



Student / Parent Handbook

2018 - 2019

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OUR VISION

Engaged students, driven and empowered to attain their fullest potential.

MISSION

CHAMPS educates, guides, and inspires creative and critical thinking through artistic experiences.

CHAMPS EXPECTED SCHOOL WIDE LEARNING OUTCOMES

- Create Champions of Excellence – Proficient or above in the areas of English Literature, History, Math, Science, Foreign Language, and Performing Arts/Technology.
- Create Champions of Social Responsibility – Energized citizens prepared to lead their communities by example toward a peaceful and healthy environment.
- Create Champions of Self-Expression – Creative thinkers able to evaluate, organize, produce solutions in a complex technological and artistic world with practical and theoretical foundations.
- Create Champions of Life-Long Learning – Skilled in critical thinking strategies necessary to adapt to a rapidly evolving world.

... through the arts.

EMERGENCY PREPAREDNESS

Our first priority is the safety and security of the entire CHAMPS community. The faculty and staff of CHAMPS have developed extensive procedures for emergency response needs as a result of an earthquake, fire, or other possible unforeseen disaster. Drills will be scheduled throughout the school year to ensure students, faculty, and staff are aware of what to do in the event of an emergency. All students must respond immediately to directions during emergency drills and actual emergencies of any kind. Any student who does not cooperate will be subject to disciplinary action.

In the event that an emergency situation arises during the school day, students will be lead to a pre-designated safe area on campus, supervised by faculty and staff. It is the responsibility of the school faculty and staff to care for the students until they are reunited with their parent/guardian upon presentation of appropriate identification (Driver's License). Students who drive themselves or are in a carpool must have parent permission on file to be allowed to leave campus on their own or with someone other than their parent/guardian.

An Emergency Kit for each student will be stored on the school campus. The kits provide water, food and emergency supplies for at least 72 hours following an emergency incident or disaster.

ACADEMIC INTEGRITY POLICY

At CHAMPS, we believe in establishing a school culture that promotes ethical and responsible student conduct based on the principles of academic integrity. Academic integrity is essential to the success of the CHAMPS educational and creative mission. Violations of academic integrity constitute a serious offense against the entire academic community.

This academic integrity policy is designed to guide students as they prepare assignments, take examinations, and perform the work necessary to complete their graduation requirements.

Forms of Academic Dishonesty include but are not limited to:

- ◆ Any form of plagiarism (the use of another person's words, ideas, or results without providing proper citation.)
- ◆ Cheating or copying others' work
- ◆ Collaborating on individual work
- ◆ Allowing someone to copy your work
- ◆ Use of an online translator
- ◆ Use of an electronic device to give, receive, or copy information before, during, or after an exam, test, or quiz
- ◆ Unauthorized access to and/or digital hacking of teacher grade books, files, and materials etc.

Consequences may be incurred as a result of any violations. Consequences may include but are not limited to:

- ◆ Behavior log documenting the incident
- ◆ Opportunity to re-do the assignment with or without a grade deduction
- ◆ Detention
- ◆ Apology letter
- ◆ Alternate assignment
- ◆ Grade of "0" (zero) on the assignment with no make-up opportunity
- ◆ Notification of parents/guardians, administrators, and/or other teachers
- ◆ Discipline referral
- ◆ Suspension

A second incident in any course will result in a Drop/Fail for that course. Any incidences violating the Academic Integrity Policy may *negatively* affect college recommendation letters, admission and membership to honor societies, and receipt of academic awards.

ADDING OR DROPPING A COURSE

Students are able to submit a schedule change request during the first two weeks of each semester. Schedule Change Request Forms are available in the main office. No course may be added or dropped after the second week from the beginning of the semester except on an individual basis, as approved following a conference, which may include the teacher, counselor, parent/guardian, and student. These changes should not occur after grades have been posted for

the first grading period of the semester. No course changes will be allowed without a conference and the written approval and signature of parent, student, teacher, academic counselor and program coordinator. Please see the school counselors for the appropriate course.

ATTENDANCE / TARDY POLICY

Student absences have a direct impact on performance and grades. Attendance is taken each day for every period. The CHAMPS Attendance Policy was devised to keep students in class and reduce the number of days absent. The school will make every effort to notify parents of troublesome attendance patterns; however, it is the student's responsibility to maintain satisfactory attendance.

Notification of Absence

When a student is absent, the Attendance Office must be notified regarding each day of absence. This communication explaining their absence can be achieved through any one the following ways:

Phone call to the Attendance Hotline, T: 818-855-5482

Email to the Attendance Office at: attendance@champscharter.org

Written note delivered to the Attendance Office or attendance drop box located on the mezzanine level of the Phoenix Building.

Absence excuses that are turned in later than two (2) days after the absence will not be accepted, and the absence will remain unexcused.

Excused absences include: Illness, medical or dental appointments, funeral or death of an immediate family member, court or religious holiday.

Absences of More Than Three (3) Days

If you know in advance your child is going to be absent for more than three days, please notify the Attendance Office as soon as possible to discuss the option of Independent Study during that time. Medical absences beyond three days require a physician's note.

Excessive Absences

Over the course of each semester, students who accumulate three (3) absences in a course will receive an Excessive Absence Notification letter. If a student reaches six (6) absences in a class, they will be scheduled for an individual counseling session. Students who have ten (10) absences in a course will be referred to the Student Attendance Review Team (SART) to determine any underlying causes of absenteeism and jointly develop an attendance contract. Students with fifteen (15) absences in a course will be drop/failed from the course or unenrolled from CHAMPS.

TARDY POLICY

Punctual attendance in each class is expected of all students. It is imperative that students arrive to school on time and be ready to work at the start of class. Tardiness is disruptive to the

other members of the class, as well as to the teacher. In addition, it slows down the student's own academic progress when they miss instruction. If the student arrives to class after attendance is taken without a proper excuse, they are marked unexcused tardy. Excessive tardies will be tracked as follows: **Every three (3) unexcused tardies per class will equal one (1) absence.** These absences will accumulate towards our regular attendance intervention process. Students with an unexcused tardy in excess of thirty (30) minutes or who leave class early without permission will be considered absent.

EARLY LEAVE POLICY

If a student has to leave early during the school day, the parent must report to the front desk with ID to check the student out. In limited case when this is not feasible, notification can be made by phone call, email or written note and must include a telephone number where the parent can be reached for verification. If someone other than the parent/guardian is going to pick up the student, the person's name, relationship to the student and phone number must also be included in the notification. If the student is leaving campus on his or her own by driving the student's car, taking the bus, or walking, this information must be included in the notification as well. The office will phone the parent/guardian to verify this information.

CARE OF CAMPUS

We all take pride in our School and are expected to participate in the general care and upkeep of the campus. Students are expected to utilize trash or recycle bins around campus. Specified eating areas, classrooms, and the locker areas should be kept clean and free of trash.

ANTI-VIOLENCE POLICY

We believe that the safety and security of our students and employees is paramount. Therefore, CHAMPS has adopted this policy regarding school/workplace violence to help maintain a secure environment.

Acts or threats of physical violence, including intimidation, harassment, and/or coercion, which involve or affect CHAMPS or that occur on school property or in the conduct of school events off property, will not be tolerated. This prohibition against threats and acts of violence applies to all persons involved in school operations, including, but not limited to students, parents/guardians, independent contractors, temporary employees, vendors and anyone else on school property or school events off property. Violations of this policy, by any individual, will lead to disciplinary action, up to and including suspension, expulsion, and/or legal action.

BULLYING

CHAMPS Charter High School maintains an Anti- Bullying Policy which ensures the safety of the student population and provides consequences to deter aggressive and threatening behaviors which are inconsistent with the educational goals of the school.

For the purposes of the CHAMPS Charter High School policy, bullying is defined as:

- ◆ The willful act of repeatedly victimizing a student by negative actions that attempt or intentionally cause injury or physical, emotional or mental discomfort; and/or
- ◆ Physical contact, assault, name calling, threats, pranks and taunting directed at a student by a single student or a group; and/or
- ◆ Spreading rumors and engaging in any form of Cyber Bullying / Cyber Stalking (which includes but is not limited to texting, Facebook, Twitter and email); and/or
- ◆ Placing a student in reasonable fear of damage to or loss of personal property; and/or
- ◆ Any form of intimidation.

The school zone which is covered under this policy includes acts of bullying which occur in school or outside of school (during a school sponsored event/activity or before and after the school day while a student is in transit to or from the school).

Any act of bullying is a violation of the CHAMPS Code of Conduct and is subject to consequences defined by CHAMPS Charter High School. The following consequences apply strictly to isolated acts of bullying.

- ◆ First Offense – Student is warned, placed on a Behavior Contract and parents of all parties immediately contacted
- ◆ Second Offense – Student is suspended for up to three (3) days
- ◆ Third Offense – Student is suspended for up to ten (10) days
- ◆ Repeated offenses will result in a recommendation for expulsion

In addition, consequences for acts of bullying may include any of the following:

- ◆ Student Mediation
- ◆ Parent Conference
- ◆ Referral to Law Enforcement
- ◆ Referral to Department of Child and Family Services

Parents should also be aware that after a full investigation by the administration some incidents may be categorized as child-on-child abuse as described in Child Protective Laws. Suspected child-on-child abuse includes a child who is assaulted, sexually harassed, bullied or any other violation that represents abuse by another child anytime, anywhere before, during and after

school. The Los Angeles police will be contacted in those instances. This is in addition to any school discipline and/or charges filed with local agencies. The school is required to cooperate with all investigations.

Students who feel that they have been the victims of bullying should immediately alert the Administration.

DRESS CODE

The school's dress code is in effect during the entire school day, as well as for all school functions whether on campus or off campus. If a student's general attire or appearance represents a danger to his/her health or welfare, or attracts undue attention to the extent that it becomes a disruptive factor in the school, the student will be asked to make necessary changes. Students with repeated infractions will be subject to discipline.

Students will follow all school rules governing safety in programs that may require the wearing of protective clothing, safety glasses, proper foot protection or other requirements.

Clothing which features offensive and/or vulgar words, pictures, or drawings or phrases of a sexual nature or images or wording about alcoholic beverages, drugs, tobacco, weapons, or that have derogatory language regarding a person's ethnic background, national origin, religious belief, sexual orientation, or disability is not permitted.

Clothing which represents any group, gang, organization or philosophy, which advocates violence or disruption, is not permitted.

The wearing of clothing which is unduly revealing and detracts in any way from the educational mission of the school is not permitted.

Inappropriate and/or offensive attire will be brought to the Administration's attention. The offending student will be given clothing to cover the inappropriate or offensive clothing and will be warned against dressing in this manner in the future. In addition, parent will be notified of the offense. A second offense will result in detention, and parents/guardians will be notified. Upon a third offense, parents/guardians will be required to attend a conference with an administrator.

PROHIBITED ITEMS/ACTIONS - ALCOHOL, TOBACCO AND DRUGS

The school does not tolerate the use, possession, or sale of drugs, alcohol or tobacco by students at school or at school-sponsored activities. School administrators take immediate action to prevent, discourage and eliminate the use or possession of drugs, alcohol, tobacco, or e-cigarettes on campus and during school activities. In cooperation with school security and community agencies in disciplining students in violation, school administrators may use prevention education, direct intervention, suspension, expulsion and/or arrest on a case-by-case basis to keep the school free of drugs, alcohol, tobacco and violence.

In cases of drug possession and/or distribution on campus or at CHAMPS' sponsored function, the police are consulted. Students in possession of drug paraphernalia will be suspended and subject to expulsion.

DETENTION POLICY

1. All detentions **MUST** be completed by the assigned date.
2. Parents will be notified of detention assignments by email or phone call.
3. Students who fail to complete their initial detentions will have their penalty doubled.

Consequences for continued failure to serve may include but are not limited to:

- Conference with parents and Administrator in charge.
 - Loss of privilege to participate in student activities such as sports, band, chorus, leadership roles, after school clubs, field trips, dances, prom, graduation, etc.
 - Suspension/Expulsion from school before or at the end of the semester.
4. Detention should be completed after school in the Detention Room.
 - Students may not complete schoolwork or read. Students may not sleep or put their heads down on the desk. Students may not use any electronic devices. Students may not eat or drink beverages. Students will not be allowed to socialize.
 - On Tuesday and Thursday, detention will be available for one hour after school, 3:40 pm–4:40 pm. Students must be on time. Students may serve one half hour or one hour.
 5. After school Campus Beautification may be available depending on school need.
 - Student would be assigned to custodial staff to assist in campus clean up
 - Two hours of detention credit will be given for one hour served.

COLLEGE COUNSELING

- ◆ College counselors have an open door, lunchtime, drop in policy for all students.
- ◆ CHAMPS' college counselors meet with seniors and their families throughout the school year, by appointment. Seniors are the priority for the college counselors, and will receive college advisement that is tailored to individual abilities, interests and goals.

- ◆ CHAMPS' college counselors meet with juniors and their parents/guardians during the spring semester.
- ◆ Freshman and sophomore students will be given college information during specifically announced times during the year.
- ◆ Parents/guardians will be invited to grade-specific evening presentations to be announced.
- ◆ Please check the College Planning pages of the school website for more specific and intensive information.

SERVICE LEARNING

Service Learning is an integral part of the CHAMPS philosophy. Giving back to the community builds strong future citizens who will make great impact on our society.

As part of graduation, the school requires students in grades 9-12 to complete a total of one hundred (100) hours of unpaid, volunteer work to an **approved** non-profit organization (25 hours per year in attendance at CHAMPS). The number of service learning hours shall be prorated if a student begins at CHAMPS after ninth grade. A list of approved CHAMPS service learning opportunities can be obtained in the main office or on the CHAMPS website. Additional non-profit organization must be submitted to administration for prior approval.

Students who are volunteering as a TA at CHAMPS must speak with their counselor for prior approval. Students who are approved to TA for a teacher will not receive service learning hours if they are receiving credit for their TA service.

ELECTRONIC INFORMATION & POLICY

Internet

CHAMPS recognizes that electronic services have the potential to support curriculum and student learning, and will make every reasonable effort to protect students, teachers and staff members from any abuse as a result of misuse.

Network Access

CHAMPS provides computer and network services to students who use the Internet in accordance with the philosophy of CHAMPS. Students agree to the following terms as a condition of having network and computer access:

Appropriate Use

- ◆ Must be in support of schoolwork.
- ◆ Must not interfere with or disrupt network users, services, data or equipment, either locally or off campus.
- ◆ Must not make unauthorized entry to any computer via the network or on remote networks.
- ◆ Must be consistent with the rules appropriate to any network being used or accessed.
- ◆ Unauthorized use of copyright material is prohibited.

- ◆ Students are not allowed to access instant messaging or chat rooms via school network - this includes any school computer or personal device connected to the school network. This includes sending text messages via the web to cell phones, Facebook, Twitter, LinkedIn, YouTube or other social media sites.
- ◆ Students should only communicate electronically with their teachers / administration through email and are discouraged from using social media networks.
- ◆ Students must not copy, delete, install or alter any program on a school computer or save any program without the permission of Administration.
- ◆ Students must not knowingly access sites that contain illegal, defamatory or potentially offensive material, nor import, transmit, and/or transfer any of this material to other computers.
- ◆ Access must not be used to transmit threatening, obscene or harassing materials, including chain letters, solicitation or broadcast message via the network.

Security

Security on any computer is a high priority due to numerous users.

- ◆ If a student identifies a security problem, the student must notify a teacher or administrator immediately and not attempt to rectify the problem on his or her own.
- ◆ Never display the problem to other users.
- ◆ Any user identified as a security risk or having a history of problems with other computer systems may be denied access.
- ◆ Please be aware, social media sites such as Facebook, Twitter, LinkedIn, YouTube, etc., are recognized by law enforcement agencies as avenues through which predators gain access to minors.

Storage

- ◆ The only files that students are allowed to store on the school server or local computers are school specific project files.
- ◆ Students are encouraged to bring a personal flash drive when using the school's computer or save to the cloud. Any work lost or damaged is not the responsibility of CHAMPS.

Vandalism

- ◆ Vandalism is defined as any malicious attempt to harm or destroy the data of another user, the Internet, or other networks; this includes, but is not limited to, altering or uploading files, or creating computer viruses.
- ◆ Any vandalism will result in disciplinary action.

Computer Etiquette

- ◆ Do not use vulgar or obscene language or images.
- ◆ Do not reveal any personal information, including the home address or personal phone numbers for yourself or any other student.
- ◆ Do not use the network in any way that would disrupt use of the network by others; do not tie up the network with idle activities, play interactive games or download huge files.
- ◆ No food or drink is allowed at any computer station.
- ◆ No objects may be leaned against the hard drives.

- ◆ All hard drives should remain on at all times - if a system is stuck or crashes, students should inform the supervising teacher or office personnel.
- ◆ The printers are available only for class assignments.
- ◆ Students may not print material for personal use.

Cell Phone & Electronic Devices

The use of cellular phones or electronic devices during class time will only be allowed for educational purposes* under the specific discretion of the classroom teacher. Other electronic communications being sent and/or received during class time will be considered a violation of school policy.

*Listening to music on the phone is not an educational purpose unless it is explicitly stated in a student’s IEP.

Students need to be able to work without listening to music because they are not able to listen to music when they are testing.

Looking at our student data, we need to do things differently that will help our students be successful.

All teachers will need to have a sign posted that will show whether students are using electronics for the purpose of research at the time or not. The front office will create and distribute the signs.

Teacher Action and Back End Response

Infraction 1 - Teacher collects phone, enters into Q as a classroom behavior note, and gives the phone back at the end of class.

Infraction 2 - Teacher submits a referral to admin. Teacher confiscates cell phone and gives it back at the end of class. Admin contacts parents and responds to the referral in Q.

Infraction 3 - Teacher submits a referral to admin. Teacher confiscates cell phone and gives it back at the end of class.

Infraction 4 - Teacher submits a referral to admin. Teacher confiscates cell phone and gives it back at the end of class. Admin places student on a behavior contract. Student on a contract will have to turn in his/her cell phone at the front office daily for 3 days.

Infraction 5 - Admin, teacher, student, parent have FST with restorative circle.

Infraction 6 - Admin places student on a behavior contract. Student on a contract will have to turn in his/her cell phone at the front office daily for the duration of the semester.

ELEVATOR PASS

Elevators are available for students with a verified medical need. If a pass is needed for more than three days, a physician’s note stating the duration of need must be provided. Students found using the elevators without a valid pass will be subject to disciplinary action.

FIELD TRIP POLICY

CHAMPS recognizes that field trips enhance the educational experience for our students. In order for students to participate in a field trip, they must submit a Permission to Participate form specific to the trip.

Students may not drive to a field trip destination nor are permitted to drive any students during school hours.

A student may be excluded from participating in a field trip if there are academic or disciplinary concerns.

All of CHAMPS student behavior policies apply to off-campus activities and events.

GRADUATION REQUIREMENTS

- 100 hours of service learning (25 hrs./per year while enrolled with CHAMPS)

CLASS OF 2018

A	History/ Social Science	30 Credits	World History or Honors World History US History or AP US History Government/Economics [One semester each]
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B	English Language Arts	40 Credits	English 9 or Honors English 9 English 10 or Honors English 10 English 11 or Honors English 11 English 12 or Honors English 12 or AP English Literature
C	Mathematics	20 Credits	Algebra 1 Geometry
D	Laboratory Science	20 Credits	Biology Chemistry
E	Foreign Language	20 Credits	2 Years of the same Foreign Language in grades 9-12
F	Visual and Performing Arts (VPA)	10 Credits	Photography Drawing & Painting Music – Guitar, Chorus, Music Academy Drama Dance or Drama Academy
G	Electives	80 Credits	
	Physical Education	20 Credits	Four (4) semesters
		240	Total Credits

If a student fails a required English course, he/she may take it for credit the summer immediately following. All courses taken for credit off-campus, regardless of the reason, require prior written permission from the school counselor. CHAMPS seniors who have satisfied all graduation requirements are eligible for participation in graduation ceremonies.

CLASSES OF 2019, 2020, and 20121

	Subject	CHAMPS Course Requirements
A	History / Social Science	3 years (30 credits)
B	English Language Arts	4 years (40 credits)
C	Mathematics	3 years (30 credits)

D	Laboratory Science	2 years (20 credits)
E	World Language	2 years (20 credits)
F	Visual and Performing Arts (VPA)	1 year (10 credits)
G	College Preparatory Electives	1 years (10 credits)
	Electives	4 years (40-50 credits)
	Physical Education	2 years (20 credits)
		TOTAL Credits: <i>minimum 220</i>

HALL PASS

Once students arrive to school, they are expected to attend all of their classes. They may not be out of the classroom unless they have are accompanied by a faculty member, have a hall pass from their teacher, a written excuse from a staff member or a valid off campus pass. Off campus is considered anywhere aside from the 1st floor, Mezzanine Level, 3rd, 4th and 5th floors of the Phoenix Building, the South Campus or the sidewalk on Van Nuys Blvd. between the Phoenix Building and South Campus during passing periods. **STUDENTS ARE NOT PERMITTED TO GO TO THEIR CARS DURING THE SCHOOL DAY.** Students may use the vending machines on the 1st floor of the Phoenix Building garage during lunch time.

ID CARDS

Students are required to have an ID card at all times and must be presented to staff and security when requested. Any student who does not have the ID must sign in at the Main Office or with campus security. If a student loses his/her ID card, they must order a replacement at a cost of \$10.00.

LOCKERS

Administration will assign students a locker on a first come, first serve basis. There are a limited number of available lockers. Priority will be given to freshmen, and students enrolled in a course that requires a change of clothing. Unauthorized use of a non-assigned locker is subject to removal of the lock. Students may have the opportunity to rent a locker from the school. School lockers come with school issued tamper resistant combination locks. Students should not share their locker or locker combination with another student. Students are encouraged to keep their valuables at home. The school is not responsible for lost, stolen or damaged personal items.

Conditions for Assignment of Lockers

- ◆ Locker assignments are non-transferrable.
- ◆ A school administrator or designee may inspect the contents of the locker at any time.
- ◆ Items prohibited by CHAMPS policies may not be kept in lockers.
- ◆ If items prohibited by law or by CHAMPS are found in a locker, the student is subject to disciplinary action.
- ◆ Students can not use different locks than the combination locks assigned by the school.

MATURE CONTENT

In keeping with academic freedom, the faculty members at CHAMPS Charter High School of the Arts-Multimedia, and Performing have selected materials and resources for classroom use that they have demonstrated to administration are age appropriate and comply with accepted academic pedagogy. While some materials and resources may deal with mature content, the faculty has deemed the materials to be beneficial to the academic growth of students including their sound development of critical thinking skills, encouragement of thought and analysis, self-expression, and social responsibility.

MEDICATION POLICY

It is the policy of CHAMPS that any pupil who is required to take medication prescribed by a physician during the school day may be assisted by an administrator or other designated school personnel, to the extent authorized by law, if the school receives:

- ◆ A written statement from a physician detailing the name of the medication, method of delivery, amount, and time schedules by which medication is to be taken. This is to be accompanied by a parent permission form that can be obtained in the main office.

School staff is not permitted to assist in administering any medication at any time without a written authorization by a physician and parent / guardian.

Students may not carry or use over the counter or prescription medication while on campus. Self-administration of certain medications may be permissible by special arrangement with the school administrator and upon the student providing the school administrator with:

- ◆ A written statement from a physician detailing the name of the medication, method of delivery, amount, time schedules by which medication is to be taken, that the student is able to self-administer the medication, and contact information for the physician. This is to be accompanied by a parent permission form that can be obtained in the main office.

The student or parent/guardian must notify CHAMPS if there are any changes to any self-administered or CHAMPS assisted medication, dosage, frequency of administration, or reason for the administration changes.

Reminder: To provide for emergency situations, it is essential that CHAMPS be provided with 72 hours worth of medication for the student with instructions and dosage.

A student's parent/guardian is responsible for picking up any remaining medication at the end of the school year. Any medication left after the last day of school may be destroyed.

For over the counter medications (Examples: Neosporin, Tylenol, Motrin, Ibuprofen, acetaminophen, aspirin), parents must complete a Medication Procedure form and submit to the school.

All required medical forms are located in the Main Office.

NON DISCRIMINATION STATEMENT

CHAMPS is committed to providing a working and learning environment that is free from discrimination and harassment based upon an individual's sex, sexual orientation, gender, ethnic group identification, race ancestry, national origin, religion, color, mental or physical disability or any other basis protected by federal, state, local law, ordinance or regulation. Harassment under Title IX (Sex), Title VI (Race, Color, or National Origin), and Section 504 and Title II of ADA (Mental or Physical Disability) is a form of unlawful discrimination that will not be tolerated by the school. Harassment is intimidation or abusive behavior toward a student/employee that creates a hostile environment, and that can result in disciplinary action against the offending student or employee. Harassing conduct can take many forms, including verbal acts, graphic and written statements, or conduct that is physically threatening or humiliating.

This nondiscrimination policy covers admission or access to, or treatment or employment in, school programs and activities, including vocational education. The lack of English language skills will not be a barrier to admission or participation in the school's programs or activities. Additional information prohibiting other forms of unlawful discrimination, inappropriate behavior, and/or hate crimes, may be found in this handbook.

Any inquiries regarding this nondiscrimination policy or the filing of discrimination/harassment complaints may be directed to any one of the Administrative staff.

STUDENTS WITH DISABILITIES

CHAMPS Charter High School ensures that Students with Disabilities receive a Free and Appropriate Public Education (FAPE) in the Least Restrictive Environment (LRE). The LRE consists of a continuum of services which includes but is not limited to instruction in the general education classroom, access to and progress in the general education curriculum, instructional,

curricular and behavioral supports layered within the school environment, interaction with non-disabled students, resource support services and specialized cotaught core classes. CHAMPS Charter High School's Special Education Program operates using the Learning Center/Collaboration/Inclusion Model. At CHAMPS, the Special Education Program is grounded in the philosophy that ALL students can learn. The program has been designed to meet a variety of students' educational and social-emotional needs and includes the following:

- Resource Program/Learning Center Model
 - Students take general education courses with support in addition to one or two periods of Resources Skills Support Classes each day

In addition to the full and customizable continuum of programs, all students have access to ALL academic programs, athletics, and activities.

Students have access to highly qualified Special Educators who work with the Counselors and Mental Health Professionals to provide social and emotional support for all of students with disabilities. Special education teachers are dually credentialed.

If you believe your child needs Special Education services, contact your student's counselor or the Special Programs Office for further information and assistance.

Students with Disabilities/Medical Conditions Under Section 504

Section 504 of the Rehabilitation Act of 1973 (section 504) is a federal law that prohibits discrimination against individuals with disabilities in programs and activities that receive federal funding. Discrimination/harassment in any form toward individuals on the basis of their disability is unacceptable and will not be tolerated. Section 504 requires that students with disabilities be provided a free, appropriate, public education. A Section 504 Plan may be developed for students with disabilities or medical conditions who do not need or require special education services but who may need accommodations, supplementary aids and/or services which can be provided through the general education program. For further information and/or assistance concerning Section 504, contact your student's counselor and/or the 504 coordinator.

PARKING

Students may purchase an assigned parking space located on the fourth floor of the parking structure in the Phoenix Building. Spaces, however, are limited. Seniors have first priority. The remaining parking spaces are sold on a "first-come, first-serve" basis and can be purchased in the main office. Students are not permitted to go to their cars during the school day.

Students without an assigned parking space will need to park on Van Nuys Blvd. or surrounding streets. Park at your own risk; illegally parked cars will be cited by L.A.P.D. or towed.

PHYSICAL FITNESS TEST

The physical fitness test (PFT) for students in California schools is the FITNESSGRAM®. The main goal of the test is to help students in starting life-long habits of regular physical activity.

CHAMPS students take the fitness test in grade nine. The test has six parts that show a level of fitness that offer a degree of defense against diseases that come from inactivity. The test results can be used by students, teachers, and parents.

SCHOOL HOURS

CHAMPS office hours are from 7:30 am to 4:30 pm. Campus hours are from 7:00am – 5:00 pm. Unless otherwise approved, students should be off campus by 5:00 pm. Students left unattended after 5:00 PM, will be unsupervised. Students are to be picked up promptly following after school activities.

SECURITY GUARDS

All students and parents/guardians are expected to respectfully follow the direction of our security guards. Should there be any question or concern, please notify a school Administrator.

HANDBOOK GUIDE FOR SENIORS

Senior Contract

Seniors will be asked to sign and return a contract containing information and an overview of the Senior Year. All students who participate in senior events must be in good standing with CHAMPS policies (See Current Senior Activity Participation/Graduation Contract).

Student Activity Agreement

In order to ensure that senior activities and the graduation ceremony are the meaningful events for students, parent(s), guardian(s) and faculty, you will be asked to sign an agreement containing the following:

1. I understand that participating in the graduation ceremony is a privilege and is voluntary.
2. I understand that a serious violation of school rules, failure to maintain satisfactory attendance and/or failure to complete all discipline hours assigned during the school year will result in my exclusion from all senior activities, including the graduation ceremony.
3. I understand that falsifying any school documentation, i.e., Service Learning Hours and/or inappropriate behavior at any school activity (i.e. co-curricular activities, Senior Class beach party, prom, Grad Nite or graduation rehearsal) will jeopardize my participation in the graduation ceremony, as will infractions of the behavior policies stated in the Student/Parent Handbook.
4. I also agree to pay all debts that I owe CHAMPS Charter High School (for textbooks, equipment, exam fees, etc.) in full by the third week of May.
5. I agree to be courteous during the entire graduation ceremony and not call attention to myself or commit any act that will disrupt the ceremony or cause embarrassment to the graduating class or their guests.

6. I agree not to possess or consume any controlled substance (i.e. alcohol, drugs, tobacco) prior to or during any school activity/classes. School administrators may request to administer a breathalyzer test.
7. I will attend scheduled graduation rehearsal on time, follow the directions given and will not leave rehearsal until dismissed. I agree to adjust my work schedule and other obligations to meet the rehearsal schedule. In case of illness, I will contact an administrator prior to practice. **Failure to attend practice will terminate my participation in the ceremony.**

Service Learning

At least seventy-five percent (75%) of the student's Service Learning must be completed upon return to second semester or they may forfeit their opportunity to participate in senior activities. Seniors must complete their service learning hours in full by the 15th week of second semester to be eligible to walk on stage for graduation from CHAMPS.

If you have not met your Service Learning requirement by the first week of the second semester, you will not be eligible to purchase ticket(s) to senior activities ie., (Prom/Grad Nite). To restore eligibility for participation in senior activities **one-hundred percent (100%) of Service Learning must be completed.**

Senior Celebration and Awards

Some graduating seniors will be recognized for their academic and individual accomplishments. Senior awards are based upon the following criteria:

- Academic awards (Honors, High Honors) are based upon cumulative grades earned by the end of the seventh semester (the end of the senior fall semester). Students earning a cumulative 3.50-3.79 GPA will be awarded the silver Honor's stole at graduation. Students earning a cumulative 3.80 GPA or higher, and who have not received a grade of "D" or lower in any class in any year will be awarded the gold High Honors' stole. (Please note that a student who receives a grade of "D" for an AP class does **not** receive a bonus grade point or "bump".)
- Presidential Awards include service learning and academics elements and are also based upon grades and service submitted and recorded **by the last day of the seventh semester.**
- Determination of Valedictorian and Salutatorian are made based upon seventh semester GPA and consideration of academic rigor.
- Cords worn at graduation indicating academy will be based upon 75% participation in that academy during the duration of enrollment.

Graduation

As a member of the Senior Class, you will be eligible to participate in the graduation ceremony at CHAMPS Charter High School if you complete the requirements of the Board of Education (A-G Requirements), CHAMPS Required completion of 240 credits, the completion of your service hours commitment (25 hours per year of enrollment at CHAMPS), receiving end of year clearances and maintaining a satisfactory record of behavior and attendance. This joyful and important celebration signifying the culmination of your education will take place in June at an off campus location.

Senior/Junior Lunch Privileges

Seniors and juniors may apply for an off-campus lunch pass that allows them to leave campus during lunchtime. Lunch Pass Contracts are available at the Main Office. They must be signed by both the student and their parent/guardian and returned to the Main Office. In order to be eligible for an off-campus lunch pass, students must have good academic and behavior standing. However, this privilege can be revoked at any time per administrative discretion.

SKATEBOARD POLICY

Bringing skateboards, scooters, or roller blades on campus:

For reasons related to the safety and security of the CHAMPS High School campus, skateboarding is not permitted on campus at any time. Students bringing skateboards, scooters, or roller blades on campus during the school day or to school sponsored events after school hours risk the item being confiscated and kept in the Administration Office.

Upon arrival to campus with a skateboard, scooter or roller blades, a student must use the designated area in the Front Office, their assigned school locker or find a room/teacher who agrees to store the item. A student can retrieve their item after their final class of the day and exit the campus. Juniors and Seniors who have permission to leave campus during lunch may carry their skateboard, scooter or roller blades off campus and use them off campus during Lunch.

As always, the riding of skateboards, scooters or roller blades is not permitted on campus at any time. On the first confiscation, the item will be delivered to the student's Assistant Principal and the student may retrieve their item at the end of the day. On subsequent confiscations, parents must set-up a parent conference to pick up the confiscated item.

STUDENT SEARCHES

If a student is engaged in conduct that causes an administrator to have reasonable suspicion that the student has committed or is about to commit a crime or has violated statutory laws or school rules, the administrator may conduct a search of that student. The administrator must:

- ◆ Be able to articulate the reason for his or her suspicion and the facts and/or circumstances surrounding a specific incident.
- ◆ Be able to reasonably connect the student to a specific incident, crime or rule or statute violation.
- ◆ Have relied on recent, credible information from personal knowledge and/or other eyewitnesses.
- ◆ Ensure that a search based on the reasonable suspicion is not excessively intrusive in light of the student's age and gender and the nature of the offense.
- ◆ Follow-up on a credible tip, even if it is anonymous.
- ◆ Items subject to search may include, but not limited to, jackets, purses, pockets, backpacks, bags, and containers in the student's possession.
- ◆ Whenever possible, the search will be conducted in a private area.

STUDENT SEARCHES/INTERVIEWS – PARENT NOTIFICATION

While every effort will be made to maintain open and strong communication between the school and home, it may be necessary to administratively search and/or interview a student without notifying the parent/guardian.

SUSPENSION/EXPULSION POLICY

A pupil must be expelled if it is determined by the Governing Board or the expulsion committee pursuant to the procedures below that the pupil has brought a firearm or destructive device, as defined in Section 921 of Title 18 of the United States Code, onto campus or has possessed a firearm or dangerous device on campus. If the Board so determines, the pupil shall be expelled for one year, pursuant to the Federal Gun Free Schools Act of 1994. The term “firearm” means (A) any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of an explosive; (B) the frame or receiver of any such weapon; (C) any firearm muffler or firearm silencer; or (D) any destructive device. Such term does not include an antique firearm. The term “destructive device” means (A) any explosive, incendiary, or poison gas, including but not limited to: (i) bomb, (ii) grenade, (iii) rocket having a propellant charge of more than four ounces, (iv) missile having an explosive or incendiary charge of more than one-quarter ounce, (v) mine, or (vi) device similar to any of the devices described in the preceding clauses.

Reasons for Suspension and Expulsion

A student may be recommended for suspension or expulsion for any of the following reasons:

- ◆ Caused, attempted to cause, or threatened to cause physical injury to another person including any act of “bullying.”
- ◆ Used force or violence upon the person of another, except in self-defense.
- ◆ Possessed, sold, or otherwise furnished any firearm, knife, explosive, or other dangerous object.
- ◆ Possessed, used, sold, or otherwise furnished, or been under the influence of, any controlled substance.
- ◆ Offered, arranged, or negotiated to sell any controlled substance.
- ◆ Committed or attempted to commit robbery or extortion.
- ◆ Caused or attempted to cause damage to school property or private property.
- ◆ Stolen or attempted to steal school property or private property.
- ◆ Possessed or used tobacco, or any products containing tobacco or nicotine products.
- ◆ Possessed, offered, arranged, or negotiated to sell any drug paraphernalia.
- ◆ Disrupted school activities.
- ◆ Knowingly received stolen school property or private property.
- ◆ Committed or attempted to commit a sexual assault.
- ◆ Harassed, threatened, or intimidated a complaining witness.
- ◆ Engaged in, or attempted to engage in “hazing.”
- ◆ Committed sexual harassment.

- ◆ Caused, attempted to cause, threatened to cause, or participated in the act of hate violence.
- ◆ Engaged in harassment, threats, or intimidation.
- ◆ Threaten terrorists' acts against people, property or both.

TITLE IX POLICY FOR STAFF AND STUDENTS

Federal law, Title IX, state law and CHAMPS' policy prohibit anyone at a school from discriminating against any student on the basis of sex, sexual orientation or gender. Males and females must be treated the same in all areas, including:

- ◆ Participation in athletics.
- ◆ Enrollment in classes.
- ◆ Counseling services.
- ◆ Participation in extracurricular activities.
- ◆ Treatment in the classroom.
- ◆ Recognition and honors, special awards, scholarships.
- ◆ Graduation activities.

Pregnant and parent students, regardless of their marital status, have the right to attend school and participate in any program of activity in an environment free from discrimination or harassment, the same as any other students. When pregnant or parenting students transfer to specialized alternative programs such as Pregnant Minor Schools or Cal-SAFE Programs, those transfers must be voluntary. Classes and materials must be equal to those offered to other students, and/or students must be provided access to the classes to complete his/her course of study.

In addition, Title IX protects students from sexual harassment. This means that no student, teacher, administrative director or other employee can make unwelcome sexual advances, speak in a sexual manner to, or request sexual favors from students at a school or at a school-sponsored event. If a parent or student believes that the student's rights under Title IX have been violated, there is a process to resolve the grievance. Students are encouraged to contact a CHAMPS counselor or administrative director for further guidance and reporting procedures.

UNIFORM COMPLAINT PROCEDURES - POLICY

CHAMPS Charter High School of the Arts has the primary responsibility to ensure compliance with applicable state and federal laws and regulations, and shall investigate complaints alleging failure to comply with those laws and regulations alleging discrimination, harassment, intimidation, or bullying and unauthorized charging of pupil fees for educational activities, among other matters. CHAMPS shall seek to resolve those complaints in accordance with the procedures set out in Sections 4600-4687 of the Title 5 Regulations and the policies and procedures of CHAMPS.

This Policy clarifies that the Uniform Complaint Procedure (UCP) may be used to report non-compliance of applicable state and federal laws and regulations; file complaints alleging discrimination, harassment, intimidation, bullying; or, unauthorized charging of pupil fees for educational activities among other matters; and/or to appeal school decisions regarding such complaints. Complainants are encouraged, where possible, to try to resolve their complaints directly at the school site.

A copy of this UCP policy shall be posted online at www.champscharter.org.

The following guidelines apply.

I. Background

The UCP complaint is a written statement alleging discrimination, harassment, intimidation, or bullying of a student based on the actual or perceived categories set forth in Penal Code 422.5 and Education Code §220 which includes: actual or perceived sex, sexual orientation, gender, gender identity, gender expression, race or ethnicity, ethnic group identification, ancestry, nationality, national origin, religion, color, mental or physical disability, age, or on the basis of a person's association with a person or group with one or more of these actual or perceived characteristics, in any program or activity it conducts or to which it provides significant assistance, or a violation of a federal or state law or regulation.

A UCP complaint must be filed by way of the Uniform Complaint Procedures as written in the California Code of Regulations, Title 5, sections 4600-4687. Issues that may involve filing a complaint using the UCP are under various state and federal programs unless the charge for such a fee is specifically authorized by law and does not violate Education Code 49011. A complaint of noncompliance should be filed first with the principal of the school under the Uniform Complaint Procedures. A complainant not satisfied with the decision of the school may appeal the decision to CHAMPS UCP Coordinator and shall receive a written appeal decision within 60 days of receipt of the school site complaint.

By July 1, 2014 and annually thereafter, districts must develop a Local Control and Accountability Plan that aligns with their annual budget and identifies actions they will take to meet state priorities pertaining to teacher qualifications, implementation of the Common Core State Standards, parental involvement, student achievement, student engagement, school climate, student access to the course of study and student outcomes. AB 97 requires that the plan be developed through a process that includes consultation with teachers, principals, other administrators, other school personnel, parents and students. Once the plan is developed, it must be posted on the district website and submitted to the county superintendent of schools. Complaints of noncompliance regarding plan development must be addressed through uniform complaint procedures.

II. Uniform Complaint Procedures Process Jurisdiction

A. Complaints Under the Jurisdiction of CHAMPS' Uniform Complaint Procedures Process:

1. Discrimination, Harassment, Intimidation, or Bullying
 - a) Employee to student
 - b) Student to student
 - c) Third party to student

2. Various State and Federal Programs that use Categorical Funds
 - a) Title I, Title II, Title III
 - b) Title V (Public Charter School Grant Program)
 - c) Mandate Block Grant
 - d) Schools and Libraries Program, Universal Service Fund (E-Rate)
 - e) After School Program
 - f) BTSA
 - g) State Lottery
 - h) SB 740 Charter School Facility Grant
 - i) Consolidated Categorical Aid
 - j) Child Nutrition
 - k) Special Education
 - l) SB 81 - Adult Education and Regional Occupational Centers and Programs
 - m) AB 302 - Pupil Services: Lactation Accommodations
 - n) AB 379 - Educational Rights of Foster and Homeless Students
 - o) AB 1012 - Pupil Instruction: Course Periods Without Educational Content
 - p) AB 1391 - Physical Education Instructional Minutes

3. Noncompliance with Local Control and Accountability Plan (LCAP)
 - a) Plan must align to school's annual budget and identifies actions they will take to meet state priorities pertaining to teacher qualifications, implementation of the Common Core State Standards, parental involvement, student achievement, student engagement, school climate, student access to the course of study and student outcomes.
 - b) Development process must include teachers, principals, other administrators, other school personnel, parents and students.
 - c) Plan must be posted on the school website.

4. Unauthorized Charging of Pupil Fees* for Educational Activities
 - a) A school pupil shall not be required to pay a pupil fee for participation in an educational activity.
 - b) All supplies, materials, and equipment needed to participate in educational activities shall be provided to pupils free of charge.

* "Pupil fee" means a fee, deposit, or other charge imposed on pupils, or a pupil's parents or guardians, in violation of CA Ed. Code 49011 and Section 5 of Article IX of the California Constitution.

B. Complaints Not Under the Jurisdiction of CHAMPS' UCP Process:

1. Allegations of suspected child abuse shall be referred to the Los Angeles County Department of Children and Family Services (DCFS) or the appropriate city police department or Los Angeles County Sheriff's Department, as applicable.
2. Allegations of fraud shall be referred to the Fraud Hotline.
3. Personnel action complaints shall be referred to the responsible supervisor.
4. Bullying complaints that are not based on a protected class/characteristics may be referred to the school site Title IX/Bullying Complaint Manager.

III. Related Definitions

Title 5, California Code of Regulations provides the following definitions:

- A. Appeal: A request made in writing to a level higher than the original reviewing level by an aggrieved party requesting reconsideration or a reinvestigation of the lower adjudicating body's decision.
- B. Complainant: An individual, including a person's duly authorized representative or an interested third party, public agency, or organization who files a written complaint alleging a violation of federal or state laws or regulations, including allegations of discrimination in programs and activities funded directly by the state or receiving any financial assistance from the state.
- C. Complaint: A written and signed statement alleging a violation of federal or state laws or regulations, which may include an allegation of discrimination. If the complainant is unable to put the complaint in writing, due to conditions such as a disability or illiteracy, the public agency shall assist the complainant in the filing of the complaint.
- D. Complaint Investigation: Administrative process used by CHAMPS, the California Department of Education (CDE) or local educational agency for the purpose of gathering data regarding the complaint.
- E. Complaint Procedure: An internal process used by the CDE or local educational agency to process and resolve complaints.
- F. Compliance Agreement: An agreement or plan, following a finding of school noncompliance with state laws and regulations, which has been developed by CHAMPS, and approved by the CDE to resolve a noncompliance issue.

G. Days: Calendar days, unless designated otherwise.

H. Direct State Intervention: The steps taken by the CDE to initially investigate complaints or effect compliance.

I. Local Agency: A school governing board or a local public or private agency which receives direct or indirect funding or any other financial assistance from the state to provide any school programs or activities or special education or related services.

J. Mediation: A problem-solving activity whereby a third party assists the parties to the dispute in resolving the complaint.

K. State Mediation Agreement: A written, voluntary agreement, approved by the California Department of Education, which is developed by the parties to the dispute, which resolves the allegations of the complaint.

IV. Notification — Dissemination

A written notice regarding UCP must be disseminated annually to staff, students, parents/guardians, school advisory committees, and other interested school parties. Distribution may be in any form (brochure, newsletter, memorandum, staff/parent/student handbook, etc.) that will reach the school community.

V. Confidentiality and Non-Retaliation

Complaints shall be handled in a confidential manner to respect the privacy of all parties to the fullest extent possible. Every effort shall be made to limit the distribution of information to those persons with a need to know within the confines of CHAMPS' reporting procedures and investigative process.

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

VI. Formal Complaint Procedures

A. Complaint Filing

1. Any individual, public agency or organization may file a written complaint, alleging a matter which, if true, would constitute a violation by CHAMPS of federal or state laws or regulations governing its programs and activities as well as allegations of discrimination, harassment, intimidation, or bullying identified in Section II.A.1-3 of this document.

2. Complaints regarding pupil fees (Section II.A.4) should be filed with the school principal.

3. Any parent/guardian/individual/organization has the right to file a written complaint of discrimination, harassment, intimidation, or bullying within six months from the date the alleged incident occurred or the complainant first obtained knowledge of the facts of the alleged incident.

4. A complainant who makes a verbal complaint shall be referred to the administrator/designee who will assist any person with a disability or unable to prepare a written complaint.

5. The complainant will submit a written complaint to the Complaint Manager:

Linda Pierce, Principal/Director
CHAMPS Charter High School of the Arts
6842 Van Nuys Blvd
Van Nuys, CA 90063
Telephone: (818) 994-3744

This Complaint Manager shall be considered the representative of CHAMPS for purposes of receiving and coordinating responses to complaints and correspondence related to this policy.

CHAMPS ensures the administrator/designee assigned to investigate complaints is knowledgeable about the laws/programs that he/she is assigned to investigate and is responsible for compliance. In addition, the administrator/designee responsible for providing a written report should be a person trained in the Uniform Complaint Procedures (UCP) investigative process. As such, this designee must have knowledge of federal and state laws and regulations pertaining to Uniform Complaint Procedures.

6. CHAMPS shall include an opportunity for the complainant, or the complainant's representative, or both, to present the complaint(s) and evidence or information leading to evidence to support the allegations of non-compliance with state and federal laws and/or regulations. Refusal by the complainant to provide the investigator with documents or other evidence related to the allegations in the complaint, or to otherwise fail or refuse to cooperate in the investigation or engage in any other obstruction of the investigation, may result in the dismissal of the complaint because of a lack of evidence to support the allegations.

Refusal by CHAMPS to provide the investigator with access to records and/or other information related to the allegation in the complaint, or to otherwise fail or refuse to cooperate in the investigation or engage in any other obstruction of the investigation, may result in a finding based on evidence collected that a violation has occurred and may result in the imposition of a remedy in favor of the complainant.

B. Complaint Receipt

The Complaint Manager shall:

1. Acknowledge receipt of the complaint and review the complaint to determine whether it meets the criteria for filing under the procedures or falls within the exceptions listed in Section II.B.
2. Inform the complainant of CHAMPS policy and appeal procedures in those instances when a complaint may be filed with the school principal, other school agency/designee, or directly with the State Superintendent of Public Instruction or another appropriate state or federal agency.
3. Determine whether the complainant and the school representative will participate in mediation to resolve the complaint prior to formal investigation. If the complainant agrees to the mediation, he/she must be informed that he/she may at any time terminate the mediation process and proceed directly to an investigation. Mediation may not extend the timeline for investigation and resolution to the complaint unless the complainant agrees, in writing, to the extension.
4. Determine whether a discrimination, harassment, intimidation, or bullying complaint has been filed within six months from the date the alleged incident occurred or the date the complainant first obtained knowledge of the facts of the alleged incident. Confidentiality of complaints alleging discrimination, harassment, intimidation, or bullying will be observed to the maximum extent possible.
5. Deny the discrimination, harassment, intimidation, or bullying complaint if it has not been filed in a timely manner, and notify the complainant of his/her right to appeal to the State Superintendent of Public Instruction for an extension of time in which to file the complaint.
6. Refer the complaint for investigation to the appropriate school office.
7. Ensure that, within 60 days of receipt of the written complaint, the complaint has been resolved and/or investigated and that a written report of findings is issued to the complainant. The written report of the investigative findings must contain the allegation(s), method of investigation, policy, findings, conclusion(s), and corrective action(s), if applicable.
8. Obtain an extension of time, if appropriate, in order to conduct the investigation.

C. Complaint Timeline

1. Each complaint shall be resolved and a written report of investigative findings issued within 60 days of the receipt of the written complaint unless the complainant agrees in writing to an extension of time.

2. If the complainant agrees to mediation, it may not extend the timeline for investigation and resolution to the complaint unless the complainant agrees, in writing, to the extension.

D. Complaint Investigation

Each complaint shall be investigated by the appropriate school office. The school office shall:

1. Adhere to a 30-day timeline to request additional information from the complainant as necessary, conduct the investigation, and prepare the final written report of findings.

2. Provide an opportunity for the complainant and/or the complainant's representative and the school's representative to present information that is relevant to the complaint during the mediation or investigative process. Refusal by the complainant to provide the investigator with documents or other evidence related to the allegations in the complaint, or to otherwise fail or refuse to cooperate in the investigation or engage in any other obstruction of the investigation may result in the dismissal of the complaint because of a lack of evidence to support the allegations.

3. Obtain statements from other individuals who were witnesses or can provide relevant information concerning the alleged violation.

4. Review documents that may provide information relevant to the alleged violation. When necessary, request clarification on specific issues of the complaint from other school offices.

5. Have access to applicable school records and/or other information related to the allegation(s) in the complaint. School units or staff, who refuse or otherwise fail to cooperate in the investigation or engage in any other obstruction of the investigation, may cause a finding, based on evidence collected, that a violation has occurred and may result in the imposition of a remedy in favor of the complainant.

6. Prepare a written report of the investigative findings which contains the following elements:

- a) The findings of fact based on the evidence gathered
- b) Conclusion of law
- c) Disposition of the complaint
- d) The rationale for the disposition
- e) Corrective actions, if any, that are warranted
- f) Notice of the complainant's right to appeal CHAMPS' decision to the CDE
- g) Procedures to be followed for initiating an appeal to the CDE

7. Within 30 days of receipt of the complaint, forward a draft of the written report of investigative findings to the Complaint Manager for review and final disposition.

E. Complaint Response

1. The Complaint Manager will complete and provide the closing letter, along with the written report of investigative findings, to the complainant and to the appropriate administrator/designee.

2. The closing letter provided to the complainant must include the assurance that CHAMPS will not tolerate retaliation against the complainant for opposing school actions, reporting, or threatening to report such actions or for the complainant's participation in an investigation of school actions.

3. The closing letter provided to the complainant must also include notice of the complainant's right to appeal CHAMPS' decision. Decisions regarding programs listed in Section II.A. may be appealed within 15 days to the Complaint Manager and/or to the California Department of Education.

VII. Appeals

A. Appeals of CHAMPS Decisions Regarding Allegations of Discrimination and/or Harassment, Intimidation, or Bullying

1. Appeals of school decisions and/or findings regarding allegations of discrimination, harassment, intimidation, or bullying listed in this document (found in Section II.A.1) may be appealed to the California Department of Education (CDE) — Office of Equal Opportunity by filing a written appeal within 15 days after receiving CHAMPS' decision.

a) The written appeal should specify the reason(s) for appealing the decision and include a copy of CHAMPS' decision.

b) Appeals of school decisions regarding allegations of discrimination, harassment, intimidation, or bullying may be sent to: California Department of Education Office for Equal Opportunity 1430 N Street, Suite 4206 Sacramento, CA 95814

B. Appeals of CHAMPS Decisions Regarding Educational Program Complaints

1. Appeals of school decisions and/or findings regarding educational programs listed in this document (found in Section II.A.2) may be appealed to the California Department of Education (CDE) - Categorical Programs Complaints Management by filing a signed written appeal within 15 days after receiving CHAMPS' decision.

a) The written appeal should specify the reason(s) for appealing the

decision and include a copy of CHAMPS' decision.
b) Appeals of school decisions regarding educational program complaints should be sent to:

California Department of Education
Categorical Programs Complaints Management
Office 1430 N Street, Suite 6408
Sacramento, CA 95814

C. Appeals of CHAMPS Decisions Regarding Special Education Compliance

1. Appeals of CHAMPS decisions and/or findings regarding special education compliance may be filed with the California Department of Education (CDE) - Special Education Division by sending a written appeal within 15 days after receiving CHAMPS decision.

a) The written appeal should specify the reason(s) for appealing the decision and include a copy of CHAMPS decision.

b) Appeals of CHAMPS decisions regarding special education compliance should be sent to:

California Department of Education
Procedural Safeguards Referral
Service 1430 N Street, Suite 2401
Sacramento, CA 95814

VIII. Civil Remedies

A. Pursuant to California Education Code 262.3, persons who have filed a complaint, under the UCP, should be advised that civil law remedies, including, but not limited to, injunctions, restraining orders, or other remedies or orders may also be available to them.

B. Complainants should be advised of the right to pursue civil law remedies under California or federal discrimination, harassment, intimidation or bullying laws.

AUTHORITY:

This is a policy of the CHAMPS Charter High School. The following legal standard is applied to this policy: California Code of Regulations, Title 5, Sections 4600-4687.

VISITORS

CHAMPS is a closed campus. No individuals, other than enrolled students and CHAMPS staff, are allowed on campus during school hours without prior authorization. All parents and visitors must sign in at the main office. Visitors must wear a visitor's badge before entering the campus or classroom. This is an important security measure to ensure that CHAMPS' students and staff members are safe and protected.

All parents and visitors, in addition to students, must comply with CHAMPS' rules and policies regarding appropriate conduct while on the CHAMPS campus.

ACKNOWLEDGMENT OF CODE OF CONDUCT AND HANDBOOK POLICIES

CHAMPS CODE OF CONDUCT

- ◆ I accept responsibility to be fully aware of all provisions of the CHAMPS Student Handbook.
- ◆ I agree to abide by the rules and policies of CHAMPS and to follow the directions of the administrators, staff, teachers and security personnel of the school.
- ◆ I recognize that this is an academic institution and that I am here to learn. Therefore, I will make my academic commitments my highest priority, above all extracurricular and social activities.
- ◆ I agree not to cheat, copy or plagiarize on any assignment or exam, nor to help anyone else cheat copy or plagiarize.

- ◆ I recognize that honesty is necessary in a healthy society, so I will be honest in all my dealings with administrators, staff, teachers, security personnel and student body.
- ◆ I will treat others with respect and courtesy. I will settle any dispute in a reasonable manner and will not resort to, nor encourage, violence. I will also show respect for the property and physical environment of others, the school, and the community. If there is a situation beyond my scope of ability to handle, I will speak to someone in Administration.
- ◆ I will attempt to be positive in my outlook and conduct because I recognize that I influence others by my behavior.
- ◆ I understand this Pledge, and I agree to abide by its contents and principles. I acknowledge that breaking my word and failing to keep to my pledge will lead to serious consequences, including possible suspension or expulsion from the school.

STUDENT/PARENT HANDBOOK ACKNOWLEDGMENT

My student and I have been offered the option to receive a paper copy of the CHAMPS Student/Parent Handbook or to electronically access it at <http://www.champscharter.org>.

I have chosen to:

Access the Student/Parent Handbook by visiting the Web address listed above.

Receive a paper copy of the Student/Parent Handbook.

Through the methods outlined above, I acknowledge having access to the Student/Parent Handbook and agree to abide by the rules and regulations outlined therein.

Student Signature

Student Name (Print)

Parent/Guardian Signature

Parent/Guardian Name (Print)

Date