

# FENTON CHARTER PUBLIC SCHOOLS



***Home-School Agreement***  
***Student Responsibility Code***  
***Homework Policy***  
***Technology Responsibility Code***  
***Textbook Agreement***

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

Attached are copies of the *Home-School Agreement*, *Student Responsibility Code*, *Homework Policy*, *Technology Responsibility Code* and *Textbook Agreement*, which have been developed by the Parent Advocacy Committee. Please read and discuss the codes and contracts with your child and keep them for future references.

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

(or to the Main Office for new enrollees)

AS SOON AS POSSIBLE.

***Keep all pages, except the parent/student sign-off page and Textbook Contract (in red) for future reference.***

For additional information, please call the Main Office.

# FENTON CHARTER PUBLIC SCHOOLS

## TABLE OF CONTENTS

|   |         |
|---|---------|
| Home School Agreement   | Page 3  |
| Student Responsibility Code                                     | Page 7  |
| Dress Code  | Page 8  |
| Rules for Student Behavior                                      | Page 9  |
| General Discipline Procedures                                   | Page 10 |
| Homework Policy   | Page 11 |
| Technology Responsibility Code                                  | Page 13 |
| FCPS Student Non-discrimination Statement and Harassment Policy | Page 15 |
| FCPS Student Sexual Harassment Policy                           | Page 18 |
| FCPS Uniform Complaint Policy                                   | Page 25 |
| FCPS Internet Safety Policy                                     | Page 34 |
| FCPS Anti-bullying Policy                                       | Page 36 |
| Student Textbook Agreement                                      | Page 37 |
| Directory Information Acknowledgement                           | Page 38 |
| FCPS Agreement Signature Page                                   | Page 39 |

# FENTON CHARTER PUBLIC SCHOOLS

## *Home-School Agreement*

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

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

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

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

The Home-School contract identifies the responsibilities of all members of the school community in the realization of this vision.

### I. COMMUNICATION/PARENT INVOLVEMENT

#### **Fenton Charter Public Schools will:**

- Not discriminate against any students on the basis of ethnicity, national origin, religion, gender, sexual orientation, race or disability.
- Be nonsectarian in its programs, admission policies, employment practices, and all other operations, and shall not charge tuition.
- Comply with the Public Records Act, the Federal Educational Privacy Act (FERPA), and all laws establishing minimum age for public school attendance.
- Help parents develop parenting skills to meet the basic obligations of family life to foster conditions at home which emphasize the importance of education and learning through conducting parent conferences.

#### **The Parents/Guardians will:**

- Actively participate in parent/teacher conferences and parent involvement activities.
- Consider volunteering at the school-site. Possibilities include: helping in the classroom or supply room, and other school functions.
- Complete and return all necessary school forms and documents.
- Attend the Parent Orientation Meeting or schedule a time to meet with the teacher to review classroom procedures and expectations.

- Promote school-to-home and home-to-school communication about school programs and student's progress: provide monthly reports regarding behavior and school/homework; and make every effort to accommodate parents for conferences and school-wide activities (e.g., by providing translators, wheelchair access, etc., as needed). Other accommodations will be made as requested and if reasonable and possible to encourage full participation by all parents.
- Involve parents, with appropriate training, in instructional and support roles at the school.
- Provide parents with strategies and techniques for assisting their children with learning activities.
- Prepare parents to actively participate in school decision making and develop their leadership skills.

## II. HOMEWORK/CLASSWORK

### **Fenton Charter Public Schools will:**

- Provide a list of supplies needed at home (*see Homework Policy*).
- Provide appropriate homework on a daily/weekly basis in a variety of subject areas.
- Communicate with parents as needed regarding completion of homework and classwork.

### **The Parents/Guardians will:**

- Provide appropriate materials for students to use (*list to be provided by teacher*).
- Assure that students complete homework regularly, neatly, in compliance with the Homework Policy and return it to school (*see attached*).
- Review and sign all homework **daily**.
- Come to school to conference with the teacher or other school personnel as needed.
- If possible, obtain a folder and/or backpack for the child.

## III. BEHAVIOR

### **The Fenton Charter Public Schools will:**

- Provide a system of behavior guidelines (*Student Responsibility Code - attached*).
- Conduct Citizenship Assemblies to recognize students.
- Communicate with parents on a monthly basis, or more frequently as needed.
- Document problem behavior in order to report accurately to parents.
- Maintain a working and learning environment that is free from sexual harassment.
- Maintain a working and learning environment that enforces the *Fenton Charter Public Schools Anti-Bullying Policy* (see attached).

### **The Parents/Guardians will:**

- Support the school-wide discipline policy, including the classroom teacher's discipline plan.
- Reward and praise students at home for appropriate behavior during school.
- Follow through with any problem behaviors noted by the teacher.
- Visit the school as needed.
- Assure that students adhere to the Fenton Charter Public Schools *Student Responsibility Code* **at all times**, including on the Afterschool Playground or program, and on field trips.

#### IV. ATTENDANCE

##### Fenton Charter Public Schools will:

- Maintain accurate records.
- Pick students up on time at the beginning of the day, after recess, at the conclusion of specialist and psychomotor instruction, and after lunch.
- Call home if the student is absent more than 2 days.
- Provide parents with Independent Study materials when the student is absent and if requested by parents.

##### The Parents/Guardians will:

- Assure that students come to school rested, clean, well fed, and appropriately dressed in the **approved student uniform** as per the Student Responsibility Code **daily**.
- Make every effort to ensure students attend school every day school is in session and arrive on time. ***(If there are an excess number of absences, the family will be referred to the Parent Advocacy Parent Review Board.)***
- Ensure the return of Independent Study materials prior to the student's return to class. ***(If not returned, the family will be referred to the Parent Advocacy Parent Review Board.)***
- **Notify the office if there is a change of home address and/or phone number immediately (within 24 hours) and complete and return new emergency cards.**
- Notify the attendance office when the child is absent and provide appropriate documentation for the reason for the absence. **(After the third day, if there is no open communication, the child may be dis-enrolled from the school. If parent wishes to re-enroll, room assignments will depend on the availability of space.)**

#### V. MATERIALS/SCHOOL PROPERTY

##### Fenton Charter Public Schools will:

- Issue appropriate materials for use by the student in class and for completing homework.
- Note the condition of materials upon issuance to students.
- Have students complete a *Textbook Contract* (see attached).

##### The Parents/Guardians will:

- Assure that students do not destroy materials or property.
- Assure that students do not bring destructive materials to school.
- Pay for any damages to materials and/or property incurred by the students. Pay for any lost or damaged books or materials in CASH.
- Assure that all materials loaned to the student will be returned and in the condition issued.

## VI. HEALTH AND SAFETY

### Fenton Charter Public Schools will:

- Provide supervision at dismissal gates.
- Keep all gates to the campus locked during the school day, with entry into the school accessible only through the Main Office.
- Provide Campus Security Aides.
- Continuously update emergency procedures and maintain emergency supplies.
- Release students only to persons on the emergency card. When students are checked out during the school day, they will be released only to an **adult** on the Emergency Card, and for safety reasons, will be called from their classrooms when the adult (18 years or older) arrives to take them home.
- Maintain an attractive, clean school environment which will include clean classrooms as well as clean bathrooms.
- Kindergarten students will be taken to the Main Office if not picked up at dismissal.
- Provide accident insurance, **paid by the school**, for medical and hospital services needed for injuries incurred at school or during a school-sanctioned activity (such as a field trip).
- **MAINTAIN A CLOSED CAMPUS** and follow procedures outlined under parent section when allowing any adults, including parents, on campus.

### The Parents/Guardians will:

- Not bring pets to school, even on a leash, when walking students to school or picking students up at dismissal due to the possibility of student allergies and the endangerment of students, parents and staff.
- Not allow weapons of any kind at school. Bringing or possession of any weapon is grounds for **expulsion** from Fenton Charter Public Schools .
- Ensure that students do not carry or use medication on campus without written consent from a physician which has been presented to the school nurse (on the school-approved form available in the nurse's office and on the Fenton website: [www.fentoncharter.net](http://www.fentoncharter.net)) and documented in the student's health records. Such approved medication is to be kept **ONLY** in the Nurse's Office.
- Follow the school's procedures for visitation and classroom observations:
  - Check in at the main office to request a classroom observation (a maximum of 20 minutes per day, unless other provisions have been established with the classroom teacher and approved by the director) or entry on to the campus.
  - Obtain a visitor's permit prior to the observation or entry which has been approved by the director.
  - During classroom observations, enter and leave the classroom as quietly as possible, not conversing with students, the teacher or teacher assistant, and not interfering with the instructional program in any manner.
  - Visit only the classroom (or area) approved for visitation. **(As per federal guidelines related to the school's meals program, the cafeteria is for use by enrolled students and school staff only.)**
  - Children who are not enrolled at the school are not to be on the campus unless prior approval by the director has been obtained.
  - Check out through the main office when leaving.
- **Maintain accurate and current records of persons to whom the school may release students.**
- **Late pick-up of Kindergarten students will result in the following consequences:**
  - 1.) Letter home to remind parents.
  - 2.) Conference with teacher.
  - 3.) *Five (5) late pick-ups: Referral to the Parent Review Board for resolution.*
  - 4.) Report to appropriate social services.

# FENTON CHARTER PUBLIC SCHOOLS

## *Student Responsibility Code*

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

The teacher acts legally in place of the parent while the child is in school. The teacher is the dominant figure in the implementation of the intended curriculum.

### GENERAL SCHOOL RULES

1. Students are to arrive at school no earlier than 7:00 a.m. The school grounds are closed before 7:00 a.m. Students dropped off between 7:00 a.m. and 7:50 a.m. must follow all school rules. Children who do not follow the school-wide positive behavior expectation may be subject to general discipline procedures (*See page 10*).
2. **Students may only bring to school items which are to be used for legitimate educational purposes in the classroom.**

Students are **not** to bring, or possess, drugs (including prescription medications\*) or dangerous objects or weapons (including matches, caps, firecrackers, knives, etc.). It is illegal to bring these to school or any school-sponsored event, and such action may result in expulsion from the Charter School. [Education Code 48900.2 (b) (c)]

Students are **not** to bring markers or paint in any form unless approved by the classroom teacher. Art supplies needed in the classroom will be provided by the school. **Students may not bring permanent markers to school.**

Students are **not** to bring any type of electronic device including cellular phones. In addition, toys, playing or trading cards, balls, skateboards, or pets should not be brought to school or any school-sponsored event. These items may distract students from learning and the school cannot be held responsible for personal items of value.

Students are **not** to bring gum, candy, sodas, or other junk food (i.e. Hot Cheetos, Takis), or beverages to school or any school-sponsored event.

Students are **not** to bring money to school or to any school-sponsored event, except that which is needed for participation in school-sponsored sales or fundraising activities.

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

3. **No** bicycles, scooters, skateboards, shoe skates, etc., may be ridden on the school grounds.
4. Students are **not** to be in parking areas at any time except when accompanied by school approved personnel during dismissal. Parents are not to drive into the parking areas or block entrances and exits to drop off or pick up their children.

**5. ALL STUDENTS ARE REQUIRED TO WEAR THE APPROVED FENTON CHARTER PUBLIC SCHOOLS' STUDENT UNIFORM:**

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

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

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

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

**DRESS CODE**

1. Students are to come to school clean, neat, and with hair combed in a style and/or color that is **NOT distracting or disruptive to school activities.** *This determination will be made at the sole discretion of the administration.* [NO Mohawks, spiked hair, glitter in hair, designs in the hair or hair cut, or hair dyed an unnatural color (such as green, orange, purple, etc.)]
2. Students are to be dressed appropriately for the weather, and in a clean, well cared for Fenton-approved student uniform (*see General School Rules #5*). **Please remember that proper hygiene is essential to ensure a student's positive self-esteem.**
3. Students are to wear appropriate shoes for school. Open sandals, thongs, high heels, or other types of footwear deemed to be a safety hazard to the student (or to other students), are **NOT** appropriate for school and may **not** be worn to school.
4. Students are **NOT** to wear or bring:
  - make-up, stick-on or artificial nails, or nail polish
  - gang attire including, but not limited to:
    - spiked bracelets
    - gang insignias
    - other stimulating paraphernalia
    - clothing or jewelry which promotes substance abuse or other illegal/dangerous activities
    - tattoos of any kind
5. Students are **NOT** to wear dangling earrings.
6. Sweaters and jackets must be **labeled with the child's name**, preferably on the inside of the neckline or collar.
7. Students may wear hats outside for recess, lunch and P.E. for protection from the sun. Hats may not contain any sports logos or inappropriate images, and may not be worn inside the classroom.

**A student who does not follow the school dress code will be subject to the consequences outlined under General Discipline Procedures (SRC-5). In addition, a parent may upon occasion be called and asked to bring a change of shoes and/or clothes to school, especially in cases in which the**



**shoes/clothes worn by the student cause a safety hazard, a disruption of the school's activities, or the student is not dressed in the approved Fenton uniform. Families who repeatedly fail to adhere to the Fenton Charter Public Schools dress code may be referred to the Parent Review Board.**

## **RULES OF STUDENT BEHAVIOR**

**Fenton Charter Public Schools' students are expected to conduct themselves in a manner that follows the school-wide positive behavior expectations: Be Safe, Be Respectful and Be Responsible.**

### **STUDENT ARE EXPECTED TO:**

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

### **STUDENTS WILL NOT:**

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

11. Push or shove in line.
12. Deface or damage any school property.

## **GENERAL DISCIPLINE PROCEDURES**

Students who do not live up to their responsibilities and who violate the school rules may expect some consequences for their behavior. These may include the following:

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

The consequences outlined above may be taken in the event that a child does not follow the school dress code. In addition, a parent may upon occasion be called and asked to bring a change of shoes and/or clothes to school, especially in cases in which the shoes/clothes worn by the student cause a safety hazard, a disruption of the school's activities, or the student is not dressed in the approved Fenton uniform.

**Serious misconduct in violation of the California Education Code 48900 is grounds for suspension from class or from school. Such misconduct occurs if a student has:**

- Threatened, attempted, or caused physical injury to another person.
- Possessed, used, sold, furnished, or been under the influence of any controlled substance, alcoholic beverage, or intoxicant of any kind.
- Offered, furnished, or sold any substitute substance represented as a controlled substance or intoxicant of any kind.
- Committed or attempted to commit robbery or extortion.
- Stolen or attempted to steal school or private property.
- Possessed or used tobacco or any product containing tobacco or nicotine products, including clove cigarettes.
- Committed an obscene act or engaged in habitual profanity or vulgarity.
- Unlawfully possessed, offered, furnished, or sold any drug paraphernalia.
- Disrupted school activities or willfully defied the valid authority of school personnel.
- Knowingly received stolen school or private property.

# FENTON CHARTER PUBLIC SCHOOLS

## *Homework Policy*

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

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

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

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

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

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

## The Homework Plan

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

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

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

### *HOMEWORK POLICY*

*The following guidelines are our standards for each grade level:*

\*\*\*\*\*

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

\*\*\*\*\*

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

\*\*\*\*\*

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

\*\*\*\*\*

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

\*\*\*\*\*

### *Supplies Needed at Home for Homework*

*TK/Kindergarten:*

*scissors*

*glue*

*crayons*

*erasers*

*pencils*

*Grade 1:*

*scissors*

*glue*

*crayons*

*erasers*

*pencils*

*folder*

*Grade 2:*

*scissors*

*glue*

*crayons*

*erasers*

*pencils*

*folder*

*paper notebooks*

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

# **FENTON CHARTER PUBLIC SCHOOLS**

## ***Technology Responsibility Code***

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

Computers are used to support learning and enhance instruction. One of the most powerful tools of technology is the Internet, which is a network of networks that allows millions of people, organizations, and businesses to interact. We must all understand that access to the Internet is an educational benefit to the students, but that the school, staff members, and students do not have control over the content of the information found on the Internet.

#### **School's Responsibility**

The school uses safeguarded passwords to insure the smooth and functional access to technology. If these passwords fall into the wrong hands and are used inappropriately, damage may be incurred.

The school is utilizing an Internet filter (*FortiGate*), which eliminates most of the problems relating to inappropriate websites. This must not lead to a false sense of security because there is no such thing as a perfect filter.

#### **Staff Responsibility**

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

#### **Parent Responsibility**

Parents are encouraged to monitor computer use at home and support the school's technology policies. If at any time, there is a situation that seems questionable, we request that parents communicate with the school as soon as possible in order to eliminate any escalating problems. By working as a team, we can promote the computer's maximum benefit in the classroom.

#### **Student Responsibility**

If a student discovers a secure password, it is his/her responsibility to inform a staff member. If the password is used or shared, disciplinary action will be taken.

If repeated attempts to access inappropriate websites are discovered, then disciplinary action will be taken.

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

Students should not give out any personal information over the Internet. Students should not use the computer to perform any inappropriate action.

Students will follow the *FCPS Internet Safety Policy*. **Failure to follow this policy may result in the following disciplinary action:**

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



**Fenton Charter Public Schools**  
**8928B Sunland Boulevard**  
**Sun Valley, CA 91352**  
818-962-3630

## **Student Non-discrimination Statement and Harassment Policy**

Fenton Charter Public Schools (“FCPS”) is committed to equal opportunity for all individuals in education. School programs, activities, practices and attendance shall be free from unlawful discrimination, harassment, intimidation and bullying based on race, color, ancestry, nationality or national origin, ethnic group identification or ethnicity, age, religion, marital or parental status, disability, sex, sexual orientation, gender, gender identity or expression, or genetic information; the perception of one or more of such characteristics; or association with a person or group with one or more of these actual or perceived characteristics.

*(cf. 0410 - Nondiscrimination in District Programs and Activities)*  
*(cf. 5131 - Conduct)*  
*(cf. 5131.2 - Bullying)*  
*(cf. 5137 - Positive School Climate)*  
*(cf. 5145.9 - Hate-Motivated Behavior)*  
*(cf. 5146 - Married/Pregnant/Parenting Students)*  
*(cf. 6164.6 - Identification and Education Under Section 504)*

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

*Fenton Charter Public Schools also prohibits any form of retaliation against any student who files a complaint or report regarding an incident of discrimination, harassment, intimidation, or bullying.*

*The Executive Director or designee shall provide age-appropriate training and information to students, parents/guardians, and employees regarding discrimination, harassment, intimidation, and bullying, including, but not limited to, the school's nondiscrimination policy, what constitutes prohibited behavior, how to report incidents, and to whom such reports should be made.*

*(cf. 4131 - Staff Development)*  
*(cf. 4231 - Staff Development)*  
*(cf. 4331 - Staff Development)*

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

*(cf. 1240 - Volunteer Assistance)*  
*(cf. 6145 - Extracurricular and Co-curricular Activities)*  
*(cf. 6145.2 - Athletic Competition)*

*(cf. 6164.2 - Guidance/Counseling Services)*

*The Director or designee shall develop a plan to provide students with appropriate accommodations when necessary for their protection from threatened or potentially harassing or discriminatory behavior.*

*Students who engage in discrimination, harassment, intimidation, bullying, or retaliation in violation of law, Board policy, or administrative regulation shall be subject to appropriate discipline, up to and including counseling, suspension, and/or expulsion. Any employee who permits or engages in prohibited discrimination, harassment, intimidation, bullying, or retaliation shall be subject to disciplinary action, up to and including dismissal.*

*(cf. 4118 - Suspension/Disciplinary Action)*

*(cf. 4119.21/4219.21/4319.21- Professional Standards)*

*(cf. 4218 - Dismissal/Suspension/Disciplinary Action)*

*(cf. 5131 - Conduct)*

*(cf. 5144 - Discipline)*

*(cf. 5144.1 - Suspension and Expulsion/Due Process)*

*(cf. 5144.2 - Suspension and Expulsion/Due Process (Students with Disabilities))*

*(cf. 5145.2 - Freedom of Speech/Expression)*

#### *Grievance Procedures*

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

Director at  
Fenton Avenue Charter School  
11828 Gain St.

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

Director at  
Fenton Charter Public  
Schools 11351

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

Director at  
Santa Monica Blvd.  
Community Charter

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

*(cf. 1312.1 - Complaints Concerning District Employees)*

*(cf. 1312.3 - Uniform Complaint Procedures)*

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

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

In addition, school personnel shall take immediate steps to intervene when he or she witnesses an act of discrimination or harassment, intimidation or bullying and when it is safe to do so. (Education Code 234.1)

Upon receiving a complaint of discrimination, harassment, intimidation, or bullying, the Director shall immediately investigate the complaint in accordance with the site-level grievance procedures specified in AR 5145.7 - Sexual Harassment.

*(cf. 5145.7 - Sexual Harassment)*

Within 30 days of receiving the school's report, the complainant may appeal to the Board if he/she disagrees with the resolution of the complaint. The Board shall make a decision at its next regular meeting and its decision shall be final.



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

*(cf. 1113 - District and School Web Sites)*

*(cf. 1114 - District-Sponsored Social Media)*

*(cf. 6163.4 - Student Use of Technology)*

When required pursuant to Education Code 48985, complaint forms shall be translated into the student's primary language.

*Education Code*

*200-262.4 Prohibition of discrimination*

*48900.3 Suspension or expulsion for act of hate violence*

*48900.4 Suspension or expulsion for threats or harassment*

*48904 Liability of parent/guardian for willful student misconduct*

*48907 Student exercise of free expression*

*48950 Freedom of speech*

*48985 Translation of notices*

*49020-49023 Athletic programs*

*51500 Prohibited instruction or activity*

*51501 Prohibited means of instruction*

*60044 Prohibited instructional materials*



**Fenton Charter Public Schools**  
**8928B Sunland Boulevard**  
**Sun Valley, CA 91352**  
818-962-3630

## **STUDENT SEXUAL HARASSMENT POLICY (AR 5145.7)**

### **Sexual Harassment**

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

*(cf. 0410 - Nondiscrimination in District Programs and Activities)*

*(cf. 1312.1 - Complaints Concerning District Employees)*

*(cf. 5131 - Conduct)*

*(cf. 5131.2 - Bullying)*

*(cf. 5137 - Positive School Climate)*

*(cf. 5141.4 - Child Abuse Prevention and Reporting)*

*(cf. 5145.3 - Nondiscrimination/Harassment)*

*(cf. 6142.1 - Sexual Health and HIV/AIDS Prevention Instruction)*

### **Instruction/Information**

*The Executive Director or designee shall ensure that all FCPS students receive age-appropriate instruction and information on sexual harassment. Such instruction shall include:*

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

### **Complaint Process**

Any student who feels that he/she is being or has been sexually harassed on school grounds or at a school-sponsored or school-related activity (e.g., by a visiting athlete or coach) shall immediately contact his/her teacher or any other employee. An employee who receives such a complaint shall report in accordance with administrative regulation.

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

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

Fenton Avenue Charter School  
11828 Gain Street, Lake View Terrace, CA 91342  
Phone: (818) 896-7482  
Fax: (818) 890-9986  
Title IX Officer: School Counselor

Fenton Primary Center  
11351 Dronfield Avenue, Pacoima, CA 91331  
Phone: (818) 485-5900  
Fax: (818) 485-5194  
Title IX Officer: School Counselor

Santa Monica Blvd Community Charter School  
1022 N Van Ness Ave, Los Angeles, CA 90038  
Phone: (323) 469-0971  
Fax: (323) 462-4093

Fenton STEM Academy  
8926 Sunland Blvd, Sun Valley CA, 91352  
Phone: (818) 962-3636  
Fax: (818) 394-9885

Fenton Leadership Academy  
8926 Sunland Blvd, Sun Valley CA, 91352  
Phone: (818) 962-3636  
Fax: (818) 394-9885

*(cf. 1312.3 - Uniform Complaint Procedures)*

## **Disciplinary Actions**

Any student who engages in sexual harassment or sexual violence at school or at a school-sponsored or school-related activity is in violation of this policy and shall be subject to disciplinary action. For students in grades 4-12, disciplinary action may include suspension and/or expulsion, provided that, in imposing such discipline, the entire circumstances of the incident(s) shall be taken into account.

*(cf. 5144 - Discipline)*

*(cf. 5144.1 - Suspension and Expulsion/Due Process)*

*(cf. 5144.2 - Suspension and Expulsion/Due Process (Students with Disabilities))*

## **Confidentiality and Record-Keeping**

*All complaints and allegations of sexual harassment shall be kept confidential except as necessary to carry out the*

*investigation or take other subsequent necessary action.*

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

(cf. 3580 - District Records)

## **EDUCATION CODE**

*200-262.4 Prohibition of discrimination on the basis of sex*

*48900 Grounds for suspension or expulsion*

*48900.2 Additional grounds for suspension or expulsion; sexual harassment*

*48904 Liability of parent/guardian for willful student misconduct*

*48980 Notice at beginning of term*

## **Students**

### **Sexual Harassment**

Prohibited sexual harassment includes, but is not limited to, unwelcome sexual advances, unwanted requests for sexual favors, or other unwanted verbal, visual, or physical conduct of a sexual nature made

against another person of the same or opposite sex in the educational setting, when made on the basis of sex and under any of the following conditions: (Education Code 212.5; 5 CCR 4916)

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

*(cf. 5131 - Conduct)*

*(cf. 5131.2 - Bullying)*

*(cf. 5137 - Positive School Climate)*

*(cf. 5145.3 - Nondiscrimination/Harassment)*

*(cf. 6142.1 - Sexual Health and HIV/AIDS Prevention Instruction)*

Examples of types of conduct which are prohibited in the district and which may constitute sexual harassment include, but are not limited to:

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

## School-Level Complaint Process/Grievance Procedure

Complaints of sexual harassment, or any behavior prohibited by the FCPS's Nondiscrimination/Harassment policy, shall be handled in accordance with the following procedure:

1. Notice and Receipt of Complaint: Any student who believes he/she has been subjected to sexual harassment or who has witnessed sexual harassment may file a complaint with any school employee. Within 24 hours of receiving a complaint, the school employee shall report it to the Director. In addition, any school employee who observes any incident of sexual harassment involving a student shall, within 24 hours, report this observation to the Director, whether or not the victim files a complaint.

In any case of sexual harassment involving the Director to whom the complaint would ordinarily be made, the employee who receives the student's report or who observes the incident shall instead report to the Executive Director or designee.

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

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

3. Initial Interview with Student: When a student or parent/guardian has complained or provided information about sexual harassment, the Director shall describe FCPS's grievance procedure and discuss what actions are being sought by the student in response to the complaint. The student who is complaining shall have an opportunity to describe the incident, identify witnesses who may have relevant information, provide other evidence of the harassment, and put his/her complaint in writing. If the student requests confidentiality, he/she shall be informed that such a request may limit FCPS's ability to investigate.
4. Investigation Process: The Director shall keep the complaint and allegation confidential, except as necessary to carry out the investigation or take other subsequent necessary action. (5 CCR 4964)

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

When necessary to carry out his/her investigation or to protect student safety, the Director also may discuss the complaint with the Executive Director or designee, the parent/guardian of the student who complained, the parent/guardian of the alleged harasser if the alleged harasser is a student, a teacher or staff member whose knowledge of the students involved may help in determining who is telling the

truth, law enforcement and/or child protective services, and district legal counsel or the district's risk manager.

*(cf. 5141.4 - Child Abuse Prevention and Reporting)*

5. **Interim Measures:** The Director shall determine whether interim measures are necessary during and pending the results of the investigation, such as placing students in separate classes or transferring a student to a class taught by a different teacher.
6. **Optional Mediation:** In cases of student-on-student harassment, when the student who complained and the alleged harasser so agree, the Director may arrange for them to resolve the complaint informally with the help of a counselor, teacher, administrator, or trained mediator. The student who complained shall never be asked to work out the problem directly with the accused person unless such help is provided and both parties agree, and he/she shall be advised of the right to end the informal process at any time.

*(cf. 5138 - Conflict Resolution)*

7. **Factors in Reaching a Determination:** In reaching a decision about the complaint, the Director may take into account:
  - a. Statements made by the persons identified above
  - b. The details and consistency of each person's account
  - c. Evidence of how the complaining student reacted to the incident
  - d. Evidence of any past instances of harassment by the alleged harasser
  - e. Evidence of any past harassment complaints that were found to be untrue

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

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

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

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

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

The Executive Director or designee shall take appropriate actions to reinforce FCPS's sexual harassment policy. As needed, these actions may include any of the following:

1. Removing vulgar or offending graffiti
2. Providing training to students, staff, and parents/guardians about how to recognize harassment and how to respond

*(cf. 4131 - Staff Development)*

*(cf. 4231 - Staff Development)*

*(cf. 4331 - Staff Development)*

3. Disseminating and/or summarizing FCPS's policy and regulation regarding sexual harassment
4. Consistent with the laws regarding the confidentiality of student and personnel records, communicating the school's response to parents/guardians and the community

*(cf. 4119.23/4219.23/4319.23 - Unauthorized Release of Confidential/Privileged Information)*

*(cf. 5125 - Student Records)*

5. Taking appropriate disciplinary action

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

*(cf. 4118 - Suspension/Disciplinary Action)*

*(cf. 4218 - Dismissal/Suspension/Disciplinary Action)*

*(cf. 5144.1 - Suspension and Expulsion/Due Process)*

*(cf. 5144.2 - Suspension and Expulsion/Due Process (Students with Disabilities))*

### **Notifications**

A copy of FCPS's sexual harassment policy and regulation shall:

1. Be included in the notifications that are sent to parents/guardians at the beginning of each school year (Education Code 48980; 5 CCR 4917)

*(cf. 5145.6 - Parental Notifications)*

2. Be displayed in a prominent location in the main administrative building or other area where notices of district rules, regulations, procedures, and standards of conduct are posted, including school web sites (Education Code 231.5)
3. Be provided as part of any orientation program conducted for new students at the beginning of each quarter, semester, or summer session (Education Code 231.5)



4. Appear in any school publication that sets forth the school's or FCPS's comprehensive rules, regulations, procedures, and standards of conduct (Education Code 231.5)
5. Be included in the student handbook
6. Be provided to employees and employee organization



**Fenton Charter Public Schools**  
**8928B Sunland Boulevard**  
**Sun Valley, CA 91352**  
818-962-3630

## **Uniform Complaint Policy and Procedures**

### **Introduction**

The Board of Directors of Fenton Charter Public Schools (“FCPS”) recognizes that FCPS is responsible for complying with applicable state and federal laws and regulations governing educational programs.

This document contains rules and instructions about the filing, investigation and resolution of a Uniform Complaint Procedures (“UCP”) complaint regarding an alleged violation by a local educational agency of federal or state laws or regulations governing educational programs, including allegations of unlawful discrimination, harassment, intimidation, bullying, and noncompliance with laws relating to pupil fees, and noncompliance with the requirements governing the Local Control Funding Formula or Sections 47606.5 and 47607.3 of the Education Code, as applicable.

This document presents information about how FCPS processes UCP complaints concerning particular programs or activities in which we receive state or federal funding. A complaint is a written and signed statement by a complainant alleging a violation of federal or state laws or regulations. A complainant is any individual, including a person's duly authorized representative or an interested third party, public agency, or organization who files a written complaint alleging violation of federal or state laws or regulations, including allegations of unlawful discrimination, harassment, intimidation, bullying, and noncompliance with laws relating to pupil fees. If the complainant is unable to put the complaint in writing, due to a disability or illiteracy, FCPS shall assist the complainant in the filing of the complaint.

### **Scope**

This complaint procedure is adopted to provide a uniform system of complaint processing for the following types of complaints:

- (1) Complaints of unlawful discrimination, harassment, intimidation or bullying against any protected group, including actual or perceived discrimination, on the basis of age, ancestry, color, disability, ethnic group identification, gender expression, gender identity, gender, nationality, national origin, race or ethnicity, religion, sex, or sexual orientation, or on the basis of a person’s association with a person or group with one or more of these actual or perceived characteristics in any FCPS program or activity; and
- (2) Complaints of violations of state or federal law and regulations governing the following programs including but not limited to: Child Nutrition Programs and Special Education Programs.

- (3) A complaint may also be filed alleging that a pupil enrolled in a public school was required to pay a pupil fee for participation in an educational activity as those terms are defined below.
- a. “Educational activity” means an activity offered by a school, school district, charter school or county office of education that constitutes an integral fundamental part of elementary and secondary education, including, but not limited to, curricular and extracurricular activities.
  - b. “Pupil fee” means a fee, deposit or other charge imposed on pupils, or a pupil’s parents or guardians, in violation of Section 49011 of the Education Code and Section 5 of Article IX of the California Constitution, which require educational activities to be provided free of charge to all pupils without regard to their families’ ability or willingness to pay fees or request special waivers, as provided for in *Hartzell v. Connell* (1984) 35 Cal.3d 899. A pupil fee includes, but is not limited to, all of the following:
    - i. A fee charged to a pupil as a condition for registering for school or classes, or as a condition for participation in a class or an extracurricular activity, regardless of whether the class or activity is elective or compulsory, or is for credit.
    - ii. A security deposit, or other payment, that a pupil is required to make to obtain a lock, locker, book, class apparatus, musical instrument, uniform or other materials or equipment.
    - iii. A purchase that a pupil is required to make to obtain materials, supplies, equipment or uniforms associated with an educational activity.
  - c. A pupil fees complaint may be filed anonymously if the complaint provides evidence or information leading to evidence to support an allegation of noncompliance with laws relating to pupil fees.
  - d. If FCPS finds merit in a pupil fees complaint, FCPS shall provide a remedy to all affected pupils, parents, and guardians that, where applicable, includes reasonable efforts by FCPS to ensure full reimbursement to all affected pupils, parents, and guardians, subject to procedures established through regulations adopted by the state board.
  - e. Nothing in this section shall be interpreted to prohibit solicitation of voluntary donations of funds or property, voluntary participation in fundraising activities, or school districts, school, and other entities from providing pupils prizes or other recognition for voluntarily participating in fundraising activities.
- (4) Complaints of noncompliance with the requirements governing the Local Control Funding Formula or Sections 47606.5 and 47607.3 of the Education Code, as applicable.

Not all complaints fall within the scope of the UCP. For any complaints regarding subjects not described above, please refer to FCPS’s other complaint policies, which can be found at <http://www.fentoncharterpublicschools.net>.

### **The responsibilities of Fenton Charter Public Schools**

FCPS has the primary responsibility to insure compliance with applicable state and federal laws and regulations. FCPS shall investigate complaints alleging failure to comply with applicable state and

federal laws and regulations and/or alleging discrimination, harassment, intimidation, bullying and charging pupil fees for participation in an educational activity and seek to resolve those complaints in accordance with these UCP procedures.

FCPS acknowledges and respects every individual's rights to privacy. Unlawful discrimination, harassment, intimidation or bullying complaints shall be investigated in a manner that protects to the greatest extent reasonably possible the confidentiality of the parties and the integrity of the process. FCPS cannot guarantee anonymity of the complainant. This includes keeping the identity of the complainant confidential. However, FCPS will attempt to do so as appropriate. FCPS may find it necessary to disclose information regarding the complaint/complainant to the extent necessary to carry out the investigation or proceedings, as determined by the Executive Director or designee on a case-by-case basis.

FCPS prohibits any form of retaliation against any complainant in the complaint process, including but not limited to a complainant's filing of a complaint or the reporting of instances of unlawful discrimination, harassment, intimidation or bullying. Such participation shall not in any way affect the status, grades or work assignments of the complainant.

### **Compliance Officer**

The Board of Directors designates the following compliance officer(s) to receive and investigate complaints and to ensure FCPS's compliance with law:

Fenton Charter Public Schools  
ATTN: Irene Sumida, Executive Director  
8928B Sunland Boulevard  
Sun Valley, CA 91352  
(818) 962-3630

The Executive Director or designee shall ensure that employees designated to investigate complaints are knowledgeable about the laws and programs for which they are responsible. Designated employees may have access to legal counsel as determined by the Executive Director or designee.

The Executive Director may designate the principal of the charter school where the complaint originated to serve as the designee regarding complaints of noncompliance with laws relating to pupil fees.

Should a complaint be filed against the Executive Director, the compliance officer for that case shall be the President of the FCPS Board of Directors.

### **Notifications**

The Executive Director or designee shall annually provide written notification of the Charter School's uniform complaint procedures to employees, students, parents and/or guardians, advisory committees, private school officials and other interested parties (e.g., Adult Education).

The Annual Notice shall also advise the recipient of any civil law remedies that may be available under state or federal discrimination, harassment, intimidation, and bullying laws, if applicable, and of the appeal pursuant to Education Code section 262.3.

The annual notice shall be in English, and when necessary, in the primary language, pursuant to section 48985 of the Education Code if fifteen (15) percent or more of the pupils enrolled in any one of the charter schools speak a single primary language other than English.

A copy of this UCP complaint policies and procedures document shall be available free of charge.

The annual notice shall include the following:

- (a) A statement that FCPS is primarily responsible for compliance with federal and state laws and regulations.
- (b) A statement that a pupil enrolled in a public school shall not be required to pay a pupil fee for participation in an educational activity.
- (c) A statement identifying the responsible staff member, position, or unit designated to receive complaints.
- (d) A statement that the complainant has a right to appeal FCPS's decision to the CDE by filing a written appeal within 15 days of receiving FCPS's Decision.
- (e) A statement advising the complainant of any civil law remedies that may be available under state or federal discrimination, harassment, intimidation or bullying laws, if applicable, and of the appeal pursuant to Education Code § 262.3.
- (f) A statement that copies of the local educational agency complaint procedures shall be available free of charge.

**Filing a complaint with Fenton Charter Public Schools**

Procedures

The following procedures shall be used to address all complaints, which allege that FCPS has violated federal or state laws or regulations governing educational programs. Compliance officers shall maintain a record of each complaint and subsequent related actions.

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

Step 1: Filing of Complaint

Any individual, public agency, or organization may file a written complaint of alleged noncompliance by FCPS.

A complaint alleging unlawful discrimination, harassment, intimidation or bullying shall be initiated no later than six (6) months from the date when the alleged unlawful discrimination, harassment, intimidation or bullying occurred, or six (6) months from the date when the complainant first obtained knowledge of the facts of the alleged unlawful discrimination, harassment, intimidation or bullying. A complaint may be filed by a person who alleges that he/she personally suffered unlawful discrimination, harassment, intimidation or bullying or by a person who believes that an individual or any specific class of individuals has been subjected to unlawful discrimination, harassment, intimidation or bullying.

The complaint shall be presented to the compliance officer who shall maintain a log of complaints received, providing each with a code number and date stamp.

If a complainant is unable to put a complaint in writing due to conditions such as a disability or illiteracy, FCPS staff shall assist him/her in the filing of the complaint.

Step 2: Mediation

Within three (3) days of receiving the complaint, the compliance officer may informally discuss with the complainant the possibility of using mediation. If the complainant agrees to mediation, the compliance officer shall make arrangements for this process.

Before initiating the mediation of an unlawful discrimination, harassment, intimidation or bullying complaint, the compliance officer shall ensure that all parties agree to make the mediator a party to related confidential information.

If the mediation process does not resolve the problem within the parameters of law, the compliance officer shall proceed with his/her investigation of the complaint.

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

Step 3: Investigation of Complaint

The compliance officer is encouraged to hold an investigative meeting within five (5) days of receiving the complaint or an unsuccessful attempt to mediate the complaint. This meeting shall provide an opportunity for the complainant and/or his/her representative to repeat the complaint orally.

The complainant and/or his/her representative shall have an opportunity to present the complaint and evidence or information leading to evidence to support the allegations in the complaint.

A complainant's refusal to provide FCPS's investigator with documents or other evidence related to the allegations in the complaint, or his/her failure or refusal to cooperate in the investigation or his/her engagement in any other obstruction of the investigation, may result in the dismissal of the complaint because of a lack of evidence to support the allegation.

FCPS's refusal to provide the investigator with access to records and/or other information related to the allegation in the complaint, or its failure or refusal to cooperate in the investigation or its engagement 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.

Step 4: Response

Unless extended by written agreement with the complainant, the compliance officer shall prepare and send to the complainant a written report of FCPS's investigation and decision, as described in Step #5 below, within sixty (60) days of FCPS's receipt of the complaint.

Step 5: Final Written Decision

FCPS's decision shall be in writing and sent to the complainant. FCPS's decision shall be written in English and in the language of the complainant whenever feasible or as required by law.

The decision shall include:

1. The findings of fact based on evidence gathered.
2. The conclusion(s) of law.
3. Disposition of the complaint.
4. Rationale for such disposition.
5. Corrective actions, if any are warranted.
6. Notice of the complainant's right to appeal FCPS's decision within fifteen (15) days to the CDE and procedures to be followed for initiating such an appeal.
7. For unlawful discrimination, harassment, intimidation or bullying complaints arising under state law, notice that the complainant must wait until sixty (60) days have elapsed from the filing of an appeal with the CDE before pursuing civil law remedies.
8. For unlawful discrimination, harassment, intimidation or bullying complaints arising under federal law such complaint may be made at any time to the U.S. Department of Education, Office for Civil Rights.

If an employee is disciplined as a result of the complaint, the decision shall simply state that effective action was taken and that the employee was informed of FCPS's expectations. The report shall not give any further information as to the nature of the disciplinary action.

#### Appeals to the California Department of Education

If dissatisfied with FCPS's decision, the complainant may appeal in writing to the CDE within fifteen (15) days of receiving FCPS's decision. When appealing to the CDE, the complainant must specify the basis for the appeal of the decision and whether the facts are incorrect and/or the law has been misapplied. The appeal shall be accompanied by a copy of the locally filed complaint and a copy of the FCPS's decision.

Upon notification by the CDE that the complainant has appealed FCPS's decision, the Executive Director or designee shall forward the following documents to the CDE:

1. A copy of the original complaint.
2. A copy of the decision.
3. A summary of the nature and extent of the investigation conducted by FCPS, if not covered by the decision.
4. A copy of the investigation file, including but not limited to all notes, interviews, and documents submitted by all parties and gathered by the investigator.

5. A report of any action taken to resolve the complaint.
6. A copy of FCPS's complaint procedures.
7. Other relevant information requested by the CDE.

The CDE may directly intervene in the complaint without waiting for action by FCPS when one of the conditions listed in Title 5, California Code of Regulations, Section 4650 exists, including cases in which FCPS has not taken action within sixty (60) days of the date the complaint was filed with FCPS.

#### Civil Law Remedies

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









## FENTON CHARTER PUBLIC SCHOOLS *INTERNET SAFETY POLICY*

### **Introduction**

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

### **Definitions**

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

### **Access to Inappropriate Material**

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

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

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

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<sup>1</sup> **CIPA** definitions of terms:

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

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

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

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

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

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

## **Inappropriate Network Usage**

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

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

## **Education, Supervision and Monitoring**

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

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

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

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

## **Adoption**

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



## Fenton Charter Public Schools Anti-Bullying Policy

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

**Indicators of Bullying:** Bullying typically occurs in one of the following ways:

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

### Responding to Bullying Reports:

- All staff members are required to take bullying seriously and follow up with a written report.
- An investigation will follow the written report by the end of the next workday to obtain specific information relevant to bullying.
- Target student of bullying will be assured that they incident will be resolved. Target student will be provided names of school personnel who can help if the situation continues, escalates or arises again.
- An action or consequence will be determined to resolve the situation.

Assembly Bill 86 authorizes schools to suspend or expel students who engage in all forms of bullying, including bullying committed by means of an electronic act directed specifically toward a pupil or school personnel (EC48900r). Bullying means one of more acts by a pupil or group of pupils as defined in the Education Codes: 48900.2, 48900.3 or 48900.4 (EC3226.1f). Students engaged in an act of bullying, including, but not limited to, bullying committed by means of an electronic act, as defined in subdivisions (f) and (g) of Section 32261, directed specifically towards pupil or school personnel will be considered for one or more of the following consequences:

- Mandatory parent meeting
  - In-house suspension
  - Exclusion from extracurricular activities or programs
  - Suspension from school
  - Expulsion
  - Civil/criminal penalties
- The target of bullying will continue to be monitored to assure that bullying has stopped.

# FENTON CHARTER PUBLIC SCHOOLS/ESCUELAS AUTONOMAS PUBLICAS FENTON

*Student Textbook Agreement/Contrato de Estudiantes sobre Libros Escolares*

Student/Estudiante \_\_\_\_\_

Room/Salón \_\_\_\_\_

Teacher/Maestro/a \_\_\_\_\_

Grade/Grado \_\_\_\_\_

*Textbooks and school materials are an important part of your education. You will be issued books for different subjects. To make sure that books are available for you, we want you to follow these guidelines:/Los Libros y materiales escolares son una parte importante para tu educación. Tu recibirás libros en diferentes materias. Para asegurarnos que los libros estén disponibles para ti, quisiéramos que sigas las siguientes reglas:*

1. *Do not lend your books to other children./No prestes tus libros a otros estudiantes.*
2. *You are expected to keep your books in good condition. You will be responsible for replacing any damaged book./Se espera que mantengas los libros en buenas condiciones. Tu serás responsable de reemplazar libros dañados.*
3. *There will be a charge for any lost books. Report any loss immediately to your teacher./Se cobrará el costo de cualquier libro perdido. Reporta cualquier perdida inmediatamente al maestro/a.*

*You have been issued the following books and will be expected to return these books upon leaving this room:  
Se te darán los siguientes libros y se espera que los regreses a este salón a la salida:*

| <i>Title of Book/Título del Libro</i> | <i>Book #/# de Libro</i> | <i>√ if lost/√ si se perdió</i> |
|---------------------------------------|--------------------------|---------------------------------|
| _____                                 | _____                    | _____                           |
| _____                                 | _____                    | _____                           |
| _____                                 | _____                    | _____                           |

\*\*\*\*\*

*Parent/Student Agreement*

*Contrato del Padre/Estudiante*

*We agree to follow the guidelines for textbooks and pay for any lost or damaged books./Estamos de acuerdo en seguir las guías de los libros escolares y pagar por libros dañados o perdidos.*

\_\_\_\_\_  
*Parent's/Guardian's Signature/Firma del Padre/Tutor*

\_\_\_\_\_  
*Student's Signature/Firma del Estudiante*

Date/Fecha \_\_\_\_\_

Date/Fecha \_\_\_\_\_

.....

*Dear Parent/Guardian/Estimados Padres/Tutores,*

*The book checked off above has been lost or damaged. The cost to replace the books is \$ \_\_\_\_\_. Please remit this full amount as soon as possible and a replacement book will be issued to your child./ El libro marcado arriba ha sido perdido o dañado. El costo del libro es \$ \_\_\_\_\_. Por favor remita la cantidad debida lo más pronto posible y se le reemplazará con otro libro a su niño/a.*

*Thank you for your cooperation./Gracias por su cooperación.*

\_\_\_\_\_  
*Teacher's Signature/Firma del Maestro/a*

\_\_\_\_\_  
*Date/Fecha*

# FENTON CHARTER PUBLIC SCHOOLS

## *Directory Information Acknowledgment*

Dear Parents,

Under Federal and State law, school districts may identify and disseminate student directory information to certain authorized individuals, organizations and/or officials. Pursuant to California Education Code section 49073, Fenton Charter Public Schools has identified the following categories of information as directory information that may be released to the officials and organizations named below: *name, address, telephone, date of birth, dates of attendance and previous school(s)*. Parents of students may request that we limit the release of directory information or not release directory information at all.

*PLEASE READ AND COMPLETE THIS FORM.*

\*\*\*\*\*

Name of Student: \_\_\_\_\_ Date of Birth: \_\_\_\_\_ Grade: \_\_\_\_\_

Teacher: \_\_\_\_\_ Room: \_\_\_\_\_

**Student Directory Information:**

| Category               | O.K. to Release | Do Not Release |
|------------------------|-----------------|----------------|
| 1. Name                |                 |                |
| 2. Address             |                 |                |
| 3. Telephone           |                 |                |
| 4. Date of Birth       |                 |                |
| 5. Dates of Attendance |                 |                |
| 6. Previous School(s)  |                 |                |

**Authorized Recipients of Directory Information:**

| Recipient            | May Receive Information | May NOT Receive Information |
|----------------------|-------------------------|-----------------------------|
| 1. Family Center     |                         |                             |
| 2. Health Department |                         |                             |

\_\_\_\_\_ **I do not wish to have ANY directory information released to any individual or organization without my written permission.**

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

\_\_\_\_\_  
Date

# FENTON CHARTER PUBLIC SCHOOLS

## *Home-School Agreement*

## *Student Responsibility Code*

## *Homework Policy*

## *Technology Responsibility Code*

## *Textbook Agreement*

I have read the *Home-School Agreement* and accept all “Parent/Guardian” responsibilities as identified in the document. Additionally, my child and I have discussed the *Student Responsibility Code*, *Homework Policy*, *Technology Responsibility Code*, and *Textbook Agreement* of the Fenton Charter Public Schools . We agree to support and cooperate by following all of the rules.

\_\_\_\_\_  
**Parent’s/Guardian’s Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Student’s Signature**

\_\_\_\_\_  
**Date**

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

\_\_\_\_\_  
**Room# /Grade**