



Family/Volunteer Handbook and Annual Notification of Rights Acknowledgment

Vision Statement:

Creating a confident community passionate about lifelong learning.

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Welcome to Walden Academy

Dear Walden Families,

Welcome to the 2022-23 school year at Walden Academy Charter School! We are proud of the tradition we are building together as we educate a community of diverse learners in a safe, respectful, welcoming and equitable environment. The joy of learning is alive in our classrooms, on the playground, and everywhere our learners venture into the world around them. Our dynamic staff works hard every day to create a learning environment that is responsive to the unique needs of each learner.

I invite you to use this handbook as a guide to the vibrant life of our school.

Mrs. Tefs

Director/Superintendent

Welcome to Walden Academy! I am excited to be taking on the role of Dean of Students. I hope to be able to build students' confidence, discipline, and overall character. My Plan is to build a relationship with students and be able to teach them not only the importance of learning, but ultimately how the choices they make everyday will help them become successful students and eventually a successful adult.

I truly believe that the success of a child comes from a team effort, so I will be reaching out to parents and family members to help contribute with individual student development. The more a student hears and sees positive support from his home and school environment, the more they will become familiar with it. Thank you for choosing Walden Academy and I look forward to a great school year.

Sincerely,

Pedro Bobadilla

Dean of Students / Teacher

CONTACT INFORMATION

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Staff

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Audrey Perkes: Interventions Coordinator	Ext 1011	aperkes@waldenacademy.org
After School Instructional Aide		

Instructional Aides: Amber Sawyer, Audrey Perkes, Rhianna Schultz, Erica puente, Jenny Noffsinger, Jessica Hansen, Rene Cabral, Ashleigh Vasquez, Alejandra Rodriguez, Gina Martinez, Raquel Bose

Board

Sera Maben: Board Chair	(650)575-2073	smaben@waldenacademy.org
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Nathan Michaud: Secretary	530-361-6480	nmichaud@waldenacademy.org
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Parentsquare.....<https://www.parentsquare.com/schools/244/feeds>
Walden Academy Website.....<http://www.waldenacademy.org/>

Emergency Phone 530-815-5695

HISTORY

Walden Academy was founded in 2011 by a group of parents and educators who wanted a choice in public education. In the fall of that year, Walden Academy opened with kindergarten through sixth grade. In 2012, Walden Academy continued to grow toward its goal of becoming a k-8 school by adding seventh grade. In the spring of 2013, Walden Academy graduated its first cohort of eighth graders.

VISION STATEMENT

Creating a confident community passionate about lifelong learning

MISSION STATEMENT

To provide an innovative learning environment that extends beyond the classroom. Science and challenging academics encourage students to collaborate and exceed in all aspects of life as modeled by family, school, and community.

C3: Creativity....Confidence....Cooperation

Core Values

The Walden community values:

1. Joy of learning
2. Critical thinking
3. Personal and academic confidence
4. Service to others
5. Lifelong learning
6. Self-awareness
7. Discovery of a personal passion and interests
8. Science-based learning
9. Active and innovative learning
10. Low student-to-teacher ratio
11. Safety
12. Balanced and rigorous curriculum
13. Emphasis on academic, social, physical, and emotional learning

14. School wide and community partnerships

Walden Academy offers a curriculum that:

- Meets and exceeds state standards through a standards-based curriculum that uses science as an integrating context for learning.
- Allows students to actively participate in learning projects as a way of applying their knowledge.
- Uniquely uses its surroundings to make its education program relevant, team-focused, and community-oriented.

BOARD of DIRECTORS

Walden Academy is governed by Walden Academy, Inc., a California public benefit corporation. The Board of Directors is made up of parents, a staff member, and a community member. Board nominations are held in October, and we encourage all family members to consider participation. The board meets monthly, and board meetings are open to all community members.

COMMUNICATION

Walden uses email, a weekly yellow folder, phone, Parent Square, Facebook and our own Walden Academy Website (<http://www.waldenacademy.org/>) to communicate timely and important information to families. Phone calls during the school day could be urgent, so please be sure to answer your phone during school hours. Once each week, a yellow communication folder is sent home with one child in each family. It contains the monthly calendar and information for families as well as other community flyers. Remove these papers from the folder and use the folder to return any papers which need to go back to the school. Your child will return the folder to his/her teacher the day after it has come home. New families will receive an invitation to Parent Square. Families can set up notifications to occur immediately or through a once a day digest.

DAILY SCHEDULE

7:40 a.m. – 7:55 a.m.	Drop off and breakfast available in the outside eating area
7:55 a.m.	Whistle blows and students line up in front of their classrooms
8:00 a.m.	School day begins
12:00 p.m.	Dismissal for TK and through September for kindergarten
12:00 p.m.	Dismissal on minimum days
12:00 p.m.	Dismissal for grades 1-8 on Wednesdays only
2:30 p.m.	Dismissal for grades 1-8 & extended day kindergarten on Monday, Tuesday, Thursday, Friday
2:30-5:30 p.m.	After school program begins.

12:00-5:30 p.m.

After school program, begins at 12:00 p.m. on Wednesdays and minimum days

ARRIVAL

Drop off your children between 7:40 and 7:55. Supervision in our play area begins at 7:40 a.m. If your child(ren) is getting breakfast, they must go to room 12 to eat. Children are expected to be in their classrooms, ready for the day, promptly at 8:00 a.m. All students in grades 1st through 8th who arrive after 8:00 a.m. will be marked tardy and must sign in at the front office. Kindergarteners will be signed in inside their classroom.

DISMISSAL

Transitional kindergarten

The school day ends for transitional kindergarten students at noon. They may be picked up in the kindergarten pick up area.

Kindergarten

The school day ends at 12:00 for kindergarten students through September. Beginning in October, half the kindergarteners will go home at noon and half will be dismissed at 2:30 on all days except Wednesdays which always have a 12:00 dismissal time. Kindergarten students being picked up at noon will be picked up in front of Parish Hall. Kindergarteners who dismissed at 2:30 will be picked up in the car line

Pickup

Your cooperation is needed at dismissal to make the end of the day calm and safe for all students. When students are dismissed at the end of the day, those who ride in cars will be picked up in the pick up area at the far west end of campus. Teachers and volunteers will escort students to the A+ program, and the family will be billed.

Students walking or riding a bike, scooter, or skateboard to and from campus must have a completed permission form on file in the office. On campus, students must walk their bikes/scooters along the edge of the parking lot to the bike rack for safety. Students in grades k-2 may not walk/bike/scooter to and from school or enter and exit the parking area unless accompanied by an adult or older student designated by you. Those riding bikes, scooters, or skateboards must have a helmet on while riding as stated in California Vehicle Code (CVC) 21212.

Crosswalks

- Students/parents walking to and from the parking areas must use the crosswalks in front of Parish Hall.
- Walkers/bikers to and from Pacific Avenue must walk along the north edge of the driveway inside white line.
- Walkers/bikers to and from Wood Street must use the crosswalk in front of Parish Hall.

STUDENT AND FAMILY PRIVACY RIGHTS

NOTIFICATION OF RIGHTS UNDER FERPA:

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

1. The right to inspect and review the student’s education records within 45 days of the day Walden Academy Charter School receives a request for access.
2. The right to request the amendment of the student’s education records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student’s privacy rights under FERPA.
3. The right to provide written consent before Walden Academy Charter School discloses personally identifiable information (PII) from the student’s education records, except to the extent that FERPA authorizes disclosure without consent.
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by Walden Academy Charter School to comply with the requirements of FERPA.
5. FERPA permits the disclosure of PII from students’ education records, without consent of the parent or eligible student, if the disclosure meets certain conditions found in §99.31 of the FERPA regulations.

STUDENT RECORDS

(Ed. Code Sections 49060-49078; 20 U.S.C. Section 1232g et seq., 34 CFR Part 99) Compiling appropriate facts and records pertaining to each student is a necessary function of the District. This information is needed as a record of each student’s progress. The educational records for your child are available for your review upon request to the building principal. You may receive a copy of these records. You have a right to request an amendment to your child’s educational records, file a complaint with the U.S. Department of Education for failure to comply with federal law, and a hearing to challenge their contents. You have a right to consent to disclosures of personally identifiable information contained in your child’s educational records.

TRANSFER OF STUDENT RECORDS

(Ed. Code Section 49068, CCR Title 5 Section 438) If your child changes schools, his/her cumulative school records will be forwarded upon request by and to another school district or private school. Special records (medical, psychological, or special education records) are also sent with the cumulative records.

CONFIDENTIALITY OF STUDENT RECORDS

(Ed. Code Sections 49060, et seq., 20 U.S.C. Section 1232g, et seq., 34 CFR Part 99) Parents and adult students are hereby notified that all student records are confidential except as noted in Ed. Code Sections 49060 - 49078. Parents, upon request, may review the educational records of their child. Such written

requests shall be honored in no more than five days after the request has been made. A list of district personnel having access to pupil records is available at the school site.

STUDENT DIRECTORY INFORMATION

(Ed. Code Sections 49060-49076; CCR Title 5 Sections 430-438; 20 U.S.C. Section 1232g, et seq.; 34 CFR Part 99) Student directory information may be released to those cooperative agencies normally connected with the activities of a school or school district. These include PTC, representatives of the news media, public and government agencies, employers and prospective employers. Directory information includes the following: student's name, address, telephone listing, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance (entry and withdrawal), degrees and awards received and most recent previous education agency or institution attended by the student. Parents desiring this information not be released are requested to make this known in writing to the building principal of your child's school.

DESTRUCTION OF STUDENT RECORDS

(Ed. Code Sections 35253, 49062, CCR Title 5 Section 437) The cumulative school records of students, except for specified mandatory records, shall be destroyed during the third year after the school year the student is no longer enrolled in the district.

ATTENDANCE AND ABSENCE

BP#5010

Compulsory School Attendance (Ed. Code Sections 48200, 48400). All youth between the ages of 6-18 are subject to compulsory full-time attendance.

Maximum classroom attendance and participation are essential to a student's achievement and success. Regular attendance is also preparation for entry into the world of employment. Just as the Walden team works with all students to help them succeed, students and parents must understand they are accountable for regular class attendance and daily assignments. Parent(s)/Guardian(s) of students between the ages of 6 and 18 are obligated to send their children to school unless otherwise provided by law. **Please schedule non school activities before or after the school day.**

If a student is absent, please contact the front office between 7:30 and 8:30 a.m. via phone call, email, or ParentSquare message. If a student misses school, the student is expected to do all assignments or make-up work when he/she returns. Independent study is available for absences of three days or more. Please contact your teacher **at least 1 week in advance** to allow time to prepare assignments and sign the contract before the absences begin.

Perfect attendance awards acknowledge the importance of coming to school on time everyday and all day. Tardie, Independent study, absences of any kind, or early dismissal will disqualify a student from earning the perfect attendance award.

Excused Absences

A student not present in class for any reason is considered absent. The law specifically states that a pupil must be legally excused for compulsory attendance purposes. The following are acceptable, excused absences.

Legally Excused

- Personal illness or injury. A doctor's note may be required for extended illness
- Students quarantine as directed by a doctor or city/county health officer
- Personal medical, dental, optometric or chiropractic services rendered verified by a note from a medical professional.
- Students attending funerals of immediate family members. If the service is conducted in the state, state law provides one day excused absence, Up to three days are provided if the service is conducted out-of-state or more than 100 miles.
- Students exclusion for failure to present evidence of immunizations
- Independent study can be arranged for planned absences extending three days or more

Excused Absences

Pursuant to Walden Academy's policy, a student's absence may be excused for the following reasons:

- a. Appearance in court as a defendant or subpoenaed witness
- b. Observation of a holiday or ceremony of his/her religion
- c. Attendance at religious retreats no-to-exceed four (4) hours per semester
- d. Attendance at funeral services for someone not a member of the immediate family.
- e. Additional days, in excess of the state authorized absences, to attend funeral services of an immediate family member or funeral services for someone other than immediate family.
- f. Appearance at SARB
- g. Excused/School Sponsored Activity: all field trips and other school related trips, athletic events, and music events.

Unexcused Absences/Cuts/Truancy

An unexcused absence, cut, or truancy is any other absence not covered under the headings "Legally Excused" or "Warranted Absences." It is a conscious decision to miss a class for a reason that does not meet the excused criteria.

Tardiness (30 minutes or less)

Any student who arrives in the classroom after 8:00 a.m. will be considered tardy. All students are required to obtain a tardy pass from the school office or administrator before proceeding to the

classroom. If a student enters the classroom late and does not have a slip, he/she will be sent to the office for one.

Excessive Tardies

When a student is tardy (defined here as 30 minutes or less) three times within one month, the teacher will contact the parent/guardian to discuss the problem and try to resolve it. If the problem persists, the parent/guardian will receive a letter from the school outlining the dates the student was tardy, the problems associated with tardiness, and a request to remedy the problem.

The philosophy behind the tardy policy is as follows:

- The opening instructions and discussion set the tone for class.
- These instructions prepare the students for the learning activities and help them understand what they are expected to accomplish.
- The disruption caused by students arriving late to class adversely impacts the learning process for all students.
- Promptness prepares young adults to be competent workers. As employees, they will be expected to arrive on time.
- Class participation is an important part of the students' learning process.
- Morning meetings build a sense of community and belonging for all students.

CALIFORNIA EDUCATION CODE

We follow state mandated attendance reporting if your child is absent or truant. The following matrix reflects California Education Code. At Walden Academy, we offer some flexibility and will work closely with family to correct attendance problems for a positive outcome.

Number of unexcused absences and/or tardies over 30 minutes	Notification from school	Expectation of parents/guardians
Each of the first 2 unexcused absences and/or tardies in a school year	Call home from office manager or school director	
Upon reaching 3 unexcused absences and/or tardies in a school year	First “Truancy Notification” Letter mailed home. Phone call from school director	Sign a letter and return to school. Discuss with school director methods to improve student attendance
Upon reaching 4 unexcused absences and/or tardies in school year	Second “ Truancy Notification” letter mailed home. Phone call from school director	Sign a letter and return to school. Meet with the school director and create a site

		attendance contract.
Upon reaching the 5th unexcused absence and/or tardies in a school year	Third “Truancy Notification” letter mailed home. Phone call from school director. Referral to Glenn County SARB (School Attendance Review Board).	Sign a letter and return to school. Attend a meeting with the school director and SARB coordinator.
Additional unexcused absences and/or tardies after SARB	Contact by SARB and possible referral to District Attorney	

To see Walden Academy’s Attendance Policy in full, please check our website where it has been posted for parent convenience. If you do not have access to the internet, a paper copy will be made available to you upon request.

ILLNESS POLICY

Please use your best judgment to decide when to keep your child at home. However, please keep your child home for 24 hours:

- After he or she has a fever of 100 degrees or higher
- After he or she has vomited
- If he/she is contagious
- Refer to illness policy
-

An office assistant handles first aid and will call you if your child is ill or injured and needs to go home.

Students will not be admitted to attend class or will be sent home if they exhibit any symptoms of illness such as questionable skin condition or rash, vomiting, head lice, eye discharge, diarrhea, yellowish skin or eyes, severe productive cough or whooping sound, general malaise or fatigue, and fever (100 F or greater) accompanied with sore throat, earache, diarrhea, or extreme irritability or confusion.

If your child appears ill with any of the conditions listed above PLEASE DO NOT send him/her to school. The school is not able to provide sick care for students. Therefore, it is important to determine in advance who will care for your child when he/she is unable to attend school due to illness.

Students who become ill during the school day will be sent home. Parents or contacts on the student's emergency card will be contacted to pick the student up.

Children absent due to a communicable illness should return to school as soon as they are able. Please refer to the following Readmission Guidelines.

READMISSION GUIDELINES REGARDING COMMUNICABLE DISEASES:

Communicable Disease	May Return To School
COVID-19 Exposure	May stay at school symptom free.
COVID-19 Diagnosis	Stay home and may test on day 5; if negative and symptoms have improved they may return to work. If they choose not to test on day 5, they may return to work after 10 days of isolation and can return to work on day 11.
*All COVID guidelines are subject to change as designated by CDpH or the local public health department	
Hand, Foot, and Mouth Disease	When fever free for 24 hours without fever reducing medication and no longer has blisters or rash and feels well enough to participate in school activities
Head Lice	After hair has been properly treated with medicated shampoo and hair is lice-free.
Pink Eye (Purulent Conjunctivitis)	When prescribed medication treatment has been started, and there is no discharge from the eyes. A doctor's note is required for readmission.
Scabies	After 24 hours of the initiation of treatment and under doctors care (doctor's note required).
Impetigo	Following 24-48 hours of the initiation of

	medical treatment. Lesions are to be covered with a bandage while in school unless advised otherwise by a doctor. If not able to cover lesions, student may return with a note from doctor stating it is non-infectious. Without medical treatment, student is excluded until lesions are dry.
Strep Throat/ Scarlet fever	After 24 hours of antibiotic treatment and fever free for 24 hours without fever reducing medications.
Hepatitis	One week following onset of jaundice and as directed by the student's physician.
Chicken Pox	May return to school a minimum of 7 days after onset of rash and all vesicles (blisters) have crusted.
Ringworm	After treatment has started. Lesions will be covered with a bandage while in school. A Doctor's note required.
Fifth Disease	Not applicable. By the time the rash appears, the student is probably no longer contagious.

*If any student has an immunizable disease (i.e. measles, mumps, rubella, polio, diphtheria, whooping cough), all unimmunized children will be excluded until risk of spread is controlled.

SCHOOL HEALTH

A student's health record must be current in order to attend school. This includes an updated health history which must be completed annually and an immunization history in accordance with state regulations. Our health services are supervised by Glenn County Office of Education nurses who establish emergency protocols for students as needed and provide mandated screening for hearing, vision, and scoliosis. She reviews immunization compliance. The school nurse is available for parent conferences by appointment and is on campus on an as-needed basis. Please contact the school's office

to initiate a conference. Mandated testing grades are kindergarten, second, fifth, and eighth. If you do not wish for your child to participate in these screenings, please notify the school in writing.

Walden Academy follows the following procedures established by the state of California when providing prescription or over the counter medication to a student during the school day:

- Medication must be delivered directly to the school by the parent or parent's designee and must have the original packaging or prescription label.
- The school must have a written request on file from their physician indicating the frequency and dosage of the prescribed medication. An authorization form is available in the front office. The doctor's authorization must match the prescription or package label.

IMMUNIZATION REQUIREMENTS

To enter or transfer into public and private elementary and secondary schools from kindergarten to 12th grade, children under the age of 18 years must have the following shots,

1. Diphtheria,
2. Haemophilus influenzae type b, except for children who have reached the age of four years and six months,
3. Measles,
4. Mumps, except for children who have reached the age of seven years.
5. Pertussis (Whooping Cough), except for children who have reached the age of seven years.
6. Poliomyelitis.
7. Rubella,
8. Tetanus.
9. Hepatitis B for all children entering the institutions listed in this subdivision at the kindergarten level below on or after August 1, 1997.
10. Varicella (chickenpox), effective July 1, 2001. Persons already admitted into California public or private schools at the kindergarten level or above before July 1, 2001, shall be exempt from the varicella immunization requirement for school entry, This paragraph shall be operative only to the extent that funds for this purpose or appropriate in the annual Budget Act.
11. All seventh grade students must receive the Tdap immunization prior to the start of school in 2011 and all future years. Parents/guardians must provide the school office with proof of immunization before students will be allowed to enter school. Tdap protects against three dangerous diseases: Tetanus, Diphtheria, and whooping cough (pertussis).

The law allows parents/guardians to elect exemptions to immunization requirements based on their personal beliefs and physicians of children to elect medical exemptions. The law does not allow parents/guardians to elect an exemption simply because a record is lost or incomplete.

VISION AND HEARING SCREENING

(Ed. Code Sections 49452-49457) Evaluation of vision and hearing of a child (tests for visual acuity, color vision, and impaired hearing) by the school nurse or other authorized person, if authorized, will be made upon the first enrollment and at least every third year thereafter until the child has completed the eighth grade. The evaluation may be waived upon presentation of an appropriate certificate from a physician or optometrist. This provision does not apply if the parent files with the principal a written statement to a well-recognized faith or teachings, which depend on prayer for healing.

SCOLIOSIS SCREENING

(Ed. Code 49452.5) Every female in grade 7 and every male pupil in grade 8 shall be screened for the condition known as Scoliosis (curvature of the spine). Mandatory notification of the parent of any pupil suspected of having Scoliosis will include an explanation of the condition, the significance of treatment, and public services available for treatment. A statement in writing from the parent will exempt the pupil from the above screening.

EXEMPTION FROM PHYSICAL EXAMINATION

(Ed. Code Sections 49450-49451) A physical examination will not be given to a child whose parent requests his/her exemption in writing. However, the child may be sent home if, for a good reason, he/she is believed to be suffering from a recognized contagious or infectious disease.

EMERGENCY CONTACT INFORMATION

It is sometimes necessary for a child to go home because of illness. For this reason, it is important that emergency contact information is up to date in the office. This information will let school officials know which physician to contact in case of emergency and also serves as authorization to allow the school to release students to designated family members/friends and for the student to receive medical services if necessary.

ALLERGIES

Waldens goal is to prevent severe allergic reactions for our students, volunteers, or staff with allergies. Parents of children with life-threatening allergies must follow our procedures for administering medication and provide proper documentation from their child's doctor. Regular first aid and CPR training is provided for the staff, and the office manager coordinates the overall allergy prevention and treatment program.

To keep students safe, an allergen-free table is designated at lunch and in student's classrooms. Children are instructed not to share food from their lunches or snacks without approval from staff. Children are taught to wash their hands thoroughly after consuming food that contains allergens. The faculty educates students about the reasons for these procedures, and students learn responsibility and caring for their classmates.

NON-HARASSMENT AND NON-DISCRIMINATION POLICY BP #5145

Walden Academy 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, including victims of bias or bullying based on religious affiliation and cyber sexual bullying. 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 Walden Academy community, such incidents shall be reported immediately by the teacher, administrator or designee, or counselor receiving such allegations to the Director and/or designee.

Any student experiencing harassment or bullying is strongly advised to seek help from any Walden Academy staff.

BULLYING AND CYBERBULLYING

Discrimination, sexual harassment, harassment, intimidation, and bullying are all disruptive behaviors, which interfere with students' ability to learn, negatively affect student engagement, diminish school safety, and contribute to a hostile school environment. As such, Walden Academy Charter School prohibits any acts of discrimination, sexual harassment, intimidation, and bullying altogether.

SUICIDE PREVENTION

BP #5141

It's Walden Academies purpose to protect the health and well-being of all district students by having procedures in place to prevent, assess the risk of, intervene in, and respond to students that are at risk of suicide or have vocalized suicidal ideation. Students or parents are strongly urged to contact Walden Academy Administration upon knowledge of said thoughts or actions. All information stays confidential and staff will refer to appropriate recourse guidelines by said training.

RESPONSE TO IMMIGRATION AND ENFORCEMENT

BP #5145.13

Walden Academy Charter School personnel shall notify the school Director of any request by an immigration or law-enforcement officer for school or student access, requests for review of school documents, or requests of the services of lawful subpoenas, petitions, complaints etc., as soon as possible.

Parental Notification

Before a student can be interviewed or searched by any officer seeking to enforce civil immigration laws at the charter school, charter school personnel must receive consent from the student's parent or guardian, unless the officer presents a valid, effective warrant signed by a judge or a valid, effective court order, stating otherwise.

Walden Academy Charter School personnel must immediately notify the student's parents or guardians if a law-enforcement officer requests or gains access to a student for immigration-enforcement purposes unless that access was in compliance with a warrant or subpoena that restricts the disclosure of the information to the parent or guardian.

MARRIED/PREGNANT/PARENTING STUDENTS

Walden Academy recognizes that early marriage, pregnancy or parenting may disrupt a student's education and increase the chance of a student dropping out of school. We desires to support, married, pregnant, and parenting students to continue their education, attain strong academic and parenting skills, and to promote the healthy development of their children

Walden Academy shall not discriminate against any student on the basis of the student's marital status, pregnancy, childbirth, false pregnancy, termination of pregnancy, or related recovery. (Education Code 230; 34 CFR 106.40)

For school-related purposes, a married student under the age of 18 years shall have all the rights and privileges of students who are 18 years old, even if the marriage has been dissolved. (Family Code 7002)

EDUCATION AND SUPPORT FOR PREGNANT AND PARENTING STUDENTS

Pregnant and parenting students retain the right to participate in any comprehensive school or educational alternative programs. The classroom setting shall be the preferred instructional strategy unless an alternative is necessary to meet the needs of the student and/or his/her child.

Any education program or activity that is offered separately to pregnant students, including any class or extracurricular activity, shall be equal to that offered to other district students. A student's participation in such programs shall be voluntary.

EMERGENCY CLOSING

If the school must close due to a power outage or other emergency, we will contact parents via parent Square and our phone call system. We will follow our usual dismissal procedures.

CHANGES TO SCHEDULE DUE TO CHURCH EVENTS

Walden Academy will sometimes change our schedule or dismissal procedures due to events at ST. Monica's. When we do, we will contact parents via parent Square and our phone call system. We try to notice in advance as much as possible.

DRUG, ALCOHOL, AND TOBACCO AWARENESS

Ed. Code Sections 51202, 51203, 51260. Instruction will be given (K through 12) regarding drug, alcohol, and tobacco prevention education. Curriculum will include the effects of alcohol and other drugs on prenatal development.

EXCUSE FROM HEALTH INSTRUCTION WHICH CONFLICTS WITH RELIGIOUS OR MORAL BELIEFS

Ed. Code Section 51240. During the school year, the instructional program in some classes at some grade levels may include instruction about health. If such instruction will conflict with your religious training, beliefs, or personal and moral convictions, please advise the school director in writing, not to include your child in this phase of the instructional program.

FAMILY LIFE AND COMMUNICABLE DISEASE INSTRUCTION

Ed. Code Sections 51550-51551 and 51820. Family life education programs may be provided in grades K through 12. Venereal disease instruction will be provided in grades 7 through 12. If instruction about human reproductive organs and their functions, processes, and diseases are included in your child's class, you will have the opportunity to inspect, review, and evaluate the written or audiovisual materials to be used. You shall be given the opportunity to request in writing that your child not attend the class.

AIDS PREVENTION INSTRUCTION

Ed. Code Sections 51201.5, 51553, 51554, 51555. AIDS prevention instruction is taught to all students at least twice, once in the middle schools, and once in high school. You may exclude your child from this instruction by written notice to the school director.

AFTER SCHOOL PROGRAM

Waldens after school care program, A+, is a voluntary program that provides after school supervision that is either free or partially fee based. It runs from dismissal to 5:30 P.M. everyday. The program offers enrichment activities, organized and unrestricted play, and ample opportunity for supervised homework completion. To enroll a student in A+, pick up a registration form in the school office. Students in grades K-8 may alternatively attend the after school program on an as needed basis for the daily rate. If your

child is attending as a drop in, please be sure you have a completed enrollment form on file. You may send a note or call to the office by 2:30 to inform us your child will be at A+.

BREAKFAST, SNACK & LUNCH

Walden Academy is happy to provide free breakfast and bag lunches for our students on July 9, 2021 Assembly Bill (AB) 130 was signed into law by Governor Newsom. Starting out the 2022-2023 school year, (AB) 130, established the California Universal Meals program. Parents must order lunches one week in advance on Parent Square so we are able to accurately order supplies in addition, all families must complete the Free and Reduced Lunch Application. So Walden can be reimbursed for some of the food costs.

Breakfast: Available daily in room 12 from 7:40-7:55. **No food will be served after 7:50.** We expect students to be on their way to their classrooms no later than 7:55. Students that miss breakfast may eat it at snack recess. Transitional Kindergarten (TK) & kindergarten students will have breakfast available in their classrooms.

Lunch: Available in the outdoor eating area or delivered to the classroom in inclement weather. Milk is available to purchase by those not receiving breakfast and/or lunch.

All children bring their own snacks. For those bringing a snack or lunch, please do not send anything in glass containers. Healthy eating habits are encouraged, so please pack nourishing snacks and lunches for your child. **Do not send more than one small sweet treat in your child's lunch per day and refrain from sugary drinks or soda.** During lunch, we ask that students not throw away uneaten food to help you gauge what to send with them. We are **NOT** able to heat or refrigerate any part of your child's lunch. Do not send in any caffeinated beverages. They will be taken and kept in the school office.

No gum on campus. It is difficult to remove from hair and school property. We sometimes enjoy gum during testing periods to help us think, and we will provide gum on those occasions.

CLASSROOM CELEBRATIONS/BIRTHDAYS

Special events like parties, movies, visitors, enrich our educational program and build community. Parties and special activities are held during the **last hour of the school day**. Private home party invitations may be distributed at school if every child in the classroom is invited. Otherwise, use the postal service to mail party invites. **Flower/balloon deliveries will be kept in the office until the half hour of the day.** Please check with your teacher before sending in any birthday food or treats to share with the class. **All birthday treats must be store bought. No homemade treats.**

RECESS & DAILY PLAY

Creative play is part of the daily learning process at Walden Academy. Studies show that children perform best at school when there is a balance of academics, large motor development, and opportunities for problem solving through social interactions. Teachers, staff, and volunteers participate in this process as supervisors, facilitators, and game leaders. Adults move about the playground area observing children

at play and promoting appropriate behavior to help children with conflict resolution. Students in grades TK-8 have a recess in the morning. Students also have twenty minutes of recess in addition to 20 minutes of eating time at noon. We ask that students dress appropriately for outside play. If a child is not permitted to participate in P.E. or outdoor recess due to recovering from an illness, please send a note to your child's teacher.

MORNING MEETINGS

Days at Walden begin with Morning Meeting-class meetings designed to foster good social dynamics and a strong sense of community.

GOOD MORNING WALDEN

We celebrate our community together in whole school assemblies that we call Good Morning Walden. These assemblies begin at 8:15 a.m. and are generally held on the last Friday of each month in the Parish Hall. We encourage families to attend whenever possible. Awards presented at Good Morning Walden includes:

- CARES
- Perfect attendance
- River Hawk
- Academic achievement
- Most Improved

CHILDREN'S POSSESSIONS

Students are permitted to bring non-electronic items from home for sharing and to play with during recess times. The Walden motto is that if you share with one person then you must share with all. Please be sure to label your student's possessions and clothing. We keep a lost and found in the cabinet outside in front of room 5. Items not claimed are donated to charity at the end of each trimester.

TEACHER COMMUNICATION

The school day is very fast-paced, and teachers cannot always check their email and phone messages until the end of the school day. Unless it is an urgent matter, it may take until the following day for you to receive a response. We encourage our teachers to take weekends off; so if you initiate contact over the weekend, you may not get a response until the following work day. If it is an emergency, please call the front office.

CLASS BUDDIES

Older and younger classes are paired up to read and write together, enjoy games together, or work on projects. This system adds to our family atmosphere and helps foster relationships that extend beyond our time at Walden.

FIELD TRIPS

Field trips are an important part of the Walden curriculum. Every class takes several field trips each year that enhance themes and units. Older grades may take overnight trips. Classes may also go off campus for community service experiences. Parents will receive advance notice of all trips. The safety of our children during field trips is of primary importance, and the following procedures are followed:

- Teachers and drivers carry a copy of each child's emergency information. Please make sure you fill out a new card each year.
- Children are placed in small groups, and one adult is responsible for each small group. Teachers take cell phones on the trip.

Parents are often asked to chaperone and drive for field trips. See the volunteer section for more information. If you accompany your child's class on a field trip, please remember that it is an important responsibility. **We ask that you do not bring along siblings.** Adults accompanying a class must have a **Live Scan and current TB clearance on file.** Inappropriate student behavior on a field trip may result in parents being asked to pick up their child and a loss of future field trip privileges or the requirement that a parent attends.

If students have difficulty following school rules and/or controlling their own actions, they may lose the privilege of attending field trips.

HOMEWORK

Homework is an extension of the classroom and is intended to enrich the classroom experience and provide opportunities to practice skills. It is necessary for all students to complete their homework in a timely fashion so that they can fully participate in class each day. Homework is assigned throughout the grades in age and developmentally appropriate quantities and time frames.

All students should read or be read to for 15 minutes (TK-1 st) to 30 minutes (2nd-8th) each night and practice math facts as needed. Homework in addition to reading and practicing math facts is assigned by each individual teacher. The general guideline Walden follows is that students will have 10 minutes of homework per grade level in addition to daily reading.

Students that do not regularly hand in homework or are falling behind on school work (a C- or lower or the equivalent) will be enrolled in Homework Club.

ASSESSMENT

Learning is a process. Assessment is an ongoing dialogue between students, teachers, and families. The goal is for all students to have high standards for themselves and to be intrinsically motivated to learn. There are numerous and varied opportunities for students to demonstrate their acquired knowledge, both collaboratively and individually. Parents and teachers meet together to share their thoughts about student work and progress through formal conferences. Students show evidence of higher level thinking through rubrics, quizzes, projects, presentations, performances, portfolios, self-assessments, and writing. Walden Academy utilizes a whole child approach to assessment that allows us to look at the social, emotional, and intellectual growth of each individual. Teachers have many ways to convey a complete picture of a child's progress to both students and parents. For example:

Report Cards

Report cards are provided at the end of each trimester for grades TK-8. Grades K-5 are on a 4 point scale. Grades 6-8 are based on traditional letter grades. For participation, work habits, and social skills, letter grades of Outstanding, Satisfactory, Needs Improvement, and Unsatisfactory are used. All grades reflect student success in mastering the state standards.

Statewide Testing Notification

California students take several mandated statewide tests. These tests provide parents/guardians, teachers, and educators with information about how well students are learning and becoming college and career ready. The test results may be used for local, state, and federal accountability purposes.

The California Assessment of Student Performance and Progress (CAASPP) tests consist of the following:

- Smarter Balanced Assessment Consortium Assessments

The Smarter Balanced computer adaptive assessments are aligned with the Common Core State Standards (CCSS). English language arts/literacy (ELA) and mathematics tests are administered in grades three through eight and grade eleven to measure whether students are on track to college and career readiness. In grade eleven, results from the ELA and mathematics assessments can be used as an indicator of college readiness.

- California Science Tests (CAST)

The computer-based CAST measures students' achievement of the California Next Generation Science Standards (CA NGSS) through the application of their knowledge and skills of the Science and Engineering Practices, Disciplinary Core Ideas, and Crosscutting Concepts. The CAST is administered to all students in grades five and eight and once in high school (i.e., grade ten, eleven, or twelve).

- California Alternate Assessments (CAAs)

Only eligible students—students whose individualized education program (IEP) identifies the use of alternate assessments—may participate in the administration of the CAAs. Test examiners administer the computer-based CAAs for ELA, mathematics, and science one-on-one to students. Students in

grades three through eight and grade eleven will take the CAA for ELA and mathematics. Test items developed for ELA and mathematics are aligned with the CCSS and are based on the Core Content Connectors.

Students in grades five and eight and once in high school (i.e., grade ten, eleven, or twelve) will take the CAA for Science. The CAA for Science embedded performance tasks are based on alternate achievement standards derived from the CA NGSS. Students taking the CAA for Science will take three embedded performance tasks in spring 2019.

- California Spanish Assessment (CSA) for Reading/Language Arts

The optional CSA for Reading/Language Arts in Spanish is aligned with the California Common Core State Standards en Español. This computer-based test allows students to demonstrate their Spanish skills in listening, reading, and writing mechanics.

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.

ENGLISH LANGUAGE PROFICIENCY ASSESSMENTS FOR CALIFORNIA

California will transition from the California English Language Development Test (CELDT) to the English Language Proficiency Assessments for California (ELPAC) in 2017–18. The ELPAC is aligned with the 2012 California English Language Development Standards. It consists of two separate English Language Proficiency (ELP) assessments: one for the initial identification of students as English learners and the other for the annual summative assessment to identify students' English language proficiency level and to measure their progress in learning English.

PHYSICAL FITNESS TEST

The physical fitness test for students in California schools is the FitnessGram®. The main goal of the test is to help students in starting lifelong habits of regular physical activity. Students in grades five, seven, and nine take the fitness test.

California Department of Education | August 2018

Conferences

Parent conferences take place two times per school year. First trimester conferences are held in November for every student. Conferences after the second trimester will be arranged for students who are performing below grade level and for those at risk of retention. Parents may also request a conference. Parents also meet with teachers on an informal basis throughout the year and are encouraged to do so anytime. Likewise, the school may request a parent conference if teachers feel this would benefit the academic and/or social growth of a student. Due to scheduling conflicts, parents may request a zoom conference.

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SST

A Student Success Team, SST, is initiated by a teacher when a student may need additional support for success in academics or behavior. First, a teacher implements strategies to provide support in class and works with parents. When additional student support is needed, a team approach is initiated. At an SST meeting, parents, teachers, and administrators meet together to brainstorm additional ways to support a student academically, behaviorally, and/or socially. Student progress continues to be monitored, and additional SSTs are scheduled when required.

SPECIAL EDUCATION (EDUCATION CODE SECTION 56300)

Walden Academy has an education specialist and instructional aide on campus to provide special education services for students on an IEP. These services are provided through a contract with the Glenn County SELPA. Additional services provided include speech therapy, counseling, educational testing, and the support of a school psychologist and team of experts. Through the SST process, or through the referral process by parents, teachers, administrators, or other individuals, students ~~with identified needs~~ may be referred for testing to see whether or not they qualify for an IBP (Individualized Education Plan). The education specialist and aide are located in the Learning IEP Center. They are a source of additional support for all students who may need further explanation of difficult concepts, extra time, or a quiet place to complete assignments.

SCHOOL WIDE DISCIPLINE PLAN

Walden Academy has adopted an approach to education called Responsive Classroom. It is built around the four domains of Engaging Academics, Effective Management, Positive Community, and Developmentally Appropriate Teaching. Mutual respect underlies all interactions in play and work. Our goal is to ensure that every student has an optimal educational experience both cognitively and socially. Respect for all community members is of prime importance. We believe children need to be responsible for themselves and to all others within the school. The rights of all members of our community are

respected and valued. To achieve this end, we teach our students about using CAR2ES. CAR2ES stands for cooperation, assertion, responsibility and respect, empathy, and self-control.

Walden holds common expectations for all adults and children who are part of our community. In all interactions we expect honesty, respect, flexibility, openness to new ideas, punctuality, self-discipline, peaceful conflict resolution, strong work ethic, and a willingness to help one another.

We believe in the inherent goodness of people. Our goal is to seek out the good within each of us. We strive to understand what is motivating staff, families, and students and to help each other learn appropriate strategies for dealing with feelings.

We are all educators. Learning about oneself, acting with self-control, and turning negative situations into positive ones are some of the competencies we strive for. We respect children for the people they are and believe our work with them enables them to become the best they can be.

When a child acts in an inappropriate manner, adults respond with action appropriate to the situation. These actions are intended to help the child increase his/her awareness and develop self-control. Actions may include discussion, reflection, written reflection, removal from the setting, or the assignment of logical consequences.

Pathways to Self-Control

We believe all children can be kind, respectful, caring citizens who are accountable and responsible for their actions. Children learn and practice self-control and social skills when:

- there is a safe, challenging, and joyful learning environment.
- students feel respected and successful and share a sense of belonging.
- All staff and families teach, model, and reinforce expected behaviors.

At Walden, all staff members use the following strategies to help children develop self-control:

1. Creating, Modeling, and Practicing the Rules

Staff and students collaborate to develop our classroom and playground rules. The rules help us to take care of ourselves, each other, and the school environment and do our best work.

2. Reminding , Redirecting, and Reinforcing

Reminders and verbal redirections are the primary means of guiding students at Walden. When a rule is forgotten or broken, staff will speak directly and respectfully to the student about the behavior. Some students may need more than one reminder, but it is generally more effective to limit the number of reminders. When students make positive choices, we reinforce these by offering specific feedback that expresses appreciation and respect for their efforts.

3. Logical Consequences

Logical consequences are ways to help fix problems that result from children's words and actions when they break or forget rules. They are used when it takes more than a simple cue to stop a behavior or fix a

problem. Logical consequences help children regain self-control, reflect on their mistakes, and make amends for them. Logical consequences should be respectful of the child, relevant to the situation, and reasonable. Logical consequences are not seen as punishments but as additional forms of redirection. The adult checks in with the student to make sure he/she understands the reason for the logical consequence. Logical consequences may include:

- *You break it, you fix it* – children are expected to fix it when they break something or make a mess whether intentional or not.
- *Apology of Action* is used to solve problems between students when a child hurts another through words or actions.
- *Loss of Privilege* is the temporary removal of a privilege to help a child understand the connection between privileges and responsibilities.
- *Take a Break* in the classroom is a brief time away from the class activity to allow a student to gain self-control.

4. *Take a Break* in a buddy teacher's room

If misbehavior continues, the student may take a break in a nearby classroom. Once the student is back in her/his classroom and resettled, the teacher and student will talk together about what caused the problem and how it can be prevented in the future. The teacher will inform the parent if this happens often.

5. Parent contact or conference

If needed, the teacher or leadership team may request a parent conference to discuss the problem and work together toward a solution.

6. Office Referrals

There are times when a student is referred to the office because of behavior during class or at recess. Generally, this happens after a staff member has made attempts to work with the child through our school wide behavior plan. The Director/Dean of Students has developed a hierarchy of consequences when students are referred to either of them. We acknowledge that each child is different, so we have a variety of consequences we have found successful in helping students turn their behavior around. Depending on each situation, steps in the hierarchy may be reordered.

Examples of consequences are:

- 1st offense: Logical consequence, counseling, reteach correct behavior
- 2nd offense: Reflection sheet to be signed by parent, loss of recess
- 3rd offense: Student writes letter to parent, detention, and behavior contract

7. Behavior contracts/Positive Behavior Support Plan

These strategies to teach self-control may not be enough for some children to be successful. In such cases, positive behavior support plans will be developed and implemented with the knowledge and help of families, teachers, and specialists. Positive behavior support plans will identify specific strategies and interventions to help the child develop self-control.

These pathways to self-control are developed, explained, and practiced with students in all grades. In the majority of situations, reminding and redirecting are all that is necessary to guide students.

Severe Misbehavior

The school director and/or board of directors will determine the consequences for severe misbehavior based on California Education Code and the school suspension/expulsion policy. These consequences may consist of parent contact or conference, detention, in school suspension, or out of school suspension.

Severe misbehavior includes:

- Deliberate actions with intent to hurt self or others such as physically fighting, rock throwing, biting, etc.
- Bullying
- Willful and deliberate destruction of property
- Use or threat of weapons
- Stealing
- Ethnic/racial/gender/religious slurs
- Harassment or inappropriate touching
- Drug, alcohol or tobacco use

In some cases of severe misbehavior, it may be determined that Walden is not the right setting for a particular child. The decision for expulsion will be made through careful consideration among all the adults responsible for the care and education of the child with the final decision made by the board. In the case that a child voluntarily leaves campus without permission, Walden Academy staff will make a determined effort to keep the child safe and prevent the student from running off campus. **Parents and police will immediately be notified.**

Please look at the Discipline Matrix (located at the end of the handbook)

ELECTRONIC DEVICES

Cell phones and smart watches:

Each classroom has a phone. If there is a need for a student to call or contact home, teachers or office staff will verify the reason & allow a call to the parent. If you need to get a message to your child, call the office & we will deliver it. It is best to leave cell phones at home and we will not be responsible for

lost or stolen phones. However if you believe your child needs a cell phone or smart watch, please be aware of the following:

1. Cell phones/smart watches must be turned off and stored in the backpack upon arrival at school and throughout the school day. They may NOT be checked at recess or lunch. They may be checked once off campus.
2. Upper grade classrooms and the office have electronics lockers to securely store cell phones/smart watches. Only the classroom teacher and the office have access to them.
3. Cell phones/smart watches that are seen or heard will result in the following:
 - 1st offense-phone/watch will be confiscated for the remainder of the school day.
 - 2nd offense- phone/watch will be confiscated and returned to the parent. Students, parents, and leadership will have a conference. Students will be required to keep cellphones in their lockers. or other designated location.
 - 3rd offense-possibility of suspension and/or alternate work environment. Parent conference held.

All other electronic devices including games, CD players, iPods, AirPods, etc. on school grounds must be turned off and kept in backpacks. They may **not** be used nor carried in pockets at school. Each upper grade classroom has an electronic device locker to store electronic items if parents don't want them left in the child's backpack. If any of the above electronic devices are seen or heard, procedures in item 4 above will be followed.

School provided electronic devices/internet:

Walden Academy supplies electronic devices (laptops, Chrome books) and internet for student use as needed in the classroom. Students and parents will be required to complete an electronics/internet permission ship to use the devices and access the internet. This document clearly outlines responsibilities and expectations. At no time are students allowed to access any information or websites that are not directly related to the assignment. Students will not be allowed to download any music onto their device. We provide headsets for each child, so earbuds or earpods are not allowed.

[fa student abuses the school device, school internet guidelines, the following consequences will be assigned:

1. Warning and message to parents. Review of internet and device contract.
2. No school device or internet for one school week. All assignments will be done on paper. Parent conference will be held.
3. Suspension or alternate work environment considered. Parent conference held. No school internet or device usage for the remainder of the school year is a possibility.

DRESS CODE

BP 5040

I. Purpose

As leaders in our community, it is our desire for students to be good examples to our community in both appearance and behavior. We believe there is a definite relationship between good dress habits, good work habits, and proper school behavior. We believe that proper student dress in association with continual effort for good attitude and behavior are important elements for a successful learning environment. The goal of the Common Core State Standards is that children end their public school education; college and career ready. We believe that appropriate dress is an important stepping stone to that readiness.

II. These policies apply to all students. **Special Note to Parents** - Please read the dress code carefully encouraging and guiding your child to wear acceptable dress at school. We appreciate your cooperation in this area.

- A. The dress code applies to all student activities (i.e. field trips, class parties, school plays, graduation, banquets, etc.) on and off campus. For any of these events, we urge students to wear Walden attire or our school colors of blue and gold/yellow.
- B. Picture or slogan shirts, blouses, etc., which depict foul language or actions are not permitted. Clothing that displays words with suggestive double meanings is not allowed.
- C. No clothing, articles or clothing, jewelry, or accessories related to a gang will be permitted on campus or at any school activity.
- D. All clothing must fit properly. They should not be too tight or too baggy. Bodices of tops should not show cleavage when sitting down or bending over.
- E. P.E. clothing/sporting events dress must be modest and appropriate to the sport.
- F. Students should be neatly dressed at school. Pants/shorts/skirts/shirts should be worn at the waist and may not show any undergarments. No sagging pants. NO distressed tops with holes or slashes. Distressed pants may not have cuts/tears above the mid thigh. Any slits in shirts, shorts, dresses, may not be shorter than half way between knees and thigh. Pants/shorts with writing across the pockets are not acceptable.
- G. Short tops which expose any part of the midriff skin are not permitted. This includes when arms are lifted straight out to shoulder height (a "T" formation).
- H. Strapless and backless shirts and dresses or those with a cutout back are not permitted unless a tank shirt is worn underneath.

- I. Shoes: Wheelie shoes must have the wheels removed while on school grounds. No slippers, spike heels , or flip flops are allowed. All shoes must securely fit the foot and have a strap across the heel.
- J. No choke chains, wallet chains, or dog collars are allowed. No studs or spikes may be worn on belts or accessories.
- K. Stud type earrings are preferred for safety reasons.
- L. Blouse straps should be no narrower than ½ to 1 inch in width. No bra straps may show.
- M. No hats may be worn indoors. No ball caps may be worn backwards, to the side or in a building.
- N. Students in grades 6-8 may wear light makeup.

This dress code is not all-inclusive. Any situation not specifically covered herein will be resolved by the administration in accordance with the general intent and purpose of the code. Administration reserves the right to make a final determination as to whether dress is appropriate.

With changing styles, the administration reserves the right to add inappropriate clothing to this list at any time. Students in violation of the dress code:

Violation #1: Parents will be contacted and requested to bring in appropriate clothing for the remainder of the school day and the dress code will be reviewed with the student and parent.

Violation #2: Parents will be contacted and requested to bring in appropriate clothing for the remainder of the school day. Conference with parent and student for review of dress code and any other barriers to students dressing appropriately.

Violation #3: Parents will be contacted. Alternate dress may be provided and/or alternate work environment.

VOLUNTEERS

Part of what makes Walden Academy successful is its volunteers! Last year, our volunteers logged 3200 hours. Family participation at Walden Academy ensures that there is adequate classroom assistance for students and educators. It supports the implementation and execution of curricula and plans. It helps create a safe, nurturing, family atmosphere for our students and staff.

We encourage our families to volunteer 40 hours per year for one child plus 20 hours per each additional child with a maximum of 80 hours per family. Many of our volunteers exceed the 80 hours, and we are so grateful for their time.

All volunteers must meet the requirements below of Live Scan, TB screening, and confidentiality agreement described below. In addition, if someone other than the parents will be volunteering on behalf of a child; the parents must designate them under the *'Other people that may volunteer for our family'* section on the Volunteer Questionnaire. .

Other ways to volunteer

If you are unable to volunteer as much as you would like to, monetary participation can be made in lieu of part of a family's volunteer contribution. No student or family is required to contribute funds or anything of value to Walden Academy as a condition of the students enrollment or participation in educational activities.

eScript

Walden Academy is now taking part in the escript program which will make money for Walden on your everyday purchases. Participation in eScript is optional, but encouraged to support Walden.

1. Benefit App-Upload the Benefit app on your cell phone and link a credit card, bank account or both to purchase e-gift cards. Use them to pay for your purchases while out and about or for online shopping. There are many stores available. Be sure to check out the list!
2. escript.com-Create an account and sign up at stores that you purchase from like Mar-Val, Food Maxx and Lucky. (Go to escript.com for a complete list).

Driving on field trips

We appreciate that parents drive their students to field trip destinations. We appreciate their time and the cost of fuel. If you drive on a field trip, please keep track of the miles. Parents may not transport any students other than their own children unless specific permission is given by the school for that purpose.

Tracking your time

An important part of volunteering is tracking your volunteer hours. This can be done in 2 ways. When you enter the campus, we ask that all adults sign in and give their reason for their campus visit. You can write "volunteer" in the column that asks for the reason for your visit as well as the time and date. When you are finished volunteering, we ask that you sign out with the time and date again. The volunteer data is entered every month into Parent Square. When you log into ParentSquare, there are instructions for how to log your volunteer time. ParentSquare tracks the amount of time you have logged throughout the year. If you are logging in gas mileage, please leave the number of miles and destination on the tracking sheet or on ParentSquare. Volunteering by parents is encouraged but not mandatory. Any volunteer hours are tracked for purposes of maintaining data on the parent participation at the School.

Requirements for Volunteering

Our children's safety is our 1st priority. In order to keep your child protected, all volunteers are required to complete the following:

- Live Scan

A Live Scan is a fingerprint scan. This is done by asking the school office for the required paperwork and then calling the Glenn County Office of Education and scheduling an appointment. There is a fee to do this which is the responsibility of the volunteer. If financial assistance is needed, please contact the school director.

No Volunteer may work on campus or at a school sponsored event with children present, including field trips, if they have a conviction, or an arrest pending final adjudication, for any sex offense, controlled substance offense, crime of violence, or serious violent felony. Walden Academy administration has the discretion to consider convictions of other offenses when considering a request to volunteer.

This Policy does not authorize Walden Academy to permit a parent/guardian to volunteer or visit the campus if doing so conflicts with a valid restraining order, protective order, or order for custody or visitation issued by a court of competent jurisdiction.

- TB Risk Assessment

Volunteers are asked to complete a TB risk assessment with the county nurse. An appointment can be scheduled by contacting the front office. A volunteer shall also have on file a Walden Academy certificate showing that, upon initial volunteer assignment, the person submitted to a tuberculosis risk assessment and, if tuberculosis risk factors were identified, was examined and found to be free of infectious tuberculosis. If no risk factors are identified, further examination is not required. Anyone who does not meet these requirements or who tests positive for TB may be prevented from volunteering until a clear test is provided. At the discretion of the Walden Academy Board of Directors, this paragraph shall not apply to a volunteer whose functions do not require frequent or prolonged contact with pupils.

- Volunteer Agreement

Complete the volunteer agreement found in the enrollment packet. If you need a new Volunteer Agreement, please contact the office. Drivers

Forms can be obtained at the office and must be completed once annually, not to exceed 365 days. Turn in the completed form to the office and submit a copy of your California driver's license, current driving record (MVR), current vehicle registration, and proof of auto liability insurance including coverage amounts. Insurance minimums are as follows:

Bodily Injury	\$100,000 per person/\$300,000 per occurrence
Property Damage	\$100,000 per occurrence
Uninsured Motorists for Bodily Injury	\$100,000 per person/\$300,000 per occurrence

Automobile Medical Payments

\$5,000 per occurrence

VOLUNTEER OPPORTUNITIES

The reasons you chose Walden Academy for your child's education may include the following: low adult to child ratio, small group instruction, tutoring, exceptional school to home communication, learning, experiences outside the classroom, etc. All this is made possible because of volunteering. Without that, we are unable to provide the extras you obviously value. Each person plays a key role at Walden Academy, so we need you.

There are many volunteer opportunities available to parents, grandparents, family members, or friends of the family at Walden Academy. Volunteers help support the students, teachers, and the school, as well as keeping each family connected to their children and Walden Academy. Not all parents can be classroom helpers, However, there are many opportunities after hours or remote that Walden Academy offers. Below is a list of some of the job opportunities you could be assigned. The administrator or administrative designee has the option to decide if volunteer services are needed or to deny any person on-campus volunteer service opportunities. In the situation where the volunteer is a parent of a child at the school, the school administrator must identify ways that the parent can volunteer from home. The administrator or administrative designee can also determine when volunteer services are no longer needed and discontinue volunteer service. Additionally, the administrator or administrative designee will take into account volunteer requests, but reserve the right to assign volunteers at their discretion.

Job Opportunities

- Classroom help
- Lunch duty
- Recess duty
- Morning duty for drop-off
- Afternoon duty for pickup
- Correct papers for teachers
- Prep for teachers, make copies, collect supplies
- Attend workdays on weekends
- Drive/chaperone field trips
- Help with extracurricular events
- Music
- Art-provide an art lesson, help with a craft project, etc.
- Sports-help coach a sport
- Join a committee
- Attend board meetings
- Babysit during board or committee meetings
- Coordinate/help with Box Tops program
- Subject mentor-have knowledge in subject (grade specific) and curriculum to help parents
- Homework mentor-have knowledge of homework for a grade level to assist parents

- Organize/work a fundraiser
- Help with music or art performances
- Bulletin boards
- General maintenance-janitor/custodian
- Plus more!

Questions and suggestions are always welcome. Please sign in every time you volunteer!!! Hours and jobs may also be recorded on ParentSquare. We encourage you to share with us your interests and skills so that we can help match you with volunteer opportunities that benefit our community and fit your schedule. We Encourage each family to help make the school successful!! It will also help you stay connected with your child and what he/she is learning and participating in at school. Thank you!

Below are some sample ways for parents to do their hours.

- 1.5 hrs per week in a classroom-approx 52.5 hours or
1 hr. per week in a classroom-approx. 35 hours
Attend 2 board meetings-approx. 2 hours
1 Field trip-approx. 3-4 hours
TOTAL- 40+ hours
- Lunch duty once a week.-approx. 18 hours
Help in classroom 4 times-approx. 6 hours
Attend 3 board meetings-approx. 3 hours
3 field trips- approx. 9-12 hours
Attend 4 PTO meetings-approx. 4 hours
TOTAL-40+ hours
- Attend 4 board meetings-approx. 6 hours
Attend 4 monthly work days-approx. 8 hours
Subject mentors for parents- approx. 17.5 hours
Work a fundraiser-approx. 2 hours
Correct papers for a teacher 1 hr. per week-approx. 9 hours
TOTAL-40+ hours
- Attend all PTC meetings-approx. 9 hours
Do bulletin board one time-approx. 2 hours
Attend 4 work days- approx. 8 hours
Babysit for board members during 2 meetings-approx. 2-4 hours
Homework mentor each month-approx. 27 hours
TOTAL-50+ hours

There are many scenarios to get volunteer hours done each year. Volunteers are an integral part in the success of the school and the students. We thank each and every volunteer for the time and energy put in.

Volunteer Behavior Code

Dress

The dress code has been developed with the safety of volunteers in mind and to promote a healthy learning environment for students. If you are out of dress code, the staff has been instructed to offer you an appropriate item to wear while on campus or ask you to please change. Please help us avoid this uncomfortable situation by complying with the dress code.

We encourage volunteers to wear a school t-shirt while volunteering to help promote school spirit!

Adult volunteers are asked to follow these dress code guidelines while on campus, on field trips, or any other school event/activity:

1. No tight fitting tops
2. Halter tops or halter top dresses are not permitted
3. Short tops & low rise pants which expose any part of the midriff skin or lower back are not permitted
4. No part of the undergarments should be visible
5. The necklines of dresses, blouses and tops must be modest. Cleavage cannot show when standing or bending over.
6. Skirts, dresses, and shorts should not be higher than your fingertips.
7. Jeans and pants with holes are NOT allowed.
8. Sweat-type pants, shorts, or skirts with writing across the seat are not allowed
9. Clothing that displays words with suggestive double meanings are not allowed

Student Discipline

Volunteers provide supervision of our students in classrooms, during field trips, and during our play times. In all interactions we expect honesty, respect, flexibility, openness to new ideas, punctuality, self-discipline, peaceful conflict resolution, strong work ethic, and a willingness to help one another.

When disciplinary situations arise, please call attention to the student(s) and refer the student(s) involved to a staff member. We want to empower our volunteers to promote safety on campus while honoring the training, authority, and expertise of our staff.

Cell Phone

We ask that you place your cell phone on silent mode when volunteering.

Siblings

Do not bring siblings with you when you volunteer during school hours or while chaperoning on field trips.

Confidentiality & Impartiality

It is important to remember that your capacity in the class or on campus is that of a volunteer. Please do not show favoritism for your child, and please do not show any judgment against another student's behavior, attitude, etc.

Please do not speak to anyone but the teacher about what you observe in the classroom, students' grades, or student behavior. This information is confidential and should not be shared with others, including family members.

Special Privileges

Being a parent volunteer does not avail you of any special privileges. We ask that you do not pick your child up early when volunteering or drop by classes unexpectedly.

Health and Safety

All visitors are asked to comply with current mandated and recommended health and safety protocols. Visitors (including volunteers) who demonstrate signs of a contagious disease (e.g. fever, coughing) may be denied registration. When recommended or requested by the Department of Public Health, visitors will be required to wear personal protective equipment, such as masks, and practice social distancing. Walden Academy reserves the right to implement additional measures for the protection of its school community, such as requiring forehead temperature checks before entry to the same extent being utilized for students and employees.

If you find that you have any questions regarding this policy, please contact the school director.

PEST CONTROL

Walden Academy has contracted with Larry's Pest Control to provide monthly pest control service for our campus. The outside of all buildings will be sprayed for pests every other month at times when students are not present, and on non-school days such as winter, spring, and summer breaks. Signs will be posted two days prior to the day of the service and will remain up 72 hours after each day, in accordance with the Healthy Schools Act of 2000. The signs will include the name of the pesticide to be used and the reason for the treatment.

The proposed chemical list that will be used are available in the school office. Any parent that wishes may review this information.

If any parents want to receive a reminder of the spray dates they should send a letter to the Director with the request and the school will send a notice to them each month.

Eligibility for Diploma and Graduation Ceremonies (applies to 8th grade only):

To be eligible for a diploma of promotion at the end of 8th grade, students must meet the following requirements:

1. During the eighth grade year, achieve at least a 2.0 grade point average.
2. Students who do not meet the above criteria must complete one of the following to receive a diploma:
 - If a subject is failed, an opportunity to demonstrate subject mastery and complete missed work will be arranged at the school and must be completed with a passing grade within an agreed upon time frame.
 - If more than one subject is failed, then multiple recovery opportunities to demonstrate mastery of the subject can be arranged and must be completed with a passing grade within an agreed upon time frame.

In order to be eligible to participate in graduation and activities surrounding graduation, the student must:

1. Satisfy the requirements in 1 and/or 2 above.
2. Be present 90% of the school days (158 days).
3. Demonstrate good behavior in accordance with school rules. Two or more suspensions in 8th grade will result in loss of graduation activities.
4. Turn in all school material.

Parent/Guardian Notification:

1. When a student's work falls below a C- in any subject by or after the middle of a reporting period, the teacher will notify the parents/guardians in writing.
2. A letter will be sent to the parents/guardians of each eighth grade student who is not meeting promotion standards at the end of the reporting period.

Appeal of these regulations may be made and will be considered by the director when special circumstances exist.

COMPLAINT POLICY

Walden Academy's Board of Directors (the Board) believes that the quality of the educational program can improve when the school listens to concerns and complaints, considers differences of opinion, and resolves disagreements through an established, objective process. They value the concerns of our staff, parents, students, and the public. The Board encourages the school and complainants to work together to resolve problems early and informally whenever possible. If a problem remains unresolved, the individual should submit a formal complaint as early as possible in accordance with appropriate school procedures which are readily accessible to the public in the school office. Please remember that

complaints must be directly involved with the complaint. The complaint may be regarding a school employee, school director, or a school policy.

Please note that individual board members do not have authority to resolve complaints. If a board member is approached, they may listen to the complaint but then will refer the complaint to the school director. The school director or designee will attempt to resolve the problem informally, and if unsuccessful, will refer the complainant to the formal complaint process.

NOTICE TO PARENTS/GUARDIANS: COMPLAINT RIGHTS

Education Code 35186 requires that the following notice be posted in your child's classroom:

1. There should be sufficient textbooks and instructional materials. For there to be sufficient textbooks and instructional materials, each student, including English learners, must have a textbook or instructional material, or both, to use in class and to take home to complete required homework assignments.
2. School facilities must be clean, safe, and maintained in good repair. Good repair means that the facility is maintained in a manner that assures that it is clean, safe, and functional as determined by the Office of Public School Construction.
3. There should be no teacher vacancies or miss-assignments. There should be a teacher assigned to each class and not a series of substitutes or other temporary teachers. The teacher should have the proper credential to teach the class, including the certification required to teach English learners if present. Teacher vacancy means a position to which a single designated certificated employee has not been assigned at the beginning of the year for an entire year. If the position is a one-semester course, a position to which a single designated certificated employee has not been assigned at the beginning of the semester for an entire semester. Miss-assignment means the placement of a certificated employee in a teaching or services position for which the employee does not hold a legally recognized certificate or credential or the placement of a certificated employee in a teaching or services position that the employee is not otherwise authorized by statute to hold.
4. To file a complaint regarding the above matters, complaint forms can be obtained at the school office or downloaded from the school's web site at www.waldenacademy.org. You may also download a copy of the California Department of Education complaint form from the following Web site: <http://www.cde.ca.gov/re/cp/uc>.

Walden Academy

Complaint Procedure for Parents, Students, Employees Regarding School Policy, Procedure, Practice or Employees

This form and process is available for any parent, student, employee or resident who wishes to initiate a complaint against any Walden Academy policy, practice, or procedure or a school employee. The complainant shall attempt to resolve the complaint at Step 1. If not applicable or possible, the complainant may go to the next appropriate step, the employee's immediate supervisor, or the school director.

This complaint pertains to:

A School Policy, Practice, or Procedure

Policy, Practice or Procedure: _____

A School Employee

Employee's Name: _____

Please write the nature of the complaint. (This should be a description in your own words of the grounds of your complaint, including all names, dates, and places necessary for a complete understanding of your complaint, as well as any attempts you have made to resolve it. You may attach additional pages).

Please print name, address, and telephone number.

Complainant's Name (student's name, if applicable): _____

Complainant's Phone Number: _____

Complainant's Address, City, and Zip Code : _____

Complainant's email address: _____

I certify that the information I have provided relative to this complaint is true and correct.

Complainant's Signature _____ Date Signed _____

Exhibit A

Step 1: Informal Resolution

Every effort should be made to resolve a complaint at the earliest possible stage. Whenever possible, you should communicate directly with the employee involved in order to resolve concerns. If you are unable or unwilling to resolve the complaint directly with the employee, you may file a written complaint directly to the school director or immediate supervisor (Step 2).

Step 2: Filing a written Formal Complaint

If the complaint was not resolved informally (Step 1), you have the right to submit a formal written complaint to the School Director. If this complaint is against the School Director, it should be filed with the Chairperson of the Board. A formal written complaint must include: the name of the employee, policy, procedure or practice involved; a brief but specific summary of the complaint; and a description of any prior attempt to resolve the complaint informally.

Step 3: Conference and Response

The School Director or Governance Committee shall communicate with the parties within five (5) working days of receipt of the written complaint. The school director or Governance Committee shall provide a written response to the parties within five (5) working days from the date of the conference with the parties.

For employee related complaints, the School Director's decision is final.

For School Director related complaints, the Board's decision is final.

Request for Initial Resolution of my complaint.

Name _____ Date _____

Steps 4 and 5 apply only to complaints and concerns regarding school policy.

Step 4: Governance Committee Conference and Response

The GC shall attempt to resolve the complaint to the satisfaction of the person involved within fifteen (15) days of receiving the appeal.

The GC will communicate their findings and resolution to all parties in writing. The complainant may appeal the decision from the GC to the board of directors.

Request for GC Resolution of my complaint

Name _____ Date _____

Step 5: Board Hearing for any Complaint Regarding a School Policy

The Board may elect to hold a hearing and render a finding or support the finding made at Step 4 without holding a hearing. The decision of the Board is final and will be communicated to the complainant by the school.

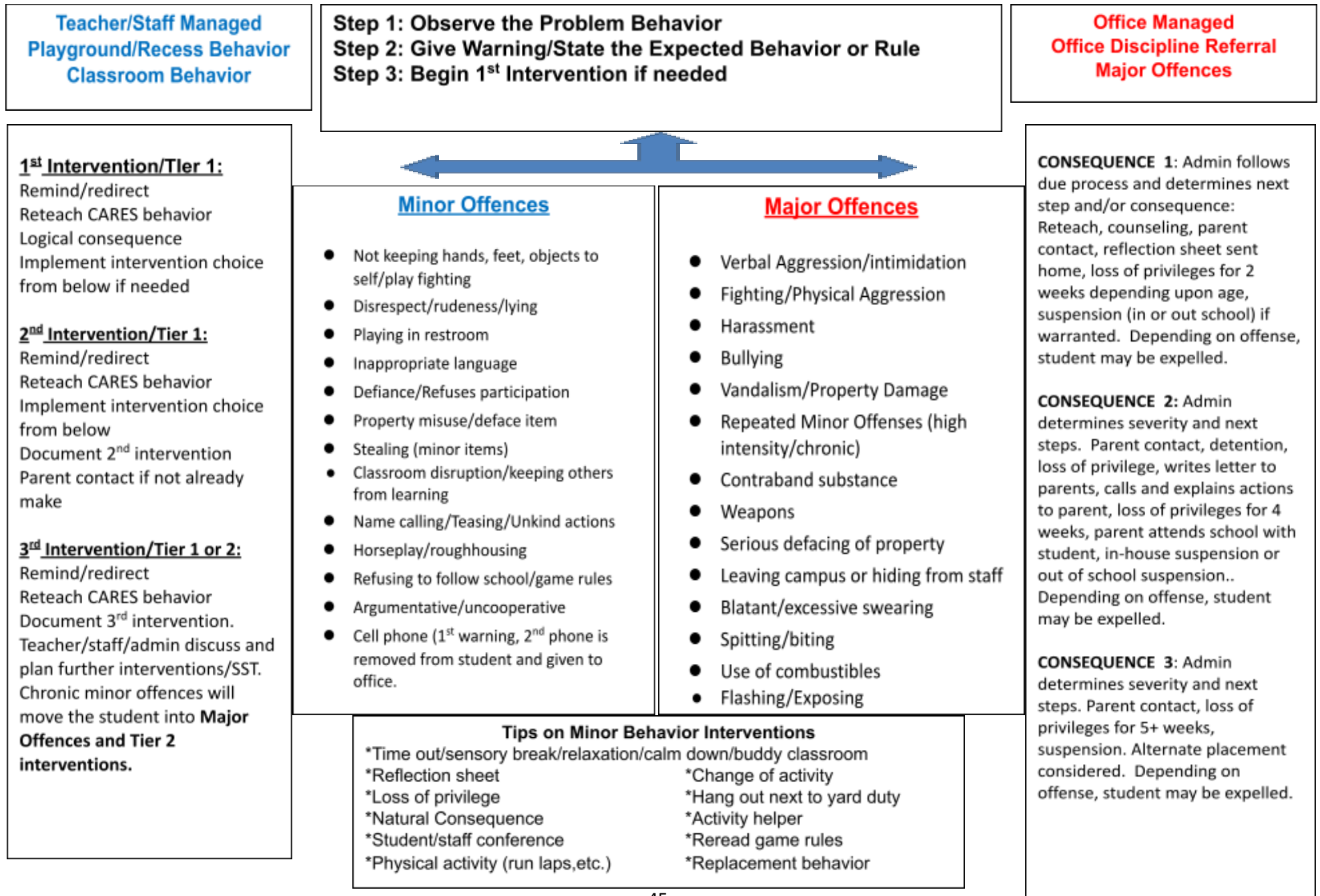
Request for Board Hearing of my complaint

Name_____

Date_____

Walden Academy Charter School

Behavior Flowchart



Minor Offenses Definitions		Major Offenses Definitions	
Inappropriate language	Profanity, verbal messages, including swearing, name calling or use of words in an inappropriate way.	Verbal Aggression	Verbally threatens, intimidates, degrades, swears, or yells at another person
Defiance/Insubordination	Refusal to follow directions, talking back, rude to an adult, refusal to deliver and/or return school correspondence when required	Fighting/Physical Aggression	Actions involving force on another person where injury may occur, such as, hitting, pushing, grabbing forcefully, kicking, scratching, hair pulling, striking with an object, etc.
Lying/Cheating	Fabricating untrue stories, copies another student's work/tests, plagiarizes	Cheating on Major Tests	Conspiring or aiding in conspiring to cheat on District or State Assessments.
Disruption	Behavior causing an interruption that disrupts or interferes with the educational process. Disruption includes sustained loud talk, yelling, screaming; noise with materials; horseplay, roughhousing, or play-fighting, and/or sustained out-of-seat- behavior, blurting out	Harassment	Act of systematic and/or continued unwanted, alarming or annoying actions of one party or a group, including threats and demands
Property misuse	Deliberate impair/damage of school property	Bullying	Severe or pervasive verbal or physical misconduct that would impact a student resulting in either: (1) fear or harm (2) substantial interference with either academic performance or participation in or benefit from services, activities, or privileges.
Stealing	Taking others things without permission, such as markers, pencils, stickers, etc.	Vandalism/Property Damage	Intentionally causing or attempting to cause damage to property of others or of the school.
Teasing/Unkind actions	Name calling, insulting remarks, or spreading rumors that would hurt feelings, or make someone feel bad about themselves; gesturing offensively to others, such as pointing, sticking out tongue to someone	Added to any minor or major offense	May result in suspension of extracurricular activities.
Horseplay/roughhousing	"Goofing around" or "playing" that may include pushing, shoving, grabbing, tripping, or name calling. It's between friends, there is no harm intended, there is no imbalance of power, and no one is hurt	Repeated Minor Offenses	Numerous repeat of any of the minor offenses over a period of time, even when intervention/redirection has occurred.

These items will result in mandatory suspension upon 1st offense of 1 to 4 days. Additional offenses will result in greater time suspended from school and possible expulsion considered. Report to police if needed.	Theft/receiving stolen property, raising false alarm, possession/controlled substance/paraphernalia, aids or abets infliction of physical injury, harassed, threatened, or intimidated witness.
These behaviors will result in mandatory: Report to police or authorities/Maximum suspension from school, recommend alternative program or expulsion.	Possessing, selling or furnishing a firearm, brandishing a knife at another person, sale of controlled substance, sexual assault or battery, possession of an explosive. Education code 48915

Administration may impose different degrees of accountability depending upon circumstances. For instance, a second grade student would not receive a suspension for “pushing, shoving, challenging to fight” on the first offense whereas a seventh grade student might. Also the severity of the offense would play a role in the consequence as well.

Extracurricular Status Consequence: Another consequence for students who continue to violate school policies and rules is the suspension of extracurricular privileges including but not limited to, field trips, sporting events, clubs, award ceremonies, and class trips. Eighth grade students who receive excessive disciplinary referrals may be subject to loss of all privileges that include eighth grade trip and promotion privileges.

1st Suspension under Ed Code 48900	Parent and student conference, behavior re-entry plan with student and parent, suspension of school privileges.
2nd Suspension under Ed Code 48900	Parent and student conference, behavior re-entry plan with student and parent, SST, suspension of school privileges.
3rd Suspension under Ed Code 48900	Maximum school suspension/Possible expulsion hearing

Revised 12/28/22 ST/PB/CL

Family and Volunteer Handbook and Annual Notification of Rights Acknowledgment Form.

Please sign and return this form as soon as possible to the school office.

I acknowledge that I have received and reviewed the Handbook/Annual Notification. If I have any questions, I will direct them to the school office for clarification.

California law requires public school districts to annually notify the parent/guardian of each public student of a variety of parental rights. California law also requires that the parent/guardian provide school officials with written confirmation that he/she has been so notified. Therefore, you are requested to read the following family and Volunteer Handbook & Annual Notification of parents rights

Your name (printed): _____

Your signature: _____

Your child's name: _____

Date: _____

Parents of 8th grade students only:

I read and understand the Eligibility for Diploma and Graduation Ceremonies.

Your signature: _____

