GUAJOME LEARNING CENTERS

2026-2027

Student Handbook

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MISSION

Our mission is to inspire and mentor all learners to become responsible, critical thinking, global leaders through excellence and innovation in education.

Parameters and Beliefs:

Excellence

- We believe student potential is unlimited.
- We believe in using research based best practices to drive instruction.
- We believe in providing cutting edge experiences.

Accountable

- We believe in producing future global leaders who embody our mission.
- We believe that a community working together will achieve student success.
- We believe that a quality staff that engages in continuing professional development, collaboration, and peer mentoring, will result in academically competitive students.

Innovative

- We believe charter schools equal innovation.
- We believe the future is made through education.
- We believe all students should have the opportunity to be creative, unique risk takers.

Student Centered

- We believe all students thrive on success.
- We believe all students have strengths.
- We believe students are simpler than you think and more complicated than you can imagine.
- We believe all students can be active participants in their education.
- We believe authentic taskslead to meaning, connection, and application.

Fiscally Responsible

- We believe you don't have to spend a lot to learn a lot.
- We believe in looking for creative options to fund an innovative education.
- We believe that we must invest wisely to maximize student achievement.

EXPECTATIONS:

All members of the Guajome Learning Centers ("GLC") learning community – students, parents, and staff – work together to achieve the school's mission and vision. As members of a community, each group has responsibilities to fulfill expectations of the other groups in the community.

Student Expectations

Each student at GLC is required to meet the following pupil benchmarks to maintain satisfactory academic, attendance, and behavioral standing:

- Maintain a 100% attendance ratio per semester.
- Maintain 100% completion rate and 70% competency level on all class assignments, homework, and authentic assessments.
- Participate in the CAASPP and all other mandated testing programs designated by GLC or the State of California.
- Adhere to all academic, attendance, and behavior policies of GLC.
- Maintain regular attendance during scheduled meeting times with the Instructor.

In addition, each GLC student is expected to:

- Reflect a positive attitude towards learning.
- Take responsibility for their own educational growth and development.
- Communicate proactively with GLC instructors, counselors, and administrators.
- Show respect for all GLC students, parents, and staff.
- Contribute and interact in a positive manner within the community.

Parent/Guardian Expectations

Research shows that one of the most influential factors in student success is the involvement by parents/guardians in the student's educational program. Parents/Guardians of GLC students are expected to:

- Insist on daily engagement in educational assignments.
- Monitor the daily and weekly completion of student's work.
- Be actively involved in a student's learning program.
- Provide transportation to and from all school appointments and activities.
- Support the discipline codes and behavior guidelines of GLC.
- Complete all applicable school paperwork and meet stated deadlines.
- Provide or facilitate instructional assistance for students.

- Participate regularly and actively in parent meetings, activities, and workshops.
- Proactively ask questions or seek assistance from GLC staff.
- Stay informed by reading the GLC handbook, course catalog, other school communications, and by visiting the GLC web site regularly.
- Show respect for all GLC students, parents, and staff.

Staff Expectations

The GLC staff recognizes that they serve a diverse population of students who have varying learning styles and abilities. The education of GLC's students will be most productive when instructors:

- Create and maintain safe and effective environments for student learning.
- Understand and organize subject matter for student learning.
- Communicate with and inform parents/guardians of student progress regularly.
- Plan instruction and design learning experiences for all students.
- Engage and support all students in learning.
- Systematically evaluate student achievement/performance with a variety of assessment tools. • Continue to develop as professional educators.
- Correctly maintain all appropriate paperwork and meet all deadlines.
- Provide tutorial assistance/instruction when appropriate.
- Show respect for all GLC students, parents, and staff.
- Model professional behavior.

Expected School-wide Learning Outcomes

The goal of GLC will be to educate all members to strive to achieve the qualities of the Expected Schoolwide Learning Outcomes ("ESLOs") as listed below:

GLC students will be prepared for academic success in post-secondary education by:

- Critically reading and responding to informational and literary text
- Communicating ideas in an organized manner
- Analyzing and developing solutions to problems
- Synthesizing multiple sources of information
- Understanding and implementing instructions, and

- Utilizing technology to enhance learning or presentation of assignment

GLC students will demonstrate proficiency with computer skills necessary in the 21st century by:

- Demonstrating information literacy
- Participating in electronic communications
- Creating assignments using computer applications
- Publishing in an electronic format, and
- Developing projects in order to display information/data with a computer application

GLC students will demonstrate proficiency in the content areas by:

- Creating visual displays and productions
- Producing products that meet objective expectations and standards
- Critiquing, writing, evaluating and analyzing assigned work and specific curriculum content
- Scoring proficient on formative and summative tests, designated assignments and general assessments

GLC students will be responsible citizens and possess a solid foundation for lifelong learning by:

- Attending meetings and classes by arriving punctually
- Being prepared to work individually and collaboratively
- Respecting themselves and others
- Contributing to their community, and
- Demonstrating ethical usage of technology

GLC students will exhibit ESLO achievement in the following areas upon graduation: Core academic standards, lifelong learning skills, and social/interpersonal skills.

GLC WRITTEN AGREEMENT FOR INDEPENDENT STUDY

Guajome Learning Centers
2026-2027 Written Agreement for Independent Study

Student Information and Residency

This Written Agreement for Independent Study ("Agreement") establishes the terms and conditions under which the student named herein will participate in the Guajome Learning Centers ("GLC") Independent Study program for the 2026–2027 school year. Independent Study at GLC is designed to provide a flexible yet structured instructional model

that ensures access to standards-aligned curriculum, consistent academic progress, and appropriate student support while maintaining full compliance with applicable law. The student identified in this Agreement resides within the county in which GLC reports average daily attendance or within a contiguous county, as required by law (Cal. Educ. Code § 51747.3). The term of this Agreement shall begin on the start date indicated and end on the specified end date and shall not exceed one school year (Cal. Educ. Code § 51747(c)(4)). This Agreement must be fully executed prior to the commencement of instruction for which attendance is claimed (Cal. Educ. Code § 51747(c)).

Voluntary Participation and Educational Choice

Participation in Independent Study is voluntary. The student and parent or guardian acknowledge that Independent Study is an optional educational alternative and that no student may be required to participate (Cal. Educ. Code § 51747(c)(2)). Families have been informed of the option to enroll in classroom-based instruction, and the student may transition to an in-person instructional setting within five instructional days upon request (Cal. Educ. Code § 51747(e)).

Attendance, Assignments, Engagement, and Time Value

Attendance in Independent Study is based on student engagement and the time value of assigned work as determined by a certificated supervising teacher in accordance with California law. Students are expected to engage in assigned educational activities each school day. Assignments may be communicated and submitted through school-approved instructional platforms, teacher communication, and methods outlined in the student's Academic Learning Plan (ALP). GLC maintains documentation of student engagement and instructional time in accordance with applicable law. (Cal. Educ. Code § 51747.5).

Course of Study, Instructional Program, and Academic Learning Plan (ALP)

The student will participate in a course of study aligned to grade-level standards and graduation requirements, where applicable. Specific courses, pacing expectations, and individualized academic goals are documented in the Academic Learning Plan (ALP), which is incorporated into this Agreement and maintained as part of the student's official educational record. Instruction may include online coursework, virtual instruction, in-person instruction, intervention services, and academic support opportunities (Cal. Educ. Code § 51747(c)(5)).

Methods of Study and Evaluation

GLC provides standards-aligned curriculum, instructional materials, digital platforms, and certificated staff support. Student progress may be evaluated through assignments, assessments, participation, teacher observation, and course completion progress.

Synchronous Instruction and Reporting Expectations

GLC provides opportunities for synchronous instruction and live interaction in accordance with California law and grade-level requirements. Students are expected to participate in scheduled instructional sessions, required meetings, and progress monitoring opportunities. Students must report academic progress as outlined in this Agreement and the Administrative Program Assignment Form (Cal. Educ. Code § 51747(e)).

Assignments, Progress Expectations, and Academic Responsibility

Students are expected to complete assigned coursework within established timelines and maintain consistent academic progress. The maximum length of time between assignment and completion shall generally not exceed twenty school days unless extended by an administrator for documented educational reasons (Cal. Educ. Code § 51747(a)). Students must maintain consistent engagement, attend scheduled meetings, and demonstrate progress toward course completion. When a student misses assignments or fails to make satisfactory educational progress, an evaluation shall be conducted to determine whether independent study remains an appropriate educational option. Such evaluations will be documented in accordance with applicable law (Cal. Educ. Code § 51747(b)).

Tiered Reengagement and Intervention

GLC implements tiered reengagement strategies for students who are not demonstrating adequate participation or progress (Cal. Educ. Code § 51747(d)). Reengagement procedures are initiated when a student fails to generate sufficient attendance, does not participate in required instructional activities, or fails to meet program expectations. GLC will verify contact information, notify the parent or guardian within one school day, conduct outreach to assess student needs, and schedule a student-parent-teacher conference. Interventions may include targeted academic support,

required participation in structured intervention programs, Student Success Team processes, or individualized intervention plans.

Student Supports and Equity of Access

GLC provides comprehensive academic and social-emotional support to ensure student success. Students enrolled in Independent Study have equal access to resources and services as students enrolled in classroom-based programs (Cal. Educ. Code § 51747(c)(7)). Support is provided to meet the needs of English learners, students with disabilities, students with Section 504 plans, foster youth, students experiencing homelessness, and students requiring mental health services. These supports include access to instructional materials, technology, counseling, tutoring, and specialized services. GLC does not provide funds or other things of value to students or families that are not also provided to students participating in classroom-based instruction (Cal. Educ. Code § 51747.3). For students enrolled following expulsion, disciplinary transfer, or referral under California Education Code §48915, GLC may provide individualized academic intervention, counseling supports, behavioral supports, credit recovery opportunities, transition planning, and progress monitoring consistent with district disciplinary requirements and student rehabilitation plans.

Special Education and Section 504

For students with disabilities, participation in Independent Study must be specified in the student's individualized education program (IEP) (20 U.S.C. § 1400 et seq.; Cal. Educ. Code § 56345). Services will be delivered in accordance with the IEP. GLC complies with Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. § 794) and is committed to providing equal access to educational programs and a free appropriate public education to all students with disabilities.

Agreement, Understanding, and Commitment

This Agreement operates pursuant to GLC governing board policies and administrative regulations governing independent study. By signing this Agreement, the student and parent or guardian acknowledge that they have read, understand, and agree to the expectations, responsibilities, and conditions of the Independent Study program. Participation in Independent Study requires consistent engagement, timely completion of assignments, regular communication with school staff, and adherence to program expectations. This Agreement reflects a shared commitment between the student, family, and school to ensure academic progress, accountability, and successful completion of the student's educational program.

Guajome Learning Centers
2026-2027 Written Agreement for Independent Study
Administrative Program Assignment Form (Addendum/Supplementary)

COURSE VALUE: (Credits for High School or Total Weeks of Attendance for K-8)

FALL COURSE TITLES	*COURSE VALUE*	*SPRING COURSE TITLES*	*COURSE VALUE*
Language Arts-	**5 cr/19 wks**	**Language Arts-**	**5 cr/21 wks**
Mathematics-	**5 cr/19 wks**	**Mathematics-**	**5 cr/21 wks**
Social Science-	**5 cr/19 wks**	**Social Science-**	**5 cr/21 wks**
Science-	**5 cr/19 wks**	**Science-**	**5 cr/21 wks**
PE/Health/Elective -	**5 cr/19 wks**	**PE/Health/Elective -**	**5 cr/21 wks**
Elective-	**5 cr/19 wks**	**Elective-**	**5 cr/21 wks**

Start Date _____ End Date _____ **School Year:** 2026-2027

Duration of Agreement: ☐ **Full Year** ☐ **Semester** ☐ **Other:** _____

Program Placement: ☐ **Independent Study** ☐ **Hybrid Program**

REPORTING: Students are minimally required to submit work via Edmentum and report progress to their teacher as follows:

Manner of Reporting: Meeting - 1 hour **Day:** M/W or T/Th **Time:** _____

Place of Meeting:
Guajome Learning Centers, Vista, CA
Virtual

Parents are encouraged to monitor daily/weekly student progress using the parent portal for Edmentum. Quarterly report cards will be mailed home to report student progress.

Chromebook Number _____ **Hotspot Number** _____

ENROLLMENT

Enrollment procedures are in place at GLC in order to fulfill its mission, maintain quality instruction, and provide sufficient tools for student success.

Admission to GLC is open to California students who wish to enroll, subject to capacity. Applications will be accepted from the beginning of October for the following school year. In the event that the number of applicants to GLC exceeds the number of available openings, a random lottery will be held on a specified and published date in April. GLC has ongoing registration throughout the school year before capacity is reached. Students may enter the program at any time until the last day of eligibility for enrollment for the current year, which will be posted on the school website.

Enrollment preference during the registration or re-enrollment process shall be in the following order:

- Currently enrolled students
- Siblings of students presently enrolled
- Students of GLC employees
- Students residing within the attendance boundaries of Vista Unified School District
- GLC partnership schools
- All other interested students

If students with enrollment priority do not adhere to designated registration/re-enrollment protocol and/or procedures timelines, the enrollment priority will be forfeited.

Registration and Enrollment for New Students

The following criteria must be met in order to enroll in Guajome Learning Centers:

1. Pick up an application:

a. Submit a fully completed application within the stated deadline.
b. An incoming 9th grade student must show proof of having met applicable 8th grade exit standards 2. Once a student is eligible for enrollment, the student/parent will be provided an enrollment packet. The following must be completed and submitted with the enrollment packet to be brought at orientation:

A transcript for the incoming high school student or a copy of the student's most current report card for all K-8 students will be required.

a. Current immunizations
b. A copy of discipline history
c. A copy of attendance record
d. An incoming student who has an Individualized Education Program ("IEP") must present a copy of the IEP, a psycho-educational report
e. Student and parent/guardian are required to thoroughly read the GLC Student Handbook
3. A student must attend orientation with a parent/guardian. If a parent or guardian is not available, an authorized caregiver that resides in the home over the age of 18 may stand in with the Caregiver's Affidavit form filled out. Orientation is a requirement that must be met prior to being officially enrolled. Failure to attend the assigned orientation will result in loss of enrollment status. The purpose of attending orientation is to familiarize new students and families with expectations and policies unique to GLC and foster a more successful transition.

Registration and Enrollment for Current Students

Students who are currently enrolled at GLC must meet the following requirements if student wishes to re-enroll the following year:

• Complete and return a re-enrollment packet, course request sheet, and all other required paperwork by stated deadlines.
○ Failure to adhere to these stated deadlines will result in a student losing priority placement. If at capacity, this will result in students being placed on the waiting list and participating in the lottery which will take place in April.

• Students with suspensions/expulsions will be reviewed for approval by GLC administration. • Student attendance records will be reviewed for compliance.
Space in classes may be limited and enrollment and priority in specific classes will be given to students with the most urgent need to meet graduation requirements. Additionally, if class enrollment does not meet the projected numbers, the class may be cancelled and alternative courses added to the student's schedule.

Registration and Enrollment for Returning Students

The following criteria must be met in order to re-register for GLC after a dismissal or voluntary withdrawal:

• Complete and return an application or re-enrollment packet and all other required paperwork by stated deadlines.
○ Failure to adhere to these stated deadlines will result in students losing priority placement. If at capacity, this will result in students being placed on the waiting list and participating in the lottery which will take place in April.

• An incoming student must provide a copy of discipline history.

• An incoming student with any suspensions/expulsions will be reviewed for approval by GLC administration.

• An incoming student must provide a copy of attendance records

• A GLC contract will be required for new and returning GLC students each school year.

Re-enrollment eligibility in the GLC will be determined based on fulfillment of the GLC contract requirements. Placement in GLC is for one full year. GLC contracts and enrollment applications must be filled out annually.

Student Entering GLC Late

Students enrolling at GLC are highly encouraged to initiate enrollment at the start of each school year. If enrollment at the start of the school year is not possible, GLC encourages a student to enroll at the beginning of the semester in order for the student's educational needs to be best met.

Students and parents will need to attend mandatory Administration and GLC orientations. The student and parent will be notified of the mandatory meeting date and official start date. Students will be given log-in access for GLC computers and a student schedule will be in the system. Students may begin working on the APEX system per instructions from his/her teacher.

Foreign Exchange Students

The J-1 Exchange Visitor Program is a nonimmigrant visa category intended for use by private, nonprofit organizations to promote educational and cultural exchange. Organizations which have nonprofit exchange programs are designated as approved J-1 sponsors by the United States Information Agency after completing an application process that reviews the program, its finances, and its mission. The exchange program sponsor is authorized to issue certificates of eligibility for

use in securing a United States visa and admission to the United States. Consequently, the exchange visitor is the responsibility of the program sponsor for U.S. immigration purposes, not of the host family or the school where the student is placed. Special additional requirements are imposed on teenager exchange programs including the stipulation that the program sponsor is tax exempt, participants are between the ages of 15 and 19 years of age, adequate orientation is provided to the participants and their host families, and program participants are not clustered together in one school.

In order for a nonprofit exchange organization to place an exchange student at GLC, the exchange organization must be registered with the California Attorney General. The list of California nonprofit organizations is available at http://ag.ca.gov/exchangestudents/registrylist.php. When nonprofit student exchange organizations place exchange students with host families at GLC, these students may be enrolled, providing that the following criteria have been met:

1. The student is 18 years of age or younger on the first day of school. Students who reach 19 years of age prior to the first day of school will not be accepted.
2. The student has not completed a course of study in his or her native country which is equivalent to GLC's high school diploma.
3. Appropriate immunization records and an official transcript are provided.
4. Advance permission, in writing, must be given by the GLC Superintendent or designee prior to enrollment. If all of the criteria have been met, a review of transcripts will be done to determine grade level status. Approval for senior activities, senior status, and graduation ceremony will only be granted if the foreign exchange student meets the same criteria as all seniors.
5. Foreign exchange programs must submit complete application packets (inclusive of official transcripts, immunization records, proof of student medical and accident insurance, affidavit authorizing host family to make emergency medical decisions, and assurance of responsible resident adult sponsor which includes authority to make academic decisions) by June 15 prior to the new school year. Students accepted by the school are expected to attend for a complete school year.

GLC has limited space available for J-1 students. Foreign exchange students will not be permitted to simultaneously enroll in another high school and/or college while attending GLC.

Subsequent to enrollment, if it becomes known that the student has not met the above criteria; the student may be dropped from the school. GLC Administration will communicate specific problems to the U.S. Information Agency regarding inappropriate placement by sponsoring programs.

Withdrawal Procedures

Exiting students, leaving voluntarily or leaving as the result of non-compliance, should not enroll in another school until officially withdrawn from GLC.

1. Sign out with the Registrar on the second floor of the GLC Administration Office. The parent or guardian must sign the student withdrawal report form. If the student is 18 years or older, the student may sign out. A student's school ID card must be returned to the Registrar at this time.
2. All textbooks must be returned to the library at the time of exit. Any damaged or outstanding books will be billed accordingly. All school records including report cards, transcripts, and diplomas will be withheld from students, until the debt is cleared. Necessary records will be provided to the new school of enrollment along with a notification of any debt owed to GLC.
3. Students will need to be signed out by the finance office and library.
4. Once officially cleared, an exit form for the next school of enrollment and any additional records needed for registration will be released to the parent/guardian or student over 18 years or older.
5. The Charter school will hold parents liable for damages incurred by students on any equipment, materials, and/or school property up to but may not be limited to $25,000. No student records will be released unless all materials and/or damages have been cleared.

State law requires that a student remain enrolled in school through age 18 or until a high school diploma or a California High School Equivalency Certificate is earned. Upon exiting GLC, students under 18 years of age must enroll in a public or private school. Parents choosing to school a student at home must file a “Private School Affidavit” with the California

Department of Education at http://www.cde.ca.gov/privateschools or contact CDE Policy and Program Coordinator, 1430 N. Street, Suite 4309, Sacramento, CA 95819 4309, Sacramento, CA 95819, and must provide the GLC Registrar with a copy of that document prior to officially exiting.

Withdrawal Grades for Withdrawal during the Semester

Students withdrawing from GLC before the semester has ended will receive withdrawal grades from the student’s teachers to take to the new school. GLC does not grant partial credit for courses; and it will be up to the student’s new school to decide how to grant credit for these courses. The Counseling Departments at most local and traditional high schools operate on a five or zero credit policy. A student who has voluntarily withdrawn may return to GLC if space is available.

Other School Campuses

GLC students are not to be on the campuses of other schools prior to, during, or after school hours. Students reported as being on other campuses will face serious discipline consequences. Students attending classes at Guajome Park Academy must sign in at GLC prior to attending classes each day and may not be on campus at other times unless permitted by GLC.

ACADEMICS

GLC provides opportunities for students to participate in challenging learning experiences; and strives to offer students educational programs which are flexible, demanding, and appropriate. GLC includes programs for students who are better served with a more individualized learning approach.

GLC includes the following instructional platforms:

• Small learning environments

• Technology-integrated instruction

• Independent Study

• Classroom-based seminars for core and elective courses

GLC provides opportunities for students to participate in challenging learning experiences in and outside of the classroom. GLC's multi-tiered programs for grades Kindergarten-12 are based on the California Content Standards. Every student who gives evidence of a sincere desire to remain in school, to be diligent in his/her studies, and to profit from the educational programs provided will be given every opportunity to do so. GLC also encourages students to participate in the concurrent enrollment program with the local community colleges.

Grades Kindergarten – Grade 5

The GLC primary grades Independent study students have access to state adopted curriculum and texts, resources, enrichment opportunities, and seminar learning environments. Students are to attend daily academic instruction in grades K-3 either virtually or in person Monday-Friday. In grades 4-5, students are required to do a daily check in with their instructor Monday-Friday either electronically or in person.

Grades 6-12

In addition to offering core courses online and both online and offline electives, GLC's Independent Study Program for grades 6-12 provides students the opportunity for credit recovery and/or accelerated learning. The four core subjects (math, English, social science, science) are provided through an online learning system ("APEX") and an array of elective options are provided to fulfill the graduation requirements. The opportunity for credit recovery is available for students who are deficient in credits. The High School graduation requirements are addressed in the Course Catalog. Students in grades 6-8 are to attend a daily check in with their instructor Monday-Friday. Students in grades 9-12 are to attend a weekly academic instruction session with their instructor.

Inclusion of All Students

Nondiscrimination Statement: "The State of California, Department of Education (CDE), is committed to ensuring equal, fair, and meaningful access to employment and education services. The CDE does not discriminate in any employment practice, education program, or educational activity on the basis and/or association with a person or group with one or more of these actual or perceived characteristics of age, ancestry, color, disability, ethnicity, gender, gender identity or
expression, genetic information, marital status, medical condition, military or veteran status, national origin, political affiliation, pregnancy and related conditions, race, religion, retaliation, sex (including sexual harassment), sexual orientation, or any other basis prohibited by California state and federal nondiscrimination laws respectively. Not all bases of discrimination will apply to both education services and employment. The Office of Equal Opportunity is charged with overseeing, leading, and directing the CDE's efforts to meet the legal obligations set forth in state and federal civil rights laws, and regulations in CDE employment and delivery of education services. Inquiries regarding nondiscrimination and civil rights should be directed to the Office of Equal Opportunity."
https://www.cde.ca.gov/re/di/eo/

GLC will provide an inclusive and integrated setting where students with disabilities will have equitable access to all physical structures, school activities and learning accommodations per Title II regulations. GLC will provide an inclusive, physically and emotionally safe environment promoting well-being, and ensuring a social environment free from victimization. GLC will ensure LGBTQ students acquire proficiency in rigorous California state standards by

providing an equitable learning environment and teaching philosophy.

SPECIAL EDUCATION AND OTHER CIRCUMSTANCES

Identified Special Education students may take an alternative course of study as specified in their Individual Education Plan (IEP) to meet state and local graduation requirements for a diploma. Additionally, within the guidelines of the IEP, if a student with a disability does not meet all state and local requirements for earning a high school diploma, then the local education agency may award the student a certificate of completion in lieu of the traditional diploma. GLC provides Special Education Instruction to grades K-12 in accordance with the IDEIA, Education Code requirements and applicable policies and practices of the SELPA. GLC is an independent public charter school of the Vista Unified School District, so students at GLC are enrolled in the same manner as is provided to the students in other District schools. GLC follows the District and SELPA policies and procedures and utilizes SELPA forms in seeking and identifying students who may qualify for Special Education programs and services. Following the guidelines of Response to Intervention, the Special Education program works closely with general education staff to monitor and follow the needs of students who are struggling academically. The special education program at GLC is structured to meet the needs of students as outlined by IDEIA and their IEP. GLC's focus centers on the students with total staff collaboration and home/school communication. Support in these three areas best serves the needs of Special Education students, general education staff and home. To meet the needs of all students, Education Specialists, School Psychologists, Instructional Assistants, Speech and Language Pathologist, Autism Consultant, Deaf and Hard of Hearing Specialist, Assisted Technology specialist, all service Guajome's campus needs. Additional professionals are available if needed, based on the students IEP.

Students Receiving 504 Accommodations

The Governing Board of GLC recognizes the need to identify and evaluate students with disabilities in order to provide them with a free, appropriate public education and its legal responsibility to ensure that "no qualified person with a disability shall, solely by reason of her or his disability, be excluded from the participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance." This policy and the related administrative procedure has been developed to ensure the implementation of Section 504 of the Rehabilitation Act of 1973 ("Section 504"), and its implementing regulations as amended, which pertains to public schools. The intent is to ensure that all students with disabilities, who are eligible under Section 504, are identified and evaluated and have access to a free, appropriate public education ("FAPE"). Under Section 504, individuals with physical or mental impairments that substantially limit one or more major life activities, including learning, are entitled to receive regular or special education and/or related aids and services designed to meet their individual needs as adequately as the needs of nondisabled students are met. Students may be disabled and entitled to services under Section 504 even though they are not eligible for services pursuant to the Individuals with Disabilities in Education Act Improvement Act of 2004 ("IDEIA"). The Charter School Superintendent ("CSS") shall ensure that this policy and set of procedures is implemented and followed. Whenever there is reason to believe that, because of a disability, a student needs regular or special education and/or related aids and services (and the student has not been found eligible under IDEIA) that student will be evaluated under this policy's administrative procedure. A Section 504 Team will be convened to determine the student's need for regular or special education and/or related aids and services. The 504 Team will include persons knowledgeable about the Section 504 standards, the student's individual needs and school history, the meaning of evaluation data, and placement options. The student's parent/guardian shall be invited to participate in this 504 Team and shall receive notice of procedural safeguards guaranteed by law. If GLC does not assess a student after a parent has requested an assessment, GLC shall provide notice of the parent's/guardian's procedural safeguards. If the student, due to disability, is found to require regular or special education and/or related aids and services under Section 504, the Section 504 Team shall develop

a 504 Plan for the provision of such services to the student. The student shall be educated with nondisabled students to the maximum extent appropriate to the student's individual needs. The student's parent/guardian shall be provided a copy of the 504 plan and shall receive notice of procedural safeguards guaranteed by law. GLC shall periodically review the student's progress and placement.

LIBRARY

GLC students will have access to the Guajome Park Academy library. The library is a great place to do research, reading, or studying. Hours of operation are posted on the Guajome Park Academy website www.guajome.net. The following guidelines ensure that use of the library is a pleasant experience:

• No food, drinks, chewing gum, and/or candy in the library.

• Parents are invited to visit at any time after visitor procedures are followed.

• Respect students and staff while maintaining a quiet working environment.

• Clean up and respect your work station (furniture, computers, etc.) before leaving the library. *Library Check Out*

To check out materials, a current GLC student ID is required. At the beginning of each school year, a copy of the student's class schedule is acceptable as well as the previous year's ID from GLC. If a student loses ID, a $2.00 replacement fee will be assessed.

Library Books

• Library books are checked out for three weeks and can be renewed twice if there are no requests for the book.

• Videos can be checked out for one day only if not requested by a teacher.

• Report cards, diplomas, and official transcripts will also be held if materials are not returned and fines are not paid.

• Books or materials may be placed on hold by request if the book is currently checked out. The librarian will notify students when the item is available. The requested book will only be held for five days.

• Damage to the book will result in a fine. For damages, including water damage, the entire cost of the book will be charged.

Textbooks

Textbooks are provided to students and are checked-out to the students through the library and the individual student is responsible for the care and return of the book. A student ID is required to check out any textbook or literature book. Textbooks are checked out for the duration of the class or lesson.

Please note:

• Each student is responsible for the books the student has checked out. If the student turns in a different book, the student is still responsible for the book checked out in the student's name.

• Any damage to textbooks or literature books will result in a fine and/or charge for the full replacement costs of those items.

• Each student should carefully check for any previous damage at the time of check out and notify the librarian so

that it can be noted in the book.

• Students must not destroy or remove the barcodes from library resources or a $5.00 fine will be charged.

• It is recommended that students cover each textbook to help keep the book clean and from getting bent corners. Students should make sure not to tape covers to the actual book. Any damage caused will result in a fine.
Textbooks and literature books are to be returned to library staff in order to verify that the books returned are the books checked out.

TECHNOLOGY

GLC is committed to providing students with opportunities to use technology in general education and in the development of information seeking skills, which are essential for learning, working, and living in the 21st Century.

GLC believes the internet offers students a wide variety of resources which support student learning. It is GLC'S goal to educate students about efficient, ethical, and appropriate use of the resources. The Internet connection will be used to meet the goals of GLC's curriculum. Specifically, students will have the ability to:

• Access a wealth of additional resources for reference and research

• Conduct searches, evaluate resources, locate relevant material, and interact with up to date primary sources It is to be understood that internet access for students is a privilege, not a right. Proxies may not be used to access blocked internet sites.

All computers connected to the GLC network systems are GLC owned equipment. Students are not allowed to bring personal computers to school, and connection of personal computers and/or USB key drive devices to the GLC networks is a violation of the rules for use of GLC technology.

Considering the provisions mentioned above, GLC will not assume responsibility for:

• The reliability of the content of a source received by a user. Students must evaluate and cite sources appropriately.

• Costs that the student incurs if a product or service for a fee is requested by the student.

• Though every effort is made to ensure technology resources are available, in the event of an unplanned outage, GLC is not responsible for the consequences of the service disruption.

• Student email is provided for academic activities only and there is no assumption of privacy. The technology coordinator and GLC administration reserve the right to investigate possible misuses or to monitor any email connected through GLC's computers.
In order for a student to use the technology and to gain access to the network, student and parent(s) must sign the Acceptable Computer and Internet Use Policy ("AUP"). Revocation of internet and/or email access will only be for violation of policy, the AUP, school rules, and/or for disciplinary issues/incidents. The internet user and parents understand that students access the Internet at student's own risk.

Acceptable Computer and Internet Use Policy ("AUP")

Regulations and procedures provided in the GLC AUP provide students, parents, and staff with information about the privileges and responsibilities of using the Internet and school computer networks and resources. Students, parents, and staff are required to read and sign the agreement.

ASSESSMENTS

By utilizing a variety of assessment tools, teachers and parents gain a more complete picture of a student's ability level and academic growth. GLC's assessment system incorporates daily work, authentic assessments, and comprehensive tests. Students demonstrate the knowledge, concepts, and skills that should be acquired during the school years by performing course-related tasks that are valued in the workplace, in higher education, and throughout society.

Mandatory Assessments

- California Assessment of Student Performance and Progress (CAASPP)
- English Language Proficiency Assessments for California (ELPAC)
- The California Physical fitness test, grades 5, 7, and 9
- STAR Assessment
- Writing Assessments

Voluntary Assessments

- Preliminary SAT (PSAT) to measure critical reading, math solving and writing skills, grades 9-11
- Army Services Vocational Aptitude Battery (ASVAB), grades 10-12
- SAT and ACT assessments to measure readiness for college work, grades 11-12

Statewide Assessments

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

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

CAASPP: Smarter Balanced Assessments for English Language Arts/Literacy (ELA) and Math

Who takes these tests? Students in grades 3–8 and grade 11.
What is the test format? The Smarter Balanced assessments are computer-based.
Which standards are tested? The California Common Core State Standards.

CAASPP: California Alternate Assessments(CAAs) for ELA and Math

Who takes these tests? Students in grades 3–8 and grade 11 whose individualized education program (IEP) identifies the use of alternate assessments.
What is the test format? The CAAs for ELA and math are computer-based tests that are administered one-on-one by a test examiner who is familiar with the student.
Which standards are tested? The California Common Core State Standards through the Core Content Connectors.

CAASPP: California Science Test (CAST)

Who takes the test? Students take the CAST in grades 5 and 8 and once in high school, either in grade 10, 11, or 12.

What is the test format? The CAST is computer-based.
Which standards are tested? The California Next Generation Science Standards (CA NGSS).

CAASPP: California Alternate Assessment (CAA) for Science

Who takes the test? Students whose IEP identifies the use of an alternate assessment take the CAA for Science in grades 5 and 8 and once in high school, either in grade 10, 11, or 12.
What is the test format? The CAA for Science is a series of four performance tasks that can be administered throughout the year as the content is taught.
Which standards are tested? Alternate achievement standards derived from the CA NGSS.

CAASPP: California Spanish Assessment (CSA)

Who takes the test? The CSA is an optional test for students in grades 3–12 that tests their Spanish reading, listening, and writing mechanics.
What is the test format? The CSA is computer-based.
Which standards are tested? The California Common Core State Standards en Español.

ELPAC

Who takes the test? Students who have a home language survey that lists a language other than English will take the Initial test, which identifies students as an English learner student or as initially fluent in English. Students who are classified as English learner students will take the Summative ELPAC every year until they are reclassified as proficient in English.
What is the test format? Both the Initial and Summative ELPAC are computer-based.
Which standards are tested? The 2012 California English Language Development Standards.

Alternate ELPAC

Who takes the test? Students whose IEP identifies the use of an alternate assessment and who have a home language survey that lists a language other than English will take the Alternate Initial ELPAC, which identifies students as an English learner student or as initially fluent in English. Students who are classified as English learner students will take the Alternate Summative ELPAC every year until they are reclassified as proficient in English.
What is the test format? Both the Alternate Initial and Alternate Summative ELPAC are computer-based.
Which standards are tested? Alternate achievement standards derived from the 2012 California English Language Development Standards.

Physical Fitness Test

Who takes the test? Students in grades 5, 7, and 9 will take the FITNESSGRAM®, which is the test used in California.
What is the test format? The test consists of five performance components: aerobic capacity, abdominal strength, trunk strength, upper body strength, and flexibility.
Which standards are tested? The Healthy Fitness Zones, which are established through the FITNESSGRAM®.

Early Assessment Program

The Early Assessment Program ("EAP") developed in collaboration with the California Department of Education, the State Board of Education, and the California State University ("CSU") system. The program is a voluntary assessment program designed to provide students in the eleventh grade early indicators for college-level English and mathematics readiness. Students who seek to enroll in a CSU or California Community College ("CCC") complete the EAP Readiness for College English and Mathematics EAP Augmentation sections on their answer sheets during CAASPP testing. The EAP results are only released to the CSU or CCC through this process. By taking this assessment, students may be exempt from having to take an English and/or mathematics placement exam for the CSU or CCC system. It will be strongly encouraged that all juniors take this test.

College Placement Exams

Many colleges require placement exams in subjects such as English, reading, and mathematics to assess a student's current skills to help determine appropriate placement in courses. A student who meets specific college requirements may be exempt from college placement exams. Students should contact individual colleges to determine placement exam policies and procedures.

PSAT 8/9 Assessment

A low-cost eighth-grade assessment is available in order to help students on the College Readiness Pathway. The College Board developed this exam as part of the integrated assessment system that includes the PSAT/NMSQT and SAT. These feedback tools help educators identify and close achievement gaps from middle school through high school to help all students graduate ready for the rigors of college. PSAT 8/9 helps identify the skills students need to develop, and it identifies students who are ready for more challenging course work. Students must sign up and pay a registration fee for this test.

PSAT/NMSQT

The Preliminary SAT/National Merit Scholarship Qualifying Test is a program co-sponsored by the College Board and National Merit Scholarship Corporation. It is a standardized test that provides first hand practice for the SAT, as it measures critical reading skills, math problem-solving skills, and writing skills. The PSAT will be an optional assessment (yet highly encouraged) for students in Grades 9 -11, and will be offered in October. Students must sign up and pay a registration fee for this test.

College Entrance Testing

Many colleges require entrance exams to measure and compare the student's ability with other students from different schools to college-level work. College exams are not the only criteria the school reviews for admission. Colleges also review the student's academic performance, submit applications with essays and recommendations, and the student's outside activities. However, the college entrance exam is a key measurement, so students are encouraged to prepare thoroughly in order to perform well.
There are two major college entrance exams. Students will be directed to check with each applicable college to see which exam(s) is required. Students will be encouraged to consider taking the ACT and/or SAT tests by the spring of the eleventh grade year. A student may repeat the tests to improve the scores for college eligibility. A student applying for admission to the fall term must take these tests no later than the fall of senior year, preferably earlier, to ensure that the student's application receives prompt and full consideration.

Other Assessments

Other assessments may include a Student Portfolio, the Armed Services Vocational Aptitude Battery ("ASVAB"), and various vocational assessments. Additionally, Guajome Learning Center's students may be required to participate in all applicable mandated school assessments, including but not limited to:

- Benchmark assessments
- Instructor assigned authentic assessments
- Instructor assigned comprehensive tests
- Pre and post assessments

• Service Learning Projects

• Senior Graduation Portfolio

• Graduation exit outcomes

All instructor tests, including those taken on the online learning platforms, may not be retaken for a higher grade if passed with a 70% or higher.

High School Student Incentive

Students are provided an opportunity to receive a grade bump on their transcript as an incentive to score proficient or advanced and/or improve performance on the CAASPP.

• A student who receives Standard Met or Standard Exceeded on an SBAC assessment will receive a third of a letter grade bump for the respective year long course. A student who scores Proficient or Advanced on a science CST will receive a third of a letter grade bump for the respective year long course.

• A student who increases from Below Standard to Near Standard will receive a third of a letter grade bump for the respective year long course.

• If a student qualifies for a grade bump, his/her parent/guardian will be responsible for initiating the petition with the registrar for a grade change.

• The grade bump will be posted on the student's transcript prior to the Spring Semester of the following school year.

Examples:

- A student who scores proficient on the Language Arts Grade 9 will receive a grade bump for each semester of the Grade 9 Language Arts course. If the student earned a C for the fall semester, the student's grade for the course would be bumped to a C+; and if the student earned a D+ for the spring semester, the student's grade for the course would be bumped to a C-.
- If a student previously scored far below basic on Mathematics Grade 9 earns below basic on the Mathematics Grade 10, the student will receive a grade bump for each semester of their Grade 10 Mathematics course. If the student earns an F for the fall semester, the student's grade for the course would be bumped to a D-; and if the student earned a B for the spring semester, the student's grade for the course would be bumped to a B+.

The form used to petition for a grade bump is available in the Counseling Department and on the website. Petitions must be completed and submitted to the Registrar on or before September 30 for grade changes to be made for the previous year. Seniors are recommended to submit their completed grade bump petitions by September 15, to ensure that transcripts being sent to colleges are updated in time for application deadlines. The grade bump will be posted on the student's transcript prior to the spring semester of the school year in which the petition is submitted.

ACADEMIC POLICIES

General Expectations

• All students are expected to engage in assigned work each GLC scheduled school day.

• Students must have no more than an average of 3 outstanding assignments per class to maintain academic compliance.

• High School students must earn a minimum of 20 credits per semester to maintain program compliance. • Students

in grades K-8 must exhibit satisfactory progress in all core classes per month to maintain program compliance.

• All students must sign an agreement to abide by the policies and expectations stated in the GLC Student Handbook and the Course Catalog.

• Students must abide by the GLC Acceptable Use Policy (computer contract – see "AUP"). • Students are expected to abide by the GLC Master Agreement signed upon enrollment at GLC. *Academic Probation*

A student who does not maintain academic compliance or fails to meet with their instructor during their regularly scheduled appointment, or submits non-satisfactory work will be placed on academic probation. An Action Plan will be initiated and a meeting held with the student by either their teacher, counseling or administration. During this meeting, a written plan of action will be determined to support the student engaging expectations and commitments from school, student, and parent. A student who fails to implement the action plan and stays academically compliant may be considered for an alternative educational placement and/or may jeopardize their placement at GLC.

Academic Integrity Policy

Honest behavior and integrity is an expectation for all students at GLC. GLC is committed to creating an ethical academic atmosphere. To that end, students will conduct themselves as principled learners. They will act with integrity and honesty, with a strong sense of fairness and justice. They will take responsibility for their actions and their consequences. Students will follow their teachers' directives and the school-wide practice concerning citation habits and acknowledgement of work published by others.

GLC teachers will checks student's work for plagiarism using web-based plagiarism prevention and education systems, such as, but not limited to, sites similar to Turnitin.com

The school's guidelines with regards to school-wide norms for specific types of academic dishonesty, which will result in disciplinary action, are defined below:

• Cheating - any intentional giving of or use of external assistance relating to an examination, test or quiz without explicit permission of the teacher. This includes looking at another student's paper, sharing answers, copying another student's paper, or using answers written on a cheat sheet, part of the body, the desk, etc.

• Fabrication - any intentional falsification or invention of data, data citation, or other authority in an academic exercise.

• Unauthorized collaboration - while collaboration is often encouraged, unauthorized collaboration is not permitted.

• Plagiarism - any intentional representation of other's ideas, words, or works as one's own. Plagiarism includes the misuse of published material, electronic material, and/or the work of other students. The original writer who intentionally shares his/her paper for another to copy, without the permission of the teacher, is also engaged in plagiarism.

• Alteration of materials - any intentional and unauthorized alteration of student, teacher, or library materials.

• Forgery - any unauthorized signing of another person's name to school related documents.

• Theft - any theft of materials.

• Transfer of unauthorized materials - any giving or selling of unauthorized materials.

Consequences of Academic Dishonesty

Consequences are listed in this handbook; Behavior section; Behavior Matrix. (Pg. 31)

All incidences of academic dishonesty must be reported to the appropriate designated staff member and recorded in the student's cumulative file.

WITHDRAWALS FROM SCHOOL

Students planning to transfer to another school must present a written request from a parent/guardian (or student over the age of 18) to the registrar. The registrar will issue a withdrawal slip for the student to present to teachers (on the last day of attendance) in order to receive grades, return textbooks, and clear all debts (i.e. library fines). Transcripts will be sent to the student's new school upon request. Withdrawing from school for any reason requires contact or a meeting with a counselor and/or administrator prior to withdrawal. California state laws require all students to enroll and attend school until they have received a diploma or are 18 years old.

STUDENT TRANSFERS

High school students may submit transfer requests from GLC to a district school. Students must have a current transcript available. Students transferring into GLC from any high school must meet GLC graduation requirements in order to receive a diploma. For coursework offered at GLC, work in-progress will be considered. For courses not offered at GLC, credit may not be given to students for these courses.

Calculation of withdrawal credits:

Students may bring transfer grades in mid-semester from the previous school if they were in passing standing (D or above) and were enrolled in the class for enough time from the start of semester until date of withdrawal to have earned the equivalent of one withdrawal credit or more. The administrator will calculate using the following formula:

• (# of weeks enrolled/# of weeks in semester) *5 credits=# of transfer grade equivalent credits rounded down to the nearest whole number

Students must complete these courses in the school year in which they have started the class. Class may only be assigned such credits if the entire course is completed at GLC in the school year that it was started and if the same course title is available. Courses that are not available at GLC will not be given any value in determining withdrawal credits towards course completion. Partial credits will not be awarded. Students must present these at entrance to the program to have value calculated and new class issued.

REPEATED (REMEDIAL) CLASSES

Only a grade of "F" or "D" can be repeated. Passing grades are considered "C" or better. Students who fail a course required for graduation must repeat the course and earn a passing grade. An "R" will be placed next to the original grade on the transcript, and the new grade with the appropriate credit will be recorded in the year the course is repeated. It is highly recommended that students retake failed courses in the alternative sessions immediately following the corresponding school year. Please note that NOT ALL courses are available through an alternative means. Only the new grade will be used in computing the grade point average. Please refer to the course catalog and contact the Counselor for specific subject area course requirements.

COURSE GRADE CHANGE

A student will receive a grade for any given course of instruction determined by the teacher who taught that course. All grades are considered final when assigned by the teacher at the end of a semester. The teacher may request a

change of grade when an error of technology or procedural nature occurred in the original assignment of the grade. A grade may not be changed as a result of a reassessment of student work. Also, a grade may not be changed as a result of submission of additional work after the end of the ensuing semester unless there was a medical or health related issue which inhibited the student from completing the work by the stated due dates. Parents must notify administration before the close of the semester if a situation of this nature arises.

INCOMPLETE GRADES

A student may receive an incomplete ("I") upon Administrator or designee approval if a situation would warrant such action. Students will be required to complete all necessary coursework prior to the end of the ensuing semester. If course requirements are not completed within the stated timeline, a "zero" will be given for the incomplete work and a final grade will be determined and recorded.

HOMEWORK/MISSED EXAMS/LATE WORK POLICIES

All students must adhere to the Written Agreement stated deadlines regarding assignments. It is the student's responsibility to become familiar with the deadlines and adhere to them.

OFF CAMPUS CREDIT POLICY

GLC encourages students to attend community college and complete credits that will be applied towards either high school credit to meet graduation requirements or college credit after graduation from GLC. GLC has approved off campus course guidelines and forms for both MiraCosta and Palomar community colleges. GLC students wishing to receive credit at GLC for classes taken from accredited institutions off campus (i.e. other high school programs, college, online courses, etc.) must complete a "GLC Off-Campus Credit Approval Form" PRIOR TO ENROLLING IN AN OFF CAMPUS CLASS. Forms may be obtained from the High School Counselor. The Counselor will maintain a copy of the completed and approved form. The official "GLC Off-Campus Course" guidelines are detailed in the GLC Course Catalog.

DUAL ENROLLMENT

Students may not be enrolled in any other private or public K-12 school. Being enrolled at another school may prohibit GLC from issuing credits for work completed during enrollment at GLC.

GPA CLASS ENROLLMENT

GLC students in grades 9-12 are able to take up to two classes each semester (space permitting) on the GPA campus with administrator and counselor approval. There are a variety of electives and/or core classes available. Please see your counselor for information on available classes.

Students must adhere to the following GLC Student Responsibilities and Expectations:

- Sign attendance sheet each day of your class in GLC. Students who do not sign in are considered unexcused absences.
- Attend class regularly and on time. Three tardies will equate one unexcused absence.
- Be familiar with the teacher and class expectations.
- Adhere to all of your class's behavioral and academic expectations.
- Know how to contact your GPA teacher. Talk with your teacher if you are having any trouble with the class.

• Complete all assignments and submit on time.

• Parents or Guardians must call or email GLC in the event that you are absent from your GPA class.

• Students with 3 consecutive absences must have a doctor's verification or the absences will be considered unexcused.

• Unexcused and/or absences not called or emailed in will be considered unexcused.

• Students who have 3 unexcused absences will be dropped from the class and will not receive credit. If this occurs after 6 weeks from the beginning of the semester, you will receive an F and will not be allowed to add an additional GLC class. You may become credit deficient.

• Students must maintain a 2.0 grade point average to be eligible to enroll in GPA classes unless an exception is warranted and granted by the administration.

• Students may only drop a class during the first two weeks.

• Students must have at least three open courses at GLC in order to take two courses at GPA.

WORK PERMITS

All students and persons under 18 years of age, including emancipated minors MUST have a work permit to be legally employed. Work permits are issued by the Work Experience Coordinator or designee and are valid for one school year at a time. Students must renew work permits yearly, as well as each time they change jobs. Students must maintain a minimum of a 2.0 grade point average in order to remain eligible for a work permit. A student's work permit can be revoked if a student falls below a 2.0 grade point average. The 2.0 grade point average requirement may be waived with administrative approval. In addition, if a student has excessive tardies/absences, or engages in behavior that leads to expulsion, risks having the work permit taken away by school personnel, meaning students may no longer legally remain employed. Additionally, students may not be employed during assigned class time or the designated meeting times stated in the student's Master Agreement.

STUDENT REPRESENTATION

Students who participate in internships, job shadowing, or other opportunities in the community are representing GLC and must adhere to GLC rules, regulations, and appropriate behavior, as outlined in this handbook under Expectations, keeping in mind to represent GLC properly at all times. Students who violate GLC rules and regulations or engage in behavior that reflects negatively on GLC will no longer be allowed to participate in these activities.

STUDENT CONFIDENTIALITY

Under no circumstances will confidential information be discussed with unauthorized persons. Permission must be granted by Administration before staff can give out student information. Names, addresses, and telephone numbers of children shall not be given unless GLC is obligated by law to release the information. Any meetings or conferences relating to students require careful communication. Staff must be aware of the confidential nature of student records. Staff may not respond to phone inquiries at any time.

TRANSCRIPTS AND RECORDS

College applications, and sometimes a job application, require a copy of the school grade record. Transcripts are maintained by the Registrar. A student may request that transcripts be sent to another school by completing a

transcript request form in the Registrar's Office. Transcript request forms will require a parent/guardian signature. If the student is 18 years of age, the student may sign the transcript request form. Please allow five business days for these requests to be processed. There is no charge for the first transcript. For the second request and beyond, a $5.00 charge must be paid at the time of the request (cash or money order only).

ATTENDANCE

Student attendance is the most essential element of meeting the educational needs of the student. GLC expects students to maintain a minimum of 100% attendance rate. This practice aligns with GLC's mission of excellence and accountability, which supports student success. GLC's desire to provide "real-world" accountability of being on time to scheduled appointments and/or class and taking personal responsibility for attendance is a life skill that the student's future employers will always value. GLC desires to equip students to embrace ownership and responsibility and be a productive part of the future workforce. And finally, student attendance provides resources for GLC to support programs that enrich the learning environment.

Attendance compliance is based upon completion of work within the stated timelines. GLC's student attendance is determined by a combination of value of work completed and daily engagement. Students failing to maintain 100% compliance on assigned work and/or not engaged in daily assigned work are deemed non-compliant and subject to dismissal.

The Charter School expects each student to be engaged in an educational activity required of them in the assignment on each weekday that GLC is in session, and asks that this "daily engagement" be documented on a daily basis on the academic engagement log. This should not be read to prohibit schoolwork on weekends. GLC asks that students refrain from documenting any "daily engagement" on a day where a student did not engage in any educational activity required of them by the assignment. Work done on weekends or other days when school is not in session cannot be used to "make-up" weekdays where no "daily engagement" occurred.

Leaving School Early and On-Site Access

Because GLC is an independent study program, labs and enrichment classes are primarily voluntary in nature. Some courses and seminars may have specific attendance expectations that must be maintained for continued placement and access not only for GLC compliance, but course requirements. Students are expected to sign in and out of the lab area using the kiosk. Administration and staff can require students to leave campus if they are not following designated policies and classroom expectations. On-site access to all seminars, labs and support classes and programs are a privilege and not a right. Attendance, behavior and academic compliance must be maintained at all times to maintain these privileges. Students between grades K-8 must have a parent/guardian with them while on-site unless students are participating in enrichment or designated extra-curricular activities. K-8 parents/guardians must sign the student into the activity prior to leaving campus and must return by the designated pick-up time.

Participation in any on-campus activity or class is a privilege and students are expected to observe all requirements and procedures in the on-campus agreement. The on-campus agreement must be completed with all required signatures prior to participation and enrollment in activities or classes. Failure to adhere to the required practices and policies may result in the student's forfeiture of access to these course offerings and may jeopardize placement at GLC.

BEHAVIOR

The GLC community promotes a safe, positive learning environment where all students are empowered to become decision-makers, take ownership for their actions, inspire lifelong learning, and become responsible productive citizens. Citizenship in a democracy requires personal responsibility and respect for the rights of others. Student

conduct shall reflect consideration for the rights and privileges of others, and cooperation with all members of the school community is expected. Students are required to respect self and others and to follow directions from GLC staff.

STUDENT INTERVENTION POLICY

Student Non-Compliance and Dismissal Procedures: Satisfactory attendance, behavior, and academic standing are required for continued enrollment in GLC. Attendance, behavioral, and academic requirements, expectations, and policies are outlined in this handbook, which each student receives each year upon enrollment. Each student and parent/guardian is responsible to review and understand the information presented herein. Administration is available to provide additional clarification of the handbook upon request.
Classroom policies are distributed by individual teachers to students/parents at the beginning of each school year. Such policies align with the GLC charter, policies, and procedures outlined in this handbook and the GLC Board adopted policies, procedures, and regulations

Administration regularly monitors individual student attendance, behavior, and academic standing. A student's failure to maintain compliance with attendance, academic, and/or behavioral expectations will result in the implementation of the following intervention strategies.

The teacher meets with the student and creates an Intervention Action Plan that documents concerns and indicates methods of resolution to address the student's needs. The Intervention Action Plan will be provided to the student and parent.

Administrator, designee, and/or Counselor meets with the student and creates an Intervention Action Plan that documents concerns and indicates methods of resolution to address the student's needs. These interventions include, but are not limited to:

- Increased teacher/parent communication Student to establish study/homework schedule
- Request missing assignments
- Student to seek help from teachers/parents
- Use of weekly progress report form
- Student to complete/submit assignments on-time
- Parent/student to create incentive/reward
- Student to display positive attitude
- Parent/student to establish consequences
- After-school Tutoring
- Parent/student to identify personal/academic goals
- Student Study Team
- Use of agenda/planner Organization/time management/support group)
- Increased teacher/student communication
- Arrive at school on time
- Review/Follow school policy
- Create attendance monitoring /recognition plan
- Complete study guides
- Review and follow re-admit policy
- Work in computer lab
- Other

• If the *Intervention Action Plan* does not result in the student regaining and maintaining satisfactory standing, a *First Warning Letter of Non-compliance* is sent to the parent/guardian listing concerns and recommending that contact be

made with the teacher.

• If the non-compliant status continues or recurs, a *Second Warning Letter of Non-Compliance* is sent to parent/guardian requesting that immediate contact be made with administration.

• Continued or recurring non-compliance will result in a placement review by an administrative panel. The review may result in dismissal from GLC. A decision to dismiss a student from GLC, will result in a formal *Notice of Dismissal* and notification of the dismissal to the student's district of residence. Additionally, the parent/guardian will be informed of California's compulsory attendance laws.

A student who receives the Second Warning Letter of Non-Compliance will lose all privilege of participating in co and extracurricular activities including, but not limited to, athletics, senior activities, drama productions, dances, and other after school events.

A student who commits flagrant or recurring violations of the discipline and behavioral guidelines may be subject to immediate review and dismissal or loss of on-site privileges.

DISTRIBUTION OF SCHOOL RELATED PUBLICATIONS

Publications, advertisements, or other written materials may not be distributed on campus without prior administrative approval. If a school club wants to advertise an event, administrative approval is required. Designated areas are provided for display of approved materials.

DRESS CODE

Student behavior is greatly improved, which leads to a more productive working environment, when a student is dressed appropriately for school. GLC has established a dress code that gives families flexibility in the way their students dress. Use good judgment when dressing for all activities and when on campus; including but not limited to; all school related events or attending your case manager meetings. A student will not be allowed to remain at school in clothing that is inappropriate or otherwise unsafe, offensive, or disruptive to instruction. Consequences for inappropriate clothing range from a simple change of clothing or being sent home. Continual infractions could result in non compliance which may jeopardize placement with GLC and/or detention to student suspension from school, depending on the specific infraction of school policy.

State law requires that students wear shoes at all times.
The following clothing items are not allowed:

• Visible undergarments or midriff/backless tops or dresses/tube tops/overalls with inappropriate skin exposure

• Shorts with less than a three-inch inseam or that are inappropriately worn or tattered

• Revealing clothing; if needed, appropriate clothing will be provided in the GLC Health Office

• Tank style underwear shirts with less than 1 ½ inch wide straps

• Excessively large pants that sag or drag on the ground; pants with one leg rolled up

• Belt buckles, wristbands, belts, jewelry, or any clothing with spikes

• Chains

• Clothing written on or marked in a "tag" or graffiti style

• Clothing displaying inappropriate images/messages such as alcohol, tobacco, drugs or violence

• Clothing displaying images/messages that may be offensive to others and would be interruptive to the learning

process

• Rings or jewelry that could be considered a weapon or choker style pet chains

• Gang style clothing or accessories including gang colors or emblems; this includes bandanna print scarves, hairnets, hoods, etc.

Repeated violation of the dress code(s) shall be considered disruption of school activities and/or willful defiance of valid school personnel authority. Appropriate consequences shall be specified and implemented according to the discipline policies and may lead to suspension, expulsion, or dismissal from GLC.

DRUG/ALCOHOL POSSESSION

If a student possesses, uses, sells, or otherwise furnishes a controlled substance, an alcoholic beverage, or an intoxicant of any kind while on school grounds, while going to or coming from school, during lunch period on or off campus, during or while going or coming from any school sponsored activity, student will immediately be suspended and may be subsequently recommended for expulsion. Student may be referred to law enforcement. Upon further investigation, expulsion may be recommended. If a student offers, arranges, or negotiates to sell any controlled substance, alcoholic beverage or intoxicant of any kind, and then sells, delivers, or otherwise furnishes another person something that looks like that controlled substance/alcoholic beverage, the same penalties listed above apply.

ELECTRONIC DEVICES

Cell Phone Use

No phone conversations or texting is allowed to take place inside any school building. Cell phones are not to be used to access the web, to send text messages during instructional time, or for any use other than as a phone. A student is expected to always follow adult directions regarding cell phone use. The following protocol for violation of cell phone rules will include:

1. *First Violation* - the teacher will take the phone and the student must retrieve the phone from the teacher at the end of the day.
2. *Second Violation* - the phone will be given to administration and the student must retrieve the phone from an Administrator at the end of the day.
3. *Third Violation* - the phone will be given to administration and the student's parent/guardian must retrieve the phone from an Administrator.

Personal Audio Devices

Personal audio devices may be used during non-instructional time and must be off except for: before and after school and during break, lunch, and passing periods. In-class use is only allowed with teacher discretion and permission. The volume of personal audio devices should be at a safe, respectable level. No external speakers are allowed. A student is expected to always follow adult directions regarding personal audio device use. The following protocol for violation of personal audio devices will include:

1. *First Violation* - if the personal audio device is out – the teacher will take the device and the student must retrieve the personal audio device from the teacher at the end of the day.
2. *Second Violation* – if the personal audio device is out – the device will be given to administration and the student must retrieve the personal audio device from an administrator at the end of the day.
3. *Third Violation* – if the personal audio device is out – the device will be given to administration and the student's parent/guardian must retrieve the personal audio device from an administrator.

Other Electronic Devices

All other electronic devices will not be used or turned on anytime during the school day, unless a teacher gives permission to an individual student.

Bringing electronic devices to school is not recommended. Students have access to school phones upon request or for emergency purposes. If a parent/guardian has an urgent need to contact students during school hours, the parent/guardian may contact the front desk and the message will be relayed to the student. A parent/guardian is not to call a student during instructional time as this disrupts the instructional environment and places the student in violation of the school policy. If a student chooses to bring an electronic device to school, GLC is not responsible for loss or theft.

FACILITY RULES

To ensure the safety of all GLC students, parents/guardians are allowed in designated areas only. A student/parent(s)/guardian(s) must follow GLC staff directions and refrain from disruptive and unsafe behavior at all times. Access to areas of the facility designated for programs other than GLC is prohibited unless a pass is obtained by the student in advance. A student in violation of facility rules may receive a non-compliance letter and may be subject to discipline and/or dismissal from GLC.

Any visitor who disrupts the learning environment will be subject, but not limited to the following consequences: immediate removal from the premises, police intervention, and or a permanent ban from the campus.

Electronic Surveillance

Video recording systems are installed and used at any time for purposes including, but not limited to, the following:

• The security of the facility

• To inhibit vandalism to the site and other misconduct on the site

• Evidentiary purposes

The Superintendent, or designee, oversees the implementation and operation of the video recording system and will comply with the following guidelines and restrictions:

The video cameras will record pictures only, and will not record such areas as inside restrooms, classrooms, or counselor offices, as opposed to areas generally accepted as public, such as, but not limited to:

- outdoor campus areas
- parking lots
- walkways and hallways

• The video cameras will generally not be monitored and are intended to read and store the images for future reference.

• The video cameras may be programmed to record continually.

• Video recordings may be erased, deleted, or destroyed after ten (10) days, unless there is an administrative decision to maintain recordings for a longer period of time.

• Video recordings are the property of GLC and may be reproduced only as permitted by law.

• Video cameras will not record audio.

Off Limit Areas

Students are not to visit off limit areas during school hours. Areas that are off limits at all times during the school day are:

- The parking lots
- Public streets adjacent to campus
- Other classrooms
- Museum grounds
- Sidewalks along the perimeter of the school
- The area behind the gym/wellness center

Students may go to lunch and break and attend school-wide events as scheduled. Students who need to go to the counseling or IT departments should seek permission from GLC staff.

FIGHTING AND INTIMIDATION

Fighting and intimidation are not tolerated and are dealt with immediately. If a student engages in intimidation or fighting, the student is subject to suspension and/or possible immediate expulsion from GLC. Engaging in any violence (hitting, throwing, fighting, etc.) may result in referral to law enforcement authorities depending upon the act committed. Parents may be held liable for their student's actions, which mean they can be held financially responsible for a crime that their student commits

LAW ENFORCEMENT NOTIFICATION

Law enforcement shall be notified prior to suspension or expulsion of students of any kinds of acts, which may constitute an assault upon another with a deadly weapon or instrument other than a firearm, or, by any means of force likely to produce great bodily injury.

Law enforcement shall be notified of any acts of a student that may involve bringing or possessing a firearm, dirk, dagger, knife having a blade longer than 2 ½ inches, folding knife with a locking blade, a razor with an unguarded blade, a Taser, or stun gun.

Law enforcement shall be notified within one school day after suspension or expulsion of any acts of a student that may involve the use, possession, or sale of narcotics, or a controlled substance, alcohol, or an intoxicant of any kind. Law enforcement has the right to meet with students without prior parent/guardian permission. However, notification will be provided to parents/guardians by GLC at some point whether before, during, or after an incident involving law enforcement.

HEALTH AND WELLNESS

GLC reserves the right to send a student home at any point during the school day for concerns with personal health and wellness of the student or their classmates.

Meal Charges/Balances

If a student takes a meal they will be charged for it. We encourage families to have a conversation with students so they know whether they can participate in the school meal program. Guajome Schools will allow students to charge one meal per day to their lunch account. Students will receive a lunch application packet to bring home for their family to fill out. Weekly phone calls will be placed home to ensure families are paying their balance. In addition, weekly student account balance notifications will also be mailed to families. The balance statement will include

instructions for making payments
(same as above). Guajome Public Schools prohibits the charging of à la carte or extra items by any student with a negative balance regardless of the student's eligibility status. If your family is experiencing a financial setback, please contact us so we can help. We are willing to work with you to develop a payment plan for your meal account. Also, families may submit a free/reduced lunch application at any point during the school year. We can assist you in applying for the free or reduced meal program if your income situation has changed mid-year.

Medication on Campus

All medication must be held at the Wellness Center on campus. Students may not carry medication with them on the campus. All medications must have the proper authorization documentation from physician and parent for distribution. All medication must be in its original packaging. It is the responsibility of the family to update medication as it expires.

NON-HARASSMENT AND NON-DISCRIMINATION POLICY

GLC is committed to providing an academic environment that is free from all forms of intimidation, exploitation and harassment, including sexual harassment. In keeping with that commitment, the school maintains a strict policy prohibiting harassment based upon race/color, national origin, ancestry, sex/gender, sexual orientation, citizenship, age, religion, disability, medical condition, or any State protected class. This policy prohibits all types of harassment, including verbal, physical, and visual harassment. Any student who believes that he/she has been the victim of unlawful harassment should immediately report the matter to a teacher, Counselor, and/or Administrator. Complaints of harassment will be promptly investigated and appropriate corrective action will be taken. Anyone who violates this policy will be subject to discipline, up to and including dismissal or expulsion. In all instances of alleged harassment involving members of the GLC community, such incidents shall be reported immediately by the teacher, Administrator or designee, or Counselor receiving such allegations to the Superintendent and/or designee.

PARKING PERMITS

If a licensed student wishes to drive to and park at school, student must have a valid and up-to-date parking permit issued by the school. Students must obtain parking permit application forms from the lower floor of the Administration Building, complete the required forms, and return completed forms with originals of the following: driver's license, car registration, and proof of car insurance. Student signature is required to process the application. If the application is approved, a parking permit will be issued and placed on/in the student's car. Students are required to park in designated areas, and parking permits must be displayed on vehicles.

Parking at GLC is a privilege. If a student violates school rules, the permit to park on campus may be suspended or revoked. If any unauthorized vehicle is located on GLC's campus without permission, it can be towed at the owner's expense. Additionally, all vehicles can be searched without owner consent per local ordinance.
Students are expected to engage in safe driving practices within and outside school grounds. If a student engages in unsafe driving on campus property (speeding, failure to yield to pedestrians, etc.), student's driving permit may be suspended or revoked as well as other consequences may be assigned.

Summary of DMV law:

• A driver with a provisional driver's license must be accompanied and supervised by guardian or other licensed driver 25 years of age or older, or by a licensed or certified driving instructor when:

- Transporting passengers under 20 years of age at any time, for the first twelve months
- Driving between 11:00 p.m. and 5:00 a.m. for the first twelve months

• When a student turns 18 years of age, the provisional part of your license ends.

A student must have a signed parent/guardian permission slip prior to being a passenger in another student's vehicle. The driver must meet DMV criteria #2 outlined above in order to have a passenger in the vehicle.

PERSONAL ITEMS

GLC is not responsible for loss of student's personal items. If a student brings personal items to school, the student is responsible for potential loss of items.

SCHOOL PROPERTY DAMAGE

California Law permits the charter school to hold parents liable for damages caused by their student for up to $25,000 on any equipment, materials, and/or school property; Civil Code 1714.1.

STUDENT DROP-OFF AND PICK-UP

For safety of students, main campus drop off time is after 7:30 a.m. each school day. Pick up time is no later than 4:30 p.m. Monday-Thursday and 1:30 p.m. on Friday. The GLC lab is open at 7:45 a.m. on Monday-Friday The lab closes at 4 p.m. Monday-Friday. There is no supervising staff outside of these times. If a student is participating in an afterschool program, pick up time is no later than 30 minutes after the class is finished.

PUBLIC DISPLAYS OF AFFECTION

Public displays of affection are defined as anything determined to be inappropriate by school staff members. Inappropriate behavior includes but is not limited to sharing chairs or sitting on someone else's lap (regardless of the gender), kissing, hugging, inappropriate touching, etc. If a teacher or other GLC staff member asks a student to stop the behavior, the student must do so. Failure to stop the behavior when asked is equivalent to defiance and subject to disciplinary action.

ROBBERY, THEFT OR EXTORTION

Robbery or extortion is strictly prohibited. Students are not to steal, attempt to steal, or knowingly receive stolen property. Such acts are punishable by suspension, expulsion, police intervention, and/or dismissal from GLC.

SEARCH AND SEIZURE

GLC recognizes and has determined that the occurrence of incidents which may include the possession of firearms, weapons, alcohol, controlled substances, or other items of contraband prohibited by law or GLC rules and regulations, jeopardizes the health, safety, and welfare of students and GLC employees. Incidents which jeopardize the health, safety, and welfare of GLC students and employees may necessitate the search of students and their property.

Student Searches

A student's person and/or personal effects (e.g. backpack, purse, etc.) may be searched if a school official has reasonable grounds for suspecting that the search will turn up evidence that the student has violated or is violating either the law or GLC rules and regulations, including, but not limited to, possession of illegal, unauthorized, or contraband materials. Illegal, unauthorized or contraband materials include those materials which are dangerous to the health or safety of students or GLC employees, are disruptive or potentially disruptive, or which have been cited as unauthorized in school rules or regulations.

Any search of a student and/or their personal effects shall be conducted by a school official of the same gender as the student and in the presence of another adult witness. The extent or scope of the search shall be reasonably related to

the objectives of the search and not excessively intrusive in light of the age and sex of the pupil and the nature of the infraction. For example, if a school official has reasonable suspicion to believe that a student has on his or her person an item imminently dangerous to the student or others, a more intrusive search of the student's person may be conducted.

In no case shall a strip search be conducted by school officials. These types of searches are prohibited by law and require a student to remove or arrange some or all of their clothing, and undergo the inspection of parts of the student's body.

A search of a group of students where no particular student within the group is suspected may be conducted only if there is reasonable suspicion of conduct imminently dangerous to students, others, or school property.

Prior notification to parent/guardian is not required. Refusal by a student to cooperate with search could result in dismissal from GLC.

Vehicles

Students are permitted to park on school premises. However, any public school ground utilized by any student contained therein or any other area that may be set aside for the personal use of the student remains under the exclusive control of GLC. As such, student vehicles may not be used to store illegal, unauthorized, or contraband materials.

Pursuant to California Vehicle Code 2113, the acceptance and use of the parking facilities for privately owned vehicles on school campus by any student shall constitute consent by the student to the search of such vehicles by authorized school personnel and/or law enforcement.

SEXUAL HARASSMENT

Sexual harassment means unwelcome sexual advances, request for sexual favors, and other verbal or physical conduct of a sexual nature. GLC recognizes that harassment on the basis of gender is a violation of both federal and state employment discrimination laws as well as Board policy and administrative procedures. GLC is committed to providing students with an academic environment free from sexual harassment and will not tolerate such conduct on the part of any student or GLC employee. Any student with a complaint of sexual harassment should notify an adult staff member including, teacher, Counselor, or an Administrator who will begin the complaint process contained in GLC's administrative procedure. Copies of the administrative procedures may be obtained from the school. No individual will suffer reprisals from reporting incidents of sexual harassment or making any complaint.

STUDENT FREEDOM OF SPEECH AND EXPRESSION

Students attending GLC have the right to exercise free expression and communicate appropriately through the use of designated areas which have been identified by administration such as; bulletin boards, distribution of printed materials or petitions, and wearing buttons, badges and other appropriate insignia. GLC respects students' rights to express ideas and opinions, take stands and support causes, whether controversial or not, through their appropriate speech, their writing, their clothing, and the printed materials they choose to post or distribute which do not disrupt the learning environment of GLC. Students cannot use school equipment to duplicate, produce, or facilitate reproduction and/or distribution of any materials that are non-school sanctioned.
Student liberties of expression shall be limited only as allowed by law in order to maintain an orderly school environment and to protect the rights, health, and safety of all members of the school community.

Circulation of Petitions and Other Printed Matter

Students shall be allowed to distribute petitions and other printed matter subject to these procedures. GLC

administration will designate a location for posting and distribution of materials. Distribution will be limited to designated locations. Students (unless receiving administrative approval) cannot use school property to copy, create or reproduce any material for personal use and/or communication.

The time of distribution shall be limited to the half hour before school begins, during lunch period, and the half hour after school is dismissed.

The manner of distribution shall be such that coercion is not used to induce students to accept the printed matter or to sign petitions. Materials are not to be left undistributed or stacked for pick-up while unattended at any place in the school or on school grounds.

Buttons, Badges and Other Insignia of Symbolic Expression

Students will be permitted to wear buttons, badges, armbands, and other insignia as a form of expression.

Students will be subject to disciplinary action when expressive activities such as the distribution of materials, wearing of buttons or displays, or posting of notices or other materials:

• Are obscene, libelous or slanderous

• Incite students so as to create a clear and present danger of the imminent commission of unlawful acts on school premises or of the violation of lawful school regulations or of the substantial disruption of the orderly operation of the school

• Express or advocate racial, ethnic or religious prejudice so as to create a clear and present danger of imminent commission of unlawful acts on school premises or of the violation of lawful school regulations or of the substantial disruption of the orderly operation of the school

• Are distributed in violation of the time, place and manner requirements

• Are in violation of current federal, state and local laws

Unofficial School Publications

School officials may not ban the distribution of non-school-sponsored publications on school grounds. Writers and editors of unofficial student publications who violate any state or federal law may be disciplined after distribution. Students distributing or posting any materials which are obscene, libelous or slanderous, or which demonstrably incite students to commit unlawful acts on school premises, violate school rules, or substantially disrupt the school's orderly operation will be subject to disciplinary action.

The following points apply to unofficial student publications:

• GLC may disassociate from the material printed inasmuch as it is not an official publication of the school.

• GLC administration or designee may reasonably regulate the time, place and manner of distribution. This distribution will be limited to:

- One half hour before school begins, during lunch period or the half hour after dismissal
- In locations that do not obstruct the normal flow of traffic within school or at entrances
- Without undue noise

• No student shall use coercion to induce students or any other persons to accept printed matter or to sign petitions.

• "Distribution" means dissemination of a publication to students at a time and place of normal school activity, or immediately prior to or subsequent thereto, by means of handing out free copies, accepting donations for copies of

the publication, or displaying the student publication in pre-approved areas of the school which are generally frequented by students.

School officials cannot:

• Prohibit the distribution of anonymous literature or require that literature bear the name of the sponsoring organization or author.

• Ban the distribution of literature because it contains advertising.

• Create regulations that discriminate against non-school-sponsored publications or interfere with the effective distribution of non-sponsored publications provided such publications abide by time, place and manner regulations.

Other forms of Student Expression

Forms of student expression may include, but are not limited to speech, debate, assemblies, posters, bulletin board announcements, and the wearing of buttons, badges and armbands. In general, the laws pertaining to all forms of student expression are the same. The rights of students to express their opinions are recognized by law and are not limited to verbal expression. The basic guidelines listed above for publications apply to all forms of student expression. No teacher or administrator shall interfere with such expression on the grounds that the message may be unpopular with students or faculty unless deemed as a health, safety issue or cause disruption to the learning environment of GLC.

In conforming to state and federal laws, student expression must obey copyright laws; for example, student posters cannot use nationally registered and copyrighted characters such as those from Walt Disney or "peanuts' publications.

THREATS

Students are not to threaten, bait, harass, or intimidate other students.

TOBACCO USE OR POSSESSION

Possession of tobacco by anyone under age of 18 is illegal. Possession of tobacco by a student may lead to possible expulsion, and/or non-compliance action. Students are not to possess any incineration or combustible materials, e.g., matches, lighters, flares, etc.

TRESPASSING

Students are not to trespass on campus when school is not in session or when students are not allowed on campus. Students are not to be on or near any other school campus when school is not in session as it is considered trespassing. Violation will result in the student being cited and possibly appearing in front of a judge for a hearing during a court proceeding. Students should not be on the main campus unless they have official permission or address school business.

VERBAL THREATS

GLC is committed to providing a safe and orderly learning environment. In keeping with that commitment, the GLC Board adopted a policy to deal with threats in a serious manner. The types of behavior that will be considered threatening include:

• Stating that one has a weapon or bomb in his or her possession at school

• Stating that one plans to bring a weapon or bomb to school

• Stating that one plans to cause physical harm to a student or staff member

• Making a false statement that there is a bomb or other destructive device at school

In such cases, in addition to parental notification, possible consequences that may be imposed for issuing a threat include suspension, non-compliance action, and/or expulsion. In such cases, notification to law enforcement agencies leading to discussion with the student committing the act and/or possible arrest and prosecution for disorderly conduct or criminal mischief may be made.

In addition to having a right to feel safe at GLC, everyone also has a responsibility to contribute to keeping the school safe. These responsibilities include:

• Reporting any knowledge of possession of weapons, or a person's plans to engage in actions that would cause physical injury or death

• Never fabricating a report as a joke or to cause problems with another student

• Avoiding promising other students that a secret will be kept in regards with anything related to physical safety

WEAPONS

The possession, sale, or otherwise furnishing of firearm, knife, explosive, or other dangerous object poses a clear and serious danger. It is GLC's policy that any student who possesses a weapon at school or at a school activity on or off school grounds will be expelled. A weapon, dangerous instrument, or replica weapon is any object that a reasonable person could perceive to be a weapon. Examples include, but are not limited to: a gun, rifle, pistol, revolver, "zip gun", cap gun, pellet gun, BB gun, spot marker gun, squirt gun, Taser, dirk, dagger, ice pick, awl, knife, sword, razor, box cutter, pipe bomb, time bomb, destructive devices, fireworks, firecrackers, containers of flammable fluids, tear gas, pepper spray, billy club, blackjack, slingshot, nun chuck, sand club, sandbag, metal knuckles, or any metal plate with radiating points with one or more sharp edges, model gun, model rifle, model pistol, model semi-automatic weapon, toy gun, toy rifle, toy pistol, toy semi-automatic weapon, laser pen or pointer. It is also a rule and regulation of GLC that a student may not use a weapon, dangerous instrument or replica weapon in any manner that would constitute cause for disciplinary action. A student in violation of the no weapons rule may be subject to law enforcement referral.

BEHAVIOR MATRIX

The following chart is a guideline for most disciplinary situations. These behaviors are not permitted on or near campus, on the way to or from school, or at any school function regardless of location. Students pretending to engage in any of the behaviors listed may be subject to the same consequences because pretending disrupts school activities. The behaviors are punishable by detention, suspension, removal from class, restitution, expulsion, and/or dismissal from GLC. (A list of offenses that, if committed, can lead to disciplinary action, are included in this handbook. However, this list does not preclude GLC from implementing disciplinary action, at administration's discretion, for behaviors deemed inappropriate that may not be included in the list.) The teacher, Administrator or designee, or administrator may utilize discretion when determining the final consequence. Consequences may vary based on severity and circumstances of the violation. Repeat offenses of disciplinary actions, in combination with academic and attendance non-compliance, can result in non-compliance letters or expulsion.

Violation	1st Offense	2nd Offense	3rd Offense	Repeat Offenses

Academic dishonesty	Zero on assignment Parent contact	Zero on assignment Teacher/parent conference Non-compliance Action	Zero on assignment Admin conference Non-compliance Action	Fail course if in same class. Dismissal from GLC
Cell Phone Violation	Confiscation Parent contact Confiscation	Parent pickup after school Confiscation	Parent pickup after school Non-compliance	Action Dismissal from GLC

Defiance	Administrator or designee conference Suspension Non-compliance Action	Same	Same Dismissal	Same Dismissal
Dress Code Violation*	Change/fix clothing Parent contact Confiscation	Parent contact Confiscation Non-compliance letter	Parent contact Non-compliance letter	Dismissal
Electronic Device Violation*	Confiscation Parent contact	Confiscation Parent pickup after school	Confiscation Parent pickup after school Non-Compliance letter	Confiscation Parent pickup after school Non-compliance letter Dismissal
Fighting	Suspension Expulsion Non-compliance letter	Dismissal Expulsion	Same	Same
Hat/head gear Violation*	Warning Change/fix clothing	Confiscated Parent pick up after school	Confiscated Parent pick up after school non-compliance letter	Non-compliance letter Dismissal

Inappropriate Use of Technology or School Equipment	Loss of computer use Parent Contact Expulsion Payment of Damages Criminal Charges Compliance Action	Same	Same	Same
Motor Vehicle Violation	Warning Parent Contact Revocation of parking permission	Parent Contact Revocation of parking permission	Revocation of parking permission Vehicle will be towed at owner's expense	Dismissal
Possession or use of -alcohol/drugs/drug paraphernalia or tobacco	Confiscation Police contact Expulsion	Confiscation Non-Compliance Action Police contact	Student Dismissal	--
Furnishing or selling alcohol/drugs /drug paraphernalia	Confiscation Police citation Expulsion Non-compliance letter possible dismissal	Dismissal	--	--
Profanity/Vulgarity/Hate Speech	Warning Parent contact Non-compliance letter	Parent Contact Non-Compliance letter	Dismissal	Dismissal
Theft	Administrator or designee conference Non-compliance Action	Same	Same	Same

	Dismissal			
Vandalism	Restitution Community Service Possible Police contact Dismissal Non-compliance Action	Same	Same	Same
Weapons	Confiscation Parent contact Police Contact Expulsion Dismissal	--	--	--
Harassment, Bullying, Cyber-Bullying	Police Contact Non-compliance letter Dismissal	Same	Same	Same

All confiscated items unclaimed at the end of the year will be donated to local charity or discarded.

SUSPENSION AND EXPULSION POLICY

Grounds for Suspension, Expulsion or Dismissal of Students

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

A student is subject to dismissal due to continued non-compliance after receiving Second Warning Letter of Non Compliance due to attendance and/or behavior issues as stated in the Student Intervention policy.
When on suspension or recommended for expulsion, a student is not to be on or near the school campus unless prior permission has been granted from a school administrator. Students are not allowed to attend any school function during this time. Students can be arrested for trespassing.

Enumerated Offenses

Students may be suspended or expelled for any of the following acts when it is determined the student:

1. Caused, attempted to cause, or threatened to cause physical injury to another person or willfully used force of violence upon the person of another, except self-defense
2. Possessed, sold, or otherwise furnished any firearm, knife, explosive, or other dangerous object unless, in the case of possession of any object of this type, the student had obtained written permission to possess the item from a

certificated school employee, with the Superintendent, Administrator or designee, and/or Administrator's or designee's concurrence

3. Unlawfully possessed, used, sold or otherwise furnished, or was under the influence of any controlled substance, as defined in Health and Safety Code 11053-11058, alcoholic beverage, or intoxicant of any kind 4. Unlawfully offered, arranged, or negotiated to sell any controlled substance as defined in Health and Safety Code 11053-11058, alcoholic beverage or intoxicant of any kind, and then sold, delivered or otherwise furnished to any person another liquid substance or material and represented same as controlled substance, alcoholic beverage or intoxicant

5. Committed or attempted to commit robbery or extortion

6. Caused or attempted to cause damage to school property or private property

7. Stole or attempted to steal school property or private property

8. Possessed or used tobacco or any products containing tobacco or nicotine products, including but not limited to cigars, cigarettes, miniature cigars, clove cigarettes, smokeless tobacco, snuff, chew packets and betel 9. Committed an obscene act or engaged in habitual profanity or vulgarity

10. Unlawfully possessed or unlawfully offered, arranged, or negotiated to sell any drug paraphernalia, as defined in Health and Safety Code 11014.5

11. Disrupted school activities or otherwise willfully defied the valid authority of Administrator or designee, teachers, Administrators, other school officials, or other school personnel engaged in the performance of their duties

12. Knowingly received stolen property including school property or private property

13. Possessed an imitation firearm, i.e.: a replica of a firearm that is so substantially similar in physical properties to an existing firearm as to lead a reasonable person to conclude that the replica is a firearm

14. Committed or attempted to commit a sexual assault as defined in Penal Code 261, 266c, 286, 288, 288a or 289, or committed a sexual battery as defined in Penal Code 243.4

15. Harassed, threatened, or intimidated a student who is a complaining witness or witness in a school disciplinary proceeding for the purpose of preventing that student from being a witness and/or retaliating against that student for being a witness

16. Unlawfully offered, arranged to sell, negotiated to sell, or sold the prescription drug Soma 17. Engaged in or attempted to engage in hazing of another

18. Aiding or abetting as defined in Section 31 of the Penal Code, the infliction or attempted infliction of physical injury to another person

19. Made terrorist threats against school officials and/or school property

20. Committed sexual harassment

21. Caused, attempted to cause, threatened to cause, or participated in an act of hate violence

22. Intentionally harassed, threatened or intimidated a student or group of students to the extent of having the actual and reasonably expected effect of materially disrupting class work, creating substantial disorder and invading student rights by creating an intimidating or hostile educational environment

23. Continual defiance towards school authorities

24. Continual disruption of educational environment

In addition to the offenses listed above, a student may be suspended or expelled when it is determined the student:

• Engaged in an act of bullying, including, but not limited to, bullying committed by means of an electronic act directed specifically toward a pupil or school personnel.

As used in this policy, "bullying" means one or more acts by a student or group of students including making terrorist threats against school officials and/or school property; committing sexual harassment; and causing, attempting to cause, threatening to cause, or participating in an act of hate violence.

As used in this policy, an "electronic act" means the transmission of a communication, including, but not limited to, a message, text, sound, or image by means of an electronic device, including, but not limited to a telephone, wireless

telephone, or other wireless communication device, computer, or pager.

*Note: Restitution may also be required in cases of damage or destruction of GLC property.

Suspension Procedure

Suspensions shall be initiated according to the following procedures:

1. Conference

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

At the conference, the student shall be informed of the reason for the disciplinary action and the evidence against him or her and shall be given the opportunity to present his or her version and evidence in his or her defense.

This conference shall be held within two school days, unless the student waives this right or is physically unable to attend for any reason including, but not limited to, incarceration or hospitalization.

No penalties may be imposed on a student for failure of the student's parent or guardian to attend a conference with school officials. Reinstatement of the suspended student shall not be contingent upon attendance by the student's parent or guardian at the conference.

2. Notice to Parents/Guardians

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

3. Suspension Time Limits/Recommendation for Placement/Expulsion
Suspensions, when not including a recommendation for expulsion, shall not exceed five (5) consecutive school days per suspension.

Upon a recommendation of placement/expulsion by the Administrator or designee, the student and the student's parent/guardian or representative will be invited to a conference to determine if the suspension for the student should be extended pending an expulsion hearing. This determination will be made by the Administrator or designee upon either of the following determinations: 1) the student's presence will be disruptive to the education process; or 2) the student poses a threat or danger to others. Upon either determination, the student's suspension will be extended pending the results of an expulsion hearing.

Authority to Expel

A student may be expelled either by the Executive Board following a hearing before it or by the Executive Board upon the recommendation of an Administrative Panel to be assigned by the Superintendent or designee under the direction of the Executive Board as needed. The Administrative Panel should consist of at least three members who are certificated and either a teacher of the student or a Board member of the GLC's governing Board. The Administrative Panel may recommend expulsion of any student found to have committed an expellable offense.

Expulsion Procedures

Students recommended for expulsion are entitled to a hearing to determine whether the student should be expelled. Unless postponed for good cause, the hearing shall be held within thirty (30) school days after the Administrator or designee determines that the student has committed an expellable offense. In the event an Administrative Panel hears the case, it will make a recommendation to the Executive Board for a final decision whether to expel.

The hearing shall be held in closed session unless the student makes a written request for a public hearing three (3) days prior to the hearing.

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

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

Special Procedures for Expulsion HearingsInvolving Sexual Assault or Battery Offenses

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

• The complaining witness in any sexual assault or battery case must be provided with a copy of the applicable disciplinary rules and advised of his/her right to (a) receive five days' notice of his/her scheduled testimony, (b) have up to two (2) adult support persons of his/her choosing present in the hearing at the time he/she testifies, which may include a parent, guardian, or legal counsel, and (c) elect to have the hearing closed while testifying.

• GLC must also provide the victim a room separate from the hearing room for the complaining witness' use prior to and during breaks in testimony.

• At the discretion of the person or panel conducting the hearing, the complaining witness shall be allowed periods of relief from examination and cross-examination during which he or she may leave the hearing room.

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

• The person conducting the expulsion hearing may also limit time for taking the testimony of the complaining

witness to the hours he/she is normally in school, if there is no good cause to take the testimony during other hours.

• Prior to a complaining witness testifying, the support persons must be admonished that the hearing is confidential.

Nothing in the law precludes the person presiding over the hearing from removing a support person whom the presiding person finds is disrupting the hearing. The person conducting the hearing may permit any one of the support persons for the complaining witness to accompany him or her to the witness stand.

• If one or both of the support persons is also a witness, GLC must present evidence that the witness' presence is

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

• The testimony of the support person shall be presented before the testimony of the complaining witness and the

complaining witness shall be excluded from the courtroom during that testimony.

• Especially for charges involving sexual assault or battery, if the hearing is to be conducted in the public at the

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

• Evidence of specific instances of a complaining witness' prior sexual conduct is presumed inadmissible and shall not

be heard absent a determination by the person conducting the hearing that extraordinary circumstances exist requiring the evidence be heard. Before such a determination regarding extraordinary circumstances can be made, the witness shall be provided notice and an opportunity to present opposition to the introduction of the evidence. In the hearing on the admissibility of the evidence, the complaining witness shall be entitled to be represented by a parent, legal counsel, or other support person. Reputation or opinion evidence regarding the sexual behavior of the complaining witness is not admissible for any purpose.

Students with Disabilities

A student identified as an individual with disabilities or for whom GLC has a basis of knowledge of a suspected disability pursuant to the Individuals with Disabilities Education Act (“IDEA”) or who is qualified for services under Section 504 of the Rehabilitation Act of 1973 (“Section 504”) is subject to the same grounds for disciplinary action, including suspension and expulsion, and is accorded the same due process procedures applicable to regular education students except when federal and state law mandates additional or different procedures. GLC will follow the IDEA, Section 504, and all applicable federal and state laws when imposing any form of discipline on a student identified as an individual with disabilities or for whom GLC has a basis of knowledge of a suspected disability or who is otherwise qualified for such services or protections in according due process to such students.

Record of Hearing

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

Presentation of Evidence

While technical rules of evidence do not apply to expulsion hearings, evidence may be admitted and used as proof only if it is the kind of evidence on which reasonable persons can rely in the conduct of serious affairs. A recommendation by the Administrative Panel to expel must be supported by substantial evidence that the student committed an expellable offense.
Findings of fact shall be based solely on the evidence at the hearing. While hearsay evidence is admissible, no decision to expel shall be based solely on hearsay and sworn declarations may be admitted as testimony from witnesses of whom the Executive Board, Administrative Panel or designee determines that disclosure of their identity or testimony at the hearing may subject them to an unreasonable risk of physical or psychological harm.
If, due to a written request by the expelled student, the hearing is held at a public meeting, and the charge is committing or attempting to commit a sexual assault or committing a sexual battery as defined in Education Code Section 48900, a complaining witness shall have the right to have his or her testimony heard in a session closed to the public.
The decision of the Administrative Panel shall be in the form of written findings of fact and a written recommendation to the Executive Board who will make a final determination regarding the expulsion. The final decision by the Executive Board shall be made within ten (10) school days following the conclusion of the hearing. The decision of the Executive Board is final.
If the expulsion hearing panel decides not to recommend expulsion, the student shall immediately be returned to his/her educational program.

Written Notice to Expel

The Administrator or designee following a decision of the Executive Board to expel shall send written notice of the decision to expel, including the Executive Board's adopted findings of fact, to the student or parent/guardian. This notice shall also include the following:

1. Notice of the specific offense committed by the student.
2. Notice of the student's or parent/guardian's obligation to inform any new district in which the student seeks to enroll of the student's status with GLC.

The Administrator or designee shall send a copy of the written notice of the decision to expel to the sponsoring District and school district of residence. This notice shall include the following:

1. The student's name
2. The specific expellable offense committed by the student
3. The Executive Board’s decision to expel shall be final

Disciplinary Records

GLC shall maintain records of all student suspensions and expulsions at GLC. Such records shall be made available to the sponsoring District upon request.

Rehabilitation Plans

A student who is expelled from GLC shall be given a rehabilitation plan upon expulsion which will be approved by the Executive Board at the time of the expulsion order, which may include, but is not limited to, periodic review as well as assessment at the time of review for readmission. The rehabilitation plan should include a date not later than one year from the date of expulsion when the student may re-apply to GLC for readmission.

Readmission

The decision to readmit a student or to admit a previously expelled student from another school district or charter school shall be in the sole discretion of the Executive Board following a meeting with a GLC Administration and the

student and guardian or representative to determine whether the student has successfully completed the rehabilitation plan and to determine whether the student poses a threat to others or will be disruptive to the school environment. The GLC Administrator shall make a recommendation to the Executive Board following the meeting regarding his or her determination. The student's readmission is also contingent upon GLC's enrollment capacity at the time the student seeks readmission.

Appeal

A student or parent may request a review of GLC's decision to suspend or expel a student by making a written request to the GLC Superintendent or designee. The GLC Superintendent or designee, within five school days of receiving the request, will hold a meeting with the student and the student's parent or representative to hear the appeal. At the appeal meeting, the student and the student's parent or representative may present the CSS or designee with any documentation the student wishes the Superintendent to consider supporting the student's appeal. In the event of an expulsion, the Superintendent will also consider the findings and recommendation of the Administrative Panel. However, the student or student's representative may not be allowed to call witnesses or to question the Superintendent or others on any substantive or procedural matters regarding the student's suspension or expulsion. The GLC Superintendent or designee, after considering the facts presented by the student at the meeting, and, if applicable, the Administrative Panel's findings and recommendation, will then make a recommendation to the GLC Executive Board. The GLC Executive Board will then vote upon the recommendation and will notify the student in writing of its decision within five school days of the appeal meeting. The GLC Executive Board's decision is final.

Provision of Education during Suspension Period

GLC will make available to the student, continued education during the suspension period up to the final decision regarding expulsion.

Expelled Students/Alternative Education

Students who are expelled from GLC shall be referred back to the district of residence for appropriate educational placement.

Discipline/Suspension/Expulsion Records

At the end of a student's senior year at GLC, upon written request, the Superintendent may expunge all discipline records from the student's cumulative student file.

Parent/Guardian Notification(s)

All mandated notifications of procedures and rights are provided to the parent/guardian according to the timelines outlined within the Suspension/Expulsion Policy. The notifications include the following:

Suspension Notifications

• Suspension Notice – provided to the student and the parent on the day it is determined the student will be suspended following the infraction

• Extension of Suspension Notice – mailed on the fifth day of the original five-day suspension

Stipulated Expulsion Notifications

• Recommendation for Stipulated Expulsion – mailed on the fifth day of the original five-day suspension

• Parents Rights – mailed with the Recommendation for Stipulated Expulsion notice

• Agreement to Recommended Stipulated Expulsion – mailed on the fifth day of the original five-day suspension

• Board Decision to Parent/Guardian – mailed the day following the Executive Board's approval of the Stipulated Expulsion

Expulsion Notifications

• Recommendation for Expulsion – mailed following personal communication with the parent/guardian on the fifth day of the original five-day suspension

• Parents Rights – mailed with the Recommendation for Expulsion notice

• Hearing Notice – mailed prior to the date and time of the hearing

• Board Decision to Parent/Guardian – mailed the day following the Executive Board's decision to expel

Re-admittance Notification

• Re-admittance Notice to Parents – mailed one month prior to student's scheduled return from expulsion date

UNIFORM COMPLAINTS POLICY

The complaint procedures described in this section are used on the occasion when administrators and leaders within Guajome Schools receive complaints from students, parents, and patrons for all types of complaints and from employees in any cases that may have legal ramifications such as discrimination and harassment. It is Guajome Schools' policy to resolve these complaints informally and as early as possible. Often this can be achieved by arranging for the person making the complaint to meet with the person about whom they are complaining.

The purpose of this document is to help guide those who choose to file a formal complaint into the appropriate process. This is an important first step as complaints initiated in an improper procedure will create delays and make resolution difficult.

Each of the complaints listed below are governed by a different set of laws, procedures, and forms. The summary page indicates the procedure to be followed and the forms to be used. The detail sections contain the full written procedure and a copy of the appropriate form.

A. Complaints Against GLC Personnel (Non-Management)
B. Complaints Against GLC Personnel (Management)
C. Complaints of Discrimination Against Individuals
D. Complaints Concerning Programs and Programmatic Discrimination
Hopefully, this guide will be helpful. Please contact the Guajome Schools Central Administration Office for any questions regarding this document.

A. <u>COMPLAINTS CONCERNING GLC PERSONNEL (Non-Management)</u>

This procedure is to guide students, parents, and patrons in their complaints against GLC employees. This procedure is not to be used by employees to resolve complaints against other employees. Such complaints should be directed to their supervisor, the supervisor of the respondent, or resolved according to terms of contract.

The normal channel for complaints by patrons concerning GLC personnel (non-management) is as follows:

1. To employee
2. To site administrator or supervisor
3. To the Charter School Superintendent ("CSS")

Every effort will be made to resolve the matter informally at the earliest possible stage. Complaints not resolved by employee or site administrator will be submitted formally in writing (utilizing designated form – Formal Complaint Against GLC Personnel) to the CSS for further processing.

Complainants must initiate resolution of the complaint, either informally or formally, within thirty (30) days of the events triggering the complaints. If the attempts at informal resolution are unsuccessful, the complainant must file a formal complaint within 30 days of the informal conference. Failure to meet these timelines may result in dismissal of the complaint.

Complaints that are unresolved by the site administrator or supervisor may be referred to the CSS.

The CSS shall receive a written report concerning the complaint from the site administrator or supervisor. Such written report shall include, but is not limited to, the following:

1. Name of the employee involved;
2. A brief but specific summary of the nature of the complaint and the facts surrounding same, sufficient to inform the CSS as to the precise nature of the complaint;
3. A true copy or the signed original of the complaint;
4. A summary of the action taken by the site administrator or supervisor, in connection with the complaint and his/her specific findings.

The CSS may decide whether to hear the complaint in person, assign a designee to hear the complaint, to act on the basis of the written report, or to allow the decision of the site administrator or supervisor to stand. The CSS or his/her designee shall reply to the complainant(s) within fifteen (15) days of receipt of the written report.

The GPA Central Administration Office shall cooperate with the parties involved so as to quickly and easily meet the requirements of these policies and procedures.

B. <u>COMPLAINTS AGAINST GPA PERSONNEL (Management)</u>

Ideally, when parents or patrons have complaints concerning management personnel, such complaints are to be presented initially to the manager who is the subject of the complaint. If unresolved at this level, the complaint may be processed by the complainant through the chain of command until solution is reached.

The chain of command is from site administrator/leader to Personnel Director to CSS. If the complaint has been unresolved at the first two stages, it is referred to the CSS.

Every effort will be made to resolve the matter informally at the earliest possible stage. Complaints not resolved at the site/department may be submitted by the complainant (utilizing designated form – Complaint Against GLC Personnel) to the appropriate Central Office administrator for further processing. If considered appropriate, the Personnel Director or CSS designee will become involved in the matter at this level.

Complainants must initiate resolution of the complaint either informally or formally, within thirty (30) days of the events triggering the complaint. If the attempts at informal resolution are unsuccessful, the complainant must file a formal complaint within thirty (30) days of the informal conference. Failure to meet these timelines may result in dismissal of the complaint.

The manager involved shall be advised of the nature of the complaint, shall receive a copy of the complaint when

applicable, and shall be given every opportunity to explain, comment, and make presentations of the facts as he/she sees them.
Timelines for informal and formal resolution of the complaint are as follows:

• Within five (5) working days of receipt of the complaint by a manager

• Within ten (10) working days of receipt of the Formal Complaint Form

Complaints that are unresolved by the Personnel Director or CSS designee may be referred to the CSS.

The CSS shall receive a written report concerning the complaint. Such written report shall include, but not be limited to, the following:

• Name of the employee involved

• A brief but specific summary of the nature of the complaint and the facts surrounding same, sufficient to inform the CSS as to the precise nature of the complaint

• A true copy of the signed original of the complaint

• A summary of the findings and actions taken in the preceding steps. The CSS may decide whether to hear the complaint in person, to act on the basis of the written report, or to allow the decision of his/her designee or Personnel Director to stand.
The CSS shall reply to the complainant(s) within fifteen (15) days of receipt of the written report.

The Guajome Schools Central Administration Office shall cooperate with the parties involved so as to quickly and easily meet the requirements of these policies and procedures.

C. <u>COMPLAINTS OF DISCRIMINATION</u>

1. *Nondiscrimination Philosophy and Policy Statement*

Guajome Schools is an equal opportunity employer and is committed to an active Nondiscrimination Program. It is the stated policy of Guajome Schools that harassment is prohibited and that all employees and applicants shall receive equal consideration and treatment. All recruitment, hiring, placements, transfers, and promotions will be based on the basis of qualifications of the individual for the positions being filled regardless of Sex, Sexual Orientation, Race, Color, Ancestry, Religious Creed, National Origin, Physical Disability, Mental Disability, Medical Condition, Age, Marital Status and Denial of Family Care Leave.

To achieve the goals of our Nondiscrimination Program, it is necessary that each member of the GLC understand the importance of the program and his or her individual responsibility to contribute toward its maximum fulfillment. Each employee of the GLC making decisions affecting employment shall fully comply with Guajome Schools' nondiscrimination policy.

The following procedures shall apply in handling discrimination complaints filed by persons against GLC.

2. *Definitions*

In the implementation of this procedure, the following definitions shall pertain:

• *Complaint* – Any allegation by an employee or applicant for employment of a violation, misapplication, or

misinterpretation of written Guajome Schools employment policies and/or procedures resulting in adverse conditions personally affecting the employee, and that such treatment was based on race, ancestry, national origin, color, sex, religion, physical disability, and/or age (over 40). Other employer-employee relations' matters for which a specified method of review is prescribed by law or within a negotiated agreement are not within the scope of this procedure.

• *Complainant* – The employee or applicant for employment filing the complaint.

• *Workday* - A day when the administration center of Guajome Schools is open for business. 3. *General Provisions*

All parties need to recognize their mutual responsibilities to secure, at the lowest possible administrative level, prompt and equitable solutions to a complaint and to agree that these proceedings shall be as informal and confidential as possible.

• A complaint must be initiated within thirty (30) workdays after the alleged age or condition giving rise to the occurrence of the complaint.

• The administrator will establish a meeting within the limits described in this procedure.

• All parties involved in allegations of discrimination shall be notified when a complaint is filed, when a complaint meeting or hearing is scheduled, and when a decision or ruling is made. The complainant also shall be notified of his/her right to appeal the decision to the next level.

• When a complaint is brought against the individual responsible for the complaint process at any level, the complainant may address the complaint directly to the next appropriate level.

4. *Level I*

The complainant will first meet informally with his/her immediate supervisor or site administrator. If the complainant's concerns are not clear or cannot be resolved through informal discussion, the supervisor or site administrator shall prepare, within ten (10) working days, a written summary of his/her meeting(s) with the complainant. This report shall be available when requested by the Director of Human Resources or the CSS.

An applicant for employment shall present his/her complaint at Level II.

5. *Level II*

If a complaint cannot be satisfactorily resolved at Level I, the complainant shall submit his/her complaint in writing on the GLC form designated for complaints regarding discrimination, and present it to the Director of Human Resources, describing specifically the time, place, nature, and participants of the alleged discriminatory acts or policies. The Director of Human Resources or a designee of the CSS shall assist the complainant with this writing if such help is needed. The Director of Human Resources or designee of the CSS will respond to the complainant in writing within fifteen (15) working days.

The Director of Human Resources or the designee of the CSS shall conduct any investigation necessary to respond to the complaint, including discussion with the complainant, person(s) involved, and appropriate staff members, and review of the supervisor/site administrator's report and all other relevant documents. If a response from third parties is necessary, the Director of Human Resources or designee of the CSS may designate up to ten (10) additional working days for investigation of the complaint. With the complainant's consent, an additional period of time may be allowed for resolution of the complaint. Every reasonable effort will be made to resolve the problem in a manner acceptable to all parties. Complaint forms will be available from the Personnel office.

6. *Level III*

If the problem cannot be resolved at the second level, the complainant shall have the right to present the complaint to the CSS or a designee (different individual from the one referred to in Level II), following the same procedures as in Level II.

7. *Level IV*

If the matter cannot be resolved at the third level, the complainant may request a hearing before the Board of Directors. Any such request must be made in writing within twenty (20) days after receiving the CSS's or designee's decision. The Board may grant the hearing request for the next regular Board meeting for which it can be placed on the agenda. If the Board elects to hear the case, the Board shall hear all information relevant to the complaint and shall render its decision within fifteen (15) working days.

8. *Alternate Steps*

The existence of this complaint procedure does not affect the right of any individual or group to file a complaint with the Equal Employment Opportunity Commission (EEOC).

9. *Civil Law Remedies*

Persons who have filed a complaint with an educational institution are advised that civil law remedies, including, but not limited to, injunctions, restraining orders, or other orders may also be available to them.

The U.S. Department of Education, Office for Civil Rights, enforces compliance with Section 504, the ADA, and Title IX and may be contacted for assistance with compliance relating to these laws and their regulations. The EEOC is an agency that enforces compliance with federal laws and regulations protecting individuals from employment discrimination and may be contacted for assistance with complaints of employment discrimination.

D. <u>COMPLAINTS CONCERNING SPECIAL PROGRAMS AND SERVICES AND ALLEGATIONS OF DISCRIMINATION IN ALL PROGRAMS AND SERVICES</u>

GPA recognizes that all programs and services must be administered in full compliance with state and federal laws and regulations governing such programs and as applicable to charter schools. These programs and services include:

• Special Education Program

Additionally, the Board of Directors expects that all GLC programs and services shall be free from discrimination with respect to gender, race, color, religion, national origin, ethnic group, marital or parental status, and physical or mental disability.

All complaints alleging violation of state or federal law or regulations governing the programs or services listed above, or complaints of alleged unlawful discrimination brought by students, employees, parents/guardians, or other members of the community will be resolved in a prompt and equitable manner.

Guajome Schools will investigate and seek to resolve complaints at the local level and will follow Uniform Complaint Procedures when addressing complaints alleging unlawful discrimination or failure to comply with the law in the programs and services listed above.

The Board of Directors prohibits retaliation in any form for the filing of a complaint, the reporting of instances of discrimination, or for participation in complaint procedures. The Board acknowledges and respects students and employee rights to privacy and all complaints shall be investigated in a manner that protects these rights.

• The CSS will designate staff members to receive complaints, investigate complaints and ensure compliance with the

state and federal laws and regulations governing the programs listed above. Designated staff members will be responsible for complaint resolution, and will annually notify parents, employees, students, and other interested parties of the Uniform Complaint Procedures, including the opportunity to appeal GLC's decision to any civil law remedies that may be available.

1. *Uniform Complaint Procedures*

Any individual, public agency, or organization may file a written complaint of alleged noncompliance with the office of the CSS. The CSS will forward the complaint to the director of the program or the appropriate administrator. If a complainant is unable to put a complaint in writing due to conditions such as illiteracy or other handicaps, Guajome Schools' staff shall help him/her to file the complaint.

Complaints alleging unlawful discrimination may be filed by a person who alleges that he/she personally suffered unlawful discrimination or by a person who believes that an individual or any specific class of individuals has been subjected to unlawful discrimination. The complaint must be initiated no later than six months from the date when the alleged discrimination occurred or when the complainant first obtained knowledge of the facts of the alleged discrimination.

Unlawful discrimination is prohibited by the following Federal statutes:

• Title VI of the Civil Rights Act of 1964, which prohibits discrimination on the basis of race, color, or national origin

• Title IX of the Educational Amendments of 1972, which prohibits discrimination on the basis of sex in educational programs

• Section 504 of the Rehabilitation Act of 1973, which prohibits discrimination on the basis of disability • The Age Discrimination Act of 1975, which prohibits discrimination on the basis of age; and • Title II of the American with Disabilities Act of 1990, which prohibits discrimination on the basis of disability Any individual, public agency, or organization may also file a complaint with the applicable official entities.

2. *Appropriate Investigation of Complaint*

The director or the site administrator shall hold an investigative meeting no later than 10 calendar days of receiving the complaint. This meeting will provide an opportunity for the complainant and/or his/her representative and Guajome Schools' representatives to present information relevant to the complaint. Parties to the dispute may discuss the complaint and question each other. To ensure that all pertinent facts are made available, the site administrator and the complainant may ask other individuals to attend this meeting to provide additional information.

3. *Written Decision*

Within twenty (20) calendar days of receiving the complaint, the appropriate director or administrator shall send to the complainant a written report of Guajome Schools' investigation and decision, including:

• The findings and disposition of the complaint, including corrective actions, if any

• The rationale for the above disposition

• Notice of the complainant's right to appeal the decision to the CSS

4. *Appeal to the CSS*

If a complainant is dissatisfied with the director's or site administrator's decision, he/she may, within five (5) calendar days, forward the written complaint to the CSS. Within five calendar days of receiving the complaint, the CSS shall discuss with the complainant the possibility of using mediation or shall attempt to resolve the issue by administrative review. If all parties agree to mediation, the CSS shall make all arrangements for this process.

If the mediation process or the administrative review do not resolve the problem, within ten (10) calendar days, the CSS will send the complainant a written report of the decision, including:

• The findings and disposition of the complaint, including corrective actions, if any

• The rationale for the above disposition

• Notice of the complainant's right to appeal the decision to the Board of Directors

5. *Appeal to the Board of Directors*

If the mediation process or administrative review does not resolve the problem, the complainant may appeal to the Board of Directors. This complaint shall be forwarded to the CSS within five calendar days after the termination of mediation or administrative review. The Board may consider the matter at its next regular Board meeting or at a special Board meeting convened to meet the sixty (60) calendar day limit with which the complaint must be answered. The Board may decide not to hear the written decision. If the Board hears the complaint, the CSS shall send the Board's decision to the complainant within sixty (60) days of Guajome Schools' initially receiving the complaint or within an extended time period that has been specified in a written agreement with the complainant.

CO-CURRICULAR/ EXTRACURRICULAR

The GLC Board of Directors acknowledges the value of student involvement in extracurricular activities, including athletics. Believing that academics are a student's number one priority, students wishing to participate in co/extra curricular activities must model exemplary academic and behavioral standards. Co/extra-curricular activities will be aligned with the vision of GLC; will be life-long in nature; and will be supervised by GLC employees.

Co/Extra-Curricular Academic Criteria

Students participating in co/extra-curricular activities must have a 2.0 GPA or better in all classes attempted. If a participant has failed to achieve the required GPA, he/she will become scholastically ineligible until the first subsequent grading period in which passing grades are made.

In order to try out, practice, or participate in co/extra-curricular activities, a student must meet the following academic criteria:

• A student in receipt of the Second Warning Letter of Non-Compliance per the Student Intervention Policy is ineligible for participation during the school year in which the letter is applicable.

• A 2.0 grade point average with no more than one grade of "D" and no grade of "F" renders a student eligible for participation in co/extra-curricular activities.

• A student with less than a 2.0 GPA with more than one grade of "D", and/or with a grade of "F" in any class will be placed on probationary status for a six (6) week period. After the six (6) week probationary period, students must not have an "F" in any class and not more than one grade of "D" in order to be reinstated as eligible to play for the rest of that semester.

• If the student does not meet the above academic standards by the end of the first semester, and that student was

on probation during the first semester, then that student will not be eligible to participate in the spring semester of the same academic year.

• The probationary procedure will be implemented at the beginning of each semester and/or sport season. During the probationary period, the student may travel, compete, and participate in school sponsored events, but they must have a weekly academic/behavior check from all current teachers. The student must attend (with noted improvement) a weekly tutorial session in the area of weakness. Failure to show this document to the coach or moderator on a weekly basis will render the student ineligible at the end of the six (6) week probationary period.

• A student may only be placed on probationary status one (1) time per semester.

• For determining fall semester eligibility, students who are enrolled in and complete a remedial course will be able to count a course with a grade of "C" or better toward the final 2nd semester grades of the previous school year.

• For the purposes of determining an exact date of eligibility/ineligibility, eligibility dates will be established which will be incorporated into the school's master calendar. The beginning of each academic semester will be the eligibility dates that will determine, which will be posted during the school year.

Each academic year the student-athlete and his/her parent/guardian must complete a paperwork process and be "cleared" by the Athletic Director, or his/her designee, before any tryouts, practice, participation, or play. Successful clearance includes:

1. A physical by a medical practitioner.
2. Emergency phone numbers and other pertinent emergency information.
3. Releases for medical care.
4. Waiver of liability.
5. Insurance verification.
6. A signed CIF "Ethics in Sports" form (athlete, parent, and coach)
7. A signed "Informed Consent" form.
8. A GLC "Co/Extra-curricular Code of Conduct" form.
9. A signed acknowledgement of receipt of the GLC student handbook.

All of the above information must be checked by the Athletic Director, or his/her designee, prior to the student being "cleared." Only after the Athletic Director, or his/her designee, verifies that all of the information has been successfully completed may a student-athlete participate in any manner.

Eligibility and Ineligibility Periods

• Periods of eligibility shall be equal to periods of ineligibility for the purpose of this rule.

• Periods of eligibility/ineligibility may be based upon a four to six school-day delay following the end of the quarter. This is because of the time lapse required to collect and print grades.

• In determining eligibility/ineligibility, it is the official "grade of record" which is used. Only when a legitimate "Change of Grade" form is completed and signed by site administration, the Athletic Director, or his/her designee, will be notified in order to clear the student-athlete for participation.

• Per CIF-SDS policy, "Incomplete" (I) grades are considered an "F" for determining eligibility.

• Each of the items below is subject to review by site administration and/or the Athletic Director, or his/her designee, for extenuating circumstances.

• In the case of a CIF ethics violation, in addition to mandated CIF sanctions, school discipline will be imposed.

Co/Extra-Curricular Scheduling

• Every effort needs to be made to prevent students from missing scheduled class time.

• Coaches will schedule as many athletic contests as possible at home, to avoid missing classes.

• Only two activities per week per athletic team: one home, and one away.

• Every effort will be made to participate with schools located in our area, (i.e., Calvary, Tri-city, Escondido Adventist, Calvin Christian, Army/Navy, etc.)

• Every effort will be made to schedule:

- Outside Fall Sports at 4:00 p.m. until the fall time change
- Inside wintersports at 4:00 p.m
- Soccer as close to 4:00 p.m. as possible
- Spring sports at 4:00 p.m. if possible, after the time changes in spring.
- Saturday events are exempt from time constraints

Staffing

Staffing for co/extra-curricular activities include Guajome Schools certificated and classified personnel for clubs and athletics, as well as walk-on coaches for some athletic sports teams. All co/extra-curricular advisors/coaches are hired per GLC personnel policies and procedures, and are First Aid/CPR certified. The coaches for athletic teams report directly to the Athletic Director.

Co/Extra-Curricular Programs

A complete list of approved clubs and sports is available online at www.guajome.net. Admission and concessions may be charged at any program using a GLC facility.

Approval Process
Request for approval of co/extra-curricular programs is through submission of an Activities Application to administration. Administration will review and either deny or approve the application. After approval by administration the request is presented to the Board of Directors for approval. All co-curricular clubs must obtain official approval prior to beginning meetings, activities, etc.

Additional Eligibility Information
All students in Grades 9 – 12 who participate in extra-curricular or co-curricular activities must demonstrate satisfactory academic performance and satisfactory progress towards meeting graduation requirements. Eligibility is also dependent upon the student maintaining a minimum cumulative grade point average of 2.0 and upon individual grades at the end of each weekly meeting. If students fail to meet the expectations, policies, and procedures outlined; or the policies of the individual activity; or if students become academically, behaviorally, or attendance non-compliant; administration may temporarily suspend or revoke all privileges to participate in any activity or event sponsored by Guajome Schools during a school year. Students can lose these privileges up to the day of the event or activity and GLC is not responsible for any costs incurred or associated with this action. Some activities may include a student and/or parent agreement outlining the expectations and qualifications for each activity with which the student participates. Agreements may be revoked by administration due to the student's failure to adhere to the criteria reflected in the agreement. All revocations are final. The senior graduation ceremony is also considered an extracurricular event that is sponsored by GLC. Administration does have the right to suspend a student's participation at this event, if justified.

Co-Curricular Program Offerings

GLC administration reserves the right to discontinue any co-curricular activity if the applicable program offered fails to meet the minimum participant numbers, if transportation issues arise, or for financial reasons.

GPA STUDENT TRANSFER PARTICIPATION ELIGIBILITY

Students who transfer from GPA will maintain their current status as it relates to extracurricular activity participation including clubs, sports and dances.

DANCE CONDUCT CONTRACT

Attending any extra or co-curricular activity at GLC is a privilege not a right. To attend a school sponsored dance, a student must be in compliance and agree to the following criteria:

1. At the progress reporting date, all students who have a GPA below a 2.0 and wish to attend a school dance must meet with the Administrator to devise a three step grade improvement plan. Students must exhibit documented progress towards their selected goals, as determined by the Administrator, in order to attend the dance.
2. The student was not removed from the previous dance for inappropriate behavior.
3. The student was not suspended (in-school suspension included) since the last dance.
4. Students have not received a Friday school since the last dance (serving Friday school for the first five tardies is acceptable).
5. The student has not received the second non-compliance letter during the current school year.
6. Students do not have more than three unexcused absences.
7. Students are aware that if a student brings a guest that is not a GLC student, the student is responsible for any misconduct the non-GLC guest displays and will endure the consequences.
8. There will be no FREAKING or inappropriate dancing.
9. If a staff member makes a request to either GLC student or non-GLC guest, student and/or guest will immediately comply. Failure to do so is defiance and will be addressed accordingly by administration.
10. If a student is in possession of, sold, or otherwise furnished illegal substances, (including cigarettes) or under the influence of any controlled substance including but not limited to alcoholic beverages or intoxicants of any kind, the student will be immediately escorted out of the event and receive appropriate consequences.
11. Students understand that students cannot leave the dance early without having a parent sign the student out.
12. Students understand that students must be picked up within 30 minutes of the conclusion of the dance. Failure to comply will result in ineligibility to attend the next dance.
13. Students who do not attend at least a half day of school on the Friday before a dance are not eligible to participate in the dance itself.
14. School dress code policy applies to the dance unless otherwise notified.
15. Guest pass applications must be turned in two days prior to a dance, the following rules apply to guest passes: ○ All guests must have a picture ID to enter the dance.
    - ○ (Middle School Only) The guest must be a middle school student.
    - ○ (High School Only) For all dances on campus, the guest must be a current high school student.
    - ○ (High School Only) For Winter Formal and Prom, the guest must be a current high school student, or if the guest is not currently in high school, the guest must be personally interviewed by a GLC Administrator.
    - ○ (High School Only) Guajome Schools alumni are allowed to attend Homecoming, but must obtain a guest pass.
16. All dance tickets that are sold are non-refundable after the sale has been completed.

COVID-19 SAFETY POLICY

As the ever evolving situation of the COVID-19 pandemic continues, our safety guidelines and protocols will continue to follow that of our local authorities. Families may be required to sign an additional COVID-19 campus agreement as a means to ensure all students and families understand and follow our safety protocols.