety. A copy of the complete Policy is available upon request at the main office.

School Safety Plan

The Charter School has established a Comprehensive School Safety Plan. The Plan is available upon request.

Section 504

The Charter School recognizes its legal responsibility to ensure that no qualified person with a disability shall, on the basis of disability, be excluded from participation, be denied the benefits of, or otherwise subjected to discrimination under any program of the Charter School. Any student who has an objectively identified disability which substantially limits a major life activity, including, but not limited to learning, is eligible for accommodations by the Charter School. The parent of any student suspected of needing or qualifying for accommodations under Section 504 may make a referral for an evaluation to the Site Director. A copy of the Charter School's Section 504 policies and procedures is available upon request.

Sexual Health Education

The Charter School offers comprehensive sexual health education to its students in grades 7-12. A parent or guardian of a student has the right to excuse their child from all or part of comprehensive sexual health education, HIV prevention education, and assessments related to that education through a passive consent ("opt-out") process. The Charter School does not require active parental consent ("opt-in") for comprehensive sexual health education and HIV prevention education. Parents and guardians may:

- Inspect written and audiovisual educational materials used in comprehensive sexual health education and HIV prevention education.
- Excuse their child from participation in comprehensive sexual health education and HIV prevention education in writing to the Charter School.
- Be informed whether the comprehensive sexual health or HIV/AIDS prevention education will be taught by Charter School personnel or outside consultants. When the Charter School chooses to use outside consultants or to hold an assembly with guest speakers to teach comprehensive sexual health or HIV/AIDS prevention education, be informed of:
 - The date of the instruction
 - The name of the organization or affiliation of each guest speaker
- Request a copy of Education Code sections 51930 through 51939.

Anonymous, voluntary, and confidential research and evaluation tools to measure students' health behaviors and risks (including tests, questionnaires, and surveys containing age-appropriate questions about the student's attitudes concerning or practices relating to sex) may be administered to students in grades 7-12. A parent or guardian has the right to excuse their child from the test, questionnaire, or survey through a passive consent ("opt-out") process. Parents or guardians shall be notified in writing that this test, questionnaire, or survey is to be administered, given the opportunity to review the test, questionnaire, or survey if they wish, notified of their right to excuse their child from the test,

questionnaire, or survey, and informed that in order to excuse their child they must state their request in writing to the Charter School.

A student may not attend any class in comprehensive sexual health education or HIV prevention education, or participate in any anonymous, voluntary, and confidential test, questionnaire, or survey on student health behaviors and risks if the Charter School has received a written request from the student's parent or guardian excusing the student from participation. An alternative educational activity shall be made available to students whose parents or guardians have requested that they not receive the instruction or participate in the test, questionnaire, or survey.

Special Education/Students with Disabilities

We are dedicated to the belief that all students can learn and must be guaranteed equal opportunity to become contributing members of the academic environment and society. The Charter School provides special education instruction and related services in accordance with the Individuals with Disabilities Education Improvement Act ("IDEA"), Education Code requirements, and applicable policies and procedures of the SELPA. These services are available for special education students enrolled at the Charter School. We offer high quality educational programs and services for all our students in accordance with the assessed needs of each student. The Charter School collaborates with parents, the student, teachers, and other agencies, as may be indicated, in order to appropriately serve the educational needs of each student.

Pursuant to the IDEA and relevant state law, the Charter School is responsible for identifying, locating, and evaluating children enrolled at the Charter School with known or suspected disabilities to determine whether a need for special education and related services exists. This includes children with disabilities who are homeless or foster youth. The Charter School shall not deny nor discourage any student from enrollment solely due to a disability. If you believe your child may be eligible for special education services, please contact the Site Director.

State Testing

The Charter School shall annually administer required state testing to the applicable grades (e.g., the California Assessment of Student Performance and Progress ["CAASPP"].) Notwithstanding any other provision of law, a parent's or guardian's written request to Charter School officials to excuse their child from any or all parts of the CAASPP shall be granted. Upon request, parents have a right to information on the level of achievement of their student on every State academic assessment administered to the student.

Student Records, including Records Challenges and Directory Information

The Family Educational Rights and Privacy Act (“FERPA”) affords parents and students who are 18 years of age or older (“eligible students”) certain rights with respect to the student’s education records. These rights are:

1. The right to inspect and review the student’s education records within 5 business days after the day the Charter School receives a request for access. Parents or eligible students should submit to the Charter School Executive Director or designee a written request that identifies the records they wish to inspect. The Charter School official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
2. The right to request the amendment of the student’s education records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student’s privacy rights under FERPA.

Parents or eligible students who wish to ask the Charter School to amend a record should write the Charter School’s Executive Director or designee, clearly identify the part of the record they want changed and specify why it should be changed. If the Charter School decides not to amend the record as requested by the parent or eligible student, the Charter School will notify the parent or eligible student of the decision and of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing. If the Charter School decides to amend the record as requested by the parent or eligible student, the Executive Director must order the correction or the removal and destruction of the information and inform the parent or eligible student of the amendment in writing.

3. The right to provide written consent before the Charter School discloses personally identifiable information (“PII”) from the student’s education records, except to the extent that FERPA authorizes disclosure without consent.

One exception, which permits disclosure without consent, is disclosure to Charter School officials with legitimate educational interests. A Charter School official is a person employed by the Charter School as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel) or a person serving on the Charter School’s Board of Directors. A Charter School official also may include a volunteer, consultant, vendor, or contractor outside of the Charter School who performs an institutional service or function for which the Charter School would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor, medical consultant, therapist, or contracted provider of digital educational platforms and/or services; a parent or student

volunteering to serve on an official committee, such as a disciplinary or grievance committee; or a parent, student, or other volunteer assisting another Charter School official in performing their tasks. A Charter School official has a legitimate educational interest if the official needs to review an education record in order to fulfill their professional responsibility.

Upon request, the Charter School discloses education records without consent to officials of another school district in which a student seeks or intends to enroll, or is already enrolled, if the disclosure is for purposes of the student's enrollment or transfer.

Note that Charter School will not release information to third parties for immigration-enforcement purposes, except as required by law or court order.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the Charter School to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

Student Privacy Policy Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202

5. The right to request that the Charter School not release student names, addresses and telephone listings to military recruiters or institutions of higher education without prior written parental consent.

FERPA permits the disclosure of PII from a student's education records, without consent of the parent or eligible student, if the disclosure meets certain conditions found in §99.31 of the FERPA regulations. Except for disclosures to Charter School officials, disclosures related to some judicial orders or lawfully issued subpoenas, disclosures of directory information, and disclosures to the parent or eligible student, §99.32 of the FERPA regulations requires the Charter School to record the disclosure. Parents and eligible students have a right to inspect and review the record of disclosures. A Charter School may disclose PII from the education records of a student without obtaining prior written consent of the parents or the eligible student to the following parties:

1. Charter School officials who have a legitimate educational interest as defined by 34 C.F.R. Part 99;
2. Other schools to which a student seeks or intends to enroll so long as the disclosure is for purposes related to the student's enrollment or transfer. When a student transfers schools, the Charter School will mail the original

or a copy of a student's cumulative file to the receiving district or private school within ten (10) school days following the date the request is received from the public school or private school where the student intends to enroll. The Charter School will make a reasonable attempt to notify the parent or eligible student of the request for records at the parent's or eligible student's last known address, unless the disclosure is initiated by the parent or eligible student. Additionally, the Charter School will give the parent or eligible student, upon request, a copy of the record that was disclosed and give the parent or eligible student, upon request, an opportunity for a hearing;

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 with a student's application for, or receipt of, financial aid 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 the Charter School 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 or entities, in compliance with a judicial order or lawfully issued subpoena. Subject to the exceptions found in 34 C.F.R. § 99.31(a)(9)(i), reasonable effort must be made to notify the parent or eligible student of the order or subpoena in advance of compliance, so that the parent or eligible student may seek a protective order;
9. Persons who need to know in cases of health and safety emergencies;
10. State and local authorities, within a juvenile justice system, pursuant to specific State law;
11. A foster family agency with jurisdiction over a currently enrolled or former student, a short-term residential treatment program staff responsible for the education or case management of a student, and a caregiver (regardless of whether the caregiver has been appointed as the student's educational rights holder) who has direct responsibility for the care of the student, including a certified or licensed foster parent, an approved relative or nonrelated extended family member, or a resource family, may access the current or most recent records of grades, transcripts, attendance, discipline, and online communication on platforms established by the Charter School for students and parents, and any individualized

education program (“IEP”) or Section 504 plan that may have been developed or maintained by the Charter School; and/or

12. A victim of an alleged perpetrator of a crime of violence or a non-forcible sex offense. The disclosure may only include the final results of the disciplinary proceedings conducted by the Charter School with respect to that alleged crime or offense. The Charter School discloses the final results of the disciplinary proceeding regardless of whether the Charter School concluded a violation was committed.

“Directory Information” is information that is generally not considered harmful or an invasion of privacy if released. The Charter School may disclose the personally identifiable information that it has designated as directory information without a parent’s or eligible student’s prior written consent. The Charter School has designated the following information as directory information:

1. Student’s name
2. Student’s address
3. Parent’s/guardian’s address
4. Telephone listing
5. Student’s electronic mail address
6. Parent’s/guardian’s electronic mail address
7. Photograph/video
8. Date and place of birth
9. Dates of attendance
10. Grade level
11. Participation in officially recognized activities and sports
12. Weight and height of members of athletic teams
13. Degrees, honors, and awards received
14. The most recent educational agency or institution attended
15. Student ID number, user ID, or other unique personal identifier used to communicate in electronic systems that cannot be used to access education records without a PIN, password, etc. (A student’s social security number, in whole or in part, cannot be used for this purpose.)

If you do not want the Charter School to disclose directory information from your child’s education records without your prior written consent, you must notify the Charter School in writing at the time of enrollment or re-enrollment.

Sudden Cardiac Arrest Prevention and Automated External Defibrillators

The Charter School is invested in the health of its athletes, especially their heart health. Sudden cardiac arrest (“SCA”) is when the heart stops beating, suddenly and unexpectedly. Those wishing to participate in athletics at the Charter School must review the information sheet on sudden cardiac arrest via the following link: <https://www.cdc.gov/dhds/docs/cardiac-arrest-infographic.pdf>

Surveys About Personal Beliefs

Unless the student’s parent/guardian gives written permission, a student will not be given any test, questionnaire, survey, or examination containing any questions about the student’s, or the student’s parents’ or guardians’ personal beliefs or practices in sex, family life, morality, or religion.

Teacher Qualification Information

As the Charter School receives Title I federal funds through the Elementary and Secondary Education Act (“ESEA”), as reauthorized and amended by the Every Student Succeeds Act (“ESSA”), all parents/guardians of students attending the Charter School may request information regarding the professional qualifications of classroom teachers and/or paraprofessionals, including at a minimum:

1. Whether the student’s teacher:
 - a. Has met State qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction;
 - b. Is teaching under emergency or other provisional status through which State qualification or licensing criteria have been waived; and
 - c. Is teaching in the field of discipline of the certification of the teacher; and
2. Whether the child is provided services by paraprofessionals and, if so, their qualifications.

Upon request, the Charter School will provide the information to the parents/guardians in a timely manner. Parents/guardians may contact the Site Director to obtain this information.

Tobacco-Free Schools

Ample research has demonstrated the health hazards associated with the use of tobacco products, including smoking and the breathing of secondhand smoke. The Charter School provides instructional programs designed to discourage students from using tobacco products. The Charter School’s Governing Board recognizes that smoking and other uses of tobacco and nicotine products constitute a serious

public health hazard and are inconsistent with the goals of the Charter School to provide a healthy environment for students and staff.

In the best interest of students, employees, and the general public, the Board therefore prohibits the use of tobacco products at all times on Charter School property and in Charter School vehicles. This prohibition applies to all employees, students, visitors, and other persons at school or at a school-sponsored activity or athletic event. It applies to any meeting on any property owned, leased, or rented by or from the Charter School.

Smoking or use of any tobacco-related product or disposal of any tobacco-related waste is prohibited within 25 feet of any playground, except on a public sidewalk located within 25 feet of the playground. Smoking or use of any tobacco-related product is also prohibited within 250 feet of the youth sports event in the same park or facility where a youth sports event is taking place. In addition, any form of intimidation, threat, or retaliation against a person for attempting to enforce this policy is prohibited.

The Executive Director or designee shall inform students, parents/guardians, employees, and the public about this policy. All individuals on Charter School premises share in the responsibility of adhering to this policy. Additionally, the Charter School will post signs stating "Tobacco use is prohibited" prominently at all entrances to school property.

Uniform Complaint Procedure ("UCP")

The Charter School is the local agency primarily responsible for compliance with federal and state laws and regulations governing educational programs. The Charter School shall investigate and seek to resolve complaints using policies and procedures known as the Uniform Complaint Procedure ("UCP") adopted by our Governing Board for the following types of complaints:

1. Complaints alleging unlawful discrimination, harassment, intimidation, or bullying against any protected group on the basis of the actual or perceived characteristics of age, ancestry, color, mental disability, physical disability, ethnic group identification, immigration status, citizenship, gender expression, gender identity, gender, genetic information, nationality, national origin, race or ethnicity, religion, medical condition, marital status, sex, or sexual orientation, or on the basis of a person's association with a person or group with one

or more of these actual or perceived characteristics in any Charter School program or activity.

2. Complaints alleging a violation of state or federal law or regulation governing the following programs:

- Accommodations for Pregnant, Parenting or Lactating Students;
- Adult Education;
- Career Technical and Technical Education;
- Career Technical and Technical Training;
- Child Care and Development Programs;
- Consolidated Categorical Aid;
- Education of Students in Foster Care, Students who are Homeless, former Juvenile Court Students now enrolled in a public school, Migratory Children and Children of Military Families;
- Every Student Succeeds Act;
- Migrant Education Programs;
- Regional Occupational Centers and Programs;
- School Safety Plans; and/or
- State Preschool Programs.

3. Complaints alleging noncompliance with laws relating to pupil fees. A student enrolled in a public school shall not be required to pay a pupil fee for participation in an educational activity. A pupil fee includes, but is not limited to, all of the following:

- A fee charged to a pupil as a condition for registering for school or classes, or as a condition for participation in a class or an extracurricular activity, regardless of whether the class or activity is elective or compulsory or is for credit.
- A security deposit, or other payment, that a pupil is required to make to obtain a lock, locker, book, class apparatus, musical instrument, clothes, or other materials or equipment.
- A purchase that a pupil is required to make to obtain materials, supplies, equipment, or clothes associated with an educational activity.

Complaints of noncompliance with laws relating to pupil fees may be filed with the Executive Director or the Compliance Officer identified below.

4. Complaints alleging noncompliance with the requirements governing the Local Control Funding Formula (“LCFF”) or Local Control and Accountability Plans (“LCAP”) under Education Code sections 47606.5 and 47607.3, as applicable. If the Charter School adopts a School Plan for Student Achievement (“SPSA”) in addition to its LCAP, complaints of noncompliance with the requirements of the SPSA under Education Code sections 64000, 64001, 65000, and 65001 shall also fall under the UCP.

Complaints alleging noncompliance regarding child nutrition programs established pursuant to Education Code sections 49490-49590 are governed by Title 7, Code of Federal Regulations (“C.F.R.”) sections 210.19(a)(4), 215.1(a), 220.13(c), 225.11(b), 226.6(n), and 250.15(d) and Title 5, California Code of Regulations (“C.C.R.”) sections 15580 - 15584.

Complaints alleging noncompliance regarding special education programs established pursuant to Education Code sections 56000-56865 and 59000-59300 are governed by the procedures set forth in 5 C.C.R. sections 3200-3205 and 34 C.F.R. sections 300.151-300.153.

Complaints regarding state preschool health and safety issues in local educational agencies exempt from licensing are governed by 5 C.C.R. sections 4690-4694, except as otherwise indicated.

Complaints other than complaints relating to pupil fees must be filed in writing with the following Compliance Officer:

Shelly Lether
Chief Executive Officer
559-899-3176
shelly.lether@aspenps.org

Only complaints regarding pupil fees or LCAP compliance may be filed anonymously and only if the anonymous complainant provides evidence or information leading to evidence to support an allegation of noncompliance with laws relating to pupil fees or LCAP.

Complaints alleging unlawful discrimination, harassment, intimidation, or bullying, must be filed within six (6) months from the date the alleged discrimination, harassment, intimidation, or bullying, occurred

or the date the complainant first obtained knowledge of the facts of the alleged discrimination, harassment, intimidation, or bullying. All other complaints under the UCP shall be filed not later than one (1) year from the date the alleged violation occurred. For complaints relating to the LCAP, the date of the alleged violation is the date on which the Charter School's Board of Directors approved the LCAP or the annual update was adopted by the Charter School.

The Compliance Officer responsible for investigating the complaint shall conduct and complete the investigation in accordance with California regulations and the Charter School's UCP Policy. The Compliance Officer shall provide the complainant with a final written investigation report ("Decision") within sixty (60) calendar days from the Charter School's receipt of the complaint. This sixty (60) calendar day time period may be extended by written agreement of the complainant.

The complainant has a right to appeal the Charter School's Decision to the California Department of Education ("CDE") by filing a written appeal within thirty (30) calendar days of the date of the Charter School's written Decision, except if the Charter School has used its UCP to address a complaint that is not subject to the UCP requirements. The appeal must include a copy of the complaint filed with the Charter School, a copy of the Charter School's Decision, and the complainant must specify and explain the basis for the appeal of the Decision, including at least one of the following:

1. The Charter School failed to follow its complaint procedures.
2. Relative to the allegations of the complaint, the Charter School's Decision lacks material findings of fact necessary to reach a conclusion of law.
3. The material findings of fact in the Charter School's Decision are not supported by substantial evidence.
4. The legal conclusion in the Charter School's Decision is inconsistent with the law.
5. In a case in which the Charter School's Decision found noncompliance, the corrective actions fail to provide a proper remedy.

A complainant who appeals the Charter School's Decision on a UCP complaint to the CDE shall receive a written appeal decision within sixty (60) calendar days of the CDE's receipt of the appeal, unless extended by written agreement with the complainant or the CDE documents exceptional circumstances and informs the complainant.

Within thirty (30) calendar days of the date of the CDE's appeal Decision pursuant to 5 C.C.R. section 4633(f)(2) or (3), either party may request reconsideration by the State Superintendent of Public Instruction ("SSPI") or the SSPI's designee. The request for reconsideration

shall specify and explain the reason(s) for contesting the findings of fact, conclusions of law, or corrective actions in the CDE's appeal Decision.

If a UCP complaint is filed directly with the CDE and the CDE determines that it merits direct intervention, the CDE shall complete an investigation and provide a written decision to the complainant within sixty (60) calendar days of receipt of the complaint, unless the parties have agreed to extend the timeline or the CDE documents exceptional circumstances and informs the complainant.

If the Charter School finds merit in a UCP complaint, or the CDE finds merit in an appeal, the Charter School shall take corrective actions consistent with the requirements of existing law that will provide a remedy to the affected student and/or parent/guardian as applicable.

A complainant may pursue available civil law remedies outside of the Charter School's complaint procedures. Complainants may seek assistance from mediation centers or public/private interest attorneys. Civil law remedies that may be imposed by a court include, but are not limited to, injunctions and restraining orders. For unlawful discrimination, harassment, intimidation or bullying complaints arising under state law, however, a complainant must wait until sixty (60) calendar days have elapsed from the filing of an appeal with the CDE before pursuing civil law remedies. The moratorium does not apply to injunctive relief and is applicable only if the Charter School has appropriately, and in a timely manner, apprised the complainant of the complainant's right to file a complaint in accordance with 5 C.C.R. § 4622.

A copy of the UCP shall be available upon request free of charge in the main office. For further information on any part of the complaint procedures, including filing a complaint or requesting a copy of the UCP, please contact the Executive Director.

Use of Student Information Learned from Social Media

The Charter School complies with all federal, state, and local guidelines regarding the gathering and/or maintenance of information about any enrolled student obtained from social media in the student's educational record. The Charter School gathers student information from social media. Such information shall be maintained in the Charter School's records with regard to the student and shall be destroyed within one (1) year after a student turns 18 years of age or within one (1) year after the student is no longer enrolled in the Charter School, whichever occurs first. A non-minor student or a student's parent or guardian may access the student's records for examination of the information, request the removal of information or corrections made to information gathered or maintained by the Charter School by contacting the Executive Director.

[Title IX, Harassment, Discrimination, Intimidation, and Bullying Policy](#)

Professional Boundaries Policy

Maintaining a professional relationship with your students as a staff member of Aspen is critical. The following parameters are to help staff members create a safe, nurturing, and productive environment for students and stakeholders.

Corporal Punishment

Corporal punishment shall not be used as a disciplinary measure against any student. Corporal punishment includes the willful infliction of, or willfully causing the infliction of, physical pain on a student.

For purposes of this policy, corporal punishment does not include an employee's use of force that is reasonable and necessary to protect the employee, students, staff or other persons or to prevent damage to property.

For clarification purposes, the following examples are offered for direction and guidance of School personnel:

- A. Examples of PERMITTED actions (NOT corporal punishment)
 - 1. Stopping a student from fighting with another student;
 - 2. Preventing a pupil from committing an act of vandalism;
 - 3. Defending yourself from physical injury or assault by a student;
 - 4. Forcing a pupil to give up a weapon or dangerous object;
 - 5. Requiring an athletic team to participate in strenuous physical training activities designed to strengthen or condition team members or improve their coordination, agility, or physical skills;
 - 6. Engaging in group calisthenics, team drills, or other physical education or voluntary recreational activities.
- B. Examples of PROHIBITED actions (corporal punishment)
 - 1. Hitting, shoving, pushing, or physically restraining a student as a means of control;
 - 2. Making unruly students do push-ups, run laps, or perform other physical acts that cause pain or discomfort as a form of punishment;
 - 3. Paddling, swatting slapping, grabbing, pinching, kicking, or otherwise causing physical pain.

Acceptable and Unacceptable Staff/Student Behavior

This policy is intended to guide all School faculty and staff in conducting themselves in a way that reflects the high standards of behavior and professionalism required of school employees and to specify the boundaries between students and staff.

Although this policy gives specific, clear direction, it is each staff member's obligation to avoid situations that could prompt suspicion by parents, students, colleagues, or school leaders. One viable standard that can be quickly applied, when you are unsure if certain conduct is acceptable, is to ask yourself, "Would I be engaged in this conduct if my family or colleagues were standing next to me?"

For the purposes of this policy, the term "boundaries" is defined as acceptable professional behavior by staff members while interacting with a student. Trespassing the boundaries of a student/teacher relationship is deemed an abuse of power and a betrayal of public trust. Some activities may seem innocent from a staff member's perspective, but can be perceived as flirtation or sexual insinuation from a student or parent point of view. The objective of the following lists of acceptable and unacceptable behaviors is not to restrain innocent, positive relationships between staff and students, but to prevent relationships that could lead to, or may be perceived as, sexual misconduct.

Staff must understand their own responsibility for ensuring that they do not cross the boundaries as written in this policy. Disagreeing with the wording or intent of the established boundaries will be considered irrelevant for disciplinary purposes. Thus, it is crucial that all employees learn this policy thoroughly and apply the lists of acceptable and unacceptable behaviors to their daily activities. Although sincere, competent interaction with students certainly fosters learning, student/staff interactions must have boundaries surrounding potential activities, locations and intentions.

Duty to Report Suspected Misconduct

When any employee reasonably suspects or believes that another staff member may have crossed the boundaries specified in this policy, he or she must immediately report the matter to a school administrator. All reports shall be as confidential as possible under the circumstances. It is the duty of the administrator to investigate and thoroughly report the situation. Employees must also report to the administration any awareness or concern of student behavior that crosses boundaries or where a student appears to be at risk for sexual abuse.

Examples of Specific Behaviors

The following examples are not an exhaustive list:

Unacceptable Staff/Student Behaviors (Violations of this Policy)

- Giving gifts to an individual student that are of a personal and intimate nature.
- Kissing of any kind.
- Any type of unnecessary physical contact with a student in a private situation.
- Intentionally being alone with a student away from the school.

- Making or participating in sexually inappropriate comments.
- Sexual jokes.
- Seeking emotional involvement with a student for your benefit.
- Listening to or telling stories that are sexually oriented.
- Discussing inappropriate personal troubles or intimate issues with a student in an attempt to gain their support and understanding.
- Becoming involved with a student so that a reasonable person may suspect inappropriate behavior.

Unacceptable Staff/Student Behaviors without Parent and Supervisor Permission

(These behaviors should only be exercised when a staff member has parent and supervisor permission.)

- Giving students a ride to/from school or school activities.
- Being alone in a room with a student at school with the door closed.
- Allowing students in your home.

Cautionary Staff/Student Behaviors

(These behaviors should only be exercised when a reasonable and prudent person, acting as an educator, is prevented from using a better practice or behavior. Staff members should inform their supervisor of the circumstance and occurrence prior to or immediately after the occurrence)

- Remarks about the physical attributes or development of anyone.
- Excessive attention toward a particular student.
- Sending emails, text messages or letters to students if the content is not about school activities.

Acceptable and Recommended Staff/Student Behaviors

(Getting parents' written consent for any after-school activity.)

- Obtaining formal approval to take students off school property for activities such as field trips or competitions.
- Emails, text, phone and instant messages to students must be very professional and pertaining to school activities or classes (Communication should be limited to school technology).
- Keeping the door open when alone with a student.
- Keeping reasonable space between you and your students.
- Stopping and correcting students if they cross your own personal boundaries.
- Keeping parents informed when a significant issue develops about a student.
- Keeping after-class discussions with a student professional and brief.
- Asking for advice from fellow staff or administrators if you find yourself in a difficult situation related to boundaries.
- Involving your supervisor if conflict arises with the student.
- Informing the Principal about situations that have the potential to become more severe.
- Making detailed notes about an incident that could evolve into a more serious situation later.
- Recognizing the responsibility to stop unacceptable behavior of students or coworkers.

- Asking another staff member to be present if you will be alone with any type of special needs student.
- Asking another staff member to be present when you must be alone with a student after regular school hours.
- Giving students praise and recognition without touching them.
- Pats on the back, high fives and handshakes are acceptable.
- Keeping your professional conduct a high priority.
- Asking yourself if your actions are worth your job and career.

[Suicide Prevention Policy](#)

Acknowledgement and Signature: It is extremely important to the faculty of ARPS that all students and parents read and understand this handbook. All of the information contained within will be of the utmost importance for the success of the student. PLEASE SIGN BOTH SECTIONS AND RETURN THE BOTTOM SECTION OF THE PAGE TO ARPS. **PLEASE KEEP THE TOP SECTION FOR YOUR RECORDS.**

Print Student's last name

Print student's first name

Grade level

	Parent Initial	Student Initial
We have read and agree to the Parent/Student Handbook for ARPS for the 2021-2022 school year.	_____	_____
We have read and agree to the School Rules and Expectations and Disciplinary Action for ARPS.	_____	_____
We have read and agree to the Attendance/Tardy and Truancy Policy for ARPS.	_____	_____
We have read and agree to the Acceptable Use Policy for ARPS.	_____	_____

Parent/Guardian Signature & Date

Student Signature & Date

Please detach the following page and return to school