

# FENTON CHARTER PUBLIC SCHOOLS



## Student Handbook (2022-23 School Year)

Members of the school community (students, teachers, administrators, staff, parents and community members) cooperate and work together to maintain a quality educational atmosphere that develops self-directing students who are accountable and constructive and demonstrate cooperative pro-social behavior. Fenton Charter Public Schools is committed to the goal of providing each student with every opportunity to develop his/her capabilities to the fullest extent possible.

This Student Handbook includes policies such as the *Code of Conduct for Students and Visitors on Campus*, *Parent-School Agreement/Compact*, *Student Responsibility Code*, *Dress Code*, *Rules of Student Behavior*, *General Discipline Procedures*, *Homework Policy*, *Non-Discrimination and Anti-Harassment Policy*, *Sexual Harassment Policy*, *Uniform Complaint Procedures*, *Anti-Bullying Policy*, *Technology Responsibility Code*, *Internet Safety Policy*, *Distance Learning Code of Conduct*, *Media Release Form* and *Student Textbook Agreement*.

The Student Handbook was developed in consultation with the School-Community Relations Council at Fenton Avenue Charter School (FACS), and Parent Advocacy Committees at Fenton Primary Center (FPC), Santa Monica Boulevard Community Charter School (SMBCCS), Fenton STEM Academy (STEM) and Fenton Charter Leadership Academy (FCLA). Please read and discuss this Handbook with your child.

**PLEASE SIGN AND RETURN JUST THE LAST THREE PAGES**  
**TO YOUR CHILD'S TEACHER**

(or to the Main Office for new enrollees)  
AS SOON AS POSSIBLE.

***Keep this Handbook for future reference. Fenton may post updates to the Handbook periodically throughout the year.***

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## **CODE OF CONDUCT FOR STUDENTS AND VISITORS ON CAMPUS**

Fenton Charter Public Schools is dedicated to providing a safe campus free from disruption to student learning. To that end, prohibited conduct includes, but is not limited to:

1. Conduct that endangers students, staff, or others, including but not limited to, physical violence, possession of a weapon, or terrorist threats.
2. Conduct that disrupts the orderly classroom or school environment.
3. Discrimination, harassment, and/or intimidation of students or staff, including but not limited to bullying, sexual harassment, hate-motivated behavior, cyberbullying, hazing or initiation activity, extortion, or any other verbal, written, or physical conduct that causes or threatens to cause violence, bodily harm, or substantial disruption.
4. Damage to or theft of property belonging to students, staff, or the school. Fenton Charter Public Schools shall not be responsible for personal belongings, which are brought on campus or to a school activity and are lost, stolen, or damaged.
5. Obscene acts or use of profane, vulgar, or abusive language.
6. Plagiarism or dishonesty.
7. Inappropriate attire.
8. Possession, use, or being under the influence of tobacco, alcohol, or other prohibited drugs.

Students who violate this Code of Conduct may be subject to discipline including, but not limited to, suspension, expulsion, referral to a student success team or counseling services, or denial of participation in extracurricular or co-curricular activities or other privileges in accordance with school policies.

Parents, Guardians or other visitors who violate this Code of Conduct may be subject to removal from Campus and/or criminal penalties. The Chief Executive Officer, Chief Operating Officer, Directors or designees shall notify local law enforcement as appropriate.

## PARENT-SCHOOL AGREEMENT/COMPACT

The mission and school-wide vision of Fenton Charter Public Schools captures the spirit envisioned for our students, parents, staff, and all other members of the school community:

*The mission of Fenton Charter Public Schools is to cultivate a love of learning by fostering an environment that promotes self-discovery, independence and an awareness of the connectedness between self and others.*

All members of the Fenton Charter Public Schools community are responsible for the school-wide vision:

- The **students** of Fenton Charter Public Schools will actively seek learning opportunities by working cooperatively, thinking critically, and striving to master rigorous academic standards.
- The **students, parents and employees** of Fenton Charter Public Schools will collaboratively establish and model the highest standards for student achievement, positive self-esteem, pro-social values, and respect for cultural diversity.
- The **employees** of Fenton Charter Public Schools will demonstrate their belief in the value of lifelong learning and model the appropriate and desired behaviors and attitudes expected of students.
- The **Fenton Charter Public Schools community** will work cooperatively and collaboratively to create a child-centered environment that is safe, free of violence, drugs and fear, in which all partners are empowered by their own sense of ownership and responsibility to the school.
- The **Fenton Charter Public Schools community and partners** will maintain the highest level of integrity in fiscal management while seeking all available resources and using them effectively to support the instructional program.

The Parent-School Agreement/Compact identifies the responsibilities of all members of the school community in the realization of this vision.

### **I. Communication/Parent Involvement**

<b>Fenton Charter Public Schools will:</b>	<b>The Parents/Guardians will:</b>
<ul style="list-style-type: none"><li>● Not discriminate against any students on any protected basis under the law, including, but not limited to, ethnicity, national origin, religion, immigration status, gender, sexual orientation, race, and disability.</li><li>● Be nonsectarian in its programs, admission policies, employment practices, and all other operations, and shall not charge tuition.</li><li>● Comply with the Public Records Act, the Family Educational Rights and Privacy Act (FERPA), and</li></ul>	<ul style="list-style-type: none"><li>● Actively participate in parent/teacher conferences and parent involvement activities.</li><li>● Consider volunteering at the school-site. Volunteering is encouraged, but not required. Volunteering options include: helping in the classroom, providing assistance in the supply room, and helping staff complete other school functions.</li><li>● Complete and return all necessary school forms and documents.</li></ul>

<p>all applicable laws establishing minimum age for public school attendance.</p> <ul style="list-style-type: none"> <li>● Help parents develop parenting skills to meet the basic obligations of family life to foster conditions at home which emphasize the importance of education and learning through parent conferences.</li> <li>● Promote school-to-home and home-to-school communication about school programs and student's progress: provide monthly reports regarding behavior and school/homework; and make every effort to accommodate parents for conferences and school-wide activities (e.g., by providing translators, wheelchair access, etc., as needed). Other accommodations will be made as requested and if reasonable and possible to encourage full participation by all parents.</li> <li>● Involve parents, with appropriate training, in instructional and support roles at the school.</li> <li>● Provide parents with strategies and techniques for assisting their children with learning activities.</li> <li>● Prepare parents to actively participate in school decision making and develop their leadership skills.</li> <li>● Provide a high-quality curriculum aligned with the school's charter in a supportive and effective learning environment that enables the children to meet State academic standards.</li> <li>● Provide parents/guardians reasonable access to staff to support their child's education.</li> </ul>	<ul style="list-style-type: none"> <li>● Attend the Parent Orientation Meeting or schedule a time to meet with the teacher to review classroom procedures and expectations.</li> </ul>
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## II. Homework/Classwork

<p><b>Fenton Charter Public Schools will:</b></p> <ul style="list-style-type: none"> <li>● Provide a recommended list of supplies for use at home (see Homework Policy).</li> <li>● Provide appropriate homework on a daily/weekly basis in a variety of subject areas.</li> <li>● Communicate with parents as needed regarding completion of homework and classwork.</li> </ul>	<p><b>Parents/Guardians will:</b></p> <ul style="list-style-type: none"> <li>● Provide appropriate materials for students to use at home.</li> <li>● Assure that students complete homework regularly, neatly, in compliance with the Homework Policy and return it to school.</li> <li>● Review and sign all homework <b><u>daily</u></b>.</li> <li>● Attend conferences with teacher or other school personnel as needed.</li> <li>● If possible, obtain a folder and/or backpack for the child.</li> </ul>
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### III. Behavior

<b>Fenton Charter Public Schools will:</b> <ul style="list-style-type: none"> <li>● Provide a system of behavior guidelines (See Student Responsibility Code).</li> <li>● Conduct Citizenship Assemblies to recognize students.</li> <li>● Communicate with parents on a monthly basis regarding student performance/behavior, or more frequently as needed.</li> <li>● Document problem behavior in order to report accurately to parents.</li> <li>● Maintain a safe, healthy, and productive working and learning environment that is free from sexual harassment.</li> <li>● Enforce Anti-Bullying Policy.</li> </ul>	<b>Parents/Guardians will:</b> <ul style="list-style-type: none"> <li>● Support the school-wide discipline policy, including the classroom teacher's discipline plan.</li> <li>● Reward and praise students at home for appropriate behavior during school.</li> <li>● Follow through with any problem behaviors noted by the teacher.</li> <li>● Visit the school as needed.</li> <li>● Assure that students adhere to the Student Responsibility Code <b>at all times</b>, including during Afterschool programs and field trips.</li> </ul>
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### IV. Attendance

<b>Fenton Charter Public Schools will:</b> <ul style="list-style-type: none"> <li>● Record attendance and maintain attendance records.</li> <li>● Call home if the student is absent more than 2 days.</li> <li>● Provide parents with independent study materials when the student is absent and if independent study is requested by parents and approved by the School.</li> </ul>	<b>Parents/Guardians will:</b> <ul style="list-style-type: none"> <li>● <b>Notify the office if there is a change of home address and/or phone number immediately (within 24 hours) and complete and return new Emergency Card.</b></li> <li>● Assure that students come to school rested, clean, well fed, and appropriately dressed in <b>student uniform</b> per the Dress Code <b>daily</b>.</li> <li>● Make every effort to ensure students attend school every day school is in session and arrive on time. <i>[If there are an excessive number of absences, the family will be referred to the School-Community Relations Council (FACS) or Parent Advocacy Committee (FPC, SMBCCS, STEM or FCLA).]</i></li> <li>● Ensure the return of Independent Study materials before student's return to classroom instruction. <i>(If not returned, the family will be referred to the above council or committee.)</i></li> <li>● Notify the attendance office when the child is absent and provide appropriate documentation for the reason for the absence. <b>After the third day, if the school does not receive any notification from parents, this may be viewed as a voluntary withdrawal and could result in a voluntary disenrollment.</b> If parent wishes to re-enroll, room assignments will depend on the <b>availability of space</b>.</li> </ul>
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## V. Materials/School Property

<p><b>Fenton Charter Public Schools will:</b></p> <ul style="list-style-type: none"> <li>● Issue appropriate materials for use by the student in class and for completing homework.</li> <li>● Note the condition of materials upon issuance to students.</li> <li>● Have students complete a Textbook Agreement.</li> </ul>	<p><b>Parents/Guardians will:</b></p> <ul style="list-style-type: none"> <li>● Assure that students do not destroy School materials or property.</li> <li>● Assure that students do not bring destructive materials to school.</li> <li>● Pay for any damages to materials and/or property incurred by the students, other than normal wear and tear. Pay for any lost or damaged books or materials in CASH in accordance with applicable law.</li> <li>● Assure that all materials loaned to the student will be returned and in the condition issued.</li> <li>● Remember the use of FCPS technology on loan to the student is not private. FCPS maintains the right to review all materials created, stored, sent or received on FCPS's network or on any FCPS technology.</li> </ul>
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## VI. Health & Safety

<p><b>Fenton Charter Public Schools will:</b></p> <ul style="list-style-type: none"> <li>● Provide supervision at dismissal gates.</li> <li>● Keep all gates to the campus locked during the school day, with entry into the school accessible only through the Main Office.</li> <li>● Provide Campus Security Aides.</li> <li>● Update emergency procedures as necessary and maintain emergency supplies.</li> <li>● Release students only to persons on the Emergency Card. When students are checked out during the school day, they will be released only to an <b>adult</b> on the Emergency Card, and for safety reasons, will be called from their classrooms when the adult (18 years or older) arrives to take them home.</li> <li>● Maintain an attractive, clean school environment with clean classrooms and bathrooms.</li> <li>● <b>MAINTAIN A CLOSED CAMPUS</b> and follow check-in procedures outlined under Parents/Guardian section when allowing any adults, including parents/guardians, on campus.</li> </ul>	<p><b>Parents/Guardians will:</b></p> <ul style="list-style-type: none"> <li>● Not bring pets to school, even on a leash, when walking students to school or picking students up at dismissal due to the possibility of student allergies and the endangerment of students, parents and staff.</li> <li>● Not allow weapons of any kind at school. Bringing or possession of any weapon is grounds for <b>expulsion</b> from Fenton Charter Public Schools.</li> <li>● Ensure that students do not carry or use medication on campus without written consent from a physician which has been presented to the School Nurse on the school-approved form (available in the Nurse's office and on the Fenton website: <a href="http://www.fentoncharter.net">www.fentoncharter.net</a>) and documented in the student's records. Approved medication is kept <b>ONLY</b> in the Nurse's Office.</li> <li>● Follow the school's procedures for visitation and classroom observations and the FCPS Code of Conduct: <ul style="list-style-type: none"> <li>- Check in at the Main Office to request a classroom observation (a maximum of 20 minutes per day, unless other provisions have been established with the classroom teacher and approved by the Director) or entry on to the campus.</li> <li>- Obtain a visitor's permit prior to the observation or entry which has been approved by the Director.</li> <li>- Do not interfere or disrupt teachers, students, or the instructional program in any manner. Parents/guardians should enter and leave the classroom as quietly as possible.</li> <li>- Visit only the classroom (or area) approved for visitation. <b>(The cafeteria is for use by enrolled students and school staff only.)</b></li> </ul> </li> </ul>
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	<ul style="list-style-type: none"> <li>- Children who are not enrolled at the school are not allowed on campus visits without prior approval from the Director.</li> <li>- Check out through the Main Office when leaving.</li> <li>● Keep Emergency Card up to date with accurate list of persons to whom the School may release students.</li> <li>● <b>Late pick-up of TK/Kindergarten students will result in the following consequences:</b> <ol style="list-style-type: none"> <li>1) Letter home to remind parents.</li> <li>2) Administrative intervention with parent.</li> <li>3) Administrative monitoring</li> <li>4) Referral to School-Community Relations Council (FACS)/Parent Advocacy Committee (SMBCCS, FPC, STEM, FCLA).</li> </ol> </li> </ul>
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## VIDEO SURVEILLANCE ON CAMPUS

Fenton Charter Public Schools' utmost priority is providing a safe and healthy learning environment for staff and students. In furtherance of this goal, Fenton Charter Public Schools buildings and grounds are equipped with electronic surveillance for the safety of students, staff and visitors. Your actions may be recorded and preserved.



## **STUDENT RESPONSIBILITY CODE**

Appropriate student behavior in school is an essential element of the total school program. California Education Code § 48908 states: “All students shall comply with regulations, pursue the required course of study, and submit to the authority of teachers of the school.”

The school acts “in place of the parent” while the child is attending school. The teacher is primarily responsible for implementing the intended curriculum and supervising students. Students are required to comply with this Student Responsibility Code to support Fenton Charter Public Schools’ (“FCPS”) efforts to maintain a safe and healthy learning environment.

### **GENERAL SCHOOL RULES**

1. Students are to arrive at school no earlier than 7:00 a.m. The school grounds are closed before 7:00 a.m. Students dropped off between 7:00 a.m. and 7:50 a.m. must follow all school rules. Children who do not follow the school-wide positive behavior expectation may be subject to general discipline procedures.
2. Students may only bring items which have legitimate educational purposes to school.
3. Students must **not** bring, or possess, drugs (including prescription medications without FCPS’s approval\*) or dangerous objects or weapons (including matches, caps, firecrackers, knives, etc.). It is illegal to bring these to school or any school-sponsored event, and such action may result in expulsion from the school.

**\*Prescription medications may be brought to school by a parent as needed, but only with a doctor’s note (presented on the school-approved form) to be kept on file in the nurse’s office. Whenever this is necessary, the parent must see the school nurse personally.**

4. Students must **not** bring markers, permanent markers, or paint in any form unless approved by the classroom teacher. FCPS will provide art supplies needed in the classroom.
5. Students must **not** bring any type of electronic device to school, including cellular phones. In addition, toys, playing or trading cards, balls, skateboards, or pets should not be brought to school or any school-sponsored event. These items may distract students from learning and the school cannot be held responsible for personal items of value.
6. Students must **not** bring gum, candy, sodas, or other junk food (e.g., Hot Cheetos, Takis) to school or any school-sponsored event.
7. Students must **not** bring money to school or to any school-sponsored event, unless when money is needed for participation in school-sponsored sales or fundraising activities.
8. **No** bicycles, scooters, skateboards, shoe skates, etc., may be ridden on the school grounds.
9. Students must not be in parking areas at any time except when accompanied by School-approved personnel during dismissal. Parents must not drive into the parking areas or block entrances and exits to drop off or pick up their children.

## **DRESS CODE**

In order to promote and instill a professional and healthy learning environment, foster school unity and community pride, eliminate social stigmas that may be attributed to attire, and to minimize distractions to allow students to focus on learning, Fenton Charter Public Schools (“FCPS” or “Fenton”) has developed this Dress Code.

### **ALL STUDENTS ARE REQUIRED TO WEAR THE APPROVED FCPS STUDENT UNIFORM:**

*For boys:* Navy blue pants or shorts (NO jeans); plain white shirt or plain navy blue polo shirt or Fenton logo shirt or sweatshirt.

*For girls:* Navy blue pants or shorts (NO jeans), “skort” or skirt; plain white blouse or shirt, plain navy blue blouse or polo shirt, or Fenton logo shirt or sweatshirt.

**Pullover tops for boys and girls must be navy blue or plain white.**

**All shirts must be PLAIN white, except shirts with the Fenton logo, clean and in good condition.**

1. Students must come to school clean, neat, and with hair combed in a style and/or color that is **NOT distracting or disruptive to school activities**. *This determination will be made at the sole discretion of school administration.* NO Mohawks, spiked hair, glitter in hair, designs in the hair or haircut, or hair dyed an unnatural color (such as green, orange, purple, etc.)
2. Students must be dressed appropriately for the weather, and in a clean, well-cared for uniform that complies with this Dress Code. **Please remember that proper hygiene is essential to ensure a student’s positive self-esteem.**
3. Students must wear appropriate shoes for school. Open sandals, thongs, high heels, or other types of footwear deemed to be a safety hazard to the student (or to other students), are **NOT** appropriate for school and may **not** be worn to school.
4. Students must **NOT** wear or bring:
  - make-up, stick-on or artificial nails, or nail polish
  - gang attire including, but not limited to:
    - spiked bracelets
    - gang insignias
    - other stimulating paraphernalia
    - clothing or jewelry which promotes substance abuse or other illegal/dangerous activities
  - tattoos of any kind
5. Students must **NOT** wear dangling earrings.

6. Sweaters and jackets must be **labeled with the child's name**, preferably on the inside of the neckline or collar.
7. Students may wear hats outside for recess, lunch and P.E. for protection from the sun. Hats may not contain any sports logos or inappropriate images, and may not be worn inside the classroom.

**Uniform pieces with Fenton logos are available for purchase. Students are not required to purchase Fenton logo clothing. Any student or parent who needs assistance with identifying or purchasing conforming clothing should contact the Main Office. No student shall be sent home from school or denied attendance to school, or penalized academically or otherwise discriminated against, for noncompliance with this Dress Code. Students will, however, be given clothes (e.g., a recycled school uniform) to change into if not dressed in the school uniform.**

**A student who does not follow the Dress Code may be subject to the consequences outlined under General Discipline Procedures. Depending on the circumstances, a parent may be asked to bring a change of shoes and/or clothes to school (e.g., shoes/clothes worn by the student cause a safety hazard or disruption to school activities). Families who repeatedly fail to adhere to the Dress Code may be referred to the School-Community Relations Council (FACS) or Parent Advocacy Committee (FPC, SMBCCS, STEM and FCLA).**

## **RULES OF STUDENT BEHAVIOR**

**Students are expected to conduct themselves in a manner that follows the school-wide positive behavior expectations: Be Safe, Be Respectful and Be Responsible.**

### **STUDENTS ARE EXPECTED TO:**

1. Respect the authority of their teachers and the other adults at the school.
2. Respect and be courteous to other students.
3. Respect **ALL** property.
4. Freeze when they hear the bell or the whistle is blown, and **WALK** to their line-up area. Follow the teacher or assigned teacher assistant to the classroom in an orderly manner.
5. Eat lunch and play in assigned areas.
6. Use appropriate table manners while eating in the cafeteria area.
7. Follow the Physical Education rules of games and of good sportsmanship.
8. Walk, not run, at any time on campus except during physical education activities.
9. Use school books, playground equipment, and all other educational materials with care.
10. Keep textbooks, other materials and equipment in good condition, and **replace (pay for)** any damaged or lost book, materials or equipment in accordance with applicable law.
11. Use computers, the Internet and other technology resources appropriately as specified in the Technology Responsibility Code and the Internet Safety Policy. **If computers are damaged, parents may be held responsible for the replacement of parts, or the entire computer.**

### **STUDENTS SHALL NOT:**

1. Fight.
2. Play roughly, push, shove, or hit other students.
3. Use profane language and/or gestures.
4. Intimidate, extort, harass and/or do bodily harm to any person.
5. Be disrespectful to any adults or monitors.
6. Trade or sell any kind of items on the school grounds, or bring such items to school.
7. Throw or shoot objects.
8. Throw paper, candy or gum wrappers, cans or trash on the school grounds, on the bathroom floors, or anywhere to and from home.
9. Play, run, or yell in the lunch area or between buildings.
10. Jump over, climb on, or move benches that are on the playground.
11. Push or shove in line.
12. Deface or damage any school property.

## **GENERAL DISCIPLINE PROCEDURES**

Students who do not live up to their responsibilities and who violate Fenton Charter Public Schools rules are subject to consequences for their behavior. These may include the following:

- Warnings
- Loss of privileges (may include morning and afternoon supervision)
- Seat change within the classroom or in other supervised areas
- Notices to parents by telephone or letter
- Request for parent conference
  - Referral to the Administrative Coordinator (Behavior Support Room)
- Sending student to a school administrator when deemed necessary by the classroom teacher
- Suspension
- Expulsion

**Serious misconduct may be grounds for suspension. The school's charter petition details grounds for suspension, but some examples include:**

- Threatening, attempting, or causing physical injury to another person.
- Possession, use, selling, furnishing, or being under the influence of any controlled substance, alcoholic beverage, or intoxicant of any kind.
- Offering, furnishing, or selling any substitute substance represented as a controlled substance or intoxicant of any kind.
- Committing or attempting to commit robbery or extortion.
- Stealing or attempting to steal school or private property.
- Possession or use of tobacco or any product containing tobacco or nicotine products, including clove cigarettes.
- Committing an obscene act or engaging in habitual profanity or vulgarity.
- Unlawfully possession, offering, furnishing, or selling any drug paraphernalia.
- Knowingly receiving stolen school or private property.

## **HOMEWORK POLICY**

The **students** of Fenton Charter Public Schools (“FCPS”) will actively seek learning opportunities by working cooperatively, thinking critically, and striving to master rigorous academic standards. Therefore our students will:

- Listen carefully and follow the directions provided by the teacher.
- Make sure they understand and record assignments before leaving the classroom.
- Turn in neat, accurate and complete assignments on time.
- Set aside a study place and time at home or school.
- Assume responsibility for taking care of books and materials.

FCPS **employees** will demonstrate their belief in the value of lifelong learning and model the appropriate and desired behaviors and attitudes expected of students. The school’s teachers, administrators and staff believe homework provides extra practice in fundamental skills, reinforces good work habits, and can increase student achievement. In order to meet the needs of our students, all teachers will:

- Explain all homework assignments and check for understanding before dismissing the students.
- Assign homework based on classroom instruction in a variety of subject areas on a daily/weekly basis.
- Check homework and give prompt feedback to students and parents if students are not fulfilling their homework responsibilities.
- Provide a list of recommended supplies (see below).

The **FCPS community** will work cooperatively and collaboratively to create a child-centered environment in which all partners are empowered by their own sense of ownership and responsibility to the school. We encourage all parents to demonstrate an interest in their child’s homework and monitor work habits. Parents will:

- Check homework assignments each night and help ensure that students complete homework regularly, neatly, and return it to school on time.
- Provide a quiet place and time for homework, free from distractions.
- Communicate with the teacher if assignments are too difficult or time consuming.
- Provide appropriate materials for students to use at home.

### **Homework Plan**

FCPS teachers are committed to taking measures to improve student achievement. Teachers will work collaboratively with students, parents, and each other to implement the following school-wide Homework Plan. This plan will provide all students with weekly homework assignments in the core academic areas. It also encourages students to acquire good work habits and organizational skills.

**Students in all grades** will use binders or other resources to organize homework materials at school and at home.

**Students in all grades** will receive standards-based homework assignments. These homework assignments will include all the core academic areas (reading, writing, spelling, and mathematics). Teachers may assign homework from other subject areas, depending on the instructional focus.

### **Homework Guidelines**

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*Transitional Kindergarten: 15 minutes + 1 story read to students (recommended)*

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*Kindergarten: 20 minutes + 1 story read to students (Later in the school year, if/when child is able to read, your child may read 1 story to parent/adult.)*

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*First Grade: 15 - 20 minutes + 10 minutes of oral reading to parent/adult  
(Beginning of the school year, parent/adult may read to child; later in the school year, child should read to parent/adult.)*

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*Second Grade: 20 - 25 minutes + 15 minutes of oral reading to parent/adult*

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*Third Grade: 20 - 25 minutes + 15 minutes of oral reading to parent/adult*

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*Fourth Grade: 30 - 35 minutes + 20 minutes of oral reading to parent/adult*

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*Fifth Grade: 35 - 40 minutes + 20 minutes of oral reading to parent/adult*

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*Sixth Grade: 35 - 40 minutes + 20 minutes of oral reading to parent/adult*

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### **Suggested Supplies Needed at Home for Homework**

#### **TK/K:**

glue  
crayons  
erasers  
pencils  
scissor  
s

#### **Grade 1:**

glue  
crayons  
erasers  
pencils  
scissors  
folder

#### **Grade 2:**

glue  
crayons  
erasers  
pencils  
scissors  
folder  
paper

#### **Grade 3:**

glue  
crayons  
erasers  
pencils/sharpener  
scissors  
folder  
paper ruler  
dictionary

#### **Grade 4-6**

glue  
colored pencils  
erasers  
pencils/sharpener  
scissors  
folder  
paper  
ruler  
dictionary  
stapler  
pens  
thesaurus  
tape

*\*All students need books to read at home.*

## **NON-DISCRIMINATION AND ANTI-HARASSMENT POLICY**

Fenton Charter Public Schools (“FCPS”) is committed to equal opportunity for all individuals in education. FCPS prohibits discrimination, harassment, intimidation, and bullying based on actual or perceived race or ethnic, gender (including gender identity, gender expression), sex (including sexual harassment), pregnancy, childbirth, breastfeeding, and pregnancy-related medical conditions, sexual orientation, religion, color, national origin, immigration status, ancestry, disability status, marital status, genetic information, a person’s association with a person or group with one or more of these actual or perceived characteristics, or any other basis protected by applicable law.

Prohibited discrimination, harassment, intimidation, or bullying includes physical, verbal, nonverbal, or written conduct based on one of the categories listed above that is so severe and pervasive that it affects a student’s ability to participate in or benefit from an educational program or activity; creates an intimidating, threatening, hostile, or offensive educational environment; has the effect of substantially or unreasonably interfering with a student’s academic performance; or otherwise adversely affects a student’s educational opportunities.

FCPS also prohibits any form of retaliation against any student who files a complaint or report regarding an incident of discrimination, harassment, intimidation, or bullying.

The Chief Executive Officer, Chief Operating Officer, Directors or designee shall provide age-appropriate training and information to students, parents/guardians, and employees regarding discrimination, harassment, intimidation, and bullying, including, but not limited to, this policy, what constitutes prohibited behavior, how to report incidents, and to whom such reports should be made.

In providing instruction, guidance, supervision, or other services to students, employees and volunteers shall carefully guard against segregating or stereotyping students.

The Director or designee shall develop a plan to provide students with appropriate accommodations when necessary for their protection from threatened or potentially harassing or discriminatory behavior. Students who engage in discrimination, harassment, intimidation, bullying, or retaliation in violation of law or school policy shall be subject to appropriate discipline, up to and including counseling, suspension, and/or expulsion. Any employee who permits or engages in prohibited discrimination, harassment, intimidation, bullying, or retaliation shall be subject to disciplinary action, up to and including dismissal.



## **Discrimination Complaints**

The following position is the designated to handle complaints regarding discrimination, harassment, intimidation, or bullying, and to answer inquiries regarding the school's nondiscrimination policies:

**Monica Castañeda, Director**

**Fenton Avenue Charter School**

11828 Gain Street  
Lake View Terrace, CA 91342  
(818) 896-7482

**Richard Parra, Director**

**Fenton Primary Center**

11351 Dronfield Avenue  
Pacoima, CA 91331  
(818) 485-5900

**Cary Rabinowitz, Director**

**Santa Monica Blvd. Community Charter School**

1022 N. Van Ness  
Los Angeles, CA 90038  
(323) 469-0971

**Jennifer Miller, Director**

**Fenton STEM Academy**

8926 Sunland Blvd  
Sun Valley, CA 91352  
(818) 962-3636

**Jennifer Miller, Director**

**Fenton Charter Leadership Academy**

8926 Sunland Blvd  
Sun Valley, CA 91352  
(818) 962-3636

Any student who feels that he/she has been subjected to discrimination, harassment, intimidation, or bullying should immediately contact the Director, or any other staff member. In addition, any student who observes any such incident should report the incident to the Director, whether or not the victim files a complaint.

Any school employee who observes an incident of discrimination, harassment, intimidation, or bullying shall report the incident to the Director, whether or not the victim files a complaint.

In addition, school personnel shall take immediate steps to intervene when he or she witnesses an act of discrimination or harassment, intimidation or bullying and when it is safe to do so.

Upon receiving a complaint of discrimination, harassment, intimidation, or bullying, the Director shall immediately investigate the complaint in accordance with the site-level procedures specified in FCPS's Sexual Harassment Policy or under FCPS's Uniform Complaint Procedures (if discrimination, harassment, or bullying against a protected group).

The Chief Executive Officer, Chief Operating Officer, Directors or designees shall ensure that the student handbook clearly describes the school's nondiscrimination policy, procedures for filing a complaint regarding discrimination, harassment, intimidation, or bullying, and the resources that are available to students who feel that they have been the victim of any such behavior. FCPS's policy shall also be posted on the web site or any other location that is easily accessible to students.

When required pursuant to Education Code § 48985, FCPS shall ensure any complaint forms are translated into the student's primary language.

## **SEXUAL HARASSMENT POLICY**

### **Sexual Harassment**

Fenton Charter Public Schools (“FCPS”) is committed to maintaining a safe school environment that is free from harassment and discrimination. FCPS prohibits sexual harassment of students at school or at school-sponsored or school-related activities. FCPS also prohibits retaliatory behavior or action against any person who files a complaint, testifies, or otherwise participates in complaint and investigation processes.

### **Instruction/Information**

The Chief Executive Officer, Chief Operating Officer, Directors or designees shall ensure that FCPS students receive age-appropriate instruction and information on sexual harassment. Such instruction may include:

1. What acts and behavior constitute sexual harassment, including the fact that sexual harassment could occur between people of the same sex and could involve sexual violence.
2. A clear message that students do not have to endure sexual harassment.
3. Encouragement to report observed instances of sexual harassment, even where the victim of the harassment has not complained.
4. Information about the school’s procedure for investigating complaints and the person(s) to whom a report of sexual harassment should be made.
5. Information about the rights of students and parents/guardians to file a criminal complaint, as applicable.

### **Overview of Complaint Process**

Any student who feels that he/she is being or has been sexually harassed on school grounds or at a school-sponsored or school-related activity (e.g., by a visiting athlete or coach) shall immediately contact his/her teacher or any other FCPS employee. An employee who receives such a complaint shall report it to the Director within 24 hours.

The Chief Executive Officer, Chief Operating Officer, Directors or designee shall ensure that any complaints regarding sexual harassment are immediately investigated in accordance with this policy. When the The Chief Executive Officer, Chief Operating Officer, Directors or designees has determined that sexual harassment has occurred, he/she shall take prompt, appropriate action to end the harassment and to address its effects on the victim.

The Title IX Officer responsible for equity and compliance with Title IX is as follows:

**Monica Castañeda, Director**

**Richard Parra, Director**

**Cary Rabinowitz, Director**

**Fenton Avenue Charter School**

**Fenton Primary Center**

**Santa Monica Blvd. Community Charter**

11828 Gain Street  
Lake View Terrace, CA 91342  
(818) 896-7482

11351 Dronfield Avenue  
Pacoima, CA 91331  
(818) 485-5900

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Los Angeles, CA 90038  
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**Jennifer Miller, Director**

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Sun Valley, CA 91352  
(818) 962-3636

8926 Sunland Blvd  
Sun Valley, CA 91352  
(818) 962-3636

### **Disciplinary Actions**

Any student who engages in sexual harassment or sexual violence at school or at a school-sponsored or school-related activity is in violation of this policy and shall be subject to disciplinary action. Based on the student's grade level, disciplinary action may include suspension and/or expulsion, provided that, in imposing such discipline, the entire circumstances of the incident(s) shall be taken into account.

### **Confidentiality and Record-Keeping**

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

The Chief Executive Officer or designee shall maintain a record of all reported cases of sexual harassment to enable FCPS to monitor, address, and prevent repetitive harassing behavior in the schools.

### **Sexual Harassment**

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

1. Submission to the conduct is explicitly or implicitly made a term or condition of a student's academic status or progress.
2. Submission to or rejection of the conduct by a student is used as the basis for academic decisions affecting the student.

3. The conduct has the purpose or effect of having a negative impact on the student's academic performance or of creating an intimidating, hostile, or offensive educational environment.
4. Submission to or rejection of the conduct by the student is used as the basis for any decision affecting the student regarding benefits and services, honors, programs, or activities available at or through any school program or activity.

Examples of types of conduct which are prohibited at FCPS which may constitute sexual harassment include, but are not limited to:

1. Unwelcome leering, sexual flirtations, or propositions
2. Unwelcome sexual slurs, epithets, threats, verbal abuse, derogatory comments, or sexually degrading descriptions
3. Graphic verbal comments about an individual's body or overly personal conversation
4. Sexual jokes, derogatory posters, notes, stories, cartoons, drawings, pictures, obscene gestures, or computer-generated images of a sexual nature
5. Spreading sexual rumors
6. Teasing or sexual remarks about students enrolled in a predominantly single-sex class
7. Massaging, grabbing, fondling, stroking, or brushing the body
8. Touching an individual's body or clothes in a sexual way
9. Impeding or blocking movements or any physical interference with school activities when directed at an individual on the basis of sex
10. Displaying sexually suggestive objects
11. Sexual assault, sexual battery, or sexual coercion

### **Sexual and Other Harassment Complaints**

Complaints of sexual harassment, or any behavior prohibited by FCPS's Non-Discrimination and Anti-Harassment Policy, shall be handled in accordance with the following procedure or pursuant to Fenton's Uniform Complaint Procedures (e.g., if discrimination, harassment, or bullying against a protected group):

1. **Notice and Receipt of Complaint:** Any student who believes he/she has been subjected to sexual harassment or who has witnessed sexual harassment may file a complaint with any school employee. Within 24 hours of receiving a complaint, the school employee shall report it to the Director. In addition, any school employee who observes any incident of sexual

harassment involving a student shall, within 24 hours, report this observation to the Director, whether or not the victim files a complaint.

In any case of sexual harassment involving the Director to whom the complaint would ordinarily be made, the employee who receives the student's report or who observes the incident shall instead report to the Chief Executive Officer. In such instances, the Chief Executive Officer or designee shall be responsible for the Director's responsibilities detailed in this Grievance/Complaint Procedure.

2. **Initiation of Investigation:** The Director shall initiate an impartial investigation of an allegation of sexual harassment within five school days of receiving notice of the harassing behavior, regardless of whether a formal complaint has been filed. The School shall be considered to have "notice" of the need for an investigation upon receipt of information from a student who believes he/she has been subjected to harassment, the student's parent/guardian, an employee who received a complaint from a student, or any employee or student who witnessed the behavior.

If the Director receives an anonymous complaint or media report about alleged sexual harassment, he/she shall determine whether it is reasonable to pursue an investigation considering the specificity and reliability of the information, the seriousness of the alleged incident, and whether any individuals can be identified who were subjected to the alleged harassment.

3. **Initial Interview with Student:** When a student or parent/guardian has complained or provided information about sexual harassment, the Director shall describe FCPS's grievance procedure and discuss what actions are being sought by the student in response to the complaint. The student who is complaining shall have an opportunity to describe the incident, identify witnesses who may have relevant information, provide other evidence of the harassment, and put his/her complaint in writing. If the student requests confidentiality, he/she shall be informed that such a request may limit FCPS's ability to investigate the allegation.
4. **Investigation Process:** The Director shall keep the complaint and allegation confidential, except as necessary to carry out the investigation or take other subsequent necessary action.

The Director shall interview individuals who are relevant to the investigation, including, but not limited to, the student who is complaining, the person accused of harassment, anyone who witnessed the reported harassment, and anyone mentioned as having relevant information. The Director may take other steps such as reviewing any records, notes, or statements related to the harassment or visiting the location where the harassment is alleged to have taken place.

When necessary to carry out his/her investigation or to protect student safety, the Director also may discuss the complaint with the Chief Executive Officer, Chief Operating Officer, Directors or designees, the parent/guardian of the student who complained, the parent/guardian of the alleged harasser if the alleged harasser is a student, a teacher or staff member whose knowledge of the students involved may help in determining who is telling the truth, law enforcement and/or child protective services, and legal counsel.

5. **Interim Measures:** The Director shall determine whether interim measures are necessary during and pending the results of the investigation, such as placing students in separate classes or transferring a student to a class taught by a different teacher.
6. **Optional Mediation:** In cases of student-on-student harassment, when the student who complained and the alleged harasser so agree, the Director may arrange for them to resolve the complaint informally with the help of a counselor, teacher, administrator, or trained mediator. The student who complained shall never be asked to work out the problem directly with the accused person unless both parties agree and FCPS staff provide support, and he/she shall be advised of the right to end the informal process at any time.
7. **Factors in Reaching a Determination:** In reaching a decision about the complaint, the Director may take into account:
  - a. Statements made by the persons identified above
  - b. The details and consistency of each person's account
  - c. Evidence of how the complaining student reacted to the incident
  - d. Evidence of any past instances of harassment by the alleged harasser
  - e. Evidence of any past harassment complaints that were found to be untrue

To judge the severity of the harassment, the Director may take into consideration:

- a. How the misconduct affected one or more students' education
  - b. The type, frequency, and duration of the misconduct
  - c. The identity, age, and sex of the harasser and the student who complained, and the relationship between them
  - d. The number of persons engaged in the harassing conduct and at whom the harassment was directed
  - e. The size of the school, location of the incidents, and context in which they occurred
  - f. Other incidents at the school involving different students
8. **Written Report on Findings and Follow-Up:** No more than 30 days after receiving the complaint, the Director shall conclude the investigation and prepare a written report of his/her findings. This timeline may be extended for good cause. If an extension is needed, the Director shall notify the student who complained and parent/guardian, and explain the reasons for the extension.

The report shall include the decision and the reasons for the decision and shall summarize the steps taken during the investigation. If it is determined that harassment occurred, the report shall also include any corrective actions that have or will be taken to address the harassment and prevent any retaliation or further harassment. This report shall be presented to the student who complained, the person accused, the parents/guardians of the student who complained and the student who was accused, The Chief Executive Officer, Chief Operating Officer, or designees.

In addition, the Director shall ensure that the harassed student and his/her parent/guardian are informed of the procedures for reporting any subsequent problems. The Director shall make follow-up inquiries to see if there have been any new incidents or retaliation and shall keep a record of this information.

### **Enforcement of Charter School Policy**

The Chief Executive Officer, Chief Operating Officer, Directors or designees designee shall take appropriate actions to reinforce the Sexual Harassment Policy. As needed, these actions may include any of the following:

1. Removing vulgar or offending graffiti
2. Providing training to students, staff, and parents/guardians about how to recognize harassment and how to respond
3. Disseminating and/or summarizing FCPS's policies and procedures regarding sexual harassment
4. Consistent with the laws regarding the confidentiality of student and personnel records, communicating the school's response to parents/guardians and the community
5. Taking appropriate disciplinary action

In addition, disciplinary measures may be taken against any person who is found to have made a complaint of sexual harassment which he/she knew was not true.

### **Notifications**

FCPS will provide a copy of this policy using methods such as:

1. Including the policy in the notifications that are sent to parents/guardians at the beginning of each school year (e.g., as part of Student Handbook).
2. Displaying the policy in a prominent location in the main administrative building or other area where notices of district rules, regulations, procedures, and standards of conduct are posted, including school web sites.
3. Providing the policy as part of any orientation program conducted for new students at the beginning of each quarter, semester, or summer session.
4. Displaying the policy in any school publication that sets forth the school's comprehensive rules, regulations, procedures, and standards of conduct.
5. Distributing the policy to employees.

### ***Sex Equity in Education Act Statement***

Per Education Code § 230, harassment and other discrimination on the basis of sex include, but are not limited to, the following: exclusion of a person or persons from participation in, denial of the benefits of, or subjection to harassment or other discrimination in, any academic, extracurricular, research, occupational training, or other program or activity; and exclusion from participation in, or denial of equivalent opportunity in, athletic programs. The definition of discrimination and harassment based on sex from Education Code § 230 can be found here:

[http://leginfo.legislature.ca.gov/faces/codes\\_displaySection.xhtml?lawCode=EDC&sectionNum=230](http://leginfo.legislature.ca.gov/faces/codes_displaySection.xhtml?lawCode=EDC&sectionNum=230).

**Students have all the rights set forth in Education Code section 221.8 (as applicable to school's programs):** This includes the right to fair and equitable treatment and students shall not be discriminated against based on your sex and right to be provided with an equitable opportunity to participate in all academic extracurricular activities. The description of all rights set forth in Education Code § 221.8 can be found here: [http://leginfo.legislature.ca.gov/faces/codes\\_displaySection.xhtml?lawCode=EDC&sectionNum=221.8](http://leginfo.legislature.ca.gov/faces/codes_displaySection.xhtml?lawCode=EDC&sectionNum=221.8).

For more information about Gender Equity/Title IX, please visit the following CDE website: <https://www.cde.ca.gov/re/di/eo/genequitytitleix.asp>.



## **UNIFORM COMPLAINT PROCEDURES**

### **Introduction**

This Uniform Complaint Procedures (“UCP”) applies to all Fenton Charter Public Schools-operated charter schools (hereinafter collectively referred to as “FCPS”). The Board of Directors recognizes that FCPS is responsible for complying with applicable state and federal laws and regulations governing educational programs.

FCPS developed this UCP pursuant to Title 5, California Code of Regulations, § 4600 et seq. and consistent with policies and procedures adopted by FCPS’s Board of Directors. This UCP shall apply only to those complaints that fall within the scope of the UCP and are applicable to charter schools.

### **Complaints Under the UCP**

A UCP complaint is a written and signed statement by a complainant, including a person’s duly authorized representative or an interested third party, public agency, or organization, alleging a violation of federal or state laws or regulations, which may include an allegation of unlawful discrimination, harassment, intimidation, bullying, or charging pupil fees for participation in an educational activity or non-compliance with the requirements of FCPS Local Control and Accountability Plan (“LCAP”).

A UCP complaint must be filed according to the procedures set forth herein.

#### **Complaints Regarding Programs and Activities**

Complaints of violations of state or federal law or regulations governing the following programs and activities, to the extent offered by FCPS, are subject to the UCP and will be investigated by FCPS:

- Accommodations for Pregnant and Parenting Pupils
- Adult Education
- After School Education and Safety
- Agricultural Career Technical Education
- Career Technical Education (Federal)
- Child Care and Development
- Compensatory Education
- Consolidated Application
- Course Periods without Educational Content
- Education Of Pupils In Foster Care, Pupils Who Are Homeless, Former Juvenile Court Pupils Now Enrolled In A School District, and Pupils Of Military Families
- Every Student Succeeds Act
- Local Control and Accountability Plans (LCAP)
- Migrant Education
- Physical Education Instructional Minutes
- Pupil Fees
- Reasonable Accommodations to a Lactating Pupil
- Regional Occupational Centers and Programs
- School Plans For Student Achievement
- School Safety Plans
- Schoolsite Councils
- State Preschool
- State Preschool Health And Safety Issues In Schools Exempt From Licensing

### Complaints Regarding Pupil Fees

Complaints FCPS has violated Education Code §§ 49010 through 49013 concerning pupil fees are subject to this FCPS, may be filed with the Compliance Officer, and will be investigated by FCPS.

A pupil shall not be required to pay a pupil fee for participation in an educational activity, unless the charge for such a fee is specifically authorized by law and does not violate Education Code § 49011. A “pupil fee” is a fee, deposit, or other charge imposed on pupils, or a pupil's parents or guardians, in violation of state codes and constitutional provisions which require educational activities to be provided free of charge to all pupils without regard to their families’ ability or willingness to pay fees or request special waivers. “Educational activities” are those offered by a school, school district, charter school, or county office of education that constitute a fundamental part of education, including, but not limited to, curricular and extracurricular activities. A pupil fee includes, but is not limited to, all of the following:

1. 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.
2. 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.
3. A purchase that a pupil is required to make to obtain materials, supplies, equipment, or clothes associated with an educational activity.

### Complaints of Discrimination, Harassment, Intimidation and/or Bullying

FCPS will investigate all allegations of unlawful discrimination, harassment, intimidation, or bullying against any protected group as identified in Education Code §§ 200, 220 and Government Code § 11135, including any actual or perceived characteristics as set forth in Penal Code § 422.55 or on the basis or a person’s association with a person or group with one or more of these actual or perceived characteristics in any program or activity conducted by FCPS, which is funded directly by, or that receives or benefits from any state financial assistance.

A complaint alleging unlawful discrimination, harassment, intimidation, or bullying may be filed by a person who alleges that he or she personally suffered unlawful discrimination, harassment, intimidation, or bullying, or by a person who believes that an individual or any specific class of individuals has been subjected to unlawful discrimination, harassment, intimidation or bullying, or by a parent or guardian.

Any FCPS personnel who witness an act of discrimination, harassment, intimidation or bullying, shall take immediate steps to intervene when safe to do so as required by Education Code § 234.1.

### Complaints Regarding LCAP and Reasonable Accommodations to a Lactating Pupil

Complaints concerning a FCPS LCAP are subject to this UCP and will be investigated by FCPS. The LCAP is an important component of the Local Control Funding Formula (LCFF). FCPS is required to prepare an LCAP, which describes how we intend to meet annual goals for our pupils, with specific activities to address state and local priorities identified pursuant to Education Code § 52060(d).

Complaints may also include allegations of failure to provide reasonable accommodations to a lactating pupil on campus to express breast milk, breast-feed an infant child, or address other needs related to breast-feeding pursuant to Education Code § 222.

### **UCP Annual Notification**

FCPS shall ensure annual dissemination of this UCP to all students, employees, parents or guardians of its students, and other interested parties that includes information regarding allegations about discrimination, harassment, intimidation, or bullying. The annual UCP notice shall be in English. If 15% or more of students enrolled at FCPS speak a single primary language other than English, the annual notice shall be provided in that language as well pursuant to Education Code § 48985. This UCP shall be available in FCPS's main office and copies shall be made available free of charge.

### **Confidentiality and Retaliation**

FCPS acknowledges and respects every individual's rights to privacy. In investigating complaints, the confidentiality of the parties involved and the integrity of the process shall be protected. FCPS ensures that the complaint procedures contain confidentiality safeguards for immigration status information. As appropriate, the Compliance Officer or his/her designee may keep the identity of a complainant confidential to the extent that the investigation of the complaint is not obstructed, or as otherwise permitted by law.

FCPS students have a right to a free public education, regardless of immigration status or religious beliefs. For more information about this issue, we recommend families review the "Know Your Rights" guidance established by the California Attorney General and available on the California Attorney General website here: <https://oag.ca.gov/immigrant/rights>.

FCPS prohibits retaliation in any form for filing of a complaint or an appeal, reporting instances of noncompliance, discrimination, harassment, intimidation, and/or bullying, or for participation in the complaint-filing or investigation process. Complainants are protected from retaliation. These confidentiality and non-retaliation requirements extend to all parties involved.

### **Designation of Compliance Officer**

FCPS hereby designates the individual(s) identified below as the employee(s) responsible for receiving, investigating and responding to complaints and acting as the compliance officer(s) responsible for handling complaints under this UCP, referred to herein as the "Compliance Officer."

**David Riddick, Chief Executive Officer  
Fenton Charter Public Schools  
8928B Sunland Boulevard  
Sun Valley, CA 91352  
(818) 962-3630**

The Compliance Officer may designate another representative of FCPS to serve in this role, who for the purposes of this UCP, shall be included within the definition of “Compliance Officer.” The Compliance Officer shall promptly notify the complainant and respondent, if applicable, if another employee has been designated to handle the complaint.

In no instance shall the Compliance Officer be assigned to a complaint in which he or she has a bias or conflict of interest that would prohibit him or her from fairly investigating or responding to the complaint. Any complaint against Compliance Officer or that raises a concern about Compliance Officer’s ability to investigate the complaint fairly and without bias shall be filed with their school’s Director (or other appropriate designee) who shall determine how the complaint will be investigated.

FCPS will ensure that employees assigned to investigate complaints are knowledgeable about the laws and programs at issue in the complaints for which they are responsible. The Compliance Officer may consult with legal counsel.

### **Formal Complaint Procedures**

FCPS shall investigate and seek to resolve, in accordance with this UCP, complaints alleging failure to comply with applicable state and federal laws and regulations including, but not limited to, allegations of discrimination, harassment, intimidation, or bullying or noncompliance with laws relating to all programs and activities implemented by FCPS that are subject to this UCP.

All parties involved in allegations shall be notified by the Compliance Officer when a complaint is filed, when a complaint meeting or hearing is scheduled, and when a decision or ruling is made.

#### **Step 1: Filing a Complaint**

*Written Complaint:* Any individual, public agency, or organization may file a written complaint of alleged noncompliance by FCPS to the Compliance Officer. A complaint may also be filed using a UCP Complaint Form. If a complainant is unable to prepare a written complaint due to conditions such as disability or illiteracy, FCPS shall assist the complainant in submitting the complaint.

*Timing of Complaints:* A complaint alleging unlawful discrimination, harassment, intimidation, or bullying shall be initiated no later than six (6) months from the date when the alleged unlawful discrimination, harassment, intimidation or bullying occurred, or six (6) months from the date the complainant first obtained knowledge of the facts of the alleged unlawful discrimination, harassment, intimidation, or bullying. Pupil fee complaints shall be filed no later than one (1) year from the date the alleged violation occurred.

*Anonymous Complaints:* A pupil fees complaint and/or an LCAP complaint may be filed anonymously if the complaint provides evidence or information leading to evidence to support an allegation of noncompliance.

### Step 2: Mediation (Optional)

Within ten (10) workdays of receiving the complaint, the Compliance Officer and complainant may mutually agree to mediation. The Compliance Officer shall make arrangements for any mutually agreed upon mediation that will allow both the complainant and FCPS to present relevant evidence. The Compliance Officer shall inform the complainant that the mediation process may be terminated at any time and proceed directly to an investigation. In the mediation of an unlawful discrimination, harassment, intimidation or bullying complaint, the mediator must agree to keep confidential any information obtained through mediation. If mediation resolves the complaint to the satisfaction of both parties, FCPS will implement any remedial measures and the complainant may choose to withdraw the complaint. If mediation does not resolve the complaint to the satisfaction of both parties or within the parameters of law, the Compliance Officer shall proceed with his/her investigation of the complaint.

The use of mediation shall not extend FCPS's timelines for investigating and resolving the complaint unless the complainant agrees in writing to such an extension of time.

### Step 3: Investigation of Complaint

In order to investigate the complaint, the Compliance Officer shall have access to applicable FCPS records and/or information related to the complaint allegations. As part of his or her investigation, the Compliance Officer shall do all of the following, in no specific order:

- Provide an opportunity for the complainant and/or complainant's representative and FCPS's representative to present information relevant to the complaint or investigative process.
- Obtain statements from individuals/witnesses who can provide relevant information concerning the alleged violation.
- Review documents that may provide information relevant to the allegation.
- When necessary, seek clarification on specific complaint issues.

The complainant's refusal to provide the Compliance Officer with documents or other evidence related to the allegations in the complaint, or failure or refusal to cooperate or obstruction of the investigation by the complainant or his or her representatives may result in dismissal of complaint because of a lack of evidence to support the allegation. FCPS's refusal to provide the Compliance Officer with documents or other evidence related to the allegations in the complaint, or failure or refusal to cooperate or obstruction of the investigation by FCPS or its staff may result in a finding, based on evidence collected, that a violation has occurred and may result in the imposition of a remedy in favor of the complainant.

#### Step 4: Final Written Decision

The Compliance Officer shall prepare and send to the complainant a written report of the investigation and final decision within sixty (60) days of FCPS's receipt of the complaint, unless extended by written agreement with the complainant. FCPS's decision shall be written in English and, when required by law, in the complainant's primary language.

The decision shall include:

1. The finding(s) of fact based on the evidence gathered;
2. The conclusion(s) of law;
3. Disposition of the complaint;
4. Rationale for such disposition;
5. Corrective action, if any are warranted, including, with respect to a pupil fee complaint, a remedy that comports with Education Code § 49013(d) and Title 5, California Code of Regulations, § 4600(u);
6. Notice of the complainant's right to appeal FCPS's decision to the California Department of Education ("CDE"); and
7. Procedures to be followed for initiating an appeal to the CDE.

If a student or employee is disciplined as a result of the complaint, the decision shall simply state that effective action was taken and that the student or employee was informed of FCPS's expectations. The report shall give no further information as to the nature of the disciplinary action.

If FCPS finds merit in a complaint regarding Course Periods without Educational Content, Reasonable Accommodations to a Lactating Pupil, and Education of Pupils in Foster Care, Pupils who are Homeless, and former Juvenile Court Pupils now enrolled in FCPS, the remedy shall go to the affected pupil. If FCPS finds merit in a complaint regarding Pupil Fees, Physical Education Instructional Minutes, or LCAP, the remedy shall go to all affected pupils and parents/guardians. FCPS, in good faith, will engage in reasonable efforts to identify and fully reimburse all pupils, parents and guardians who paid an unlawful pupil fee within one (1) year prior to the filing of the complaint.

The Compliance Officer shall maintain a record of each complaint and subsequent related actions.

#### **Appeal Process**

To appeal FCPS's decision, the complainant must file a written appeal within fifteen (15) calendar days of receiving FCPS's decision. This appeal to the CDE must fully explain the basis

for the appeal, stating how the facts of FCPS's decision are incorrect and/or the law is misapplied. The appeal must be sent to CDE with: (1) a copy of the original locally filed complaint; and (2) a copy of FCPS's decision of this original locally filed complaint.

*Appeals of decisions regarding discrimination, harassment, intimidation, and/or bullying, and regarding provision of accommodations to lactating students should be sent to:*

California Department of Education  
Education Equity UCP Appeals Office  
1430 N Street  
Sacramento, CA 95814

*Appeals of decisions regarding educational program complaints or pupil fees should be sent to:*

California Department of Education  
Categorical Programs Complaints Management Office  
1430 N Street  
Sacramento, CA 95814

*Appeals of decisions regarding LCAP should be sent to:*

California Department of Education  
Local Agency Systems Support Office  
1430 N Street  
Sacramento, CA 95814

*Appeals of decisions regarding special education compliance should be sent to:*

California Department of Education  
Special Education Division - Procedural Safeguards Referral Service  
1430 N Street  
Sacramento, CA 95814

The CDE may directly intervene in the complaint without waiting for action by FCPS when one of the conditions listed in Title 5, California Code of Regulations, § 4650 exists, including cases in which FCPS has not taken action within sixty (60) days of the date the complaint was filed with FCPS. A direct complaint to CDE must identify the basis for direct filing of the complaint, which must include clear and convincing evidence that supports such a basis.

### **Civil Law Remedies**

A complainant may pursue available civil law remedies under state or federal discrimination, harassment, intimidation or bullying laws outside of FCPS's UCP. 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 complaints alleging unlawful discrimination, harassment, intimidation, and bullying based on state law, a complainant shall 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 FCPS has appropriately, and in a timely manner, apprised the complainant of his/her right to file a complaint in accordance with Title 5, California Code of Regulations, § 4622.



## UNIFORM COMPLAINT PROCEDURE FORM

Please complete this form, providing as much information as possible and attaching any applicable supporting documentation, to assist in the investigation of the complaint.

### Information

LAST NAME OF THE COMPLAINANT		FIRST NAME OF THE COMPLAINANT	
STUDENT NAME (IF APPLICABLE)		STUDENT GRADE	STUDENT DOB
ADDRESS (NUMBER, STREET, APARTMENT NUMBER, CITY, STATE AND ZIP CODE)			
EMAIL ADDRESS		TELEPHONE NUMBER	
COMPLAINANT WILL NEED THE ASSISTANCE OF AN INTERPRETER <input type="checkbox"/> No <input type="checkbox"/> Yes ( <i>specify the language to be spoken by the interpreter</i> )			
COMPLAINANT IS A: <input type="checkbox"/> Student <input type="checkbox"/> Parent/Guardian <input type="checkbox"/> Employee <input type="checkbox"/> Other			
THIS COMPLAINT IS BEING FILED ON BEHALF OF: <input type="checkbox"/> Myself <input type="checkbox"/> A student (not the complainant named above) <input type="checkbox"/> Other ( <i>specify</i> )			
DATE OF ALLEGED VIOLATION		SCHOOL OF ALLEGED VIOLATION	

### Basis of Complaint

*For allegations related to any of the following programs and activities subject to the UCP:*

- |   |  |
|---|--|
| <input type="checkbox"/> Discrimination, Harassment, Intimidation, and/or Bullying<br><input type="checkbox"/> Education for Foster Youth, Homeless Youth, Former Juvenile Court School Students, or Military Dependents<br><input type="checkbox"/> Every Student Succeeds Act<br><input type="checkbox"/> Local Control Accountability Plan<br><input type="checkbox"/> Reasonable Accommodations to a Lactating Student<br><input type="checkbox"/> Other Basis from FCPS UCP: _____ | <input type="checkbox"/> Career Technical Education<br><input type="checkbox"/> Child Nutrition<br><input type="checkbox"/> Consolidated Categorical Aid<br><input type="checkbox"/> Pupil Fees<br><input type="checkbox"/> School Safety Plan<br><input type="checkbox"/> Special Education |
|---|--|

*For complaints alleging discrimination, harassment, intimidation, and/or bullying, indicate the actual or perceived protected characteristics upon which the alleged conduct is based:*

- |  |  |  |
|--|--|--|
| <input type="checkbox"/> Race or ethnicity<br><input type="checkbox"/> Color<br><input type="checkbox"/> Ancestry<br><input type="checkbox"/> Nationality<br><input type="checkbox"/> National origin<br><input type="checkbox"/> Immigration status<br><input type="checkbox"/> Ethnic group identification | <input type="checkbox"/> Religion<br><input type="checkbox"/> Age<br><input type="checkbox"/> Marital status<br><input type="checkbox"/> Pregnancy<br><input type="checkbox"/> Parental status<br><input type="checkbox"/> Physical or mental disability<br><input type="checkbox"/> Other | <input type="checkbox"/> Sex<br><input type="checkbox"/> Sexual orientation<br><input type="checkbox"/> Gender<br><input type="checkbox"/> Gender identity<br><input type="checkbox"/> Gender expression<br><input type="checkbox"/> Genetic information |
|--|--|--|

### Details of the Complaint

*Please answer the following questions to the best of your ability. If you mention names, please also identify who they are (i.e. student, staff, parent, etc.). Attach additional pages, if necessary.*

Provide the **facts** about your complaint:

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List the **people** involved or impacted:

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List any **witnesses** or individuals who may have knowledge of the alleged acts:

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Provide and/or describe the specific **location(s)** where the incident(s) occurred:

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List all the **date(s) and time(s)** when the incident(s) occurred or when the alleged acts first came to your attention:

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Describe any **steps** you have taken to resolve this issue before filing the complaint. If applicable, list names and titles of school staff you have contacted:

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Do you have any **written documents/evidence** that you can provide that may be relevant/ supportive of your complaint?

- ☐ No
- ☐ Yes, copies of the documents/evidence are attached to this complaint

Signature of Complainant \_\_\_\_\_ Date \_\_\_\_\_

Please file this form and any additional documents in person or by mail with the following individual:

**Fenton Charter Public Schools**  
**ATTN: David Riddick, Chief Executive Officer**  
**8928B Sunland Boulevard, Sun Valley, CA 91352**  
**ANTI-BULLYING POLICY**

**Definition**

Bullying is an unwanted, aggressive behavior that involves a real or perceived power imbalance. The behavior is repeated, or has the potential to be repeated over time.

**Indicators of Bullying**

Bullying typically occurs in one of the following ways:

- Verbal: Hurtful name calling, teasing, gossiping, making threats or spreading rumors.
- Physical: Hitting, punching, pushing, shoving, poking, kicking, tripping, strangling, hair pulling, fighting, biting, spitting, inappropriate touching, or destroying personal possessions.
- Emotional/Social: Excluding others from the group, rolling eyes, terrorizing, extorting, defaming, intimidating, humiliating, manipulating friendships, isolating, blackmailing.
- Cyber bullying: Using email, social network sites (e.g., internet forums, image or video posting platforms, websites with free registration, etc.), cell phones, webcams, text messages, internet sites, and other electronic means to send mean messages, spread rumors, and post embarrassing pictures or videos and fake websites or profiles.

**Responding to Bullying Reports**

- All staff members are required to take all allegations of bullying seriously and follow up with a written report.
- An investigation will commence promptly to obtain specific information relevant to bullying.
- Target student of bullying will be assured that the incident will be resolved. Target student will be provided names of school personnel who can help if the situation continues, escalates or arises again.
- An action or consequence will be determined to resolve the situation.
- The target of bullying will continue to be monitored to assure that bullying has stopped.

Per FCPS's charter petitions, the school may suspend or expel students who engage in bullying, including bullying committed by means of an electronic act directed specifically toward a pupil or school personnel. Students who engage in such bullying may be subject to disciplinary action such as:

- Mandatory parent meeting
- In-house suspension

- Exclusion from extracurricular activities or programs
- Suspension
- Expulsion
- Loss of computer/network privileges
- Civil/criminal penalties

To access more resources that provide support to youth who have been subject to discrimination, harassment, intimidation, or bullying please visit the CDE Safe School Website: <https://www.cde.ca.gov/ls/ss/se/bullyingprev.asp>. The CDE has provided resources for youth who have been affected by gangs, gun violence, and psychological trauma caused by violence at home, at school, and in the community at the following website: <https://www.cde.ca.gov/ls/ss/sa/>.

## **TECHNOLOGY RESPONSIBILITY CODE**

### **The Purpose of Technology at Fenton Charter Public Schools**

This Technology Responsibility Code serves as Fenton Charter Public Schools' ("FCPS") "Acceptable Use Policy" governing students' use of FCPS technology and network. Computers and other technology are used to support learning and enhance instruction. One of the most powerful tools of technology is the Internet, which is a network of networks that allows millions of people, organizations, and businesses to interact. We must all understand that access to the Internet is an educational benefit to the students, but that FCPS, staff members, and students do not have control over the content of the information found on the Internet.

### **School's Responsibility**

FCPS uses safeguarded passwords to help ensure the smooth and functional access to technology. We ask all community members to keep these passwords safe because if these passwords fall into the wrong hands and are used inappropriately, this could cause harm to the school.

FCPS uses an Internet filter, which eliminates most of the problems concerning access to inappropriate websites and content. This must not lead to a false sense of security because there is no such thing as a perfect filter. Even with such protections, it is impossible for FCPS to control the receipt and delivery of all digital content.

### **Staff Responsibility**

Staff members have the responsibility to uphold the FCPS's technology policies. Policies, consequences, and remedies are in place to help ensure that all staff members participate in both enriching the students' education through technology and protecting students from improper activities and material.

### **Parent/Guardian Responsibility**

Parents must monitor FCPS technology use at home and support FCPS's technology policies. If at any time, there is a situation that seems questionable (e.g., student accesses inappropriate content on FCPS equipment), parents should communicate with the school as soon as possible in order to eliminate any escalating problems.

Report any damage to any FCPS technology to school staff. If a student willfully damages or defaces, or willfully does not return upon demand FCPS technology, parent/guardian may be held responsible for paying to repair or replace the school property. Additionally, grades, diplomas and transcripts may be withheld if a parent/guardian does not repair or replace such school property.

By working as a team, we can promote FCPS technology's maximum benefit to students.

### **Student Responsibility**

Students are expected to exercise good judgment and common sense when using FCPS technology (e.g., Tablet, Wi-Fi Hotspot) or network. This use is a privilege that depends on a student's ability to use technology in a responsible, efficient, ethical, and legal manner. Student technology and internet use must not disrupt school activities or otherwise compromise individual and school safety.

Students are **never** allowed to:

- Use the Internet or FCPS technology for any illegal or inappropriate purpose.

- View inappropriate material on websites.
- Use profane, obscene, impolite, or abusive language.
- Change or delete computer files that do not belong to the user.
- Damage computer equipment, files, or data or the network in any way, including intentionally accessing, transmitting, or downloading viruses or other harmful files or programs.
- Give out any personal information over the Internet.
- Use another person's account information (i.e. username and password).
- Violate someone else's privacy, either deliberately or accidentally.

Remember:

- Students must not place FCPS technology near any food, drinks or magnets.
- Keep passwords private.
- Email should be used appropriately.
- Do not share private information about yourself and other students (such as phone numbers, addresses, or last names) on the internet. This information should never be shared with anybody.

Student use of FCPS technology and network is not private. FCPS reserves the right to monitor students' technology use and online activities and to access, review, copy, and store or delete any electronic communication or files and disclose them to others as it deems necessary.

If a student discovers a secure password, it is his/her responsibility to inform a staff member. If the password is used or shared, FCPS shall consider taking disciplinary action.

If repeated attempts to access inappropriate websites are discovered, FCPS shall consider taking disciplinary action.

Teachers will instruct students as to their personal responsibility to avoid questionable websites. Specific instructions will be given about what to do if they accidentally find themselves on an inappropriate website.

Students will follow the FCPS Internet Safety Policy. Student and Parents will follow any rules associated with FCPS-issued technology (e.g., tablets, Wi-Fi Mobile Hotspots).

Failure to follow this policy may result in the following disciplinary action:

- Removal from the classroom to a school administrator
- Parental notification
- Student's technology privileges revoked
- School privileges/activities revoked
- Suspension
- Expulsion

# **INTERNET SAFETY POLICY**

## **Introduction**

It is the policy of the Fenton Charter Public Schools (“FCPS”) to (a) prevent user access over its computer network to, or transmission of, inappropriate material via Internet, electronic mail, or other forms of direct electronic communications; (b) prevent unauthorized access and other unlawful online activity; (c) prevent unauthorized online disclosure, use or dissemination of personal identification information of minors; and (d) comply with the Children’s Internet Protection Act [Pub. L. No. 106-554 and 47 USC 254 (h)].

## **Definitions**

Key terms are as defined in the Children’s Internet Protection Act (“CIPA”).<sup>1</sup>

## **Access to Inappropriate Material**

To the extent practical, technology protection measures (or “Internet filters”) shall be used to block or filter Internet, or other forms of electronic communications, access to inappropriate information.

Specifically, as required by the Children’s Internet Protection Act, blocking shall be applied to visual depictions of material deemed obscene or child pornography, or to any materials deemed harmful to minors.

Subject to staff supervision, technology protection measures may be disabled for adults or, in the case of minors, minimized only for bona fide research or other lawful purposes.

## **Inappropriate Network Usage**

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<sup>1</sup> CIPA definition of terms:

**MINOR.** The term “minor” means any individual who has not attained the age of 17 years.

**TECHNOLOGY PROTECTION MEASURE:** The term “technology protection measure” means a specific technology that blocks or filters Internet access to visual depictions that are:

1. **OBSCENE**, as that term is defined in section 1460 of Title 18, United States Code;
2. **CHILD PORNOGRAPHY**, as that term is defined in section 2256 of Title 18, United States Code; or
3. Harmful to minors.

**HARMFUL TO MINORS.** The term “harmful to minors” means any picture, image, graphic image file, or other visual depiction that:

1. Taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion;
2. Depicts, describes, or represents in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals, and
3. Taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors.

**SEXUAL ACT; SEXUAL CONTACT.** The terms “sexual act” and “sexual contact” have the meanings given such terms in section 2246 of Title 18, United States Code.

To the extent practicable, steps shall be taken to promote the safety and security of users of the Fenton Charter Public Schools online computer network when using electronic mail, chat rooms, instant messaging, and other forms of direct electronic communications.

Specifically, as required by the Children's Internet Protection Act, prevention of inappropriate network usage includes: (a) unauthorized access, including so-called 'hacking,' and other unlawful activities; and (b) unauthorized disclosure, use, and dissemination of personal identification information regarding minors.

### **Education, Supervision and Monitoring**

It shall be the responsibility of all members of the Fenton Charter Public Schools staff to educate, supervise and monitor appropriate usage of the online computer network and access to the Internet in accordance with this policy, the Children's Internet Protection Act, the Neighborhood Children's Protection Act, and the Protecting Children in the 21st Century Act.

Procedures for the disabling or otherwise modifying any technology protection measures shall be the responsibility of the Fenton Charter Public Schools Administrators, IT staff or designated representatives.

The Fenton Charter Public Schools Administrators, IT staff or designated representatives will provide age-appropriate training for students who use the Fenton Charter Public Schools Internet facilities. The training provided will be designed to promote the Fenton Charter Public Schools commitment to:

- a) The standards and acceptable use of Internet services as set forth in the Fenton Charter Public Schools Internet Safety Policy;
- b) Student safety with regard to:
  - i) safety on the Internet;
  - ii) appropriate behavior while on online, on social networking Web sites, and in chat rooms; and
  - iii) cyber-bullying awareness and response.
- c) Compliance with the E-Rate requirements of the Children's Internet Protection Act ("CIPA").

### **Adoption**

This Internet Safety Policy was initially adopted by the Board of Directors of the Fenton Charter Public Schools at a public meeting following normal public notice, on Thursday, September 4, 2014.



## **DISTANCE LEARNING CODE OF CONDUCT**

In light of the COVID-19 pandemic, Fenton Charter Public Schools (“FCPS”) may have to rely on distance learning to continue to serve students. “Distance learning” means instruction in which the student and instructor are in different locations. This Code of Conduct applies to all distance learning settings, including student’s use of FCPS-issued email accounts. Students who violate this Code of Conduct are subject to discipline.

- **Video Etiquette**

- FCPS teachers are responsible for managing the virtual classroom and should endeavor to host the virtual classroom from the most private, quiet location possible.
- Students should do their best to join the virtual classroom from a quiet and private location.
- Use a plain background if possible.
- Silence cell phones and other electronic devices.
- Be aware of your surroundings: no items should be visible on the video that would not be permitted in the classroom.
- Minimize distractions such as TV, posters, other individuals, or pets in the background.
- Do not bring or show any distracting items on the video (e.g., toys, food).
- Teachers shall use reasonable security protections for virtual classroom sessions to protect against unauthorized access to the sessions, but FCPS cannot completely guarantee the security of any session because students can share access information to unauthorized parties. FCPS will discipline students (e.g., suspension and expulsion) who share virtual classroom access information to unauthorized parties.

- **Video Dress Code**

- Staff members are required to follow the same dress code that applies at school and wear clothes that are neat, clean and professional.
- Students are expected to follow the Dress Code and wear clothes that are neat, clean and would be appropriate for a classroom.
- No pajamas, inappropriate logos, or other distracting attire are allowed.

- **Distance Learning Conduct: Treat the Virtual Classroom Like a Regular Classroom**

- No one should eat, interrupt others, talk out of turn, or otherwise disrupt the virtual classroom.
- Students may be asked to mute themselves or be muted by the teacher during virtual classroom activities.
- Students are required to follow teacher and staff instructions, follow the classroom behavior rules, behave appropriately, and treat others with mutual respect, just like in the classroom.
- Students are required to pay attention during virtual classroom instruction and not be on their cell phones or on other websites during distance learning.

- Teachers are responsible for monitoring, addressing, and reporting student behavior issues in the virtual classroom as they would in a normal classroom.
- No profane, threatening, or bullying language is permitted.
- Students and teachers must use their FCPS email addresses and, as applicable, a profile picture that is appropriate for an educational environment.
- All communications and “chats” on distance learning platforms must be school-related.
- The integrity of student work is something FCPS takes seriously and may check using a variety of technologies. Cheating, copying, allow others to knowingly copy, and/or misusing content from the Internet are prohibited.
- Students may not record virtual classroom sessions that occur by video or telephone (e.g., using cell phone or other technology) without express instructions to do so.

- **Student Email Addresses**

- FCPS will issue students email addresses to connect to their classrooms, receive and submit assignments, and participate in collaborative school-based virtual environments such as message threads and chatrooms.
- Students must not share their passwords to any other individuals.
- FCPS shall implement reasonable security measures (e.g., student emails can only be used to contact other FCPS email accounts). However, FCPS cannot control messages students may send to other students.
- Students must follow FCPS policies (e.g., Distance Learning Code of Conduct, Student Responsibility Code, Technology Responsibility Code, etc.) when using FCPS-issued email addresses.

## **ANNUAL NOTIFICATION OF FERPA RIGHTS**

This serves as the notification of rights under the Family Educational Rights and Privacy Act for Fenton Charter Public Schools-operated charter schools (hereinafter “FCPS”). The Family Educational Rights and Privacy Act (“FERPA”) affords parents and students over 18 years of age (“eligible students”) certain rights with respect to the student’s education records. FCPS stores various student records, including, but not limited to, transcripts, enrollment records, disciplinary records, and immunization records.

These rights are:

- (1) The right to inspect and review the student’s education records within 45 days of the day the FCPS receives a request for access under FERPA.

Parents or eligible students should submit written requests for access to the school (e.g., Director). This written request identifies the record(s) they wish to inspect. FCPS will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected consistent with applicable law and FCPS policies.

- (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 FCPS to amend a record should send a written request to the school (e.g., Director). The written request should clearly identify the part of the record they want changed, and specify why it should be changed. If FCPS decides not to amend the record as requested by the parent or eligible student, FCPS will notify the parent or eligible student of the decision and advise them 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.

- (3) The right to privacy of personally identifiable information in the student's education records, except to the extent that FERPA authorizes disclosure without consent.

FERPA permits the disclosure of personally identifiable information from students’ 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 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 school to record the disclosure. Parents and eligible students have a right to inspect and review the record of disclosures. FCPS may disclose personally identifiable information from the education records of a student without obtaining prior written consent of the parents or the eligible student for limited circumstances, including, but not limited to –

- To other school officials, including teachers, within the educational agency or institution whom the school has determined to have legitimate educational interests.

This includes contractors, consultants, attorneys, volunteers, or other parties to whom the school has outsourced institutional services or functions, provided that the conditions listed in § 99.31(a)(1)(i)(B)(1) - (a)(1)(i)(B)(3) are met.

- To officials of another school, school system, or institution of postsecondary education where the student seeks or intends to enroll, or where the student is already enrolled if the disclosure is for purposes related to the student's enrollment or transfer, subject to the requirements of § 99.34.
- To accrediting organizations to carry out their accrediting functions.
- To comply with a judicial order or lawfully issued subpoena if applicable requirements are met. (§ 99.31(a)(9))
- To appropriate officials in connection with a health or safety emergency, subject to § 99.36.
- To an agency caseworker or other representative of a State or local child welfare agency or tribal organization who is authorized to access a student's case plan when such agency or organization is legally responsible, in accordance with State or tribal law, for the care and protection of the student in foster care placement. (20 U.S.C. § 1232g(b)(1)(L))

(4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the School to comply with the requirements of FERPA.

The name and address of the Office that administers FERPA are:

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

FCPS will not release information to third parties for immigration-enforcement purposes, except as required by law or court order. Unless FCPS is providing information for a legitimate educational purpose under FERPA and the California Education Code or directory information, FCPS shall notify parents or guardians and eligible students—and receive their written consent—before it releases a student's personally identifiable information.

### **Directory Information**

FERPA requires that FCPS, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However,

FCPS may disclose appropriately designated “directory information” without written consent, unless you have advised FCPS to the contrary.

The primary purpose of directory information is to allow FCPS to share information from your child’s education records. Examples include: a playbill, showing your student’s role in a drama production; the annual yearbook; Honor roll or other recognition lists; Graduation programs; sharing information with Family Center and Health Department; and Sports activity sheets, such as for wrestling, showing weight and height of team members.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent’s prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the Elementary and Secondary Education Act of 1965, as amended (ESEA) to provide military recruiters, upon request, with the following information – names, addresses and telephone listings – unless parents have advised the LEA that they do not want their student’s information disclosed without their prior written consent.

If you do not want FCPS to disclose any or all of the types of information designated below as directory information from your child’s education records without your prior written consent for a school year, you must notify your school’s Director in writing by the end of the first week of the school year. FCPS has designated the following information as directory information: name, address, telephone, date of birth, dates of attendance and previous school(s).



## **MEDIA RELEASE FORM**

\_\_\_\_\_  
Name of Student (please print)

\_\_\_\_\_  
Birthdate

\_\_\_\_\_  
Name of Parent or Legal Guardian (please print)

I, as the parent or legal guardian of the above named student (“Student”), do hereby perpetually and irrevocably grant to Fenton Charter Public Schools, its officers, employees, agents, assigns, and licensees, (collectively, “FCPS”) the absolute right, permission, and license to record the Student’s likeness and/or voice with still photography, film, videotape, and/or digital recording, including recordings of virtual classroom sessions which may incidentally record others in my household in the background (the “Recordings”) and to edit such still photographs, film, videotape, or digital files at FCPS’s discretion, and to use, reproduce, display, distribute, and/or to make derivative works from the Recordings for educational, promotional, or fundraising purposes.

I understand and agree that use of the Recordings will be without any compensation to the Student or the Student’s parent or legal guardian. I understand and agree that FCPS and its licensees may display or otherwise use the Student’s first and last name and grade level in conjunction with its use of the Recordings for educational, promotional, or fundraising purposes. I understand and agree that FCPS shall have the exclusive right, title, and interest, including copyright, in the Recordings.

I do hereby waive any right to inspect or to approve the Recordings or their use by FCPS. I further waive any claim that I have or may have, release and hold FCPS harmless from any and all actions, claims, damages, costs, or expenses, including attorneys’ fees, brought by the Student and/or the Student’s parent or legal guardian which relate to or arise out of any use of the Recordings.

I acknowledge that I have read this document and understand its terms. I am signing the release freely and voluntarily. I understand that withholding my signature does not impact the enrollment status of the Student.

Signature of Parent/Guardian: \_\_\_\_\_

Date: \_\_\_\_\_



## **STUDENT TEXTBOOK AGREEMENT**

Student \_\_\_\_\_

Room \_\_\_\_\_

Teacher \_\_\_\_\_

Grade \_\_\_\_\_

**Textbooks and school materials are an important part of your education. You will be issued books for different subjects. To make sure that books are available for you, we want you to follow these guidelines:**

1. Do not lend your books to other children.
2. You are expected to keep your books in good condition. You will be responsible for replacing any willfully-damaged book.
3. There may be a charge for any lost books. Report any loss immediately to your teacher.

**You have been issued the following books and will be expected to return these books:**

<b>Title of Book</b>	<b>Book #</b>	<b>✓ if lost</b>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

### **Parent/Student Agreement**

**We agree to follow the guidelines for textbooks and pay for lost or damaged books.**

\_\_\_\_\_  
Parent's Guardian's Signature

\_\_\_\_\_  
Student's Signature

Date \_\_\_\_\_

Date \_\_\_\_\_

.....  
**Dear Parent/Guardian,**

**The book checked off above has been lost or damaged. The cost to replace the books is \$ \_\_\_\_\_. Please remit this full amount as soon as possible and a replacement book will be issued to your child.**

**Thank you for your cooperation.**

\_\_\_\_\_  
Teacher's Signature

\_\_\_\_\_  
Date



**FENTON CHARTER PUBLIC SCHOOLS**  
**STUDENT HANDBOOK ACKNOWLEDGEMENT FORM**

**Assumption of Risk:** Fenton Charter Public Schools' utmost priority is student safety and will follow public health officials' guidance concerning school operations this school year. Despite these efforts, I understand that my child attending Fenton Charter Public Schools this school year inherently may have known or unknown risks and hazards, such as risks related to COVID-19, where injury, illness, or death can occur to myself and/or my child.

**Acknowledgement of Student Handbook Policies:** I acknowledge that I have read the Student Handbook's policies (e.g., Parent-School Agreement, Student Responsibility Code, Homework Policy, Technology Responsibility Code, Internet Safety Policy, Distance Learning Code of Conduct, Non-Discrimination and Anti-Harassment Policy, etc.), agree to adhere to all Parent/Guardian responsibilities described in this Student Handbook, and discussed the Student Handbook's policies with my child. On behalf of myself and my child, we agree to support Fenton Charter Public Schools by following the school's policies and acknowledge the student's responsibility to comply with all Fenton Charter Public Schools' policies.

I understand that the Student Handbook may be amended during the year and that such changes are available on the website or available at the Main Office upon request.

I understand that my failure to return this acknowledgement will not relieve myself or my student from being responsible for knowing and complying with Fenton Charter Public Schools' policies and procedures.

\_\_\_\_\_  
Parent's/Guardian's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent's/Guardian Name

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Student Name

\_\_\_\_\_  
Name of Teacher

\_\_\_\_\_  
Room No./Grade