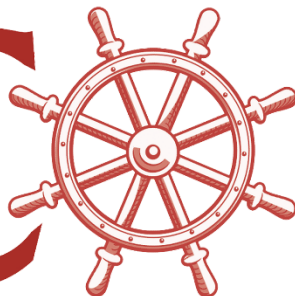


ENCORE



Junior & Senior High School for the Arts
Free Public Charter School Grades 7-12

PARENT – STUDENT HANDBOOK

2023-2024

Board Approved July 17, 2023

Encore's Board Governance

As a nonprofit corporation, Encore Education Corporation has a board to oversee the operations of the organization. Board members are volunteers and work on three-year terms. Generally, the board members meet monthly, for a public meeting.

Anyone that has questions, comments, or concerns that they would like addressed to the board, should submit a formal letter, or send an email.

Letters should be mailed to:
Encore Board of Directors
16955 Lemon St.
Hesperia, Ca 92345

You can also contact the board clerk, by calling 760-949-2036 or email **board@encorehighschool.com** for the quickest response.

ENCORE EDUCATION CORPORATION BOARD

Mr. Chandale Sutton, Chair
csutton@encorehighschool.com

Mr. Ian Rapier, Board Member
irapier@encorehighschool.com

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Table of Contents

Encore’s Board Governance.....	2
POLICIES & PROCEDURES.....	9
Nondiscrimination Statement.....	9
ATTENDANCE POLICY.....	11
Tardy Policy.....	11
Absence Policy.....	11
“Excused Absence”.....	11
“Unexcused Absence”.....	13
Absence Verification.....	13
Absence School Day.....	13
Parent Pick Up During Classes.....	15
Truancy.....	15
School Attendance Review Team (“SART”).....	16
Truancy Procedure.....	17
Extended Leave.....	17
Attendance Eligibility.....	17
Independent Study.....	18
Student Drivers.....	18
Student Parking Pass.....	18
Student Drivers Leaving Campus Early.....	19
Minors.....	19
Adult (student eighteen (18) or older).....	19
Siblings Of Student Drivers.....	19
Early Out And Late Arrival.....	20
Early Out.....	20
Late Arrival.....	20
Siblings Of Students With Early Out Or Late Arrival.....	21
Student Pick Up During Classes.....	21
Bathroom/Hall Passes.....	23
Forms Of Encore Communication.....	23
Phone Communication.....	23
Email Communication.....	24
Social Media.....	24

Encore Website.....	25
USPS Mail.....	25
Communication With Your Student During A School Day.....	25
Visitors During The School Day.....	25
Parent and Family Engagement Policy.....	26
Volunteers.....	27
School Site Council Committee (SSC).....	27
BIRTHDAY CELEBRATIONS.....	27
Blackout Rehearsal Policy.....	28
School Production Policies and Expectations.....	28
Academic and Behavior Eligibility:.....	28
Time Commitment.....	29
Blackout and Tech Week.....	29
Expectations:.....	29
Busing.....	30
Bus Citation.....	30
Free And Reduced-Price Lunch.....	31
GRADUATION.....	32
Rehearsal.....	32
Reminders.....	32
Student Identification Cards And Lanyards.....	33
Forgotten Items.....	33
Lost And Found.....	33
CLOTHING – The lost and found bin for clothing is located in the F building next to the cafeteria exit. Check there for clothing items that you may have lost. This box is emptied and donated to charity at the end of each month.....	33
Backpacks, Jewelry, Electronics – These items are turned in to the reception desk in the A building. At the end of each semester, these items are donated to charity.....	33
What To Do If You Lose Something.....	34
What if I find something?.....	34
Theft Disclaimer.....	34
Lost or Damaged School Property.....	34
Student Freedom of Expression.....	35
ONLY APPROVED POSTERS MAY BE POSTED.....	35
REFUND POLICY.....	35

District Refunds.....	35
ASB (Associated Student Body) Refunds.....	36
Acceptable Use Policy For Internet, Network, And Devices.....	36
Encore’s Internet Policy.....	36
Prohibited Items.....	37
Information for Students and Parents Regarding Chromebooks.....	39
Receiving and Returning Your Chromebook.....	39
Beginning of the School Year.....	39
End of the School Year.....	40
Care of Your Chromebook.....	40
Student Use of the Chromebook at School.....	40
Student Use of the Chromebook Outside of School.....	41
Work Permits.....	41
Education of Foster and Mobile Youth.....	42
Foster and Mobile Youth Liaison.....	43
Education of Homeless Children and Youth.....	47
Student Records, including Records Challenges and Directory Information.....	51
INSTRUCTIONAL PROGRAM.....	54
Academic Eligibility.....	54
Homework Policy.....	54
Animal Dissections.....	55
Availability of Prospectus.....	55
Cal Grant Program Notice.....	55
California Healthy Kids Survey.....	56
Surveys About Personal Beliefs.....	56
Sexual Health Education.....	56
English Learners.....	57
Special Education /Students with Disabilities.....	57
Section 504.....	58
State Testing.....	58
Surveys About Personal Beliefs.....	58
Teacher Qualification Information.....	58
Information Regarding Financial Aid.....	59
STUDENT HEALTH & SAFETY.....	59
Release of Liability and Assumption of Risk RE: COVID19 Exposure and Infection.....	59

Health Screenings and Right to Opt-out.....	61
Sports Physicals.....	61
Illness, injury or Accidents at School.....	62
Administration of Medication.....	63
Student Accident Insurance.....	63
Availability of Health Insurance.....	64
Concussion/Head Injuries.....	64
Sudden Cardiac Arrest Prevention and Automated External Defibrillators.....	65
Diabetes.....	65
Human Trafficking Prevention.....	65
Immunizations.....	66
Mental Health Services.....	67
Available on Campus.....	67
Available in the Community:.....	67
Available Nationally:.....	68
Pregnant and Parenting Students.....	68
School Safety Plan.....	69
Fire Drills.....	69
Earthquakes (Great California Shake-out).....	70
Shelter in Place.....	70
Lockdown.....	70
Search and Seizure.....	70
Use of Contraband Detection Dogs.....	71
STUDENT CONDUCT AND DISCIPLINE.....	72
UNIVERSAL CLASSROOM RULES.....	72
STUDENT CODE OF CONDUCT.....	72
Bullying.....	73
Cyberbullying.....	74
Resources for Anti-Bullying and Cyberbullying.....	75
Disrespect.....	75
Dress Code.....	76
Gum.....	78
Public Display Of Affection.....	79
Plagiarism.....	79
AVOIDING PLAGIARISM.....	79

WHAT HAPPENS IF I PLAGIARIZE OR CHEAT AT ENCORE?.....	79
ANTI PLAGIARISM CHECKLIST.....	80
Cheating.....	80
DEMERITS.....	80
Behavioral Interventions.....	80
Minor Behavior Offenses.....	82
Major Behavioral Offenses.....	82
Grounds for Suspension & Limitations.....	83
Acts Warranting Suspension.....	83
Involuntary Removal Process.....	87
Grounds for an Expulsion - Recommendations & Limitations.....	89
Acts Warranting Expulsion.....	89
Bully Traffic School /Alternative Learning Center For Bullying.....	90
COMPLAINT PROCEDURES.....	91
Complaint Policy (BP 1312).....	91
Internal Complaint Policy And Dispute Resolution Procedure.....	91
UNIFORM COMPLAINT POLICY AND PROCEDURES (BP1312.3).....	94
Introduction.....	94
Scope.....	94
Compliance Officer.....	96
Notifications.....	96
Procedures.....	98
Step 1: Filing of Complaint.....	98
Step 2: Mediation.....	99
Step 3: Investigation of Complaint.....	99
Step 4: Final Written Decision.....	99
Appeals to the CDE.....	100
Civil Law Remedies.....	101
Complete Policies.....	102
Suspension and Expulsion Policy.....	102
School Climate and Student Discipline System.....	103
School Climate Bill of Rights.....	103
Schoolwide Positive Behavior Support.....	104
Tiered behavior intervention.....	104
SUSPENSION/EXPULSION POLICY AND PROCEDURES.....	104

EXPULSION.....	107
Expulsion Procedures.....	107
Special Procedures for Expulsion Hearings Involving Sexual Assault or Battery Offenses.....	108
Record of Hearing.....	109
Presentation of Evidence.....	110
Expulsion Decision.....	110
Written Notice to Expel.....	111
Disciplinary Records.....	111
SUSPENSION.....	112
Due Process.....	112
Behavioral Intervention.....	112
Conference.....	112
Notice to Parents/Guardians.....	113
Length of Suspension.....	113
Procedures.....	113
A. Grounds for Suspension and Expulsion of Students.....	113
B. Enumerated Offenses.....	114
RIGHT OF APPEAL FOR SUSPENSIONS AND EXPULSIONS.....	123
No Right to Additional Appeal.....	124
Expelled Students/Alternative Education.....	124
Rehabilitation Plans.....	124
Readmission or Admission of Previously Expelled Student.....	124
Notice to Teachers.....	124
Special Procedures for the Consideration of Suspension and Expulsion or Involuntary Removal of Students with Disabilities.....	125
APENDIX.....	129
School Calendar & Bell Schedule.....	129
Bell Schedule.....	130
Holiday and Schedule Breakdown.....	131

POLICIES & PROCEDURES

Nondiscrimination Statement

Encore does not discriminate against any person on the basis of actual or perceived disability, gender, gender identity, gender expression, nationality, race or ethnicity, immigration status, religion, religious affiliation, sexual orientation, pregnancy, or any other characteristic that is contained in the definition of hate crimes in the California Penal Code.

Encore adheres to all provisions of federal law related to students with disabilities, including, but not limited to, Section 504 of the Rehabilitation Act of 1973, Title II of the Americans with Disabilities Act of 1990 (“ADA”), and the Individuals with Disabilities Education Improvement Act of 2004 (“IDEIA”).

Encore does not discourage students from enrolling or seeking to enroll in Encore for any reason, including, but not limited to, academic performance, disability, neglect or delinquency, English proficiency, for being homeless or a foster/mobile youth, economic disadvantage, nationality, race, ethnicity, or sexual orientation. Encore shall not encourage a student currently attending Encore to disenroll or transfer to another school based on any of the aforementioned reasons except in cases of expulsion and suspension or involuntary removal in accordance with Encore’s charter and relevant policies.

Encore does not request nor require student records prior to a student’s enrollment.

Encore shall provide a copy of the California Department of Education Complaint Notice and Form to any parent, guardian, or student over the age of 18 at the following times: (1) when a parent, guardian, or student over of the age of 18 inquiries about enrollment; (2) before conducting an enrollment lottery; and (3) before disenrollment of a student.

Encore is committed to providing an educational atmosphere that is free of unlawful harassment under Title IX of the Education Amendments of 1972 (sex); Titles IV, VI, and VII of the Civil Rights Act of 1964 (race, color, or national origin); The Age Discrimination Act of 1975; the IDEIA; and Section 504 and Title II of the ADA (mental or physical disability). Encore also prohibits sexual harassment, including cyber sexual bullying, and harassment based upon pregnancy, childbirth or related medical conditions, race, religion, religious affiliation, creed, color, immigration status, gender, gender identity, gender expression, national origin or ancestry, physical or mental disability, medical condition, marital status, age, sexual orientation, or any other basis protected by federal, state, local law, ordinance or regulation. Encore does not condone or tolerate harassment of any type, including discrimination, intimidation, or bullying, including cyber sexual bullying, by any employee, independent contractor or other person with which Charter School does business, or any other individual, student, or volunteer. This applies to all employees, students, or volunteers and relationships, regardless of position or gender. Charter School will promptly and thoroughly investigate any complaint of harassment and take appropriate corrective action, if warranted. Inquiries, complaints, or grievances regarding harassment as described in this section, above, should be directed to Encore Uniform Complaint Procedures (“UCP”) Compliance Officer:

SABRINA BOW
EXECUTIVE DIRECTOR
16955 LEMON STREET, HESPERIA, CA 92345
760-9656-2632
SBOW@ENCOREHIGHSCHOOL.COM

The lack of English language skills will not be a barrier to admission or participation in Charter School’s programs or activities. Encore prohibits retaliation against anyone who files a complaint or who participates or refuses to participate in a complaint investigation.

ATTENDANCE POLICY

DID YOU KNOW? – Any child that misses more than nine (9) school days over the course of the school year is considered a high-risk student for graduation? One of Encore’s LCAP goals for this school year is to lower the percentage of chronically absent students.

Tardy Policy

“Tardy”: School starts at 8:30 am. Students shall be classified as tardy if the student arrives after that time. When the 8:30 am bell rings, Student will only be able to access the school through the A building with their school identification card.

“Period Tardy”: When the tardy bell rings, teachers will close their doors, and students will be required to go to the A building to get an unexcused tardy pass to enter the classroom.

“5th Tardy”: After 5th tardy student will be assigned to Lunch Detention.

“Tardy Sweeps”: Tardy sweeps are unannounced. When the tardy bell rings, teachers will close their doors and not allow any student without a pass to enter. Students will be swept to the Assistant Dean of Student Services who will record the tardy in Aeries and give the student a pass to class.

“Excused Tardy”: All tardies count regardless of the reason, with the exception stated below:

A “Hall Pass”, dated, timed, and signed by teacher or other school personnel.

A legal guardian may walk into the A building, or the student can bring in a written, dated, timed, and signed note from a legal guardian excusing the students tardy.

Absence Policy

“Excused Absence”

A student’s absence shall be excused for the following reasons:

- Personal illness
- Personal Medical, Dental, Optical, or chiropractic appointments. Students in grades 7-12, inclusive, may be excused from school for the purpose of obtaining confidential medical services without the consent of the student’s parent/guardian.
- Attendance at funeral services for a member of the immediate family:
 - “Immediate family” shall be defined as a mother, a father, great grandparents, grandparents, spouse, son/son-in-law, daughter/daughter-in-law, brother/half-brother, sister/half-sister, or any relative living in the student’s immediate household.
- Excused absences in this instance shall be limited to one (1) day if the service is conducted in California or three (3) days if the service is conducted out of state.
- Quarantine under the direction of a county or city health officer.

- Authorized at the discretion of the principal or designee, based on the facts of the student's circumstances, are deemed to constitute a valid excuse.
 - For the following justifiable personal reasons for a maximum of five (5) school days per school year, upon advance written request by the student's parent/guardian and approval by the principal or designee pursuant to uniform standards:
 - Prior principal approval for attendance at an employment conference
 - Appearance in court (verification required)
 - Attendance at an educational conference on the legislative or judicial process offered by a nonprofit organization.
 - Jury duty for students 18 years or older.
 - Attend the student's naturalization ceremony to become a United States citizen.
 - Students are excused to participate in religious exercises or receive moral and religious instruction.
 - A student shall be excused for this purpose on no more than four (4) school days per month.
 - Observation of a holiday or ceremony.
 - To permit the student to spend time with an immediate family member who is an active-duty member of the uniformed services, as defined in Education Code section 49701, and has been called to duty for, is on leave from, or has immediately returned from, deployment to a combat zone or combat support position. Absences granted pursuant to this paragraph shall be granted for a period of time to be determined at the discretion of Encore.
 - For the purpose of serving as a member of a precinct board for an election pursuant to Election Code section 12302.
 - Authorized parental leave for a pregnant or parenting student for up to eight (8) weeks, which may be extended if deemed medically necessary by the student's physician.
 - A student who holds a work permit to work for a period of not more than five (5) consecutive days in the entertainment or allied industries shall be excused from school during the period that the student is working in the entertainment or allied industry for a maximum of up to five (5) absences per school year subject to the requirements of Education Code section 48225.5.
 - In order to participate with a not-for-profit performing arts organization in a performance for a public-school student audience for a maximum of up to five (5) absences per school year provided the student's parent/guardian provides a written note to the school attendance clerk explaining the reason for the student's absence.
- A legal guardian may walk into the A building, or the student can bring in a written, dated, timed, and signed note from a legal guardian excusing the student's absence.
- Students returning to school after 3 or more days of illness, injury, surgery,

hospitalization or exclusion due to contagious illness shall provide a medical note clearing them to resume school activity.

“Unexcused Absence”

A student shall have an unexcused absence if the student is absent or is tardy for more than thirty (30) minutes without a valid excuse.

- Bus not available lack of transportation
- Going to work with parent or other family member.
- Babysitting, taking care of other family members.
- Personal problems
- Waiting for service or repair people to arrive
- Vacation, family reunions, camping, going to the beach, lake, river, amusement park, mountains.
- Attending a sporting event
- Repairing car or household items
- Participating in a student demonstration
- Any other reason not included in the list of “excused absences.”

If a student has an extended absence (more than 3 days), a parent/guardian must contact the student’s counselor to request any missing classroom and homework assignments.

Absence Verification

ALL ABSENCES MUST BE VERIFIED WITHIN THREE (3) DAYS. The attendance clerk must be contacted via email or phone within three days if they do not call first. Parents/guardians will give a reason for the absence and a date when the student will be able to make up their missed attendance. Ed Code 48205

Absence Recovery Day

Monthly, Encore students will be offered an opportunity to makeup absent days on half days and “Absence School Day”, held on the last Saturday of the month except for school breaks and holiday weekends, from 9 am to 1 pm to help students retain good attendance. If a student misses a day of school, they should prepare to complete work off site using an approved agreement OR come to makeup absent days to complete scheduled assignments.

When the student misses a day of school, they will be required to visit the Google Classroom and/or the teacher’s approved curriculum site to complete work outlined by the coordinator. Students will be required to complete work while at home and complete the absent day log to return to the period 1/5 teacher upon their return. Only days when completed work and the absent day log was completed and approved can have attendance recovered.

If a student misses more than ten (10) percent of a school year in a single class, they may not receive credit for a course.

Parent Pick Up During Classes

If you need to pick up your student from school, please do not call your student's cell phone and ask them to meet you.

The following procedure needs to be followed.

- If the student calls home and requests to be picked up because they feel unwell, please instruct your student to go to the health office immediately, to ensure the health and safety of your student and others.
- The legal parent/guardian or emergency contact must come to the main office and show a valid ID to have a student picked up.
- For security reasons, parents cannot call ahead to have a student removed from class without verification of parent/guardian or emergency contacts identity.
- Additional verification of authenticity may be requested. This may come in the form of a phone call to the parent/guardian requesting verbal or digital verification.

Truancy

“Truant”: A student shall be classified as a truant if the student is absent from school without a valid excuse three (3) full days in one school year, or if the student is tardy or absent for more than any 30-minute period during the school day without a valid excuse on three (3) occasions in one school year, or any combination thereof. Any student who has once been reported as a truant and who is again absent from school without valid excuse one or more days, or tardy on one or more days, shall again be deemed a truant. Such students shall be reported to the Principal or designee. Ed. Code 48260

“Habitual Truant”: A student shall be classified as a habitual truant if the student is reported for truancy three (3) or more times within the same school year. This generally occurs when the student is absent from school without a valid excuse for five (5) full days in one school year or if the student is tardy or absent for more than any 30-minute period during the school day without a valid excuse on five (5) occasions in one school year, or any combination thereof. Ed. Code 48262

“Chronic Truant”: Students shall be classified as a chronic truant if the student is absent from school without a valid excuse for ten (10) percent or more of the school days in one school year, from the date of enrollment to the current date. Ed. Code 48263.6

School Attendance Review Team (“SART”)

The SART panel will be composed of Site Administrator, Psychologist, Counselor, Parent/Guardian, Student. The SART panel will discuss the absence problem with the student’s parent/guardian to work on solutions, develop strategies, discuss appropriate support services for the student and student’s family, and establish a plan to resolve the attendance issue.

1. The SART panel shall direct the parent/guardian that no further unexcused absences or tardies can be tolerated.
2. The parent/guardian shall be required to sign a contract formalizing the agreement by the parent/guardian to improve the child’s attendance or face additional administrative action. The contract will identify the corrective actions required in the future, and indicate that the SART panel shall have the authority to order one or more of the following consequences for non-compliance with the terms of the contract:
 - o Parent/guardian to attend school with the child for one day.
 - o Student retention.
 - o Required school counseling.
 - o Loss of field trip privileges.
 - o Loss of school store privileges.
 - o Loss of school event privileges.
 - o Saturday school.
 - o Required remediation plan as set by the SART.
 - o Notification to the County District Attorney.
3. The SART panel may discuss other school placement options.
4. The SART panel may discuss fines for each day that a student is additionally tardy or absent. Ed. Code 48293(a)
5. Notice of action recommended by the SART will be provided in writing to the parent/guardian.
6. Any minor under the age of 18 years, but 15.5 years of age or older who is a habitual truant, may have his/her driving privilege suspended for one year.
7. Any minor under the age of 18 years who is a habitual truant, may have his/her work permit revoked.
8. Failure to enroll your student in an approved educational program could result in a \$2,500 fine and one year in county jail and probation for up to five years.

Truancy Procedure

1. Three (3) unexcused absences/Five (5) truanancies or Five (5) tardies of thirty (30) minutes or more the first letter is sent out (regular mail)
2. Five (5) unexcused absences or Seven (7) truant tardies the second letter is sent out (certified mail) and the parent/guardian and student are required to meet with the principal, counselor, and a teacher. The parent/guardian and student are required to sign an Attendance Agreement.
3. Seven (7) unexcused absences or Ten (10) truant tardies the third letter is sent out (certified mail).
4. A SART meeting will be required.
5. A District Level Contract will be issued.

Extended Leave

If a student will be absent for five (5) or more days but no more than fourteen (14) days in one school year, due to extended illness or other circumstances, a parent may request the student be put on short term independent study. This must be done at least two (2) days before the student leaves. A parent/guardian and the student will need to sign a Short-Term Independent Study Agreement acknowledging that their student will complete the assigned work. Assigned work will be available through the student's email from the Independent Study Coordinator prior to leaving. Upon their return to school, the student is to turn in the completed assigned work to the Independent Study Coordinator for processing and attendance purposes. Attendance will be determined based on the completed assignments turned in to the Independent Study Coordinator upon the student's return to school.

Attendance Eligibility

PARTICIPATION IN AFTER-SCHOOL ACTIVITIES

Students cannot miss the school day and then participate in any after-school activities on that school day.

This includes:

- Rehearsals
- Shows
- Dances
- Field trips
- Clubs
- Teams
- "Class of"
- Any other school activity that takes place outside of school hours.

It is crucial for the success of a student at Encore both academically and in the arts departments to attend school every day. Students cannot participate in any event on a day that they are absent.

Students with more than a 10% unexcused absence rate are not eligible to participate in productions, clubs, teams, dances, extracurricular field trips, or competitions.

Independent Study

If a parent/guardian or a student is looking for Independent Study, you must contact your counselor.

Student Drivers

Student Parking Pass

As the students become licensed drivers, students will be required to obtain a “Student Parking Pass” in the “G” building office. You must have the following:

1. Valid Driver’s License
2. Proof of Insurance
3. Valid vehicle registration
4. License Plate Number
5. Make of vehicle
6. Model of vehicle
7. Color of vehicle

The vehicle must always have valid registration tags, or the parking permit can be revoked.

Students will have a designated set of parking spaces in the upper parking lot in front of the “G” building. The last two (2) rows closest to the field will be the designated parking area for student parking. Any vehicle that is not authorized to park in the parking lot will be subject to ticketing and possible removal of the vehicle by tow. Student vehicles are subject to random searches or reasonable suspicion.

Students that violate any portion of the Ed. Code 48900 will/may result in revocation of parking/driving privileges. Please see pages (83 through 89) to refer to the details of Ed. Code 48900.

Student Drivers Leaving Campus Early

Minors

If the student driver is under the age of eighteen (18) there will be circumstances that will require a student to leave the campus before the end of their school day. To ensure the safety of Encore's student drivers, it is imperative that all parents recognize the policy for students leaving early without a parent/guardian present. Every time the student needs to leave early a verified phone call to a parent/guardian must be completed before the student can leave the campus.

- If a student misses more than 10% of the number of instructional days in a single course, they could be denied credit for that course.
- The front office is required to have the student come to the front office, sign out, and wait for the receptionist to get a hold of a parent/guardian prior to releasing the student.
- If a student has a scheduled appointment that happens on the same days every week (like a counseling appointment), parents can write a letter stating that they are aware that the student will be leaving regularly on the scheduled days. The receptionist is still required to obtain permission by phone from the parent/guardian before they allow the student to leave.
- Parents may call the school prior to the appointment to approve their student's early release.

Adult (student eighteen (18) or older)

- If a student misses more than 10% of the number of instructional days in a single course, they could be denied credit for that course.
- The student is required to come to the front office and sign out.

Siblings Of Student Drivers

- If a student misses more than 10% of the number of instructional days in a single course, they could be denied credit for that course.
- The front office is required to have the student come to the front office, sign out, and wait for the receptionist to get a hold of a parent/guardian prior to releasing the student.
- If a student has a scheduled appointment that happens on the same days every week (like a counseling appointment), parents can write a letter stating that they are aware that the student will be leaving regularly on the scheduled days. The receptionist is still required to obtain permission by phone from the parent/guardian before they allow the student to leave.
- Parents may call the school prior to the appointment to approve their student's early release.

Encore thanks the parents for their understanding in the matter. Encore strives to keep every student safe every day. Thank you for your cooperation.

Early Out and Late Arrival

Early Out

Early Out is a privilege for a **senior** student who is on track for graduation with no need for credit recovery. Early out allows the student to leave campus before the end of a regular school day, at the end of period 3/7. Please refer to the current school year calendar for the alternating Friday schedule and the bell schedule for the correct times.

To begin the process of requesting Early Out you must contact your school counselor for an appointment to discuss eligibility.

- Must be a Senior.
- Must be on track for graduation.
- May not have any credit recovery needs.
- Must have reliable transportation from school as the student cannot remain on campus without a scheduled class.
- If eligible the student will be provided with an Early Out Agreement that must be signed by the student and parent/guardian if the student is a minor. If the student is an adult, only the student signature is required.
- The student will need to return the signed agreement to the counselor for processing.
- If the student is a minor the counselor will make a courtesy phone call home confirming the parent/guardian permission to update the student's schedule to reflect Early Out.
- The student's schedule will not reflect/take effect until the above steps are completed.
- Once the schedule change has been completed it will be effective the following school day.
- The student is required to come to the "A" building front office and sign out with their student ID at the reception desk each day the student has Early Out.
- Eligibility will be reviewed each semester.

Late Arrival

Late Arrival is a privilege for a **senior** student who is on track for graduation with no need for credit recovery. Late Arrival allows the student to arrive to campus after the beginning of a regular school day, at the end of period 1/5. Please refer to the current school year calendar for the alternating Friday schedule and the bell schedule for the correct times.

To begin the process of requesting Late Arrival you must contact your school counselor for an appointment to discuss eligibility.

- Must be a Senior.
- Must be on track for graduation.
- May not have any credit recovery needs.

- Must have reliable transportation to school as the student cannot ride the bus and be on campus without a scheduled class.
- If eligible the student will be provided with a Late Arrival Agreement that must be signed by the student and parent/guardian if the student is a minor. If the student is an adult, only the student signature is required.
- The student will need to return the signed agreement to the counselor for processing.
- If the student is a minor the counselor will make a courtesy phone call home confirming the parent/guardian's permission to update the student's schedule to reflect Late Arrival.
- The student's schedule will not reflect/take effect until the above steps are completed.
- Once the schedule change has been completed it will be effective the following school day.
- The student is required to come to the "A" building front office and sign in with their student ID at the reception desk each day the student has Late Arrival.
- Eligibility will be reviewed each semester.

Siblings Of Students with Early Out Or Late Arrival

Only a senior student that has Early Out or Late Arrival on their current schedule is allowed to arrive late or leave campus early. This privilege is not extended to the siblings of the approved senior student. Siblings must follow their current class schedule. Please refer to the **Attendance** section of this handbook for information on tardies, absences and for more information on leaving early with a sibling please refer to the **Siblings of Student Drivers** section.

Student Pick Up During Classes

If you need to pick up your student from school, please do not call your student's cell phone and ask them to meet you.

The following procedure needs to be followed.

- If the student calls home and requests to be picked up because they feel unwell, please instruct your student to go to the health office immediately, to ensure the health and safety of your student and others.
- The legal parent/guardian or emergency contact must come to the main office and show a valid ID to have a student picked up.
- For security reasons, parents cannot call ahead to have a student removed from class without verification of parent/guardian or emergency contacts identity.
- Additional verification of authenticity may be requested. This may come in the form of a phone call to the parent/guardian requesting verbal or digital verification.

Bathroom/Hall Passes

A student must, in all circumstances, have their student ID and a valid pass in their possession when outside of their classroom during class periods. Staff must provide an Encore approved pass to the student prior to exiting the classroom.

Students leaving class without a pass may face disciplinary consequences for non-compliance.

- No student will be allowed outside of their classroom without a proper hall pass and their student ID.
- Passes cannot be issued to students during the first 10 minutes or last 10 minutes of a class period.
- Only one student per gender is allowed to have a bathroom pass per classroom at any given time.
- Students may be asked to return to their classrooms if they are not wearing their student ID.

Forms Of Encore Communication

Phone Communication

- To help keep everyone within the Encore community properly updated, there is a weekly “ALL CALL” message that is sent home to parents, generally every Monday or Tuesday at 6 pm.
- This phone message is sent to whatever phone numbers are provided by the family and does not exceed two minutes in length.
- This message covers a lot of important information and is essential for every parent to listen to.
- The “ALL CALL” system is also used to notify parents of important news and information and be used in the event of a schoolwide emergency.
- The primary parent/guardian will have the ability to change the contact details in Aeries throughout the school year on their Aeries Parent Portal. Or you may contact the school to have your contact details updated in Aeries.
- It is very important that parents DO NOT opt out of our “ALL CALLS” as this is not only the weekly update but is the primary method of communication in case of emergencies.
- It is recommended that parents also add their personal cell phone numbers and their student’s cell phone numbers to Aeries.

Email Communication

Encore Administration and Teachers use email communications often. Please ensure that you have a valid and up-to-date email address in Aeries.

- Teachers/Counselors will send out “Email Blasts” containing:
 - Missing Assignments
 - Current Progress
 - Grades
 - Credit Recovery/Graduation Requirement Updates
 - Scholarships
 - Financial Aid
 - College/Career Resources and many more
- ASB will send out emails containing:
 - Upcoming Events/Activities/Productions
 - Donation Lists
 - Weekly/Monthly Updates
- Administration will send out emails containing:
 - Surveys
 - State Testing Information
 - Reminders
 - Fines/Fees
 - Progress Report/Report Card Notifications
 - Calendar/Bell Schedules
 - Any other schoolwide information

Social Media

Encore will have important and fun updates posted on all our social media. See below for the links to our official sites. If you have any questions or concerns, it is best to email Encore at info@encorehighschool.com rather than “Direct Messages” (DM’s) on our social media. You may also call the school directly at 760.956.2632 ext. 0.

- Facebook - @encorehighschools
- Instagram - @encorehighschools
- Twitter - @encorehs

Encore Website

Encore's official website is www.encorehighschool.com. You may find all staff contact information under "Faculty & Staff". Updates will be made often. If you have any questions or concerns about current information please contact helpdesk@encorehighschool.com or info@encorehighschool.com.

USPS Mail

Please make sure that your Aeries Parent Portal has all your current contact information. If you cannot update your Aeries Parent Portal on your own, please contact the office at 760-956-2632 and have your information updated.

Communication With Your Student During a School Day

- Students are not authorized to use their personal cell phones during class time. Please see the Encore **Cell Phone Policy** for more information.
- Parents/Guardians may contact the school to request a message to be delivered to their student during the school day.
- Students may request to use designated phones located in both Administrative Offices ("A" & "G").

Visitors During the School Day

- Visitors must go to the "A" Building main office and sign in with a valid ID to receive a visitor's pass.
- Minors that attend school elsewhere are not allowed on campus during the regular school day without prior authorization from the principal for security reasons.
- Visitors should return their pass and check out through the same office they signed in at upon leaving.
- Parents/Guardians may not "sit in" on classrooms without prior discussion and proper consent from Encore's administration and the classroom teacher.
- Parent Volunteers will need to be approved prior to the visit by the administration and the parent will need to check in at the "A" building front office with a valid ID.
- Parent Volunteers are not on campus to meet with staff or teachers regarding personal issues with their student(s). Any parent that is impeding the process of instruction on campus may be removed from the campus and not be allowed back on campus during the regular school day.
- To gain access to the campus, parents/guardians must always adhere to all Encore Dress Code Guidelines and Rules of Conduct.
- All visitors are asked to comply with current mandated and recommended health and safety protocols. Visitors (including volunteers) who demonstrate signs of a contagious

disease (e.g., fever, coughing) may be denied access. When recommended or requested by the Department of Public Health, visitors will be required to wear personal protective equipment, such as masks, and practice social distancing. Encore reserves the right to implement additional measures for the protection of its school community, such as requiring forehead temperature checks before entry to the same extent being utilized for students and employees.

- If the visitor is a government officer/official (including but not limited to local law enforcement officers, immigration enforcement officers, social workers, district attorneys, or U.S. attorneys) the officer/official will be asked to provide a business ID.
- Encore shall make reasonable efforts to notify parents or guardians prior to permitting a student to be interviewed or searched, consistent with the law and/or any court order, warrant or instructions from the officer/official. A copy of the documentation provided by the officer and notes from the encounter may be maintained by Encore, consistent with the law. The Encore Board of Directors and Bureau of Children’s Justice in the California Department of Justice, at BCJ@doj.ca.gov, will be timely informed regarding any attempt by a law-enforcement officer to access a school site or a student for immigration-enforcement purposes, as recommended by the Attorney General.

Parent and Family Engagement Policy

Encore aims to provide all students in our school significant opportunity to receive a fair, equitable, and high-quality education, and to close educational achievement gaps while abiding by guidelines within the Elementary and Secondary Education Act (“ESEA”). Encore staff recognizes a partnership with families is essential to meet this goal. Our Parent and Family Engagement Policy leverages and promotes active involvement of all families as partners with schools to ensure student success. A copy of Encore’s complete Policy is available upon request in the main office.

Encore recognizes that parents/guardians are their children’s first and most influential teachers. Sustained parent involvement in the education of their children contributes greatly to student achievement and a positive school environment. Encore Leadership will work with staff and parents/guardians to develop meaningful opportunities for parents/guardians to be involved in school activities, advisory, decision-making and advocacy roles, and activities to support learning at home. In Alternative Education settings, planning for parent involvement and engagement is a critical element of the Local Control Accountability Plan (LCAP). Parents/guardians are encouraged to participate in School Site Council, and English Language Advisory committees at the school level.

Volunteers

The wealth of experience available in the community is a resource that should be used in appropriate ways to enrich the educational program and strengthen relationships with homes, businesses, public agencies, and private institutions. By their presence, volunteers also can make school environments safer and more closely supervised. Encore encourages parents/guardians and other members of the community to share their time, knowledge, and abilities. Volunteers shall be approved by Encore through the Principal's office. Like employees and students, volunteers shall act in accordance with the Encore's policies and procedures. Volunteers shall work with students under the immediate supervision of Encore staff. All persons who wish to perform more than ten (10) days of volunteer service per school year (volunteering for any portion of a day constitutes one day) with or around students, shall submit evidence that they are free from active tuberculosis and have been fingerprinted (Live Scan) for criminal record clearance. This policy does not apply to activities sponsored by school-connected organizations.

School administrators and teachers have the right to determine the length of volunteer service as appropriate to the program's needs. To provide adequate support to more intensive need students, there may be programs which do not utilize volunteers. management.

School Site Council (SSC)

The School Site Council consists of parents, students (at the high school level), teachers, classified employees, and the principal who work collaboratively to develop, annually review, and update the School Plan for Student Achievement (SPSA). The SPSA addresses how funds will be used to meet the school goals for improving student academic achievement and performance. School goals are aligned to the SBCSS Local Control and Accountability Plan (LCAP). Members of the site council are elected by their peers. For example, parents elect parent representatives and teachers elect teacher representatives.

BIRTHDAY CELEBRATIONS

Encore is so happy that students want to celebrate their birthdays on campus.

- Celebrations of birthdays will need to take place only during the students' lunchtime.
- If you want to celebrate, bring cookies, cupcakes, pizza, or other treats to the "A" building reception.
- Food items must be pre-packaged food, store bought and nut free.
- Students are responsible for cleaning the celebration area.
- Siblings of birthday students with a different lunchtime must obtain permission from the Principal.

Thank you and Happy Birthday!

Blackout Rehearsal Policy

Blackout is mandatory and no student can miss their regular school day or a rehearsal during this time without being cut from the show. Encore's shows are elaborate, many times costumes are custom built for the cast, and time is extremely limited. For these reasons, the policy is that if a student misses a blackout rehearsal they are cut from the show.

School Production Policies and Expectations

Academic and Behavior Eligibility:

- Academic Expectations - All show/production participants must be in good standing academically throughout the duration of the audition, rehearsals, and show run. The requirements for academic eligibility states that students can have no more than one D and no F's in their classes as verified by the student Aeries account. Participation will be denied to the student if they become ineligible at any time. The student will be benched or, if the student does not become eligible in a timely manner, they will be cut from the production. Notification of ineligibility or removal from the production will be sent via student email.
- Ineligibility Policy - When benched, the student will be required to attend the regularly scheduled show rehearsals but will be unable to actively participate. Instead, the student cast/crew member will sit and watch the rehearsal, taking note of any stage directions, changes, or notes while also working on assignments to get their grades up and help them to become grade eligible as quickly as possible. Academic eligibility will continue to be monitored every other week early in the rehearsal schedule and as the show date gets closer, it will be checked weekly. Participation will cease if the student does not continue to meet the academic eligibility requirements outlined above.
- School Attendance - Students participating in a production must maintain regular school attendance. Any attendance issues will be reviewed regularly and may result in removal from production. Students attending any rehearsal must attend school on the day of that rehearsal to be eligible to participate on that date in any after school events/activities.
- School Behavior - All participants must be in good standing with Encore's staff, students, and faculty. All students are not only representing themselves, but they are representing and reflect Encore High School. Therefore, no fighting, bullying towards peers, disrespect on campus, disrespect towards staff, vulgar behavior, public displays of affection, or any other signs of drama will be tolerated. You need to show respect to everyone, no exceptions.
-

- School discipline – any discipline issues on campus will result in removal from the cast/crew.

Time Commitment

- Participation in school productions is a privilege and requires a significant time commitment. We ask all students to carefully consider this time requirement and if they are unable or unwilling to fulfill this time commitment then they should choose not to audition. If availability changes after becoming part of the cast/crew, please let the show director/s know right away so that the student can be replaced immediately, giving another cast member sufficient time to learn the role and all necessary adjustments can be made.
- All participants must perform and attend every rehearsal and performance/event otherwise automatic dismissal may occur. We do understand that emergencies and unforeseen circumstances sometimes occur, if a student needs to be absent for a rehearsal, they must contact the production director/s as soon as they become aware they will be absent. Any dates/times that will be missed must be submitted to the director/s in writing prior to the start of the rehearsal start time.

Blackout and Tech Week

- The two weeks prior to the show opening is called “blackout”. Blackout is when the production moves permanently into the theater and encompasses tech week. It is vitally important that you do not miss any of the rehearsals during blackout as this is where changes are happening rapidly, costumes, lights, tech, and sound are added.
- Blackout rehearsals will generally be Monday - Friday from 4pm-8pm nightly although times and days may vary according to the show’s needs. A dinner will be provided for the cast/crew by the school and the menu will be posted in the production Google Classroom prior to blackout beginning.
- If you miss any night of blackout, you will be cut from the production unless it is due to an emergency and is approved by the director and production manager or an arrangement may be made with the director and production manager prior to show auditions.

Expectations:

- Student participants need to always be on time, respectful, and work as a team.

Busing

- Encore provides limited home to school transportation via school bus. Seating is limited. Routes and bus schedules are subject to change. Encore will make every effort to notify families of any changes in schedules or routes as soon as possible.
- Bus fee is \$30 per month per student. (10-month school year. \$300 divided by 181 school days = \$1.67 per school day.)
- All students who are transported in a school bus or school student activity bus shall receive instruction in school bus emergency procedures and passenger safety. A copy of the complete Policy is available upon request at the main office.
- Encore will do everything to ensure a seat is available for all students wishing to ride the bus. However, parents/guardians are encouraged to apply at their earliest convenience because seats on the bus are limited.
- No student with a disability which is determined by an IEP team to require transportation shall be denied transportation.
- Any person wishing to ride the bus must turn in a completed bus application form each school year.
- Students riding the bus are held to the same behavior and dress code standards as on campus. All school policies will be in effect during bus rides.
- Riding the bus is a privilege, not a right. Failure to follow school bus rules may result in suspended or revoked busing privileges.

Bus Citation

Bus drivers may issue citations to students for unsatisfactory conduct. Citation is provided here for your reference.

THIS IS NOTICE THAT THE CONDUCT OF YOUR STUDENT HAS BEEN UNSATISFACTORY:

- Failure to follow the driver's instructions and/or being disrespectful to the driver.
- Creating unnecessary noise or commotion (A serious safety hazard).
- Tampering with the bus and/or the bus equipment.
- Damage or vandalism to the bus
- Leaving the bus without written permission at other than the student's assigned bus stop.
- Using profane language or obscene gestures.
- Littering or throwing objects on or out of the bus.
- Not loading or unloading in a safe manner.
- Not remaining seated, facing forward, sitting safe, head or arms out of the window.
- Having unsafe and unauthorized objects.

- ❑ Refusal to sit in assigned seats (Drivers have the authority to set seating chart).
- ❑ No Student ID/Bus Pass (Using someone else's Student ID/Bus Pass or allowing someone else to use Student's ID/Bus Pass is prohibited).
- ❑ No aerosol spray products (some students may have allergies to this product)
- ❑ OTHER

(STUDENTS SUSPENDED FROM BUS PRIVILEGES SHALL NOT BE ALLOWED TO RIDE ANY ENCORE BUS)

ENCORE BUS DISCIPLINE POLICY IS AS FOLLOWS:

- **FIRST OFFENCE – STUDENT IS GIVEN A VERBAL WARNING**
- **SECOND OFFENCE - STUDENT IS GIVEN BUS CITATION**
- **SECOND BUS CITATION – STUDENT'S BUS PRIVILEGES WILL BE SUSPENDED FOR THREE (3) DAYS**
- **THIRD BUS CITATION - STUDENT'S BUS PRIVILEGES WILL BE SUSPENDED FOR FIVE (5) DAYS**
- **FOURTH BUS CITATION - STUDENT'S BUS PRIVILEGES WILL BE REVOKED**

VIOLATIONS THAT WILL MERIT IMMEDIATE PERMANENT REVOCATION OF BUS PRIVILEGES ARE AS FOLLOWS:

- **FIGHTING**
- **ASSAULTING ANOTHER STUDENT OR DRIVER**
- **USE OF DRUGS OR ALCOHOL**
- **VERBAL ABUSE TOWARDS THE DRIVER**

THE STATE LAW (section 14103 Title 5 C.A.C. "AUTHORITY OF THE BUS DRIVER") reads: Pupils transported in a school bus be under the authority of, and responsible to the driver of the bus, and the driver shall be held responsible for the orderly conduct of the pupils while they are on the bus or being escorted across a street, highway or road. Continued disorderly conduct or persistent refusal to submit to the authority of the driver shall be sufficient reason for a pupil to be denied transportation in accordance with regulations of the governing board of the district.

UNAUTHORIZED ENTRY – Ed Code 39840. Unauthorized entry; offense; punishment; notice (a) any person who enters a school bus or school pupil activity bus without prior authorization of the driver or other school official with intent to commit any crime and who refuses to disembark after being ordered to do so by the driver or other school official is guilty of a misdemeanor and is punishable by imprisonment in the county jail for not more than six (6) months, be a fine of not more than one thousand dollars (\$1,000) , or both.

CALIFORNIA CODE OF REGULATIONS, TITLE 13 SECTION 1217, "TRANSPORTATION OF PASSENGERS"
 The driver of a school bus shall not eject any pupil unless the pupil is given into the custody of a parent, or any person designated by the parent or school. These regulations apply at all times students are riding on a school bus. This includes field trips and all other special trips. It is the responsibility of all school personnel, parents/guardians and the students themselves to see that these regulations are followed. Riding the bus is a privilege, not a guaranteed right. A note signed by the parent/guardian requesting their student get off the bus at a stop other than their designated stop must be submitted to the school office. The office will give the student a bus pass which must be presented to the bus driver upon entering the bus. The request must not require the bus to go off its route or require an additional stop. If the student is being picked up by the parent/guardian at the school, the parent/guardian must be at the school prior to the student boarding the bus. Approval must be given to the driver by the school official or the transportation department to release a student from the bus after boarding. Students will not be released to anyone not listed on their

emergency card.

Free And Reduced-Price Lunch

- California Universal Meals, Education Code 49501.1 requires public school districts, county offices of education, and charter schools to serve students in grades TK to 12 to provide two nutritional meals free of charge during each school day.
- Each household is requested to complete a Household Income Survey for the purpose of CALPADS accountability.

GRADUATION

Rehearsal

- The graduation rehearsal takes place the day prior to graduation.
- All **graduating students** are expected to attend rehearsal unless they are prevented by circumstances outside of their control.

Reminders

- Students are expected to arrive for the graduation ceremony at the designated time.
- Diplomas will be released after all fees and fines have been cleared and all Encore properties are returned.
- Students wanting to decorate their mortarboard (caps) must obtain permission from the principal prior to graduation rehearsal.
- Students will be provided with a set number of free tickets. Students may purchase additional tickets depending on availability.

Student Identification Cards And Lanyards

At the beginning of the school year, students will be issued an Encore ID card for the current school year.

- This identification card must be worn at **ALL** times.
- It includes the student's photo, name, student ID number, bar code, and grade level.
- Students will be issued different colored lanyards to distinguish between high school and junior high school students.
- The student permanent identification number monitors and records payments and debits.
- Students must present ID cards to staff upon request.
- Refusal by the student to identify themselves when a reasonable request to do so is made is a disciplinary offense.
- This is also a way for students to identify themselves in public prior to receiving their California Driver's License or state issued ID card.
- If a student does not wear their appropriate ID card, they will be sent to the discipline office.
- The Encore ID cards cannot be altered in any way.
- The student identification card also bears critical phone numbers for Suicide Hotlines if a student needs confidential support.
- A \$5.00 replacement fee will be charged for any damaged or lost ID cards.

Forgotten Items

It happens to all of us at some time. Your student calls you because they forgot their lunch, ballet shoes, homework, etc. Items to be left for a student should be dropped off at the administration office in the A building at the front desk. Your student can retrieve the items during school breaks. The office is not responsible for items that may be lost in transition as several items are left daily.

Lost And Found

CLOTHING – The lost and found bin for clothing is located in the F building next to the cafeteria exit. Check there for clothing items that you may have lost. This box is emptied and donated to charity at the end of each month.

Backpacks, Jewelry, Electronics – These items are turned in to the reception desk in the A building. At the end of each semester, these items are donated to charity.

What To Do If You Lose Something

- Check the front desk in the A building. Clothing items are not monitored so check the lost and found bin. We have had everything from shoes to dresses turned into this bin. Other items are turned in to the front desk in the A building.
- If your item has not been found, fill out an incident report. The front desk will have a record of you reporting something lost in case it comes in. Be specific when describing your stuff.
- Personal property such as cell phones, tablets, skateboards, bicycles are not required at Encore. Encore is not responsible for lost, damaged, or stolen property.

What if I find something?

If a student finds an item in the classroom, they are to turn it into the teacher. If the item is found outside of the classroom, they are to turn it into the front desk in the A building immediately.

Theft Disclaimer

Encore is not responsible for stolen, lost, or damaged items. The individual student is responsible for their personal property and for school items checked out to them. Encore makes every attempt to secure property but is not responsible for any personal belongings including but not limited to clothing, backpacks, cell phone, money, and other equipment.

BE RESPONSIBLE

Literally hundreds of items are left unattended for fifteen minutes or more daily. From backpacks to cell phones plugged in at the closest electrical outlet. Please do not bring any items that are not fit to be at school.

Parents, please talk to your students to let them know to leave valuable things at home and NEVER leave personal items unattended and unsecured at school.

Lost or Damaged School Property

If a student willfully damages Encore's property or the personal property of a Charter School employee, or fails to return a textbook, library book, computer/tablet or other Charter School property that has been loaned to the student, the student's parents/guardians are liable for all damages caused by the student's misconduct not to exceed ten thousand dollars (\$10,000),

adjusted annually for inflation. After notifying the student's parent or guardian in writing of the student's alleged misconduct and affording the student due process, Charter School may withhold the student's grades, transcripts, and diploma until the damages have been paid. If the student and the student's parent/guardian are unable to pay for the damages or to return the property, Charter School will provide a program of voluntary work for the minor in lieu of the payment of monetary damages. Upon completion of the voluntary work, the student's grades and diploma will be released.

Student Freedom of Expression

ONLY APPROVED POSTERS MAY BE POSTED

Approvals

Permission to post flyers and posters may be obtained from the Principal or ASB Director.

Instructional time - Flyers and posters may not be posted during instructional time. Unless it is a part of their curriculum (ASB).

Posters – may be posted in designated areas and adhered with blue painter's tape at all four corners.

Leaflets, pictorial and other printed matter to be posted shall be submitted to Encore Principal or designee at least one (1) school day prior to posting. Encore Principal or designee shall review material submitted in a reasonable amount of time and shall allow the approved material to be posted according to the time and manner established by Encore's Student of Expression Policy. Any student may appeal the decision of Encore Principal or designee to the EHS School Board who shall render a decision within a reasonable period of time after receipt of the appeal. The appeal by the student must be made within five (5) school days from the time the unsatisfactory decision was rendered.

Please see the school's Student Freedom of Expression Policy for more information. This policy is available for review in the main office.

REFUND POLICY

District Refunds

District refunds are all refunds that are not connected to ASB funds (Teams, clubs, grade level accounts, etc.)

Although Encore offers free public education, there are several things that come up that will require payments. In general, Encore will not give a refund for funds paid for any event. In most cases, immediately after funds are received, they are used to pay for the item that the funds

were intended for. As a result, no refund will be issued for items that were purchased whether or not the student takes part in the event, or the item purchased. If the student is prohibited from participating in an event that they have already paid for due to discipline, no refund will be issued. If any refund is requested, a Refund Request Form needs to be completed, signed, and turned in at the front desk in the A building for processing.

ASB (Associated Student Body) Refunds

ASB refunds are directly related to Teams, Clubs, grade level accounts. Each of these are run by an advisor and the funds are fundraised by the student body.

If a student is requesting a refund for an event that has not yet happened, the ASB advisor will assess whether the money has already been spent on the event. If any refund is requested, an ASB Refund Request Form needs to be completed, signed, and turned in at the front desk in the A building for processing. All refunds are subject to determination based on the Fiscal Crisis & Management Assistance Team (FCMAT) ASB Accounting Manual, fraud prevention guide and desk reference.

Acceptable Use Policy For Internet, Network, And Devices

Encore's Internet Policy

1. Students should always use the Internet, network resources, and online sites in a courteous and respectful manner as outlined in the school's Acceptable Use Policy, towards the school, teachers, administrators, and fellow students. Students should not use technology to bully, cause harm, or violate the rights of others at any time. ANY and ALL social media communications/statements and posts may be used in any investigation conducted by Encore administrative staff. Whether a post or communication is done as a "joke" or not, it will be treated as serious.
2. Encore uses Blocks i as a web filter that monitors student activity including web browsing, student email, search history, and other internet services.
3. Any unauthorized activity will notify the IT department, if the student is found engaging in any unauthorized activity, the student will be issued a warning via email. If the activity continues, the parent/guardian(s) will then be notified.
4. Cyberbullying will not be tolerated and is grounds for expulsion. Harassing, dissing, denigrating, impersonating, outing, tricking, and cyberstalking are all examples of cyberbullying.
5. Do NOT record or post comments with the intent of scaring, hurting, or intimidating

someone else- remember “jokes” will be treated as serious statements. Engaging in these behaviors, or any online activities intended to harm or make fun of (physically or emotionally) another person, will result in severe disciplinary action. In some cases, cyberbullying can be a crime.

6. Your activity and usage of school issued devices are constantly monitored, retained, and are subject to retrieval upon disciplinary action.

Prohibited Items

At Encore, the following are not permitted:

1. Encore prohibits the use of personal devices on campus including, but not limited to; Cell phones, Tablets, Laptops, Notebook computers, Personal Chromebooks, Smartwatches, Gaming Consoles, Personal Hotspots, Apple devices, Apple Watches, iPads, iPhones, iMacs, MacBook Pros, Air Pods, Air Pod Max, Wireless headphones, earbuds, Bluetooth speakers or any other listening devices. (Headphones can be used with an approved IEP/504 plan)
2. Using, reading, sending, or displaying lewd, offensive, or obscene messages, text, or pictures, including, but not limited to, child pornography.
3. Cyberbullying, harassing, insulting, or attacking others.
4. Damaging computers, computer systems, computer networks, or computer software, whether by vandalism, “hacking” or corruption
5. Attempting to crash network systems (school or other), or willful introduction of computer "viruses/malware" or other disruptive/destructive programs into the school network or into external networks.
6. Using the network for any purpose or activity that is prohibited by federal, state, local laws, rules, or regulations.
7. Using the network for commercial purposes privately purchasing, selling, advertising, or exchanging any goods or services in commerce. Or political purposes for advocating personal, political, philosophical, or religious points of view.
8. Attempting to join or joining unauthorized non-school owned / managed equipment to the school network.
9. Student cell phones need to have the personal hotspot turned off. Any unauthorized access points will result in disciplinary action.

10. Intentionally wasting limited resources such as Chromebooks, chargers, and internet bandwidth.
11. Violating copyright laws (includes, but is not limited to movies, music, photos, books)
12. Allowing another person to use your user ID/password to gain access to any school system, including your own.
13. Trespassing on another's folders, work, files, or e-mail decrypting or attempting to decrypt system or user passwords.
14. Downloading files such as applications, executables (".exe"), macros, and installations without teacher permission
15. Obtaining and/or using anonymous email sites; spamming; spreading viruses
16. Revealing personal information or false information such as addresses, phone numbers, email accounts, or credit card numbers.
 - a. Asking for or using personal information from any other person.
 - b. Impersonating a staff member or anyone for the purposes of fraudulently changing grades or school records is grounds for expulsion.
17. Transmitting, receiving, or downloading material that is threatening, disruptive, sexually explicit, abusive; classified by an agency of the federal government; discriminatory and/or disparaging based upon race, ethnicity, disability, age, national origin, gender, sexual orientation, religion.
18. Transmitting, receiving, or downloading any materials promoting the use of drugs, alcohol, or tobacco
19. Playing games on the computer, including, but not limited to, media containing gambling, violent, and explicit content.
20. Participating in online communication for anything other than an instructional purpose
21. Messaging others outside of school approved platforms or utilizing them to violate any aforementioned policies.
22. Selling or purchasing any illegal substance.

23. Causing harm to others or damage to their property, such as:

- a. Using profane, abusive, or impolite languages, harassing, or making damaging or false statements about others or accessing, transmitting, or downloading offensive, harassing, or disparaging materials.
- b. Deleting, copying, modifying, or forging other usernames, emails, files, or data; disguising one's identity, impersonating other users, or sending anonymous email.
- c. Damaging computer equipment, files, data, or the network in any way, including intentionally accessing, transmitting, or downloading computer viruses or other harmful files or programs, or disrupting any computer system performance.
- d. Using any Schools computer to pursue "hacking", internal or external to the school, or attempting to access information protected by privacy laws.
- e. Accessing, transmitting, or downloading large files, including "chain letter" or any type of "pyramid schemes."

Any faculty or staff member may moderate restrictions on student use, such as the amount of time online, sites visited or time frames of permitted use.

Students will be expected to treat school issued devices with respect and care. Students will be expected to ensure the serial number and barcode labels are securely attached to any school issued device. If a student willfully damages or loses a school owned device, restitution will be paid. If restitution is not paid, the student will have technology privileges removed.

Information for Students and Parents Regarding Chromebooks

Recognizing the value of computer technology to enhance student development, the Encore Jr/Sr High School is excited about integrating technology further into the classroom setting. The high school has implemented a 1:1 computing environment using a device in each student's possession. Encore provided devices are not intended to be loaned to others, nor will be used in any way that would violate this "Students Acceptable Use Policy." This agreement relates to students' use of computer equipment supplied by Encore Jr/Sr High School, and personally provided devices, at school and at home.

Chromebooks are a learning resource. There is no opt-out process for receiving a Chromebook because it is an important tool for completing assigned work, conducting research, and accessing learning materials. The California Education Code requires equal access to all learning resources for all students.

Receiving and Returning Your Chromebook

Beginning of the School Year

All parents and students are strongly encouraged to view a Chromebook training video to receive information regarding the proper care and use of the Chromebook.

End of the School Year

At the end of the school year, at the school's discretion, each student will turn in their assigned Chromebook and power adapter.

Failure to turn in the assigned Chromebook may result in the student being charged the full replacement cost of the Chromebook. Failure to turn in the assigned power adapter may also result in additional charges.

**Any devices, technology or property provided by Encore High School is and remains the device, technology, or property of Encore High School. Said property shall be surrendered upon demand in the same condition as issued less any normal wear.*

Care of Your Chromebook

Students are responsible for the general care of the assigned Chromebook. Chromebooks that are broken or are not working properly must be taken to the IT Department immediately so they can be repaired.

1. No food or drink should be allowed near the Chromebook.
2. Heavy objects should never be placed on top of the Chromebook.
3. Never lift the Chromebook by the screen.
4. Only clean the screen with a soft, dry microfiber or anti-static cloth.
5. Do not place anything on the keyboard before closing the lid of the Chromebook.
6. Do not tamper with the barcode label on the Chromebook.
 - a. Students will be charged if they tamper with the barcode label.

Do not attempt to repair, open, or modify a Chromebook, damaged or otherwise. Never allow anyone to perform repairs on damaged Chromebooks without school authorization.

Student Use of the Chromebook at School

1. Students are expected to bring their assigned Chromebook to school every day fully charged with a charger.
2. Students are expected to bring their assigned Chromebook to all classes every day.
3. If a student does not bring his/her Chromebook to school, teachers may loan a classroom Chromebook to the student.
4. If the assigned Chromebook needs repair, the student must take it to the IT Department.
5. A replacement Chromebook will be issued, and the appropriate charges will be recorded on the student's Aeries account.
6. Chromebooks that have a hardware or software malfunction not caused by the student will be replaced at no cost to the student.
7. Inappropriate media may not be used as Chromebook backgrounds and themes. Use of such media will result in disciplinary action.
8. Sound must be muted at all times unless permission is obtained from a teacher.
9. Students will log into their Chromebooks using their Encore issued Gmail account.
10. Students must abide by Google privacy and use policies at all times.
 - a. Failure to do so will result in account suspension by Google and Encore.
11. Students should never share their Encore-issued Gmail account password with other students.

Student Use of the Chromebook Outside of School

Students are encouraged to use their Chromebooks at home and other locations outside of school. A Wi-Fi internet connection will be required for the majority of assignments using the Chromebook. Students are bound by the Encore Acceptable Use Policy whenever they use their Chromebooks whether at school or outside of school.

A limited number of Wi-Fi mobile devices will be available to check out from the IT Department. These devices are not intended to replace regular home internet service, but they will give students without regular home internet service the ability to work online to complete assigned schoolwork.

Estimated Costs (subject to change without notice)

1. Complete Replacement - \$300.00 (non-touch screen Chromebook)
2. Damaged/Cracked Screen - \$40 - \$80
3. Charger - \$20.00

Work Permits

All working minors under 18 years of age must hold a valid work permit. Students should make an appointment to meet with the School Counselor for a work permit. In order to qualify for a work permit, students must be academically eligible and maintain positive attendance. Until students reach the age of 18, working students must observe the following legal restrictions:

- Part time jobs, they may not work more than four hours any day they are required to attend school, unless they are enrolled in a work experience program.
- If students are out of school for the day, they are not permitted to work that night.
- Work permits are issued on a probationary basis.
- A permit may be canceled whenever it becomes apparent that the employment of a minor is impairing the health or education of the minor or that any provision or condition of the permit is being violated.
- A new work permit is required for each employer.

Education of Foster and Mobile Youth

Definitions: For the purposes of this annual notice the terms are defined as follows:

1. “Foster youth” refers to any child who has been removed from their home pursuant Welfare and Institutions Code section 309 and/or is the subject of a petition filed under Welfare and Institutions Code section 300 or 602. This includes children who are the subject of cases in dependency court and juvenile justice court.
2. “Former juvenile court school pupils” refers to a student who, upon completion of the student’s second year of high school, transfers from a juvenile court school to Encore.
3. “Child of a military family” refers to a student who resides in the household of an active-duty military member.

4. "Currently Migratory Child" refers to a child who, within the last 12-months, has moved with a parent, guardian, or other person having custody to Encore from another Local Educational Agency ("LEA"), either within California or from another state, in order that the child or a member of the child's immediate family might secure temporary or seasonal employment in an agricultural or fishing activity, and whose parents or guardians have been informed of the child's eligibility for migrant education services. "Currently Migratory Child" includes a child who, without the parent/guardian, has continued to migrate annually to secure temporary or seasonal employment in an agricultural or fishing activity.
5. "Pupil participating in a newcomer program" means a pupil who is participating in a program designed to meet the academic and transitional needs of newly arrived immigrant pupils that has as a primary objective the development of English language proficiency.

Within this notice, foster youth, former juvenile court school pupils, a child of a military family, a currently migratory child, and a pupil participating in the newcomer program will be collectively referred to as "Foster and Mobile Youth." Within this notice, a parent, guardian, or other person holding the educational rights for a Foster and Mobile Youth will be referred to as a "parent."

Foster and Mobile Youth Liaison

The principal or designee designates the following staff person as the Liaison for Foster and Mobile Youth:

Esther Haskins
Head Counselor
16955 Lemon Street, Hesperia, Ca 92345,
760-956-2632 ext. 1807
ehaskins@encorehighschool.com

The Foster and Mobile Youth Liaison's responsibilities include but are not limited to the following:

1. Ensuring and facilitating the proper educational placement, enrollment in school, and checkout from school of foster children.
2. Assisting foster children when transferring from one school to another school in ensuring proper transfer of credits, records, and grades.

School Stability: Encore will work with foster youth and their parent/guardian to ensure that each pupil is placed in the least restrictive educational programs, and has access to the academic resources, services, and extracurricular and enrichment activities that are available to

all pupils, including, but not necessarily limited to, interscholastic sports. All decisions regarding a foster youth's education and placement will be based on the best interest of the child and shall consider, among other factors, educational stability, and the opportunity to be educated in the least restrictive educational setting necessary to achieve academic progress.

Foster youth, currently migratory children and children of military families have the right to remain in their school of origin if it is in their best interest. Encore will immediately enroll a foster youth, currently migratory child or child of a military family seeking re-enrollment in Encore as the student's school of origin (subject to Encore's capacity and pursuant to the procedures stated in Encore's charter and Board policy). If a dispute arises regarding a foster youth's request to remain in Encore as the school of origin, the foster youth have the right to remain in Encore pending the resolution of the dispute. Encore will also immediately enroll any foster youth, currently migratory child or child of a military family seeking to transfer to Encore (subject to Encore's capacity and pursuant to the procedures stated in Encore's charter and Board policy) regardless of the student's ability to meet normal enrollment documentation or uniform requirements (e.g., producing medical records or academic records from a previous school).

Foster youth, currently migratory children, and children of military families have the right to remain in their school of origin following the termination of the child's status as a foster youth, currently migratory child, or child of a military family, as follows:

1. For students in kindergarten through eighth grade, inclusive, the student will be allowed to continue in the school of origin through the duration of the academic year in which the student's status changed.
2. For students enrolled in high school, the student will be allowed to continue in the school of origin through graduation.

Graduation Requirements: Foster and Mobile Youth who transfer to Encore any time after the completion of their second year of high school, and pupils participating in a newcomer program who are in their third or fourth year of high school, shall be exempt from any of Encore's graduation requirements that are in excess of the California minimum graduation requirements specified in Education Code section 51225.3 ("additional graduation requirements") unless Encore makes a finding that the student is reasonably able to complete Encore's graduation requirements by the end of the student's fourth year of high school.

To determine whether a Foster and Mobile Youth is in their third or fourth year of high school, either the number of credits the student has earned to the date of transfer, or the length of the student's school enrollment may be used, whichever will qualify the student for the exemption. In the case of a pupil participating in a newcomer program, enrollment in grade 11 or 12 may be used to determine whether the student is in their third or fourth year of high school.

Within thirty (30) calendar days of the date that a student who may qualify for exemption under the above requirements transfers into Encore, the school shall notify the student, the parent/guardian, and where applicable, the student's social worker or probation officer, of the availability of the exemption and whether the student qualifies for an exemption.

Encore shall notify students who are exempted from Encore's additional graduation requirements and the student's parent/guardian how any of the requirements that are waived will affect the pupil's ability to gain admission to a postsecondary educational institution and provide information about transfer opportunities available through the California Community Colleges.

Encore shall not require any student who would otherwise be entitled to remain in attendance at school to accept the exemption from Encore's additional graduation requirements or deny the student enrollment in, or the ability to complete, courses for which the student is otherwise eligible. Encore shall not revoke an exemption and shall grant an eligible student's request for the exemption at any time if the student qualifies, regardless of whether the student previously declined the exemption. An eligible student's exemption from Encore's additional graduation requirements will continue to apply while the student is enrolled in Encore or if the student transfers to another school even after the court's jurisdiction terminates or the student no longer meets the definition of a child of military family, a currently migratory child or a pupil participating in a newcomer program.

Encore shall not require or request that a student transfer schools in order to qualify the student for the exemption. Nor shall a student, a student's parent/guardian or educational rights holder, or a student's social worker or probation officer request a transfer solely to qualify for an exemption from Encore's additional graduation requirements.

If a student who is exempted from Encore's additional graduation requirements completes the California minimum coursework requirements specified in Education Code section 51225.3 before the end of the student's fourth year of high school and would otherwise be entitled to remain in attendance at Encore, Encore shall not require or request that the student graduate before the end of the student's fourth year of high school.

If Encore determines the student is reasonably able to complete Encore's graduation requirements by the end of the student's fifth year of high school, Encore shall do the following:

1. Inform the student of the student's option to remain at Encore for a fifth year to complete the graduation requirements.
2. Inform the student, and the educational rights holder for the student, about how remaining in school for a fifth year to complete Encore's graduation requirements will affect the student's ability to gain admission to a postsecondary educational institution.

3. Provide information to the student about transfer opportunities available through the California Community Colleges.
4. Permit the student to stay at Encore for a fifth year to complete Encore's graduation requirements upon agreement with the student, if the student is 18 years of age or older, or, if the student is under 18 years of age, upon agreement with the educational rights holder for the student.

Acceptance of Course Work: Encore will accept any coursework satisfactorily completed at any public school, a juvenile court school, a school in a country other than the United States, and/or a nonpublic, nonsectarian school or agency by a Foster and Mobile Youth.

Encore will provide Foster and Mobile Youth credit for the partial completion of courses taken while attending a public school, a juvenile court school, a school in a country other than the United States, and/or a nonpublic, nonsectarian school or agency. If the student did not complete the entire course, Encore shall not require the student to retake the portion of the course the student completed unless Encore, in consultation with the holder of educational rights for the student, finds that the pupil is reasonably able to complete the requirements in time to graduate from high school. When partial credit is awarded in a particular course, the Foster and Mobile Youth shall be enrolled in the same or equivalent course, if applicable, so that the student may continue and complete the entire course. These students shall not be prevented from taking or retaking a course to meet California State University or the University of California admission eligibility requirements.

Student Records: When Encore receives a transfer request and/or student records request for the educational information and records of a foster youth from a new local educational agency ("LEA"), Encore shall provide these student records within two (2) business days. Encore shall compile the complete educational record of the pupil, including but not limited to a determination of seat time, full or partial credits earned, current classes and grades, immunization, and other records, and, if applicable, a copy of the pupil's special education records including assessments, IEPs, and/or 504 plans. All requests for student records will be shared with the Foster and Mobile Youth Liaison, who shall be aware of the specific educational record-keeping needs of Foster and Mobile Youth.

Encore shall not lower a foster youth's grades as a result of the student's absence due to a verified court appearance, related court ordered activity, or a change in the placement of the student made by a county or placing agency. If a foster youth is absent from school due to a decision to change the placement of the student made by a county or placing agency, the grades and credits of the pupil will be calculated as of the date the student left Encore.

In accordance with Encore's Student Information Policy, under limited circumstances, Encore may disclose student records or personally identifiable information contained in those records

to certain requesting parties including but not limited to a foster family agency and state and local authorities within a juvenile justice system, without parental consent.

Discipline Determinations: If Encore intends to extend the suspension of any foster/ youth pending a recommendation for expulsion, Encore will invite the student’s attorney and an appropriate representative from the relevant county agency to participate in the meeting at which the extension of the suspension will be discussed.

If Encore intends to suspend for more than ten (10) consecutive school days or expel a student with a disability who is also a foster youth due to an act for which the recommendation for expulsion is discretionary, Encore will invite the student’s attorney and an appropriate representative from the relevant county agency to participate in the Manifestation Determination Review meeting.

Complaints of Noncompliance: A complaint of noncompliance with any of the requirements outlined above may be filed through Encore’s Uniform Complaint Procedures. A copy of the Uniform Complaint Policy and Procedures is available upon request at the front desk in the A building.

Availability of Complete Policy: For any Foster and Mobile Youth who enrolls at Encore, a copy of Encore’s complete foster youth policy shall be provided at the time of enrollment. A copy of the complete Policy is available upon request at the front desk in the A building.

Education of Homeless Children and Youth

The term “homeless children and youth” means individuals who lack a fixed, regular and adequate nighttime residence due to economic hardship. It includes children and youths who (42 U.S.C. § 11434a):

1. Are sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason; are living in motels, hotels, trailer parks, or camping grounds due to the lack of alternative adequate accommodations; are living in emergency or transitional shelters; or are abandoned in hospitals.
2. Have a primary nighttime residence that is a public or private place not designed for or ordinarily used as regular sleeping accommodations for human beings.
3. Are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings.

4. Migratory children and unaccompanied youth (youth not in the physical custody of a parent or guardian) may be considered homeless if they meet the above definition of “homeless.”

Homeless status is determined in cooperation with the parent or guardian. In the case of unaccompanied youth, status is determined by Encore Liaison.

School Liaison: The Principal or designee designates the following staff person as the School Liaison for homeless students (42 U.S.C. § 11432(g)(1)(J)(ii)):

Esther Haskins
Head Counselor
16955 Lemon Street, Hesperia, Ca 92345,
760-956-2632 ext. 1807
ehaskins@encorehighschool.com

The Encore Liaison shall ensure that (42 U.S.C. § 11432(g)(6)):

1. Homeless students are identified by school personnel and through outreach and coordination activities with other entities and agencies.
2. Homeless students enroll in and have a full and equal opportunity to succeed at Encore.
3. Homeless students and families receive educational services for which they are eligible, including services through Head Start programs (including Early Head Start programs) under the Head Start Act, early intervention services under part C of the Individuals with Disabilities Education Act, any other preschool programs administered by Encore, if any, and referrals to health care services, dental services, mental health services and substance abuse services, housing services, and other appropriate services.
4. Parents/guardians are informed of the educational and related opportunities available to their children and are provided with meaningful opportunities to participate in the education of their children.
5. Public notice of the educational rights of homeless children is disseminated at places frequented by parents or guardians of such youths, and unaccompanied youths, including schools, shelters, public libraries, and soup kitchens, and in a manner and form understandable to the parents and guardians of homeless youth and unaccompanied youth.
6. Enrollment/admissions disputes are mediated in accordance with law, Encore’s charter, and Board policy.

7. Parents/guardians and any unaccompanied youth are fully informed of all transportation services, as applicable.
8. Encore personnel providing services receive professional development and other support.
9. Encore Liaison collaborates with State coordinators and community and school personnel responsible for the provision of education and related services to homeless children and youths.
10. Unaccompanied youth are enrolled in school; have opportunities to meet the same challenging State academic standards as the State establishes for other children and youth; and are informed of their status as independent students under section 480 of the Higher Education Act of 1965 and that the youths may obtain assistance from Encore's Liaison to receive verification of such status for the purposes of the Free Application for Federal Student Aid described in section 483 of the Act.

The California Department of Education publishes a list of the contact information for the Homeless Education Liaisons in the state, which is available at: <https://www.cde.ca.gov/sp/hs/>

High School Graduation Requirements: Homeless students who transfer to Encore any time after the completion of their second year of high school shall be exempt from any of Encore's graduation requirements that are in excess of the California minimum graduation requirements specified in Education Code section 51225.3 ("additional graduation requirements") unless Encore makes a finding that the student is reasonably able to complete Encore's graduation requirements by the end of the student's fourth year of high school.

To determine whether a homeless student is in their third or fourth year of high school, either the number of credits the student has earned to the date of transfer, or the length of the student's school enrollment may be used, whichever will qualify the student for the exemption.

Within thirty (30) calendar days of the date that a student who may qualify for exemption under the above requirements transfers into Encore, Encore shall notify the student, the student's educational rights holder, and the School Liaison of the availability of the exemption and whether the student qualifies for an exemption.

Encore shall notify students who are exempted from Encore's additional graduation requirements and the student's educational rights holder of how any of the requirements that are waived will affect the student's ability to gain admission to a postsecondary educational institution and provide information about transfer opportunities available through the California Community Colleges.

Encore shall not require any student who would otherwise be entitled to remain in attendance at Encore to accept the exemption from Encore's additional graduation requirements or deny the student enrollment in, or the ability to complete, courses for which the student is otherwise eligible. Encore shall not revoke an exemption and shall grant an eligible student's request for the exemption at any time if the student qualifies, regardless of whether the student previously declined the exemption. An eligible student's exemption from Encore's additional graduation requirements will continue to apply while the student is enrolled in Encore or if the student transfers to another school even after the student no longer meets the definition of a homeless child.

Encore shall not require or request that a student transfer schools in order to qualify the student for the exemption. Nor shall a student, a student's parent/guardian or educational rights holder, or a student's social worker or probation officer request a transfer solely to qualify for an exemption from Encore's additional graduation requirements.

If a student who is exempted from Encore's additional graduation requirements completes the California minimum coursework requirements specified in Education Code section 51225.3 before the end of the student's fourth year of high school and would otherwise be entitled to remain in attendance at Encore, Encore shall not require or request that the student graduate before the end of the student's fourth year of high school.

If Encore determines the student is reasonably able to complete Encore's graduation requirements by the end of the student's fifth year of high school, Encore shall do the following:

1. Inform the student of the student's option to remain at Encore for a fifth year to complete Encore's graduation requirements.
2. Inform the student, and the educational rights holder for the student, about how remaining in school for a fifth year to complete Encore's graduation requirements will affect the student's ability to gain admission to a postsecondary educational institution.
3. Provide information to the student about transfer opportunities available through the California Community Colleges.
4. Permit the student to stay at Encore for a fifth year to complete Encore's graduation requirements upon agreement with the student, if the student is 18 years of age or older, or, if the student is under 18 years of age, upon agreement with the educational rights holder for the student.

Acceptance of Course Work: Encore will accept any coursework satisfactorily completed at any public school, a juvenile court school, a school in a country other than the United States, and/or a nonpublic, nonsectarian school or agency by a homeless student.

Encore will provide homeless students credit for the partial completion of courses taken while attending a public school, a juvenile court school, a school in a country other than the United States, and/or a nonpublic, nonsectarian school or agency. If the student did not complete the entire course, Encore shall not require the student to retake the portion of the course the student completed unless Encore, in consultation with the holder of educational rights for the student, finds that the student is reasonably able to complete the requirements in time to graduate from high school. When partial credit is awarded in a particular course, the homeless student shall be enrolled in the same or equivalent course, if applicable, so that the student may continue and complete the entire course. These students shall not be prevented from taking or retaking a course to meet California State University or the University of California admission eligibility requirements.

For any homeless student who enrolls at Encore, a copy of Encore's complete policy shall be provided at the time of enrollment. A copy of the complete Policy is available upon request at the front desk in the A building.

Student Records, including Records Challenges and Directory Information

The Family Educational Rights and Privacy Act ("FERPA") affords parents and students who are 18 years of age or older ("eligible students") certain rights with respect to the student's education records. These rights are:

1. The right to inspect and review the student's education records within five (5) business days after the day Encore receives a request for access. Parents/guardians or eligible students should submit to Encore Principal or designee a written request that identifies the records they wish to inspect. The Encore official will make arrangements for access and notify the parent/guardian or eligible student of the time and place where the records may be inspected.
2. The right to request the amendment of the student's education records that the parent/guardian or eligible student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.

Parent/guardian or eligible students who wish to ask Encore to amend a record should write to Encore's Principal or designee, clearly identify the part of the record they want changed and specify why it should be changed. If Encore decides not to amend the record as requested by the parent/guardian or eligible student, Encore will notify the parent/guardian or eligible student of the decision and of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the

parent/guardian or eligible student when notified of the right to a hearing. If Encore decides to amend the record as requested by the parent/guardian or eligible student, the principal must order the correction or the removal and destruction of the information and inform the parent/guardian or eligible student of the amendment in writing.

3. The right to provide written consent before Encore discloses personally identifiable information (“PII”) from the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception, which permits disclosure without consent, is disclosure to Encore officials with legitimate educational interests. An Encore official is a person employed by Encore as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel) or a person serving on Encore’s Board of Directors.

- An Encore official also may include a volunteer or contractor outside of Encore who performs an institutional service or function for which Encore would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor, medical consultant, or therapist; a parent/guardian or student volunteering to serve on an official committee, such as a disciplinary or grievance committee; or a parent/guardian, student, or other volunteer assisting another Encore official in performing their tasks. An Encore official has a legitimate educational interest if the official needs to review an education record in order to fulfill their professional responsibility.

Upon request, Encore discloses education records without consent to officials of another school district in which a student seeks or intends to enroll, or is already enrolled, if the disclosure is for purposes of the student’s enrollment or transfer.

Note that Encore will not release information to third parties for immigration-enforcement purposes, except as required by law or court order.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by Encore to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

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

5. The right to request that Encore not release student names, addresses and telephone listings to military recruiters or institutions of higher education without prior written parental consent.

FERPA permits the disclosure of PII from student's education records, without consent of the parent/guardian or eligible student, if the disclosure meets certain conditions found in §99.31 of the FERPA regulations. Except for disclosures to Encore officials, disclosures related to some judicial orders or lawfully issued subpoenas, disclosures of directory information, and disclosures to the parent/guardian or eligible student, §99.32 of the FERPA regulations requires Encore to record the disclosure. Parents/guardians and eligible students have a right to inspect and review the record of disclosures. Encore may disclose PII from the education records of a student without obtaining prior written consent of the parents/guardians or the eligible student to the following parties:

1. Encore officials who have a legitimate educational interest as defined by 34 C.F.R. Part 99.
2. Other schools to which a student seeks or intends to enroll so long as the disclosure is for purposes related to the student's enrollment or transfer. When a student transfers schools, Encore will mail the original or a copy of a student's cumulative file to the receiving district or private school within ten (10) school days following the date the request is received from the public school or private school where the student intends to enroll. Encore will make a reasonable attempt to notify the parent/guardian or eligible student of the request for records at his/her last known address, unless the disclosure is initiated by the parent/guardian or eligible student. Additionally, Encore will give the parent/guardian or eligible student, upon request, a copy of the record that was disclosed and give the parent/guardian or eligible student, upon request, an opportunity for hearing.
3. Certain government officials listed in 20 U.S.C. § 1232g(b)(1) in order to carry out lawful functions.
4. Appropriate parties in connection with a student's application for, or receipt of, financial aid if it is necessary to determine eligibility, amount of aid, conditions for aid or enforcing the terms and conditions of the aid.
5. Organizations conducting certain studies for Encore in accordance with 20 U.S.C. § 1232g(b)(1)(F).
6. Accrediting organizations in order to carry out their accrediting functions.
7. Parents/Guardians of a dependent student as defined in section [152 of the Internal Revenue Code](#) of 1986;

8. Individuals or entities, in compliance with a judicial order or lawfully issued subpoena. Subject to the exceptions found in 34 C.F.R. § 99.31(a)(9)(i), reasonable effort must be made to notify the parent/guardian or eligible student of the order or subpoena in advance of compliance, so that the parent/guardian or eligible student may seek a protective order.
9. Persons who need to know in cases of health and safety emergencies.
10. State and local authorities, within a juvenile justice system, pursuant to specific State law.
11. A foster family agency with jurisdiction over a currently enrolled or former student, a short-term residential treatment program staff responsible for the education or case management of a student, and a caregiver (regardless of whether the caregiver has been appointed as the student's educational rights holder) who has direct responsibility for the care of the student, including a certified or licensed foster parent, an approved relative or non-related extended family member, or a resource family, may access the current or most recent records of grades, transcripts, attendance, discipline, and online communication on platforms established by Encore for student and parents/guardian, and any individualized education program ("IEP") or Section 504 plan that may have been developed or maintained by Encore.
12. A victim of an alleged perpetrator of a crime of violence or a non-forcible sex offense. The disclosure may only include the final results of the disciplinary proceedings conducted by Encore with respect to that alleged crime or offense. Encore discloses the final results of the disciplinary proceeding regardless of whether Encore concluded a violation was committed.

INSTRUCTIONAL PROGRAM

Academic Eligibility

- Students of Encore are required to maintain passing grades in ALL of their classes in order to participate in their conservatory or team events.
- When a student is selected to participate in an event, a grade check is run by the advisor or director to make sure that the student is academically eligible.
- Periodically, the director or advisor will run additional grade checks to make sure that the student remains academically eligible.
- ON THE DAY OF OR THE DAY BEFORE THE EVENT – Advisors and directors are required to run a final grade check.
- If a student has become academically ineligible by this time, they will be removed from the show.
- It is not relevant as to what role is being played by the student. Encore has replaced leading roles and has canceled shows based on academic ineligibility.

ACADEMIC ELIGIBILITY MEANS 2.0 GPA AND NO F'S

Homework Policy

Encore's students have a very busy lifestyle in general. Encore understands how important it is for students to be able to keep up in classes, have the appropriate academic rigor, and be able to succeed in their busy lifestyle.

Encore believes that homework is essential to the academic process. Due to the nature of Encore's program, there are limits that have been set as guidelines for homework that is given to a student on any given day.

- Only core academic courses can assign homework. A core class is considered math, science, English, or History.
- For each core academic course, the teacher can assign up to 30 minutes of homework per class meeting. This means that in general a student will receive about 15 minutes of homework every night from each of their core courses.
- Non-core academic courses may have special projects over the course of the year, generally one per class per year that may require homework, but class time will generally be used to complete these projects.

- ALL AP AND HONORS courses do not adhere to the same homework limits. In Honors courses, students should expect an hour or more of homework for each class meeting and AP courses do not have time limits on homework.
- When a student is absent from school, they will receive homework in all their classes to make up their missed day including non-core courses.

Encore has an elective study hall that students can elect to take during the school year that will give them a class period in their block to work on homework if they wish to. This helps lower the amount of homework that a student would complete at home and is recommended if a student has a busy after school schedule.

Animal Dissections

Students at Encore may perform animal dissections as part of the science curriculum. Any student who provides their teacher with a written statement, signed by their parent/guardian, specifying the student's moral objection to dissecting or otherwise harming or destroying animals, or any parts thereof, may be excused from such activities if the teacher believes that an adequate alternative education project is possible. The alternative education project shall require a comparable time and effort investment by the student. It shall not, as a means of penalizing the student, be more arduous than the original education project. The student shall not be discriminated against based upon their moral objection to dissecting or otherwise harming or destroying animals, or any parts thereof.

Availability of Prospectus

Upon request, Encore will make available to any parent or legal guardian a school prospectus, which shall include the curriculum; including titles, descriptions, and instructional aims of every course offered. Please note that, pursuant to law, Encore may charge for the prospectus in an amount not to exceed the cost of duplication.

Cal Grant Program Notice

Encore is required by state law to submit the Grade Point Average ("GPA") of all high school seniors by Oct. 1 of each year unless the student over age 18 years of age or parent/guardian for those under 18 years of age opt-out. Students currently in eleventh (11th) grade will be deemed a Cal Grant applicant, unless the student (or parent/guardian if the student is under 18 years of age) has opted out by or before February 1.

California Healthy Kids Survey

Encore will administer the California Healthy Kids Survey (“CHKS”) to students at grades five, seven, nine, and eleven whose parents or guardians provide written permission. The CHKS is an anonymous, confidential survey of school climate and safety, student wellness, and youth resiliency that enables Encore to collect and analyze data regarding local youth health risks and behaviors, school connectedness, school climate, protective factors, and school violence.

Surveys About Personal Beliefs

Unless the student’s parent/guardian gives written permission, a student will not be given any test, questionnaire, survey, or examination containing any questions about the student’s, or the student’s parents’ or guardians’ personal beliefs or practices in sex, family life, morality, or religion.

Sexual Health Education

Encore offers comprehensive sexual health education to its students in grades 7-12. A parent or guardian of a student has the right to excuse their child from all or part of comprehensive sexual health education, HIV prevention education, and assessments related to that education through a passive consent (“opt-out”) process. Encore does not require active parental consent (“opt-in”) for comprehensive sexual health education and HIV prevention education.

Parents/guardians may:

- Inspect written and audiovisual educational materials used in comprehensive sexual health education and HIV prevention education.
- Excuse their child from participation in comprehensive sexual health education and HIV prevention education in writing to Encore.
- Be informed whether comprehensive sexual health or HIV/AIDS prevention education will be taught by Charter School personnel or outside consultants. When Encore chooses to use outside consultants or to hold an assembly with guest speakers to teach comprehensive sexual health or HIV/AIDS prevention education, be informed of:
 - The date of the instruction
 - The name of the organization or affiliation of each guest speaker
- Request a copy of Education Code sections 51930 through 51939.

Anonymous, voluntary, and confidential research and evaluation tools to measure student’s health behaviors and risks (including tests, questionnaires, and surveys containing age-appropriate questions about the student’s attitudes concerning or practices relating to sex) may be administered to students in grades 7-12. A parent or guardian has the right to excuse

their child from the test, questionnaire, or survey through a passive consent (“opt-out”) process. Parents or guardians shall be notified in writing that this test, questionnaire, or survey is to be administered, given the opportunity to review the test, questionnaire, or survey if they wish, notified of their right to excuse their child from the test, questionnaire, or survey, and informed that in order to excuse their child they must state their request in writing to Encore.

A student may not attend any class in comprehensive sexual health education or HIV prevention education, or participate in any anonymous, voluntary, and confidential test, questionnaire, or survey on student health behaviors and risks if Encore has received a written request from the student’s parent or guardian excusing the student from participation. An alternative educational activity shall be made available to students whose parents or guardians have requested that they not receive the instruction or participate in the test, questionnaire, or survey.

English Learners

Encore is committed to the success of its English Learners and support will be offered both within academic classes and in supplemental settings for students who need additional support for English language learning. Encore will meet all applicable legal requirements for English Learners as they pertain to annual notification to parents, student identification, placement, program options, English Learners and core content instruction, teacher qualifications and training, reclassification to fluent English proficient status, monitoring and evaluating program effectiveness, and standardized testing requirements. Encore will implement policies to assure proper placement, evaluation, and communication regarding English Learners and the rights of students and parents.

Special Education /Students with Disabilities

We are dedicated to the belief that all students can learn and must be guaranteed equal opportunity to become contributing members of the academic environment and society. Encore provides special education instruction and related services in accordance with the Individuals with Disabilities in Education Improvement Act (“IDEA”), Education Code requirements, and applicable policies and procedures of the Desert Mountain SELPA. These services are available for special education students enrolled at Encore. We offer high quality educational programs and services for all our students in accordance with the assessed needs of each student. Encore collaborates with parents, the student, teachers, and other agencies, as may be indicated, in order to appropriately serve the educational needs of each student.

Pursuant to the IDEA and relevant state law, Encore is responsible for identifying, locating, and evaluating children enrolled at Encore with known or suspected disabilities to determine whether a need for special education and related services exists. This includes children with disabilities who are homeless or fostered youth. Encore shall not deny nor discourage any student from enrollment solely due to a disability. If you believe your child may be eligible for special education services, please contact **Encore’s School Psychologist, 16955 Lemon Street, Hesperia, Ca 92345, 760-956-2632.**

Section 504

Encore recognizes its legal responsibility to ensure that no qualified person with a disability shall, on the basis of disability, be excluded from participation, be denied the benefits of, or otherwise subjected to discrimination under any program of Encore. Any student who has an objectively identified disability which substantially limits a major life activity, including, but not limited to learning, is eligible for accommodations by Encore. The parent of any student suspected of needing or qualifying for accommodation under Section 504 may make a referral for an evaluation to the Special Education Director. A copy of Encore’s Section 504 policies and procedures is available upon request at the main office.

State Testing

Encore shall annually administer required state testing to the applicable grades (e.g., the California Assessment of Student Performance and Progress [“CAASPP”].) Notwithstanding any other provision of law, a parent’s, or guardian’s written request to Charter School officials to excuse their child from any or all parts of the CAASPP shall be granted.

Surveys About Personal Beliefs

Unless the student’s parent/guardian gives written permission, a student will not be given any test, questionnaire, survey, or examination containing any questions about the student’s, or the student’s parents’ or guardians’ personal beliefs or practices in sex, family life, morality, or religion.

Teacher Qualification Information

All parents or guardians may request information regarding the professional qualifications of classroom teachers and/or paraprofessionals.

Information Regarding Financial Aid

Charter School shall ensure that each of its students receives information on how to properly complete and submit the Free Application for Federal Student Aid (FAFSA) or the California Dream Act Application, as appropriate, at least once before the student enters grade 12. ACE will provide a paper copy of the FAFSA or the California Dream Act Application upon request.

- The FAFSA form and information regarding the FAFSA are available at:
 - <https://studentaid.gov/h/apply-for-aid/fafsa>
- The California Dream Act Application and information regarding the California Dream Act is available at:
 - <https://www.csac.ca.gov/post/resources-california-dream-act-application>

STUDENT HEALTH & SAFETY

Encore follows all California State and San Bernardino County Department of Public Health protocols regarding protecting all members of our community against COVID 19 infection. Face masks are not currently required while on campus as of the printing of this handbook. However, safety protocols on our campus are subject to changes as directed by the San Bernardino County Department of Public Health and our policies and protocols will be adjusted accordingly to comply. Hand washing/sanitizing and social distancing are strongly encouraged. Surveillance screening is done to ensure ill individuals do not come on campus. Symptom and contact exposure screenings are done to isolate students or staff with symptoms or identify those that have come in close contact with someone who is sick with the COVID-19.

Release of Liability and Assumption of Risk RE: COVID19 Exposure and Infection

I hereby request that my child continue his/her enrollment and participate in the regular educational program on campus Encore Jr/Sr High School for the Performing and Visual Arts ("School").

- I understand that by coming to campus, my child is at an increased risk of exposure to COVID-19 and/or any mutation or variation thereof.
- I understand that COVID-19 is contagious.
- I understand that by participating in the regular academic program on campus and utilizing the facilities and/or equipment associated with it, my child may contract

COVID-19 and/or knowingly or unknowingly transmit COVID-19 to my family, friends, and/or others with whom my child may come into contact.

- I understand that while every attempt is made to minimize the risk these risks, School cannot guarantee that my child will not be exposed to or contract COVID-19 as a result of participating in the regular academic program on campus.
- I understand the risk that all students who come to campus may have contact with individuals who have been exposed to and /or have been diagnosed with one or more communicable diseases, including but not limited to COVID-19 or other medical conditions, diseases, or maladies, and I understand it is impossible for Encore to eliminate the risk that student's family members could be exposed to and/or become infected through contact with or close proximity with an individual with a communicable disease.
- I understand that Encore will implement a COVID testing program for the 2022-23 school year, and regular COVID testing is mandatory for all students to be on campus, with a negative result. I agree that Encore may facilitate testing for my child.
- If a student test positive, they must notify the school immediately and quarantine according to the timelines provided by and San Bernardino County Department of Public Health and California Department of Public Health. A student cannot return to campus without authorization from a physician and a negative COVID-19 test.
- As a guardian I give permission for the school to share my insurance information with the testing provider for testing reimbursement.
 - Do you have medical insurance? If yes, please provide insurance information (including insurer and policy number) when submitting your signature page at the end of this process.
- I will do a wellness check of my student prior to attending school.
- The student will not attend in-person learning if any of the following apply:
 - The student is exhibiting symptom(s) of COVID-19.
 - The student has been currently diagnosed with COVID-19, has a suspected diagnosis of COVID-19, or pending COVID test.
 - The student is currently under isolation or quarantine orders.

If the student tests positive for COVID-19 or has been identified as being exposed to an individual that has tested positive for COVID-19, I agree to immediately inform Encore and acknowledges that Encore must contact the local department of public health to provide information regarding the confirmed positive test, including Student's name and contact information.

- While there is no cure currently for COVID-19, there is a vaccine and not all individuals may be vaccinated at this time. I have acknowledged that even with being vaccinated my family and child can still be exposed to SARS-CoV-2.
- If my child has direct exposure to an individual with COVID-19 or tests positive for COVID-19, I agree that I will report this information to Encore and will comply with all California Department of Public Health guidance and school policies for isolation. No information will be shared about individual diagnoses to protect confidentiality.
- I agree that my child will comply with all health and safety protocols implemented by Encore to ensure the health and safety of its community for the 2023 - 2024 school year. In addition, I am aware that in-person learning will look different than prior years, including the need for physical distancing and the possibility of the correct and consistent use of face masks. We agree to comply with the direction provided by Encore's staff and acknowledge that the failure to do so may result in the student being refused participation in in-person learning.

Health Screenings and Right to Opt-out

- As part of California's child health and wellness requirements, schools do periodic health screenings. In accordance with the screening practices of HUSD and San Bernardino County, Encore will provide screenings for our students.
- A parent/guardian or authorized caregiver (via Caregivers Affidavit) of any child enrolled in Encore will receive a notice of the annual health screening with the Health Office of the school in which the child is enrolled. If the parent/guardian does not wish to have their child participate in the annual state mandated health screening, they must complete and sign the Health Screening Consent Form and return it to the Health Office before the designated date. Thereupon the child shall be exempt from any physical examination. Hearing & vision screening for all students in grades 8 and 10 will take place. Scoliosis screening will take place for all 7th grade girls and 8th grade boys. As public health nurses, the school nurses who conduct these screenings are trained to conduct these screenings in accordance with California state standards. Our health technician will assist them with all procedures and send home results as necessary.
- If a child fails a screening, a letter will be sent home to the parent/guardian notifying them of the results. These results can then be taken to your health care provider for evaluation. If you do not have health insurance, we encourage you to contact Encore's health office for a list of low-cost clinics in our area.

- If you have specific questions in regard to school health services and we are unable to answer your questions, we will direct you to the county health department.

Sports Physicals

At Encore High School we believe in student health for an Encore performance! Dance & Sports Conservatories can require long hours of practice. It is important to discuss proper nutrition & fluid intake with your child.

Annual physicals (sports or regular) are important because they help discover health problems that may interfere with participation in sports or daily life. Your health care provider will be able to provide consultation on how to handle specific medical issues like asthma attacks or healing of broken bones. They can also provide tips on how to avoid injuries or identify specific risk factors relevant to your child's sport.

Sports Physicals are required to participate in all Dance & Sport Conservatories except for general PE. The "Participation for Sports Exam form" is available to print on the website.

They are also included in our enrollment packs for new students and in the Health Office.

Illness, injury or Accidents at School

When a student feels ill at school, they need to inform the teacher and ask for a pass at the Health Office. Students feeling weak or faint will be accompanied to the office. If a student requires longer than a 15 min. rest, a parent will be contacted and asked to pick up the child so proper care and attention can be given at home. For injuries, Students will complete an accident form for the school's record of the incident. Parents, or their assigned contacts, must be available to pick a child up within 30 minutes of a call from the school. Current information including phone numbers must be updated every year on the "Emergency Card" form which is available to print on the web site.

Whenever there is a good reason to believe that the child is suffering from a recognized contagious or infectious disease, the child shall be sent home and shall not be permitted to return until the school authorities are satisfied that any contagious or infectious disease does not exist.

Every effort is made to provide for the students' safety and comfort at school. If a student is actively vomiting or has a fever greater than 100.4, the student is not permitted to stay at school. A parent or their contact will need to pick up the student within 30 minutes of the call. If a fever goes over 102.0 and the parent or contact is

unavailable, 911 will be called. Our school policy is that the student will need to be “fever free” for 24 hours without fever reducing medication to return to school.

If a student should have an accident or injury at school, first aid will be given immediately to make the student as comfortable as possible. If an injury is more serious than a simple bruise or scrape, a parent will be called. If parents are unavailable the Health Technician or school administrator may make the judgment to call paramedics to evaluate the emergency and render treatment. Encore High School is not liable for any medical treatment costs incurred on or off school property. In all cases, an attempt will be made to notify the parent or guardian as soon as possible. It is absolutely essential to have a properly completed emergency card on file at the school to ensure prompt and effective treatment and parental notification.

All staff members are both CPR and First Aid certified. Several staff are also EpiPen Trained. Coaches and Physical Arts Instructors undergo concussion training.

Following any illness or injury which prevents the student from coming to school and/or participating in regular physical activity for more than 2 days, a note must be obtained from the physician to clear the absence and/or re-instate physical activity. Specifically for injuries, the note must be clearly dated to when the student may participate physically in their classes and/or upcoming performances, games, or competitions.

Seasonal flus generally begin to surface in the schools late October – November. It is important for students to have good hygiene practices to prevent the spread and/or contact of the flu. Students are encouraged to wash their hands with soap & water before meals, as well as use hand sanitizer and tissues during school. If a student becomes ill at school, their symptoms will be evaluated in the Health Office. If fever or persistent cough are present, a parent/guardian will be contacted to pick the student up early.

Administration of Medication

Medical treatment is the responsibility of the parent and the physician.

In order for the Health Office staff to administer medication (prescription or over the counter) to a student, a “Physician Instruction/Parent Request for Medication” form must be completed and signed by the student’s physician and the parent/guardian and turned in to the health office with the medication. This form is available to print on the school’s website or can be requested from the health office.

Any time the medication, the dosage or the time is changed, a new form is required. Each request must clearly specify the name of the medication, as well the dose, time, and frequency for administration. Medication forms must be updated every new school year or more frequently as needed.

It is the parent's responsibility to take these forms to the child's physician to fill them out and return them with the medication to the Health Office during normal business hours. All medication will be kept in the health office unless otherwise instructed by the physician, i.e., for asthma inhalers or EpiPens, etc.

Student Accident Insurance

Disclaimer – Encore does NOT provide medical insurance for your student’s accidents while at school or during school activities. This means that you are responsible for the medical bills if your child gets hurt during school activities.

Availability of Health Insurance

Children—regardless of immigration status (foster youth, pregnant women, and legally present individuals, including those with deferred action for childhood arrivals [“DACA”] status) may be eligible for no- or low-cost Medi-Cal insurance. Medi-Cal covers immunizations, checkups, specialists, vision and dental services, and more for children and youth at no- or low-cost. Medi-Cal enrollment is available year-round.

Covered California is where legal residents of California can compare quality health plans and choose the one that works best for them. Based on income and family size, many Californians may qualify for financial assistance. Enroll during Open Enrollment or any time you experience a life-changing event, like losing your job or having a baby. You have sixty (60) days from the event to complete enrollment. Information regarding the availability of insurance is provided with enrollment forms and available at:

http://hbex.coveredca.com/toolkit/PDFs/ALL_IN_Flyer_EnrollGetCareRenew_CC.pdf

Encore shall not discriminate against a student who does not have health care coverage or use any information relating to a student’s health care coverage or interest in learning about health care coverage in any manner that would bring harm to the student or the student’s family.

Concussion/Head Injuries

A concussion is a brain injury that can be caused by a bump, blow, or jolt to the head, or by a blow to another part of the body with the force transmitted to the head. Even though most concussions are mild, all concussions are potentially serious and may result in complications including prolonged brain damage and death if not recognized and managed properly. Because Encore has elected to offer an athletic program, we must immediately remove from a school-sponsored athletic activity for the remainder of the day an athlete who is suspected of sustaining a concussion or head injury during that activity. The athlete may not return to that activity until the athlete is evaluated by, and receives written clearance from, a licensed health care provider.

If the licensed health care provider determines the student has a concussion or head injury, the student shall also complete a graduated return-to-play protocol of no less than 7 days in duration under the supervision of a licensed health care provider. On a yearly basis, a

concussion and head injury information sheet must be signed and returned by the student and the Student's parent or guardian before the athlete initiates practice or competition. This requirement does not apply to a student engaging in an athletic activity during the regular school day or as part of physical education.

Sudden Cardiac Arrest Prevention and Automated External Defibrillators

Encore is invested in the health of its students, especially their heart health. Sudden cardiac arrest ("SCA") is when the heart stops beating, suddenly and unexpectedly. Those wishing to participate in an Arts Program at Encore (Cirque, Dance, Cheer, etc.) , must review the information sheet on sudden cardiac arrest via the link below: <https://www.cdc.gov/dhbsp/docs/cardiac-arrest-infographic.pdf>.

Diabetes

Encore will provide an information sheet regarding type 2 diabetes to the parent or guardian of incoming 7th grade students, pursuant to Education Code Section 49452.7. The information sheet shall include, but shall not be limited to, all the following:

1. A description of type 2 diabetes.
2. A description of the risk factors and warning signs associated with type 2 diabetes.
3. A recommendation that students displaying or possibly suffering from risk factors or warning signs associated with type 2 diabetes should be screened for type 2 diabetes.
4. A description of treatments and prevention methods of type 2 diabetes.
5. A description of the different types of diabetes screening tests available.

Please contact the office if you need a copy of this information sheet or if you have any questions about this information sheet.

Human Trafficking Prevention

California has the highest number of incidents of human trafficking in the U.S., and all students may be vulnerable. Charter School believes it is a priority to inform our students about (1) prevalence, nature of and strategies to reduce the risk of human trafficking, techniques to set healthy boundaries, and how to safely seek assistance, and (2) how social media and mobile device applications are used for human trafficking.

In accordance with the California Healthy Youth Act, Charter School will provide age-appropriate instruction on the prevention of human trafficking, including sexual abuse, assault, and harassment. You have the right to excuse your child from all or part of the instruction on the prevention of human trafficking. An opt-out form is available on the school's web page at www.encorehighschool.com or request the form at the front desk in the A building for your convenience. Your consent for this instruction is NOT required. If we do not receive a written request to excuse your child, your child will be included in the instruction.

Information and materials for parents/guardians about the curriculum and resources on prevention of human trafficking and abuse, including sexual abuse, assault, and harassment are available on Charter School’s website for your review.

Immunizations

Pursuant to the California Health and Safety Code and the California Code of Regulations, children must have a minimum number of immunizations (shots) before they can attend school. Immunization records will be required for all incoming students. Verification of immunizations will be completed with written medical records from the child’s doctor or immunization clinic. To ensure a safe learning environment for all students, Encore follows and abides by the health standards set forth by the state of California. Students will not receive classroom-based instruction until all required records have been received. The immunization status of all students will be reviewed periodically. Those students who do not meet the State guidelines may be excluded from classroom-based instruction until the requirements are met. Students who have been exposed to a communicable disease for which they have not been immunized may be excluded from school at the discretion of Encore.

These required immunizations include:

Child’s Grade	List of shots required to attend school
Entering Kindergarten	<p>Diphtheria, Pertussis, and Tetanus (DTaP) - Five (5) doses Polio - Four (4) doses Measles, Mumps, and Rubella (MMR) - Two (2) doses Hepatitis B (Hep B) - Three (3) doses Varicella (chickenpox) – Two (2) doses</p> <p>NOTE: Four doses of DTaP are allowed if one was given on or after the fourth birthday. Three doses of DTaP meet the requirement if at least one dose of Tdap, DTaP, or DTP vaccine was given on or after the seventh birthday (also meets the 7th-12th grade Tdap requirement.) One or two doses of Td vaccine given on or after the seventh birthday count towards the requirement for DTaP. Three doses of Polio are allowed if one was given on or after fourth birthday. MMR doses must be given</p>

	on or after the first birthday. Two doses of measles, two doses of mumps, and one dose of rubella vaccine meet the requirement, separately or combined. Combination vaccines (e.g., MMRV) meet the requirements for individual component vaccines.
Entering 7th Grade	<p>Tetanus, reduced Diphtheria, and acellular Pertussis (Tdap) - One (1) dose Varicella (chickenpox) - Two (2) doses</p> <p>NOTE: In order to begin 7th grade, students who had a valid personal belief exemption on file with a public or private elementary or secondary school in California before January 1, 2016 must meet all requirements for children 7-17 years old (i.e., polio, MMR, varicella and primary series for diphtheria, tetanus, and pertussis), <u>in addition to</u> the 7th grade requirements for Tdap and varicella (varicella requirement for seventh grade advancement expires after June 30, 2025). At least one dose of pertussis-containing vaccine is required on or after the 7th birthday.</p>

Mental Health Services

Encore recognizes that when unidentified and unaddressed, mental health challenges can lead to poor academic performance, increased likelihood of suspension and expulsion, chronic absenteeism, student attrition, homelessness, incarceration, and/or violence. Access to mental health services at Encore and in our community is not only critical to improving the physical and emotional safety of students, but it also helps address barriers to learning and provides support so that all students can learn problem-solving skills and achieve in school and, ultimately, in life. The following resources are available to your child:

Available on Campus

- School-based counseling services – your child is encouraged to directly contact a Charter School counselor by coming into the counseling office during school hours and making an appointment to speak with a counselor. The counseling office can also be reached at 760-956-2632 ext. 1807. Our Charter School counselors support students by providing individual sessions, group or parent consultations whenever a student is having a difficult time due to academic stress, transition to changes in their environment, or social concerns, including isolation. Counseling services, whether provided by our Charter School or by an outside provider listed in this letter, are voluntary.
- Special education services – if you believe your child may have a disability, you are encouraged to directly contact the school’s psychologist at 760-956-2632 ext. 12022 to request an evaluation.
- Prescription medication while on campus – if your child requires prescription medication during school hours and you would like assistance from School staff in providing this medication to your child, please contact the Health Office at 760-956-2632 ext. 1808].

Available in the Community:

- Care Solace
- California Special Education Local Plan Areas (SELPA)
- Valley Star Walk-in Crisis Center
- Family Assistance Program

Available Nationally:

National Suicide Prevention Hotline - This organization provides confidential support for adults and youth in distress, including prevention and crisis resources. Available 24 hours at 1-800-273-8255 or 988.

- The Trevor Project - This organization provides suicide prevention and crisis intervention for LGBTQ youth between the ages of 13 and 24. **Available at 1-866-488-7386 or visit <https://www.thetrevorproject.org/>.**
- Big Brothers/Big Sisters of America – This organization is a community- based mentorship program. Community-specific program information can be found online at <https://www.bbbs.org> or by calling (813) 720-8778.

Pregnant and Parenting Students

Encore recognizes that pregnant and parenting students are entitled to accommodations that provide them with the opportunity to succeed academically while protecting their health and the health of their children. A pregnant or parenting student is entitled to eight (8) weeks of parental leave, or more if deemed medically necessary by the student’s physician, which the student may take before the birth of the student’s infant if there is a medical necessity and after childbirth during the school year in which the birth takes place, inclusive of any mandatory summer instruction, in order to protect the health of the student who gives or expects to give birth and the infant, and to allow the pregnant or parenting student to care for and bond with the infant. Encore will ensure that absences from the student’s regular school program are excused until the student is able to return to the regular school program.

Upon return to school after taking parental leave, a pregnant or parenting student will be able to make up work missed during the pregnant or parenting student’s leave, including, but not limited to, makeup work plans and re-enrollment in courses. Notwithstanding any other law, a pregnant or parenting student may remain enrolled for a fifth year of instruction in Encore if it is necessary for the student to be able to complete any graduation requirements, unless Encore

determines that the student is reasonably able to complete the graduation requirements in time to graduate from high school by the end of the student's fourth year of high school.

Complaints of noncompliance with laws relating to pregnant or parenting students may be filed under the Uniform Complaint Procedures ("UCP") of Encore. The complaint may be filed in writing with the compliance officer:

Joseph Thibodeaux
Assistant Dean of Student Services
16955 Lemon Street, Hesperia, Ca 92345
760-956-2632
jthibodeaux@encorehighschool.com

A copy of the UCP is available upon request at both administrative office reception desks. For further information on any part of the complaint procedures, including filing a complaint or requesting a copy of the complaint procedures, please contact the Executive Director.

School Safety Plan

Encore has established a Comprehensive School Safety Plan. The Plan is available on the school's web page at www.encorehighschool.com or upon request at the front desk in the A building or main office.

Fire Drills

Encore holds fire drills on a regular basis. As amended by SB575 (Ch. 725, Statutes of 2001), Education Code 32001 states that every person and public officer managing, controlling or in charge of any public, private, or parochial school, other than a two-year community college, shall cause the fire alarm signal to be sounded not less than once every calendar month and shall conduct a fire drill at least once every calendar month at the elementary level and at least four times every school year at the intermediate level. A fire drill shall be held at the secondary level not less than twice every school year. Safety policies adhere to the local school site plan.

When a fire is discovered in any part of the school, the following actions shall be taken (cf. 0450- School Safety Plan; cf. 3516- Emergency and Disaster Preparedness Plan):

- The principal or designee shall sound fire signals unless the school and/or building are equipped with an automatic fire detection and alarm system.
- The principal or designee shall call 911.
- All persons shall be directed to leave the building and shall proceed outside to a designated assembly area.

- Staff shall give students clear direction and supervision and help maintain a calm and orderly response.
- In outside assembly areas, teachers take roll, report missing students and provide assistance to any injured student.
- In outside assembly areas, the principal or designee and/or each department head shall account for their staff, report missing staff and provide assistance to any injured staff.
- If the fire is extensive, students shall be taken to an alternative location for safety until parents/guardians can pick them up or until they can be safely transported to their homes.

Earthquakes (Great California Shake-out)

Earthquake emergency procedures include: a school building disaster plan; drop and cover procedures; dates/times of drop procedure drills held once each quarter in elementary and once each semester in secondary schools; protective measures to be taken before, during and after an earthquake; a program to ensure that pupils, and certificated and classified staff, are aware of and are trained in the earthquake emergency procedure system; and a drop/cover/hold- on procedure in which students and staff members:

- A. DROP to the ground.
- B. Take COVER by getting under a sturdy desk or table.
- C. HOLD-ON to it until the shaking stops

Shelter in Place

One of the instructions that may be given in an emergency where hazardous materials may have been released into the atmosphere is to shelter-in-place. This is a precaution aimed at keeping students and staff safe while remaining indoors.

Lockdown

In the event of any emergency that may require a lockdown, the school site administration and law enforcement will work cooperatively and keep one another informed. The school principal or administrative designee and law enforcement make the decision as to the location and method of student release. The evacuation location will be announced through local media and on the SBCSS website.

Search and Seizure

Encore finds that the growing presence of drugs in schools threatens the school's ability to provide a safe and orderly learning environment to which students and staff are entitled. Encore recognizes that incidents may occur where the health, safety and welfare of students and staff are jeopardized, and which necessitate the search and seizure of students, their property, or possessions on their desks (as applicable) by school officials.

Encore authorizes school officials to conduct searches when there are reasonable grounds or suspicion that the search will uncover evidence that the student is violating the law or the rules of Encore. Encore encourages discretion, good judgment, and common sense is exercised in all cases of search and seizure. Searches shall be made in the presence of at least one other Encore employee (of the same gender as the student being searched. Encore will never conduct strip searches or body cavity searches.

The parent/guardian of the student being searched shall be notified by the Assistant Dean of Student Services or designee as soon after the search as possible.

In determining whether reasonable cause for a search exists, school officials shall consider:

- The report of a reasonable suspicion
- Social Media threats
- The prevalence and seriousness of the problem to which the search was directed.
- The urgency requiring the search without delay.
- The substantive value and reliability of the information used as a justification for the search.
- The location of the student at the time of the incident gave rise to reasonable suspicion.

Searches shall be conducted in a manner that minimizes the degree of intrusiveness and limited in the scope to items prohibited by school rules (e.g., illegal drugs, alcoholic beverages, firearms, pyrotechnics, weapons, and tobacco).

Use of Contraband Detection Dogs

Encore places a high priority on school safety for students and staff. A part of school safety is keeping schools free from the presence of illegal or unsafe items including illegal drugs, alcoholic beverages, firearms, pyrotechnics, weapons, and tobacco. In an effort to keep schools free of drugs and dangerous contraband, Encore will partner with local authorities K9 unit to use specially trained nonaggressive dogs to sniff out and alert staff to the presence of items or substances prohibited by law or the policies and regulations of Encore.

Student vehicles, desks, and other unattended objects in public areas under the control of Encore are subject to periodic, random and unannounced inspections by trained detection canines which sniff the exterior surface areas for prohibited items which may be stored within. Any person who parks a vehicle on property under the control of Encore has a diminished

expectation of privacy. By entering any parking lot under the control of Encore, any person driving a vehicle is deemed to consent to a search of the vehicle, including all compartments and contents, at any time by school officials or law enforcement personnel for any reason whatsoever.

STUDENT CONDUCT AND DISCIPLINE

UNIVERSAL CLASSROOM RULES

1. BE RESPECTFUL

- a. To feel or show deferential regard for esteem.
- b. To avoid violation of or interference with respect to the speed limit.
- c. Willingness to show consideration or appreciation.

This means listen, do not interrupt, be considerate, and follow directions.

2. BE PREPARED

- a. To make ready beforehand for a specific purpose, as for an event or occasion
- b. To make things or oneself ready

This means coming to class with finished work, writing utensils, and your book.

3. BE ON TIME

- a. By the time the bell rings, in your seat, ready to go.

This means being in the classroom and in your place prepared to work.

STUDENT CODE OF CONDUCT

A copy of the Student Code of Conduct must be signed and returned to the school.

Students, YOU create the culture at Encore. It is important that students pledge to follow the policies and regulations of Encore. Thank you in advance for your help in making ENCORE the best it can be.

As a student at Encore, I understand that there are certain ways to carry myself at school and at public school events- and HOW I do so directly reflect on Encore High School.

1. I understand that as a student at Encore that I must always adhere to school, classroom,

and dress code policies.

2. I must fully commit to the arts and academic classes that I have chosen.
3. I understand the safety corridor rules and regulations & will always follow them.
4. I will maintain at least a 2.0 GPA in both my academic & arts classes to avoid probation.
5. I will not cheat on any assignments.
6. I will not cut class.
7. I will always carry myself as a professional.
8. I will treat fellow students, faculty, staff, and visitors with respect at all times.
9. I will not engage in Cyber Bullying, Cyber Terrorism, or Cyber Slander.
10. I will NOT use my cell phone, music player or computer except during designated times.
11. I will not be tardy to class.
12. I will at all times wear my ENCORE Student ID Card lanyard or carry my ID card.
13. I will treat all ENCORE property including textbooks, furniture & buildings with respect.
14. If I have a concern, I will use the formal complaint procedures to help maintain order and give the school an opportunity to work through issues with me.

As educators at Encore, building relationships with our students is key to success. When we have those relationships, we are able to work with our students together to work on replacement behaviors and make better decisions while on campus. Also, having a partnership with our families is key to creating that successful student. Having open lines of communication is one way we are able to work together with families. We encourage our families to also reach out to teachers when they have questions regarding their child's behavioral choices as a way of being proactive.

Our teachers will document all calls and student conferences in the students AERIES account to ensure parents are aware of steps we are taking to assist with the success of their child. We will always follow Encore's code of conduct when we have to deliver a consequence for a poor behavior choice. When a student displays a behavior that does not warrant a referral, per the code of conduct, that will be logged in AERIES as a "minor infraction." The Assistant Dean of Student Services will monitor all minor infractions and determine if an intervention needs to be in place to help the student make better choices.

Bullying

Encore recognizes the harmful effects of bullying on student learning and school attendance and desires to provide safe school environments that protect students from physical and emotional harm. Encore employees place student safety as a high priority and bullying of any student is not tolerated. Encore is unable to address any form of bullying unless it has been

reported.

No student or group of students shall, through physical, written, verbal or other means, harass, sexually harass, threaten, intimidate, cyberbully, cause bodily injury to, or commit hate violence against any other student or school personnel. Any person that has been a victim of, or witnessed bullying or harassment on school grounds, during school activities, or going to and coming from school is highly encouraged to report the incident immediately to the administrator, teacher, or other adult personnel on campus. Students within Encore's operated programs may report incidents of suspected bullying at Student Services in the G building.

Cyberbullying

Cyberbullying includes the transmission of harassing communications, direct threats, or other harmful texts, sounds, or images on the Internet, social media or other technologies using a telephone, computer, or any wireless device. Cyberbullying also includes breaking into another person's electronic account and assuming that person's identity in order to damage that person's reputation. When the circumstances involve cyberbullying, individuals with information about the activity shall be encouraged to save and print any electronic or digital messages they feel constituted cyberbullying and to notify a teacher, the principal or other employee so the matter may be investigated. When a student uses a social networking site or service to bully or harass another student, the principal or designee shall file a request with the networking site or service to suspend the privileges of the student and to have the material removed. Other acts of bullying include those that are reasonably perceived as being motivated either by an actual or perceived attribute that includes, but is not limited to: race, religion, creed, color, marital status, parental status, veteran status, sex, gender, sexual orientation, gender expression or identity, ancestry, national origin, ethnic group identification, age, mental or physical disability or any other distinguishing characteristic.

To the extent possible, school strategies shall focus on prevention of bullying by establishing clear rules for student conduct and strategies to establish a positive, collaborative school climate. Students shall be informed, through student handbooks and other appropriate means, of school rules related to bullying, mechanisms available for reporting incidents or threats and the consequences for perpetrators of bullying.

Students may be provided with instruction, in the classroom or other educational settings, which promotes effective communication and conflict resolution skills, social skills, character/values education, respect for cultural and individual differences, self-esteem development, assertiveness skills, and appropriate online behavior.

School staff shall receive related professional development, including information about early warning signs of harassing/intimidating behaviors and effective prevention and intervention strategies.

Based on an assessment of bullying incidents at school, the principal or designee may increase supervision and security in areas where bullying most often occurs, such as classrooms, quads,

restrooms, and cafeterias area.

Students are encouraged to contact the school staff, principal, or designee, or another Encore administrator when they are being bullied or suspect another student is being victimized. In addition, the Principal or designee shall develop means for students to report threats or incidents confidentially and anonymously. Incidents of bullying may be reported using the Uniform Complaint Procedure. School staff who witness bullying shall immediately intervene to stop the incident when it is safe to do so. Strategies for bullying prevention and intervention are part of the School Safety Plan.

When a student is reported to be engaged in school-related bullying on or off-campus, the school administrator or designee shall investigate and document the incident. As appropriate, the administrator or designee will notify the parents/ guardians of victims and perpetrators. He or she may also involve and notify mental health counselors and/ or law enforcement if warranted.

Any student who engages in bullying on school premise, or off-campus in a manner that causes or is likely to cause a substantial disruption of a school activity or school attendance, shall be subject to discipline, which may include Bullying Traffic School, suspension, or expulsion, in accordance with Encore’s policies and procedures.

Education Code:

- 200-262.4 Prohibition of discrimination
- 32282 Comprehensive safety plan
- 35181 Responsibility of students
- 35291-35291.5 Rules
- 48900-48925 Suspension and expulsion

Resources for Anti-Bullying and Cyberbullying

- 121 Help Me.....855-201-2121
- Stop Bullying.....www.stopbullying.org
- Stop Cyberbullying.....www.stopcyberbullying.org

Disrespect

Disrespect comes in many ugly ways. Among friends, has someone ever said or did something that made you feel like you did not matter, like you were ‘less’ than them? This is a form of disrespect. Have you or a friend ever treated a teacher or student in a way that you wouldn’t want to be treated? This is a form of disrespect. Have your or a friend ever talked back to a teacher or adult? This is a form of disrespect.

It is not disrespectful to disagree with an adult, teacher, or peer. It is the way you deliver your

disagreement that can be taken as disrespect. If a teacher asks you to do something and you disagree, rather than screaming, "I am so not going to do that!" The correct response would be to politely ask why they are asking you to do that particular task.

For example, a student likes sagging their pants below their waist and showing off their boxer shorts. An Encore Campus Aide asks the student to pull their pants up. The student's response is, "they are up." This is a form of disrespect. A proper response would be if the student was confused about the rule would be to ask, "Where are the top of my pants supposed to sit because I do not understand the rule."

Dress Code

The dress code requirements apply equally to all students and are gender neutral and consistent. During the school day and at any school-sponsored events, the following rules apply. Students attending Encore shall dress and groom (personal hygiene) for all school activities with emphasis on neatness, safety, cleanliness, modesty, and decency. Students shall dress in a manner which will not cause a distraction to the learning environment, or in any way compromise the safety, order, and discipline of the campus. Students in violation of the dress code may be required to change into clean dress code loaners, requested to call home and seek clothes to be brought to school, and/or will be subject to administrative discipline.

●—SHORTS

- o Shall not expose more than approximately three to four (3-4) inches in length on the upper thighs above the knees.
- o While the school recognizes the difficulty in finding clothing which is permitted in this instance, it favors appropriateness and disallows distraction and/or intimidation.

● **TOPS, MUSCLE SHIRTS, AND OTHER TOPS WHICH ALLOW INAPPROPRIATE EXPOSURE OR TEND TO INTIMIDATE ARE NOT ALLOWED.**

- o This policy addresses appropriateness or dress in a school environment and the potential for distraction from the learning process. Tops are required to have at least one (1) strap and must cover from the breast to approximately three to four (3-4) inches in length on the upper chest. No undergarments showing or low-cut, revealing tops are allowed. Some examples of inappropriate tops are tube tops, white tank undershirts.
- o **SHIRTS MUST COVER THE MIDRIFF WHEN THE STUDENT IS STANDING NATURALLY.** If the student's midriff is exposed it may not show more than one (1) inch when he/she stands in a natural position, the clothing is appropriate.

- **OVERSIZED CLOTHING IS NOT ALLOWED.**
 - Clothing must be proportionately sized in relation to the entire body including, but not limited to, the waist, length, and crotch. Pants must be worn at the natural waistline and must remain there if no belt is present. Pants or shorts must fit at the waist. Pants with disproportionately oversized legs are not allowed. Pant cuffs may not be cut or frayed, or rubber banded. Shorts which cover long socks are not allowed. Students will be required to change if clothing does not meet these criteria. If we cannot see a student's waistline or the pocket area of his/her pants, we cannot ensure a safe campus. Clothing items which cover this area make it too easy to hide something and make hidden items too difficult to discover. While we can appreciate the desire for style and individuality, campus security comes first.
- **SAGGING OF PANTS IS NOT ALLOWED.**
 - Pants must be worn at the natural waistline. Clothing must be worn as it was intended to be worn. All suspenders must be hooked. Wearing one pant leg down and the other up is prohibited. Boxers must not be shown. Students will be required to change if clothing does not meet these criteria.
- **THE WEARING OF HATS**
 - No gang-related hats or head coverings, (bandanas).
- **BODY PIERCING.**
 - Any piercing that presents a danger to others is not permitted.
- **CLOTHING SYMBOLS AND ACCESSORIES.**
 - Any items which suggest or promote hate, intolerance, violence, graffiti, profanity, or obscene gestures; pictures; wording; are offensive; are drug, alcohol, tobacco, occult related; and/or are dangerous are not permitted. All clothing, jewelry, and personal items that a student has including notebooks, folders, book covers, magazines, drawing, pictures, gym bags, water bottles, backpacks, or any other item that include the above and/or disrupts the instructional process are not allowed.
- **IDENTIFIED GANG RELATED CLOTHING**
 - No clothing or articles of clothing including, but not limited to gloves, bandannas, shoestrings, wrist bands. Raiders or Kings, "LA" and "Skin" labels and any additional articles of clothing or accessories identified by Hesperia Unified School District School Police Department and Encore Administration as being gang

related, which may provoke others to acts of violence or intimidate by fear of violence shall not be worn on campus or at any school activity including sporting events. Shirts may not be draped over shoulder or around neck.

- **CHAINS OF ANY KIND ARE NOT PERMITTED.**
 - Chains of any type which may be considered a safety hazard or used as a weapon are not permitted. Safety pins and clothing accessories are not allowed.
- **THE FOLLOWING ARE “SOME” EXAMPLES OF INAPPROPRIATE DRESS FOR SCHOOL.**
 - Half shirts, bare midriffs, open-back, or open-side shirts.
 - See-through, sheer or net shirts, with no undershirt.
 - Tube tops
 - Strapless, backless, and/or low-cut tops or dresses.
 - braless outfits.
 - Bandannas (gang related)
 - Cut off pants or shorts that are revealing.
 - Swastika or anarchy symbols.
 - “69”, “13” or other gang related numbers on any clothing or accessories.
 - Torn pants, ragged cuffs, or cut seams on pants.
 - Shorts that cover long or pulled-up socks.
 - Pajama tops, bottoms and/or slippers.
 - Visible undergarments
- **CLOTHING MUST BE NEAT, CLEAN, PROPERLY FITTING AND IN GOOD SHAPE.**
- **INITIALIZED BELT BUCKLES, UNSAFE JEWELRY AND ACCESSORIES, AND WALLET CHAINS ARE NOT ALLOWED.**

MISCELLANEOUS

- Articles of clothing, jewelry, accessories (fanny packs), or adornments that could cause injury are not permitted.
- Apparel, bandanas, emblems, insignias, badges, or symbols that promote the use of alcohol, drugs, tobacco, illegal, or gang related activities are not permitted at any time while on school property.
- The administration of Encore will maintain the determination of whether or not clothing or apparel constitutes a threat to safety and order or if the apparel is disrupting the educational environment.

SHOES MUST BE WORN AT ALL TIMES IN THE COMMON AREAS AND OUTSIDE OF PHYSICAL ARTS CLASSES.

Gum

Chewing/Blowing Gum is not allowed on campus. Encore is a NO GUM CAMPUS.

Public Display Of Affection

Encore is a friendly campus, however, there is a limit to how much affection is allowed on campus. Inappropriate touching and/or behavior that is disruptive to the school program will not be tolerated and Alternative Learning Center (ALC) may be assigned for Social Emotional Learning (SEL) training.

The following are allowed public displays of affection on the Encore campus and at Encore events:

- Hand holding
- Hugs that do not linger
- Quick kiss on the cheek that does not linger.

Plagiarism

What is Plagiarism?

Though it is possible to accidentally copy someone else's ideas or work, it can sometimes be purposeful. Intentionally passing someone else's work off as your own is called plagiarism. Plagiarism obviously hurts the person whose work you are copying, but it hurts you too! By taking shortcuts and avoiding the creation of your own work and ideas, you cheat yourself out of learning about the subject you're studying and writing about. Your teacher gave you the assignment for a reason. It is important to learn to research, analyze, come up with your own ideas, and express them in your own words. That's not to mention the disciplinary consequences you could face should your teacher discover that you've plagiarized.

Avoiding Plagiarism

To avoid accidentally plagiarizing, make sure to always be clear about where the information in your assignment came from, whether it was a book, video, or a website. To do that, you need to know the author, title, and publishing date of the source you used. Always include quotation marks around the text pulled directly from another source and ask your teacher about what format they would like you to use when including citations. If you're ever unsure how to best cite a source, or whether you need to cite a source, just ask your teacher and consult a guide on the citation format your teacher has asked you to use. (MLA, Chicago, etc.)

What Happens If I Plagiarize Or Cheat At Encore?

At Encore, we take cheating and plagiarism seriously. At the very least, you will receive a zero on the assignment without the opportunity to make it up, no matter what the assignment is

worth (this includes homework, tests, and term papers). If you are caught cheating, your parents or guardian will be notified. It will be marked on the parent portal that you were caught cheating on the assignment. Depending on your offense, you could also face Saturday school, suspension, and a behavior contract. This offense will be placed on your discipline file, and you might be faced with having to explain to potential colleges why you cheated or plagiarized.

Anti Plagiarism Checklist

- When I used sentences just as they were in the source, did I put quotation marks around them?
- When I summarized ideas in my own words, did I give credit to the original source?
- Did I write my own ideas instead of cutting and pasting from the internet?
- When I researched a topic on the internet, did I use a verifiable source? There is a lot of misinformation on the internet.

Cheating

Copying work from a friend might not feel like plagiarism but remember you're still turning in someone else's work as your own. Copying another student's homework, whether it's with their permission or not, is still cheating, and it's still considered plagiarism. When you (and your friend) are caught cheating, you will face disciplinary action.

When students are caught cheating, they will receive an automatic zero on the assignment(s) without opportunity for recovery or to redo the assignment(s). All cheating violations will also face disciplinary action.

Demerits

A demerit is a way for a student to be reprimanded for breaking the rules. Demerits are cumulative. This means that if a student breaks a rule in their science class, during nutrition, and then during lunch – those three demerits will add up toward a detention. Any staff member can give a demerit. A demerit is a two-part document. The first part goes to the student to take home to be signed by parent/guardian, acknowledging the behavior, and returned to the school. The second part goes to the discipline office where they are entered into Aeries. Once a student receives five demerits, they will be placed on structured day. Demerits are cumulative for the school year.

Behavioral Interventions

- When a student violates policies that are described in the school discipline policy as

major, severe, or other offense that is described as grounds for suspension or expulsion, a conference will be held between administrative staff, the student, and the parents/guardians.

- The student will be informed of the reason for the disciplinary action and the evidence against the student.
- At this time, the student will be given the opportunity to present their version and evidence in their defense.
- A behavior contract will be developed and signed by all parties present in which the student pledges to complete specified tasks and/or uphold specified codes.
- If this contract is broken by the student, another conference will be scheduled from which dismissal is a possible outcome.

We encourage ALL education partners to take the time to review Encore's Code of Conduct to have a better understanding of the discipline process and ask questions for any clarification. We strive to keep academics and discipline separate when we are discussing referrals in AERIES.

Teachers will adhere to the following guidelines pertaining to discipline: (these steps are the minimum to be completed)

- 1st minor infraction: warning and restorative conversation regarding behavior and its effect on the community.
- 2nd minor infraction: Restorative conversation with student as to the reason for a parent/guardian phone call home (contact must be made)
- 3rd minor infraction: Referral created in Aeries to Assistant Dean of Students
- 4th minor infraction: Schedule a parent/guardian conference
 - Set goals for improved behavior.
 - Agreements on conduct
- 5th minor infraction: Assigned to Structured Day(s) or Alternative Learning Center for SEL training.

**** if the behavior continues a referral to school principal****

We will create data tracking sheets for our students that have an IEP that addresses behavior

goals. This will enable us to better track behaviors and address any changes that need to take place on the IEP. All education partners that have interactions with the students will be made aware of their accommodation and work in partnership with our discipline team to make any adjustments necessary.

Minor Behavior Offenses

A minor behavior offense is something that happens within the classroom that is a nuisance only in the classroom, but not a disruption that interrupts the educational process. Examples of these minor behavior offenses include but are not limited to:

- Breaking classroom rules
- Use of or bringing personal items from home (toys, roller blades, skateboards, laser pointers)
- Having food, drinks, candy, etc. in the classroom
- Chewing gum
- Minor disrespect
- Throwing objects, littering (objects that do not pose a safety hazard)
- Running in the hallways, classrooms
- Failing to return contracts
- Dress Code
- No ID Card
- Public Display of Affection (PDA)
- Horseplay
- Obscene language, materials, gestures or behavior, racial remarks or comments
- Defiance or disrespectful behavior
- Excessive horseplay
- Disrupting the classroom
- Misbehavior for substitute teacher
- Causing drama that disrupts school activities
- Ditching (on or off campus)
- Deceitful behavior (false accusations, forgery, lying, cheating, plagiarism, etc.)

Based on the nature of the offense and the level of disruption, teachers may handle the discipline within the classroom or refer the student to the discipline office for a citation. Teachers will give demerits to the student for each offense. When a student acquires three (3) of the same or five (5) demerits, they will be assigned to Alternative Learning Center (ALC) for SEL training.

Major Behavioral Offenses

These offenses will require an investigation, incident report, and interviews will take place

before any action is taken. Major offenses may result in any of the consequences listed above for Minor Offenses, and also suspension and potentially expulsion pursuant to the school's Suspension and Expulsion Policy. Major offenses include but are not limited to:

- Bullying (threatening, extorting and language of aggressive nature)
- Throwing hazardous objects (rocks, pencils, etc.) or any other activity that poses an extreme safety hazard.
- Unauthorized distribution, selling, or buying of materials or information without prior administration approval.
- Fighting / battery, regardless of who started the fight (employing hostile contact in which at least on party or both individuals have contributed to a situation by verbal action and/or bodily harm or intent of harm)
- Assault (or conspiracy for assault)
- False alarms, unauthorized calls; dialing 911 from any phone.
- Vandalism
- Bomb threats; terrorist threats
- Gang related activities
- Possession, use, being under the influence, sale, or distribution of a controlled substance (this includes look alike items, tobacco, and any version of e-cigarettes)
- Weapon possession (this includes but is not limited to knife, pocketknife, chain, gun, etc.)
- Stealing
- Arson

This is not an all-inclusive list, however, the offenses listed here may result in suspension or expulsion.

Grounds for Suspension & Limitations

Acts Warranting Suspension

Students may only be suspended for committing one of more of the acts described in EC 48900, 48900.2, 48900.3, 48900.4 and 48900.7. Suspension would be imposed once it has been determined that the student committed one or more of these acts.

<i>EC 48900 Acts</i>	<i>Notes/Comments</i>
(a)(1) Caused, attempted to cause, or threatened to cause physical injury to another person	Appropriate to cite for mutual combat
(a)(2) Willfully used force or violence upon the person of another, except in self-defense	Appropriate to cite for one-sided assault

Grounds for Suspension & Limitations (Cont'd)

<i>EC 48900 Acts</i>	<i>Notes/Comments</i>
(b) Possessed, sold, or otherwise furnished a firearm, knife, explosive, or dangerous object	Knife is defined in EC 48915(g) Unless, in the case of possession of an object of this type, the pupil had obtained written permission to possess the item from a certificated school employee, which is concurred in by the principal or the designee of the principal
(c) Unlawfully possessed, used, sold, or otherwise furnished, or been under the influence of, a controlled substance, an alcoholic beverage, or an intoxicant of any kind	Controlled substance is defined in HSC 11053 <i>et seq.</i>
(d) Unlawfully offered, arranged, or negotiated to sell a controlled substance, an alcoholic beverage, or an intoxicant of any kind, and either sold, delivered, or otherwise furnished an imitation of such substance, beverage, or intoxicant	Controlled substance is defined in HSC 11053 <i>et seq.</i> One of the most under-reported acts, as student would not be too forthcoming in sharing how they
	were cheated from the "real" substance
(e) Committed or attempted to commit robbery or extortion	Involves causing or threatening to cause physical injury
(f) Caused or attempted to cause damage to school property or private property	Provide a cost estimate of the damage(s) and repairs School property includes electronic files and databases (EC 48900(u))
(g) Stole or attempted to steal school property or private property	Determine, if possible, the cost of the item(s) and cost of repairs School property includes electronic files and databases (EC 48900(u))

(h) Possessed or used tobacco, or products containing tobacco or nicotine products	E-cigarette cartridges contain nicotine products. Does not prohibit the use or possession by a pupil of his or her own prescription products
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Grounds for Suspension & Limitations (Cont'd)

<i>EC 48900 Acts</i>	<i>Notes/Comments</i>
(i) Committed an obscene act or engaged in habitual profanity or vulgarity	Obscene matter is defined in PC 311
(j) Unlawfully possessed or unlawfully offered, arranged, or negotiated to sell drug paraphernalia	Drug paraphernalia is defined in HSC 11014.5; includes e-cigs, vapes, etc.
(k) Disrupted school activities or otherwise willfully defied the valid authority of school personnel engaged in the performance of their duties	Only for grades 4-12 for out-of-school suspension; not grounds for expulsion
(l) Knowingly received stolen school property or private property	Determine, if possible, the cost of the item(s) School property includes electronic files and databases (EC 48900(u))
(m) Possessed an imitation firearm	Must be substantially similar in physical properties to an existing firearm as to lead a reasonable person to conclude that the replica is a firearm
(n) Committed or attempted to commit a sexual assault or committed a sexual battery	Sexual assault is defined in PC 261, 266c, 286, 288, 288a, or 289; sexual battery is defined in PC 243.4
(o) Harassed, threatened, or intimidated a pupil who is a complaining witness or a witness in a school disciplinary proceeding for purposes of either preventing that pupil from being a witness or retaliating against that pupil for being a witness, or both	Aiding and abetting is defined in PC 31
(p) Unlawfully offered, arranged to sell, negotiated to sell, or sold the prescription drug Soma	Soma is a prescription muscle relaxant used as a short-term treatment for muscle pain and discomfort
(q) Engaged in, or attempted to engage in, hazing	Hazing is defined in EC 48900(q)

(r) Engaged in an act of bullying	Bullying is defined in EC 48900(r)
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Grounds for Suspension & Limitations (Cont'd)

<i>EC 48900 Acts</i>	<i>Notes/Comments</i>
(t) Aids or abets the infliction or attempted infliction of physical injury to another person	Not grounds for expulsion, except that a pupil who has been adjudged by a juvenile court to have aided and abetted a crime of physical violence in which the victim suffered great bodily injury or serious bodily injury shall be subject to discipline pursuant to subdivision (a) above, which may include expulsion under EC 48915(b)
(48900.2) Committed sexual harassment	Only grades 4-12; sexual harassment is defined in EC 212.5 Conduct must be considered by a reasonable person of the same gender as the victim to be sufficiently severe or pervasive to have a negative impact upon the individual's academic performance or to create an intimidating, hostile, or offensive education environment
(t) Aids or abets the infliction or attempted infliction of physical injury to another person	Not grounds for expulsion, except that a pupil who has been adjudged by a juvenile court to have aided and abetted a crime of physical violence in which the victim suffered great bodily injury or serious bodily injury shall be subject to discipline pursuant to subdivision (a)

	above, which may include expulsion under EC 48915(b)
(48900.3) Caused, attempted to cause, threatened to cause, or participated in an act of, hate violence	Only grades 4-12; hate violence is defined in EC 233(e)

Grounds for Suspension & Limitations (Cont'd)

<i>EC 48900 Acts</i>	<i>Notes/Comments</i>
(48900.4) Intentionally engaged in harassment, threats, or intimidation, directed against school district personnel or pupils	Only grades 4-12 Harassment, threats, or intimidation must be sufficiently severe or pervasive to have the actual and reasonably expected effect of materially disrupting classwork, creating substantial disorder, and invading the rights of either school personnel or pupils by creating an intimidating or hostile educational environment
(48900.7) Made terroristic threats against school officials or school property, or both	Not against students or their property Terroristic threat is defined in EC 48900.7(b)

Involuntary Removal Process

No student shall be involuntarily removed by Encore for any reason unless the parent or guardian of the student has been provided written notice of intent to remove the student no less than five (5) schooldays before the effective date of the action (“Involuntary Removal Notice”). The written notice shall be in the native language of the student or the student’s parent or guardian or, if the student is a foster child or youth or a homeless child or youth, the student’s educational rights holder. The Involuntary Removal Notice shall include the charges against the student and an explanation of the student’s basic rights including the right to request a hearing before the effective date of the action. The hearing shall be consistent with Encore’s expulsion procedures. If the student’s parent, guardian, or educational rights holder requests a hearing, the student shall remain enrolled and shall not be removed until Encore issues a final decision. As used herein, “involuntarily removed” includes disenrolled, dismissed, transferred, or terminated, but does not include suspensions or expulsions pursuant to Encore’s suspension and expulsion policy.

Upon parent/guardian request for a hearing, Encore will provide notice of hearing consistent with its expulsion hearing process, through which the student has a fair opportunity to present testimony, evidence, and witnesses and confront and cross-examine adverse witnesses, and at which the student has the right to bring legal counsel or an advocate. The notice of hearing shall be in the native language of the student or the student's parent or guardian or, if the student is a foster child or youth or a homeless child or youth, the student's educational rights holder and shall include a copy of Encore's expulsion hearing process.

If the parent/guardian is nonresponsive to the Involuntary Removal Notice, the Student will be disenrolled as of the effective date set forth in the Involuntary Removal Notice. If a parent/guardian requests a hearing and does not attend on the date scheduled for the hearing the student will be disenrolled effective the date of the hearing.

If as a result of the hearing the student is disenrolled, notice will be sent to the student's last known district of residence within thirty (30) days.

A hearing decision not to disenroll the student does not prevent Encore from making a similar recommendation in the future should student truancy continue or re-occur.

Grounds for an Expulsion -

Recommendations & Limitations

Acts Warranting Expulsion

Similar to suspension, students may only be recommended for expulsion and expelled for committing one or more of the acts described in EC 48900, 48900.2, 48900.3, 48900.4, and 48900.7. However, the expulsion recommendation must be followed by a determination or finding by the governing board.

Mandatory Immediate Suspension and Recommendation for Expulsion – EC 48915(c): The principal or superintendent is required to immediately suspend and recommend for expulsion students determined to have committed any of the following acts:

Acts	Notes/Comments
1. Possessing, selling, or otherwise furnishing a firearm.	Firearm is defined in PC 16520(a); 18USC 921(a)(3) Applies to an act of possessing a firearm only if the possession is verified by an employee. Possession of an imitation firearm does not require mandatory suspension and recommendation for expulsion, discretionary under EC 48915(e)
2. Brandishing a knife at another person.	Must be a knife as defined in EC 48915(g) and brandished as described in PC 417(a)(1)
3. Unlawfully selling a controlled substance.	Must be a controlled substance as defined in HSC 11053 <i>et seq.</i> , and sold (not attempted to sell)
4. Committing or attempting to commit a sexual assault or sexual battery.	Sexual assault is defined in PC 261, 266c, 286, 288, 288a, or 289; sexual battery is defined in PC 243.4
5. Possession of an explosive	Explosive means “destructive device” as that term is defined in 18 USC 921(a)(4)

Discretionary Recommendation and Permissive Expulsion – EC 48915(a), (b), and (e): The

principal or superintendent may recommend the expulsion of a student for committing one or more of the following acts described in EC 48900(a)-(j) and (l)-(m), 48900.2, 48900.3, 48900.4, or one of the following acts, unless the principal or superintendent determines that expulsion should not be recommended under the circumstances or that an alternative means of correction would address the conduct:

Grounds for an Expulsion - Recommendations & Limitations (Cont'd)

Acts	Notes/Comments
a. Causing serious physical injury to another person, except in self-defense	Serious bodily injury is defined in PC 243(f)(4)
b. Possession of any knife, or other dangerous object of no reasonable use to the student.	Knife is defined in EC 48915(g)
c. Unlawful possession of any controlled substance (with exceptions)	Controlled substance is defined in HSC 11053 <i>et seq.</i> ; exceptions are related to weight and over-the-counter medications
d. Robbery or extortion.	Robbery is defined in PC 211, 212; extortion is defined in PC 518, 519
e. Assault or battery upon any school employee	Assault is defined in PC 240; battery is defined in PC 242

Bully Traffic School /Alternative Learning Center For Bullying

Encore has implemented an after school Alternative Learning Center for students that engage in bullying. This traffic school will be hosted on Tuesdays after school and will run from 3:45 pm – 4:45 pm. Like traffic school, students must participate in a one-hour program that will teach them strategies on how to not be a bully and help them define what bullying is. They are required to take notes and write thoughts that are turned in at the end of the session to prove that they were taking part in Bully Traffic School.

Students must be at Bully Traffic School by 3:45 pm and the program will end at 4:45. Students that are late are not permitted to serve Traffic School at that time. They may incur additional discipline for not attending a scheduled traffic school. Other rules in traffic school:

- Students may not arrive late. If they are late, they do not get credit for attending traffic school.
- All electronic devices must be turned off and put away. They may not be on the desks or in laps.
- Students must have paper and a writing instrument and must follow along with the training.

- Students may not talk, sleep, make noise, turn backwards in seats, or put their heads down.
- Training lasts one hour.
- If a student does not follow any of these rules, they will be ejected from traffic school immediately and will have additional consequences.

A parent signature is required for entry into detention. Bullying Traffic School addresses social behaviors that will improve student engagement and peer interactions.

The purpose of the traffic school is to:

- To teach what acceptable behavior is within the scope of Encore and in the larger community.
- Go over types of unacceptable behavior.
- Strategies on how to improve social behavior so a student can avoid getting into trouble.

Part of the program talks about how to report bad behavior and how to ask for help from counselors if needed.

COMPLAINT PROCEDURES

Encore Education Corporation strives to make sure that all stakeholders are properly served. Part of this promise of service is adopting a Universal Complaint Process.

Complaint Policy (BP 1312)

Internal Complaint Policy And Dispute Resolution Procedure

Encore Junior and Senior High School for the Performing and Visual Arts (“Encore” or the “Charter School”) has adopted this policy to address internal complaints by Charter School staff, parents/guardians, students and volunteers, in order to resolve disputes within the Charter School. Suggestions for improving the Charter School are always welcome. Your good-faith complaints, questions, and suggestions also are of concern to Encore. These procedures, which we believe are important for both you and the Charter School, cannot guarantee that every problem will be resolved to your satisfaction. However, the Charter School values your observations, and you should feel free to raise issues of concern, in good faith, without the fear of retaliation.

Any complaint shall be put in writing using the “Complaint Form” and addressed to the Encore Executive Director/CEO or designee. A written complaint shall include:

The full name of each person involved.

A brief but specific summary of the complaint and the facts surrounding it

A specific description of any prior attempt to discuss the complaint with the person and the failure to resolve the matter.

The Executive Director/CEO or designee shall investigate the complaint as necessary and shall promptly mail a written notice to the Complainant of the date, time, and place of a meeting between the Complainant and the Executive Director/CEO or designee, which shall occur no later than ten (10) school days following the receipt of complaint.

If no resolution can be agreed upon between the Executive Director/CEO or designee and the Complainant, the Executive Director/CEO or designee shall submit the complaint to the Board of Directors, which shall submit it to the Dispute Resolution Committee, a sub-set of the Board of less than a quorum (at least 3) of existing members appointed by the Board of Directors as needed.

The Dispute Resolution Committee may seek additional investigation by the Executive Director/CEO or designee as it deems necessary. This committee will be advisory only and will bring a recommendation to the full Board or Executive Committee for consideration.

The Board shall address the recommendations of the Dispute Resolution Committee at the next Regular Board meeting following the availability of those recommendations from the Committee.

The Board of Directors will make the final determination regarding the dispute and shall notify the Complainant of the Board's determination within ten school days of the determination.

Nothing in this procedure shall require or allow the Board of Directors, nor any other employee of the Charter School to release confidential pupil or employee information to the Complainant or in any other unlawful manner unless required by law.

COMPLAINT FORM

Your Name: _____ Date: _____

Date of Alleged Incident(s): _____

Name of Person(s) you have a complaint against: _____

List any witnesses that were present: _____

Where did the incident(s) occur? _____

Please describe the events or conduct that are the basis of your complaint by providing as much factual detail as possible (i.e. specific statements; what, if any, physical contact was involved; any verbal statements; what did you do to avoid the situation, etc.) (Attach additional pages, if needed):

I hereby authorize Encore to disclose the information I have provided as it finds it necessary in pursuing its investigation. I hereby certify that the information I have provided in this complaint is true and correct and complete to the best of my knowledge and belief. I further understand providing false information in this regard could result in disciplinary action up to and including termination.

Signature of Complainant

Date: _____

Print Name

To be completed by Encore:

Received by: _____

Date: _____

UNIFORM COMPLAINT POLICY AND PROCEDURES (BP1312.3)

Introduction

Encore Junior and Senior High School for the Performing and Visual Arts (“Encore”) complies with applicable federal and state laws and regulations. Encore is the local agency primarily responsible for compliance with federal and state laws and regulations governing educational programs. Pursuant to this policy, persons responsible for compliance and/or conducting investigations shall be knowledgeable about the laws and programs which they are assigned to investigate.

Scope

This complaint procedure is adopted to provide a uniform system of complaint processing (“UCP”) for the following types of complaints:

Complaints alleging unlawful discrimination, harassment, intimidation or bullying against any protected group on the basis of the actual or perceived characteristics of age, ancestry, color, mental disability, physical disability, ethnic group identification, immigration status, citizenship, gender expression, gender identity, gender, genetic information, nationality, national origin, race or ethnicity, religion, medical condition, marital status, 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 Encore program or activity.

Complaints alleging a violation of state or federal law or regulation governing the following programs:

Accommodations for Pregnant, Parenting or Lactating Students.

Career Technical and Technical Education.

Career Technical and Technical Training.

Consolidated Categorical Aid.

Education of Students in Foster Care, Students who are Homeless, former Juvenile Court Students now enrolled in a public school, Migratory Children and Children of Military Families.

Every Student Succeeds Act.

Migrant Education Programs.

School Safety Plans.

Complaints alleging that a student enrolled in a public school was required to pay a pupil fee for participation in an educational activity as those terms are defined below.

“Educational activity” means an activity offered by the charter school that constitutes an integral fundamental part of elementary and secondary education, including, but not limited to, curricular and extracurricular activities.

“Pupil fee” means a fee, deposit or other charge imposed on students, or a student’s parents/guardians, in violation of Education Code section 49011 and Section 5 of Article IX of the California Constitution, which require educational activities to be provided free of charge to all students 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:

A fee charged to a student 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.

A security deposit, or other payment, that a student is required to make to obtain a lock, locker, book, class apparatus, musical instrument, uniform or other materials or equipment.

A purchase that a student is required to make to obtain materials, supplies, equipment or uniforms associated with an educational activity.

A pupil fees complaint and complaints regarding local control and accountability plans ("LCAP") only, may be filed anonymously (without an identifying signature), if the complaint provides evidence or information leading to evidence to support an allegation of noncompliance with Education Code sections 52060 - 52077, including an allegation of a violation of Education Code sections 47606.5 or 47607.3, as referenced in Education Code section 52075, regarding local control and accountability plans.

If Encore finds merit in a pupil fees complaint, or the California Department of Education ("CDE") finds merit in an appeal, Encore shall provide a remedy to all affected students, parents/guardians that, where applicable, includes reasonable efforts by Encore to ensure full reimbursement to all affected students and parents/guardians, subject to procedures established through regulations adopted by the state board.

Nothing in this Policy shall be interpreted to prohibit solicitation of voluntary donations of funds or property, voluntary participation in fundraising activities, or Encore and other entities from providing student prizes or other recognition for voluntarily participating in fundraising activities.

Complaints alleging noncompliance with the requirements governing the Local Control Funding Formula ("LCFF") or LCAP under Education Code sections 47606.5 and 47607.3, as applicable. If Encore adopts a School Plan for Student Achievement in addition to its LCAP, complaints of noncompliance with the requirements of the School Plan for Student Achievement under Education Code sections 64000, 64001, 65000, and 65001 shall also fall under this Policy.

Complaints alleging noncompliance regarding child nutrition programs established pursuant to Education Code sections 49490-49590 are governed by Title 7, Code of Federal Regulations ("C.F.R.") sections 210.19(a)(4), 215.1(a), 220.13(c), 225.11(b), 226.6(n), and 250.15(d) and Title 5, California Code of Regulations ("C.C.R.") sections 15580 - 15584.

Complaints alleging noncompliance regarding special education programs established pursuant to Education Code sections 56000-56865 and 59000-59300 are governed by the procedures set forth in 5C.C.R. sections 3200-3205 and 34 C.F.R. sections 300.151-300.153.

Encore acknowledges and respects every individual's right to privacy. Unlawful discrimination, harassment,

intimidation, or bullying complaints shall be investigated in a manner that protects (to the greatest extent reasonably possible and as permitted by law) confidentiality of the parties, including but not limited to the identity of the complainant, and maintains the integrity of the process. Encore cannot guarantee anonymity of the complainant. This includes keeping the identity of the complainant confidential. However, Encore will attempt to do so as appropriate. Encore may find it necessary to disclose information regarding the complaint/complainant to the extent required by law or necessary to carry out the investigation or proceedings, as determined by the Chief Executive Officer (“Executive Director/CEO”) or designee on a case-by-case basis. Encore shall ensure that complainants are protected from retaliation.

Compliance Officer

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

Dr. Sabrina Bow, Executive Director
16955 Lemon Street
Hesperia, CA 92345 sbow@encorehighschool.com 760-949-2036

Dr. St. Claire Adriaan, Principal 16955 Lemon Street
Hesperia, CA 92345 sadriaan@encorehighschool.com

Mr. Joseph Thibodeaux, Assistant Dean of Student Services 16955 Lemon Street
Hesperia, CA 92345 jthibodeaux@encorehighschool.com

The Executive Director/CEO or designee shall ensure that the compliance officer(s) designated to investigate complaints are knowledgeable about the laws and programs for which they are responsible. The compliance officer may have access to legal counsel as determined by the Executive Director/CEO or designee.

Should a complaint be filed against the Executive Director/CEO, the compliance officer for that case shall be the President of the Encore Education Corporation Board of Directors.

Notifications

The Executive Director/CEO or designee shall make available copies of this Policy free of charge. The annual notice of this Policy may be made available on Encore’s website.

Encore shall annually provide written notification of Encore’s UCP to employees, students, parents/guardians, advisory committees, private school officials or representatives, and other interested parties as applicable. The annual notice shall be in English. When necessary, under Education Code section 48985, if fifteen (15) percent or more of the students enrolled in Encore

speaking a single primary language other than English, this annual notice will also be provided to the parent/guardian of any such students in their primary language.

The annual notice shall include the following:

A list of the types of complaints that fall under the scope of the UCP and the state and federal provisions that govern complaints regarding child nutrition programs and special education programs.

A statement clearly identifying any California State preschool programs that Encore is operating as exempt from licensing pursuant to Health and Safety Code section 1596.792(o) and corresponding Title 5 health and safety regulations, and any California State preschool programs that Encore is operating pursuant to Title 22 licensing requirements.

A statement that Encore is primarily responsible for compliance with federal and state laws and regulations.

A statement that a student enrolled in a public school shall not be required to pay a pupil fee for participation in an educational activity.

A statement identifying the title of the compliance officer, and the identity(ies) of the person(s) currently occupying that position, if known.

A statement that if a UCP complaint is filed directly with the CDE and the CDE determines that it merits direct intervention, the CDE shall complete an investigation and provide a written decision to the complainant within sixty (60) calendar days of receipt of the complaint, unless the parties have agreed to extend the timeline or the CDE documents exceptional circumstances and informs the complainant.

A statement that the complainant has a right to appeal Encore's decision to the CDE by filing a written appeal within thirty (30) calendar days of the date of Encore's decision, except if Encore has used its UCP to address a complaint that is not subject to the UCP requirements.

A statement that a complainant who appeals Encore's decision on a UCP complaint to the CDE shall receive a written appeal decision within sixty (60) calendar days of the CDE's receipt of the appeal, unless extended by written agreement with the complainant or the CDE documents exceptional circumstances and informs the complainant.

A statement that if Encore finds merit in a UCP complaint, or the CDE finds merit in an appeal, Encore shall take corrective actions consistent with the requirements of existing law that will provide a remedy to the affected student and/or parent/guardian as applicable.

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 section 262.3.

A statement that copies of Encore's UCP shall be available free of charge.

Procedures

The following procedures shall be used to address all complaints which allege that Encore has violated federal, or state laws or regulations enumerated in the section "Scope," above. The compliance officer shall maintain a record of each complaint and subsequent related actions for at least three (3) calendar years.

All parties named 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, including a person's duly authorized representative or an interested third party, public agency, or organization may file a written complaint of alleged noncompliance or unlawful discrimination, harassment, intimidation or bullying pursuant to this Policy.

A complaint of unlawful discrimination, harassment, intimidation or bullying may be filed by an individual who alleges that that individual has personally suffered unlawful discrimination, harassment, intimidation or bullying or by one who believes any specific class of individuals has been subjected to unlawful discrimination, harassment, intimidation or bullying, or by a duly authorized representative who alleges that an individual student has been subjected to discrimination, harassment, intimidation, or bullying. An investigation of alleged unlawful discrimination, harassment, intimidation or bullying shall be initiated by filing a complaint no later than six (6) months from the date the alleged discrimination, harassment, intimidation or bullying occurred, or the complainant first obtained knowledge of the facts of the alleged discrimination, harassment, intimidation or bullying unless the time for filing is extended by the Executive Director/CEO or designee, upon written request by the complainant setting forth the reasons for the extension. Such extension by the Executive Director/CEO or designee shall be made in writing. The period for filing may be extended by the Executive Director/CEO or designee for good cause for a period not to exceed ninety (90) calendar days following the expiration of the six-month time period. The Executive Director/CEO shall respond immediately upon receipt of a request for extension.

All other complaints under this Policy shall be filed not later than one (1) year from the date the alleged violation occurred. For complaints relating to the LCAP, the date of the alleged violation is the date on which the Encore Board of Directors approved the LCAP, or the annual update was adopted by Encore.

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.

Complaints filed pursuant to this Policy must be in writing and signed. A signature may be handwritten, typed (including in an email) or electronically generated. Only complaints regarding pupil fees or LCAP compliance may be filed anonymously as set forth in this Policy. If a complainant is unable to put a

complaint in writing due to conditions such as a disability or illiteracy, Encore staff shall assist the complainant in the filing of the complaint.

Step 2: Mediation

Within three (3) business 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 complaint to the satisfaction of the complainant, the compliance officer shall proceed with the investigation of the complaint.

The use of mediation shall not extend Encore'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) business days of receiving the complaint or an unsuccessful attempt to mediate the complaint. This meeting shall provide an opportunity for the complainant and/or the complainant's representative to repeat the complaint orally.

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

A complainant's refusal to provide the compliance officer with documents or other evidence related to the allegations in the complaint, or a complainant's failure or refusal to cooperate in the investigation or the complainant's 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.

Encore's refusal to provide the compliance officer 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: Final Written Decision

Encore shall issue an investigation report (the "Decision") based on the evidence. Encore's Decision shall be in writing and sent to the complainant within sixty (60) calendar days of Encore's receipt unless the timeframe is extended with the written agreement of the complainant. Encore'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 providing a clear determination for each allegation as to whether Encore is in compliance with the relevant law.
3. Corrective actions, if Encore finds merit in the complaint and any are warranted or required by law.
4. Notice of the complainant's right to appeal Encore's Decision within thirty (30) calendar days to the CDE, except when Encore has used its UCP to address complaints that are not subject to the UCP requirements.
5. Procedures to be followed for initiating such an appeal.

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 Encore's expectations. The Decision shall not give any further information as to the nature of the disciplinary action except as required by applicable law.

Appeals to the CDE

If dissatisfied with the Decision, the complainant may appeal in writing to the CDE within thirty (30) calendar days of receiving the Decision. The appeal shall be accompanied by a copy of the complaint filed with Encore and a copy of the Decision. When appealing to the CDE, the complainant must specify and explain the basis for the appeal, including at least one of the following:

1. Encore failed to follow its complaint procedures.
2. Relative to the allegations of the complaint, Encore's Decision lacks material findings of fact necessary to reach a conclusion of law.
3. The material findings of fact in Encore's Decision are not supported by substantial evidence.
4. The legal conclusion in Encore's Decision is inconsistent with the law.
5. In a case in which Encore's Decision found noncompliance, the corrective actions fail to provide a proper remedy.

Upon notification by the CDE that the complainant has appealed the Decision, the Executive Director/CEO or

designee shall forward the following documents to the CDE within ten (10) calendar days of the date of notification:

1. A copy of the original complaint. A copy of the Decision.
2. A copy of the investigation file, including but not limited to all notes, interviews, and documents submitted by the parties or gathered by the investigator.
3. A report of any action taken to resolve the complaint.
4. A copy of Encore's complaint procedures.
5. Other relevant information requested by the CDE.

If the CDE determines the appeal raises issues not contained in the local complaint, the CDE will refer those new issues back to Encore for resolution as a new complaint. If the CDE notifies Encore that its Decision failed to address an allegation raised by the complaint and subject to the UCP process, Encore will investigate and address such allegation(s) in accordance with the UCP requirements and provide the CDE and the appellant with an amended Decision addressing such allegation(s) within twenty (20) calendar days of the CDE's notification. The amended Decision will inform the appellant of the right to separately appeal the amended Decision with respect to the complaint allegation(s) not addressed in the original Decision.

Within thirty (30) calendar days of the date of the CDE's appeal Decision pursuant to 5 C.C.R. section 4633(f)(2) or (3), either party may request reconsideration by the State Superintendent of Public Instruction ("SSPI") or the SSPI's designee. The request for reconsideration shall specify and explain the reason(s) for contesting the findings of fact, conclusions of law, or corrective actions in the CDE's appeal Decision. The SSPI will not consider any information not previously submitted to the CDE by a party during the appeal unless such information was unknown to the party at the time of the appeal and, with due diligence, could not have become known to the party. Pending the SSPI's response to a request for reconsideration, the CDE appeal Decision remains in effect and enforceable, unless stayed by a court.

The CDE may directly intervene in the complaint without waiting for action by Encore when one of the conditions listed in 5 C.C.R. section 4650 exists, including but not limited to cases in which through no fault of the complainant, Encore has not taken action within sixty (60) calendar days of the date the complaint was filed with Encore.

Civil Law Remedies

A complainant may pursue available civil law remedies outside of Encore'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 complaints arising under state law, however, a complainant must wait until sixty (60) calendar days have elapsed from the filing of an appeal with the CDE before pursuing civil law remedies. The moratorium does not apply to injunctive relief and is applicable only if Encore has appropriately, and in a timely

manner, apprised the complainant of their right to file a complaint.

Complete Policies

Suspension and Expulsion Policy

“The procedures by which pupils can be suspended or expelled from Encore for disciplinary reasons or otherwise involuntarily removed from Encore for any reason. These procedures, at a minimum, shall include an explanation of how Encore will comply with federal and state constitutional procedural and substantive due process requirements that is consistent with all of the following:

1. For suspensions of fewer than 10 days, provide oral or written notice of the charges against the pupil and, if the pupil denies the charges, an explanation of the evidence that supports the charges and an opportunity for the pupil to present the pupil’s side of the story.
2. For suspensions of 10 days or more and all other expulsions for disciplinary reasons, both of the following:
 - a. Provide timely, written notice of the charges against the pupil and an explanation of the pupil’s basic rights.
 - b. Provide a hearing adjudicated by a neutral officer within a reasonable number of days at which the pupil has a fair opportunity to present testimony, evidence, and witnesses and confront and cross-examine adverse witnesses, and at which the pupil has the right to bring legal counsel or an advocate.
3. Contain a clear statement that no pupil shall be involuntarily removed by Encore for any reason unless the parent or guardian of the pupil has been provided written notice of intent to remove the pupil no less than five school days before the effective date of the action. The written notice shall be in the native language of the pupil or the pupil’s parent or guardian or, if the pupil is a foster child or youth or a homeless child or youth, the pupil’s educational rights holder, and shall inform the pupil, the pupil’s parent or guardian, or the pupil’s educational rights holder of the right to initiate the procedures specified in clause (ii) before the effective date of the action. If the pupil’s parent, guardian, or educational rights holder initiates the procedures specified in clause (ii), the pupil shall remain enrolled and shall not be removed until Encore issues a final decision. For purposes of this clause, “involuntarily removed” includes disenrolled, dismissed, transferred, or terminated, but does not include suspensions specified in clauses (i) and (ii).” (Education Code Section 47605(c)(5)(J).)

School Climate and Student Discipline System

A copy of Encore's OMC/SEL Discipline procedures can be found on the website, Discipline OMC.

School Climate Bill of Rights

- Encore understands that student achievement begins with keeping students in a safe classroom and healthy environment conducive to learning and free from disruption; and is committed to closing the achievement gap by providing access to all students a vigorous education that ensures all students will graduate college prepared and career ready.
- Encore continues improving discipline policies with the adoption of the Discipline Policies and the annual student / parent handbook that establishes a consistent framework for implementing and developing a culture of discipline grounded in positive behavior interventions and away from punitive approaches that infringe on instruction time.
- Encore's Discipline Policy is an appropriate prevention and intervention approach within the tiered intervention process and because it seeks accountability through understanding the impact of school discipline incidents and repairing the harm caused through a shared decision-making process which addresses root causes to prevent future harm and supports the healing of all parties.
- Encore's Discipline and Expulsion policy has been successful due to the low expulsion rate and provides educational and support services as well as facilitates the reinstatement process for all expelled students.
- Encore's Discipline policy procedures imply that suspension, including supervised suspension, should be utilized for adjustment purposes only when other means of correction have failed to bring about proper conduct and/or safety is at risk, as well as provides alternatives to suspension that are age appropriate and designed to address and correct the student's specific misconduct.
- Students have the right to safe school environments that minimize the involvement of law enforcement, probation, and the juvenile and criminal justice system, to the greatest extent possible.
- Encore shall review and evaluate all current school discipline policies, practices and training relating to the equitable treatment of students.
- Most of the student conduct shall be handled administratively utilizing school-based interventions that are intended to maximize student engagement in the classroom and school setting.

- To ensure that students and parents understand and have notice of their existing right pursuant to suspension policy and state and federal law, to appeal their suspensions, when suspension notifications are issued to parents/guardians, this notification will include clear information on the steps and timeline to initiate a suspension appeal.
- All students have the right to healthy school environments that support students in all aspects of their health and well-being.
- The Deans of Students within the Encore organization will provide monthly discipline reports to the Encore School Board and will offer action plans to work on improving discipline on their campus.

Schoolwide Positive Behavior Support

Encore employs a variety of positive behavior supports:

- Awesome Tags – When students are caught doing something right, they are rewarded with an awesome tag. Awesome tags can be saved up to purchase items from the main office and the student store.
- Student of the Month – Each month teachers nominate students that have shown improvement in their classes.
- Scotty Awards – At the end of each school year, students take part in an awards ceremony where a variety of awards are given.
- Students are given awards for attendance.
- Students are given awards for academic achievement.
- Students that are able to avoid behavior issues are given awards for behavior improvement.

Tiered behavior intervention

Encore employs a demerit system for intervention.

- Students acquire demerits throughout a semester.
- Demerits are cumulative and help students avoid instant detention, suspension, or Saturday school.

SUSPENSION/EXPULSION POLICY AND PROCEDURES

The Suspension and Expulsion Policy and Procedures have been established to promote learning and protect the safety and well-being of all students at Encore. In creating this policy, Encore has reviewed Education Code Section 48900 et seq. which describe the offenses for which

students at non-charter schools may be suspended or expelled and the procedures governing those suspensions and expulsions in order to establish its list of offenses and procedures for suspensions, expulsions, and involuntary removal. The language that follows is largely consistent with the language of Education Code Section 48900 et seq. Encore is committed to annual review of policies and procedures surrounding suspensions, expulsions, and involuntary removals, and, as necessary, modification of the lists of offenses for which students are subject to suspension or expulsion.

Consistent with this Policy, it may be necessary to suspend or expel a student from regular classroom instruction. Notwithstanding any language to the contrary in the Charter, revisions to the causes or procedures for suspension or expulsion beyond those necessary to comport with current laws as applicable to charter schools or to reflect changes in Education Code Section 48900 et seq. shall constitute a material revision to the Charter. Encore staff shall enforce disciplinary policies and procedures fairly and consistently among all students. This Policy and its Procedures will be printed and distributed annually as part of the Student Handbook which will clearly describe discipline expectations. Corporal punishment shall not be used as a disciplinary measure against any student. Corporal punishment includes the willful infliction of or willfully causing the infliction of physical pain on a student. For purposes of this Policy, corporal punishment does not include an employee's use of force that is reasonable and necessary to protect the employee, students, staff, or other persons or to prevent damage to school property.

Notwithstanding the legally required information regarding procedures and requirements for involuntary removal from Encore set forth in the preceding paragraph, compliance with the procedures for expulsion set forth below shall be the only processes for Encore to involuntarily dismiss, remove, or otherwise exclude a student who attends Encore from further attendance at Encore for any reason, including but not limited to, disciplinary, attendance, and academic causes, except for disenrollment of students who are non-certified as "no shows" or other terminology indicating nonattendance for the entire first week of school in the year and without providing notice of an excused absence in accordance with Encore's Attendance Policy. "No shows" may be disenrolled in accordance with the procedural requirements of Education Code Section 47605(c)(5)(J). Should a pupil who has been recommended for expulsion by Encore administrator responsible for such recommendation pursuant to the expulsion procedures withdraw from enrollment at Encore prior to the completion of the expulsion process, Encore shall continue with and complete the expulsion process and make a final determination regarding expulsion regardless of the parent/guardian's effort to withdraw the student from Encore.

Encore administration shall ensure that students and their parents/guardians are notified in writing upon enrollment of all discipline and involuntary removal policies and procedures. The notice shall state that this Policy and its Procedures are available upon request at the Assistant Dean of Student's office. Encore shall provide notice to the District concurrently with the required notice to the school district of the student's last known address should a student subject to compulsory full-time education be expelled or leave Encore without graduating or

completing the school year for any reason.

Encore shall always post a notice in compliance with Education Code Section 47605(e)(4)(D) on Encore's website and shall provide a parent or guardian, or a pupil if the pupil is 18 years of age or older, a copy of this notice at all the following times:

- When a parent, guardian, or pupil inquires about enrollment.
- Before conducting an enrollment lottery.
- Before disenrollment of a pupil.

Suspended or expelled students shall be excluded from all school and school-related activities unless otherwise agreed during the period of suspension or expulsion.

A student identified as an individual with disabilities or for whom Encore has a basis of knowledge of a suspected disability pursuant to the Individuals with Disabilities Education Improvement Act of 2004 ("IDEA") or who is qualified for services under Section 504 of the Rehabilitation Act of 1973 ("Section 504") is subject to the same grounds for suspension and expulsion and is accorded the same due process procedures applicable to general education students except when federal and state law mandates additional or different procedures. Encore will follow all applicable federal and state laws including but not limited to applicable provisions of the California Education Code, when imposing any form of discipline on a student identified as an individual with disabilities or for whom Encore has a basis of knowledge of a suspected disability or who is otherwise qualified for such services or protections in according to due process to such students.

No student shall be involuntarily removed by Encore for any reason unless the parent/guardian of the student has been provided written notice of intent to remove the student no less than five (5) schooldays before the effective date of the action. The written notice shall be in the native language of the student or the student's parent/guardian or, if the student is a foster child or youth or a homeless child or youth, the student's educational rights holder, and shall inform the student, the student's parent/guardian, or educational rights holder of the basis for which the student is being involuntarily removed and the student's parent/guardian, or educational rights holder's right to request a hearing to challenge the involuntary removal. If a student's parent, guardian, or educational rights holder requests a hearing, Encore shall utilize the same hearing procedures specified below for expulsions before the effective date of the action to involuntarily remove the student. If the student's parent, guardian, or educational rights holder requests a hearing, the student shall remain enrolled and shall not be removed until Encore issues a final decision. As used herein, "involuntarily removed" includes dis-enrolled, dismissed, transferred, or terminated, but does not include removals for misconduct which may be grounds for suspension or expulsion as enumerated below.

In accordance with Education Code Section 47606.2(a), upon the request of a parent, a legal guardian or other person holding the right to make education decisions for the student, or the affected student, a teacher shall provide to a student in any of grades 1 to 12, inclusive, who has been suspended from school for two (2) or more schooldays, the homework that the student

would otherwise have been assigned.

In accordance with Education Code Section 47606.2(b), if a homework assignment that is requested pursuant to Section 47606.2(a) and turned into the teacher by the student either upon the student's return to school from suspension or within the timeframe originally prescribed by the teacher, whichever is later, is not graded before the end of the academic term, that assignment shall not be included in the calculation of the student's overall grade in the class.

EXPULSION

Authority to Expel.

As required by Education Code Section 47605(c)(5)(J)(ii), students recommended for expulsion are entitled to a hearing adjudicated by a neutral officer to determine whether the student should be expelled. The procedures herein provide for such a hearing and the notice of said hearing, as required by law.

A student may be expelled either by the neutral and impartial Charter School Encore School Board following a hearing before it or by the Encore School Board upon the recommendation of a neutral and impartial Administrative Panel to be assigned by the Encore School Board as needed. The Administrative Panel shall consist of at least three (3) members who are certificated and neither a teacher of the student nor a member of the Encore School Board. Each entity shall be presided over by a designated neutral hearing chairperson. The Administrative Panel may recommend expulsion of any student found to have committed an expellable offense, and the Encore School Board shall make the final determination.

Expulsion Procedures

Students recommended for expulsion are entitled to a hearing to determine whether the student should be expelled. Unless postponed for good cause, the hearing will be held within thirty (30) days after Administration determines that an act warranting expulsion has occurred. If all parties agree to the expulsion, the hearing can be waived.

In the event an Administrative Panel hears the case, it will make a recommendation to the Board for a final decision whether to expel. The hearing shall be held in closed session (complying with all student confidentiality rules under FERPA) unless the student makes a written request for a public hearing in open session three (3) days prior to the date of the scheduled hearing.

Written notice of the hearing will be sent to the student's parent or guardian at least ten (10) calendar days prior to the date of the hearing unless the grace period is waived by the parent. Upon mailing the notice, it shall be deemed served upon the student. The notice shall include:

- Date and place of hearing
- Statement specifying the facts, charges and offenses upon which the proposed expulsion is based.
- Copy of the School's disciplinary rules as it relates to the alleged violation.
- Notification of the student's or parent/guardian's obligation to provide information about the student's status at Encore to any other school district or school to which the student seeks enrollment.
- Statement that the student and/or student's parent or guardian may appear in person at the hearing or to employ and be represented by counsel or a non-attorney advisor.
- The right to inspect and obtain copies of all documents to be used at the hearing.
- The opportunity to confront and question all witnesses who testify at the hearing.
- The opportunity to question all evidence presented and to present oral and documentary evidence on the student's behalf including witnesses.

Special Procedures for Expulsion Hearings Involving Sexual Assault or Battery Offenses

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

1. The complaining witness in any sexual assault or battery case must be provided with a copy of the applicable disciplinary rules and advised of their right to (a) receive five (5) days' notice of their scheduled testimony; (b) have up to two (2) adult support persons of their choosing present in the hearing at the time the complaining witness testifies, which may include a parent/guardian, or legal counsel; and (c) elect to have the hearing closed while testifying.
2. Encore must also provide the victim a room separate from the hearing room for the complaining witness' use prior to and during breaks in testimony.
3. At the discretion of the entity conducting the expulsion hearing, the complaining witness shall be allowed periods of relief from examination and cross-examination during which the complaining witness may leave the hearing room.

4. The entity conducting the expulsion hearing may also arrange seating within the hearing room to facilitate a less intimidating environment for the complaining witness.
5. The entity conducting the expulsion hearing may also limit time for taking the testimony of the complaining witness to the hours the complaining witness is normally in school, if there is no good cause to take the testimony during other hours.
6. Prior to a complaining witness testifying, the support persons must be admonished that the hearing is confidential. Nothing in the law precludes the entity presiding over the hearing from removing a support person whom the presiding person finds is disrupting the hearing. The entity conducting the hearing may permit any one of the support persons for the complaining witness to accompany the complaining witness to the witness stand.
7. If one or both of the support persons is also a witness, Encore must present evidence that the witness' presence is both desired by the witness and will be helpful to Encore. The entity presiding over the hearing shall permit the witness to stay unless it is established that there is a substantial risk that the testimony of the complaining witness would be influenced by the support person, in which case the presiding official shall admonish the support person or persons not to prompt, sway, or influence the witness in any way. Nothing shall preclude the presiding officer from exercising their discretion to remove a person from the hearing whom they believe is prompting, swaying, or influencing the witness.
8. The testimony of the support person shall be presented before the testimony of the complaining witness and the complaining witness shall be excluded from the courtroom during that testimony.
9. Especially for charges involving sexual assault or battery, if the hearing is to be conducted in public at the request of the student being expelled, the complaining witness shall have the right to have their testimony heard in a closed session when testifying at a public meeting would threaten serious psychological harm to the complaining witness and there are no alternative procedures to avoid the threatened harm. The alternative procedures may include videotaped depositions or contemporaneous examination in another place communicated to the hearing room by means of closed-circuit television.
10. Evidence of specific instances of a complaining witness' prior sexual conduct is presumed inadmissible and shall not be heard absent a determination by the entity conducting the hearing that extraordinary circumstances exist requiring the evidence be heard. Before such a determination regarding extraordinary circumstance can be made, the witness shall be provided notice and an opportunity to present opposition to the introduction of the evidence. In the hearing on the admissibility of the evidence, the complaining witness shall be entitled to be represented by a parent, legal counsel, or

other support person. Reputation or opinion evidence regarding the sexual behavior of the complaining witness is not admissible for any purpose.

Record of Hearing

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

Presentation of Evidence

While technical rules of evidence do not apply to expulsion hearings, evidence may be admitted and used as proof only if it is the kind of evidence on which reasonable persons can rely in the conduct of serious affairs. A recommendation by the Administrative Panel to expel must be supported by substantial evidence that the student committed an expellable offense. Findings of fact shall be based solely on the evidence at the hearing. While hearsay evidence is admissible, no decision to expel shall be based solely on hearsay. Sworn declarations may be admitted as testimony from witnesses of whom the Board or Administrative Panel determines that disclosure of their identity or testimony at the hearing may subject them to an unreasonable risk of physical or psychological harm.

If, due to a written request by the expelled student, the hearing is held at a public meeting, and the charge is committing or attempting to commit a sexual assault or committing a sexual battery as defined in Education Code Section 48900, a complaining witness shall have the right to have their testimony heard in a session closed to the public.

Expulsion Decision

The decision of the Administrative Panel shall be in the form of written findings of fact and a written recommendation to the Encore School Board, which will make a final determination regarding the expulsion. The Encore School Board shall make the final determination regarding the expulsion within ten (10) school days following the conclusion of the hearing. The decision of the Encore School Board is final.

If the Administrative Panel decides not to recommend expulsion, or the Board of Directors ultimately decides not to expel, the student shall immediately be returned to their previous educational program.

The Board of Directors may also determine to suspend the enforcement of the expulsion order for a period of not more than one (1) calendar year from the date of the expulsion hearing and return the student to the student's previous educational program under a probationary status and rehabilitation plan to be determined by the Board. During the period of the suspension of

the expulsion order, the student is deemed to be on probationary status. The Board of Directors may revoke the suspension of an expulsion order under this section if the student commits any of the enumerated offenses listed above or violates any of Encore's rules and regulations governing student conduct. If the Board revokes the suspension of an expulsion order, the student may be expelled under the terms of the original expulsion order. The Board of Directors shall apply the criteria for suspending the enforcement of the expulsion order equally to all students, including individuals with exceptional needs as defined in Education Code Section 56026. The Board of Directors shall further comply with the provisions set forth under Education Code Section 48917, except as otherwise expressly set forth herein.

Written Notice to Expel

While technical rules of evidence do not apply to expulsion hearings, evidence may be admitted and used as proof only if it is the kind of evidence on which reasonable persons can rely in the conduct of serious affairs. A recommendation by the Administrative Panel to expel must be supported by substantial evidence that the student committed an expellable offense. Findings of fact shall be based solely on the evidence at the hearing. While hearsay evidence is admissible, no decision to expel shall be based solely on hearsay. Sworn declarations may be admitted as testimony from witnesses of whom the Board or Administrative Panel determines that disclosure of their identity or testimony at the hearing may subject them to an unreasonable risk of physical or psychological harm.

If, due to a written request by the expelled pupil, the hearing is held at a public meeting, and the charge is committing or attempting to commit a sexual assault or committing a sexual battery as defined in Education Code Section 48900, a complaining witness shall have the right to have his or her testimony heard in a session closed to the public.

The decision of the Administrative Panel shall be in the form of written findings of fact and a written recommendation to the Encore School Board, which will make a final determination regarding the expulsion. The final decision by the Encore School Board shall be made within ten (10) school days following the conclusion of the hearing. The decision of the Encore School Board is final.

The Executive Director or designee shall send a copy of the written notice of the decision to expel to the chartering authority. This notice shall include the following: (a) The student's name; and (b) The specific expellable offense committed by the student.

If the Administrative Panel decides not to recommend expulsion, the pupil shall immediately be returned to his/her educational program.

Disciplinary Records

Encore shall maintain records of all student suspensions and expulsions at Encore. Such records shall be made available to the chartering authority upon request.

EHS is a safe school. All dangerous behavior will be investigated and may result in immediate suspension and/or expulsion. All criminal behavior will be immediately reported to local law authorities.

SUSPENSION

Due Process

Behavioral Intervention

If a student violates School policies enumerated in the school handbook that are not specified in the Education Code as grounds for suspension or expulsion, a conference will be held between administrative staff, the student and the parents/guardians. The student shall be informed of the reason for the disciplinary action and the evidence against him or her and shall be given the opportunity to present his or her version and evidence in his or her defense. A behavior contract will then be designed and signed by all parties present in which the student pledges to complete specified tasks or uphold specified codes of behavior within a given time frame. If this behavior contract is broken by the student, another conference will be scheduled from which dismissal or suspension is a possible outcome.

Conference

Suspension shall be preceded by a conference conducted by the administrative staff, with the student and the student's parent/guardian and, whenever practical, the teacher, supervisor, or Encore employee who referred the student for possible discipline. At the conference, the student shall be informed of the reason for the disciplinary action and the evidence against the student and shall be given the opportunity to present their version and evidence in their defense in accordance with Education Code Section 47605(c)(5)(J)(i). This conference shall be held within two (2) school days, unless the student waives this right or is physically unable to attend for any reason including, but not limited to, incarceration or hospitalization. No penalties may be imposed on a student for failure of the student's parent or guardian to attend a conference with Charter School officials. Reinstatement of the suspended student shall not be contingent upon attendance by the student's parent/guardian at the conference.

The conference may be omitted if the administrative staff determines that an emergency exists. An "Emergency situation" involves a clear and present danger to the lives, safety or health of students or School personnel. If the student is suspended without conference, the parent/guardian shall be notified of the suspension and a conference will be requested as soon as possible.

Notice to Parents/Guardians

At the time of suspension, a School employee shall make a reasonable effort to contact the parent/guardian by telephone or in person to be followed up with a written notification. This notice shall state the specific offense(s) committed by the student as well as the date the student may return to school following the suspension. In addition, the notice may also state the time when the student may return to school. If the School officials wish to ask the parent/guardian to confer regarding matters pertinent to the suspension, the notice may note that the parents/guardians are required to respond to this request within three business days following suspension and that violation of School rules can result in expulsion from School.

Length of Suspension

The length of a suspension, when not including a recommendation for expulsion, for students may not exceed a period of five (5) consecutive days without first scheduling a second conference between administrators and parents/guardians to discuss the progress of the suspension upon the completion of the fifth day of suspension. In such instances when Encore has determined a suspension period shall be extended, such extension shall be made only after a conference is held with the pupil or the pupil's parents, unless the pupil and the pupil's parents fail to attend the conference. The determination to extend the suspension will be made by the administration up either of the following: 1) the student's presence will be disruptive to the education process; or 2) the student poses a threat or danger to others. Upon either determination, the student's suspension will be extended pending the results of an expulsion hearing. All arrangements will be made to provide the student with supplied curriculum packets to be completed at home during the length of suspension. ANY STUDENT SUSPENDED FOR ANY REASON WILL BE SUSPENDED FROM ALL PERFORMANCE AND/OR ART SHOWS FOR THE PERIOD OF 30 DAYS FOLLOWING THEIR SUSPENSION.

Procedures

A. Grounds for Suspension and Expulsion of Students

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

In accordance with Education Code Section 48901.1, throughout the term of the Charter, no student in grades seven and eight shall be suspended, and no student shall be recommended for expulsion, on the basis of having disrupted school activities or otherwise willfully defied the valid authority of supervisors, teachers, administrators, Charter School officials, or other school personnel engaged in the performance of their duties.

Students expelled from any school for the offenses listed in Education Code Section 48915(a) or 48915(c) shall not be permitted to enroll in Encore during the period of their expulsion.

B. Enumerated Offenses

1. Discretionary Suspension Offenses. Students may be suspended when it is determined the student:
 - a) Caused, attempted to cause, or threatened to cause physical injury to another person.
 - b) Willfully used force or violence upon the person of another, except self-defense.
 - c) Unlawfully possessed, used, or otherwise furnished, or was under the influence of any controlled substance, as defined in Health and Safety Code Sections 11053-11058, alcoholic beverage, or intoxicant of any kind.
 - d) Unlawfully offered, arranged, or negotiated to sell any controlled substance as defined in Health and Safety Code Sections 11053-11058, alcoholic beverage or intoxicant of any kind, and then sold, delivered or otherwise furnished to any person another liquid substance or material and represented same as controlled substance, alcoholic beverage or intoxicant.
 - e) Committed or attempted to commit robbery or extortion.
 - f) Caused or attempted to cause damage to school property or private property, which includes but is not limited to, electronic files and databases.
 - g) Stole or attempted to steal school property or private property, which includes but is not limited to, electronic files and databases.
 - h) Possessed or used tobacco or products containing tobacco or nicotine products, including but not limited to cigars, cigarettes, miniature cigars, clove cigarettes, smokeless tobacco, snuff, chew packets and betel. This section does not prohibit the use of a student's own prescription products by a pupil.
 - i) Committed an obscene act or engaged in habitual profanity or vulgarity.
 - j) Unlawfully possessed or unlawfully offered, arranged, or negotiated to sell any drug paraphernalia, as defined in Health and Safety Code Section 11014.5.

- k) Disrupted school activities or otherwise willfully defied the valid authority of supervisors, teachers, administrators, other school officials, or other school personnel engaged in the performance of their duties. This section shall apply to pupils in any grades 9 to 12, inclusive.
- l) Knowingly received stolen school property or private property, which includes but is not limited to, electronic files and databases.
- m) Possessed an imitation firearm, i.e.: a replica of a firearm that is so substantially similar in physical properties to an existing firearm as to lead a reasonable person to conclude that the replica is a firearm.
- n) Harassed, threatened, or intimidated a student who is a complaining witness or witness in a school disciplinary proceeding for the purpose of preventing that student from being a witness and/or retaliating against that student for being a witness.
- o) Unlawfully offered, arranged to sell, negotiated to sell, or sold prescription drugs.
- p) Engaged in or attempted to engage in hazing. For the purposes of this policy, "hazing" means a method of initiation or preinitiation into a student organization or body, whether the organization or body is officially recognized by an educational institution, which is likely to cause serious bodily injury or personal degradation or disgrace resulting in physical or mental harm to a former, current, or prospective student. For purposes of this policy, "hazing" does not include athletic events or school-sanctioned events.
- q) Made terroristic threats against school officials and/or school property, which includes but is not limited to, electronic files and databases. For purposes of this policy, "terroristic threat" shall include any statement, whether written or oral, by a person who willfully threatens to commit a crime which will result in death, great bodily injury to another person, or property damage in excess of one thousand dollars (\$1,000), with the specific intent that the statement is to be taken as a threat, even if there is no intent of actually carrying it out, which, on its face and under the circumstances in which it is made, is so unequivocal, unconditional, immediate, and specific as to convey to the person threatened, a gravity of purpose and an immediate prospect of execution of the threat, and thereby causes that person reasonably to be in sustained fear for their own safety or for their immediate family's safety, or for the protection of school property, which includes but is not limited to, electronic files and databases, or the personal property of the person threatened or their immediate family.
- r) Committed sexual harassment, as defined in Education Code Section 212.5. For the purposes of this policy, the conduct described in Section 212.5 must

be considered by a reasonable person of the same gender as the victim to be sufficiently severe or pervasive to have a negative impact upon the individual's academic performance or to create an intimidating, hostile, or offensive educational environment. This provision shall apply to students in any of grades 7 to 12, inclusive.

- s) Caused, attempted to cause, threatened to cause or participated in an act of hate violence, as defined in Education Code Section 233(e). This section shall apply to pupils in any of grades 7 to 12, inclusive.
- t) Intentionally harassed, threatened, or intimidated school personnel or volunteers and/or a student or group of students to the extent of having the actual and reasonably expected effect of materially disrupting class work, creating substantial disorder and invading the rights of either school personnel or volunteers and/or student(s) by creating an intimidating or hostile educational environment. This provision shall apply to students in any of grades 7 to 12, inclusive.
- u) Engaged in an act of bullying, including, but not limited to, bullying committed by means of an electronic act.
- 1) "Bullying" means any severe or pervasive physical or verbal act or conduct, including communications made in writing or by means of an electronic act, and including one or more acts committed by a student or group of students which would be deemed hate violence or harassment, threats, or intimidation, which are directed toward one or more students that has or can be reasonably predicted to have the effect of one or more of the following:
 - i. Placing a reasonable student (defined as a student, including, but is not limited to, a student with exceptional needs, who exercises average care, skill, and judgment in conduct for a person of their age, or for a person of their age with exceptional needs) or students in fear of harm to that student's or those students' person or property.
 - ii. Causing a reasonable student to experience a substantially detrimental effect on their physical or mental health.
 - iii. Causing a reasonable student to experience substantial interference with their academic performance.
 - iv. Causing a reasonable student to experience substantial interference with their ability to participate in or benefit from the services, activities, or privileges provided by Encore.
- 2) "Electronic Act" means the creation or transmission originated on or off the school site, by means of an electronic device, including, but not limited to, a telephone, wireless telephone, or other wireless communication device,

computer, or pager, of a communication, including, but not limited to, any of the following:

- i. A message, text, sound, video, or image.
- ii. A post on a social network Internet Web site including, but not limited to:
 - (a) Posting to or creating a burn page. A “burn page” means an Internet Web site created for the purpose of having one or more of the effects as listed in subparagraph (1) above.
 - (b) Creating a credible impersonation of another actual student for the purpose of having one or more of the effects listed in subparagraph (1) above. “Credible impersonation” means to knowingly and without consent impersonate a student for the purpose of bullying the student and such that another student would reasonably believe, or has reasonably believed, that the student was or is the pupil who was impersonated.
 - (c) Creating a false profile for the purpose of having one or more of the effects listed in subparagraph (1) above. “False profile” means a profile of a fictitious student or a profile using the likeness or attributes of an actual student other than the student who created the false profile.
- iii. An act of cyber sexual bullying.
 - (a) For purposes of this policy, “cyber sexual bullying” means the dissemination of, or the solicitation or incitement to disseminate, a photograph or other visual recording by a student to another student or to school personnel by means of an electronic act that has or can be reasonably predicted to have one or more of the effects described in subparagraphs (i) to (iv), inclusive, of paragraph (1). A photograph or other visual recording, as described above, shall include the depiction of a nude, semi-nude, or sexually explicit photograph or other visual recording of a minor where the minor is identifiable from the photograph, visual recording, or other electronic act.
 - (b) For purposes of this policy, “cyber sexual bullying” does not include a depiction, portrayal, or image that has any serious literary, artistic, educational, political, or scientific value or that involves athletic events or school-sanctioned activities.
- 3) Notwithstanding subparagraphs (1) and (2) above, an electronic act shall not constitute pervasive conduct solely on the basis that it has been transmitted on the Internet or is currently posted on the Internet.
- v) A student who aids or abets, as defined in Section 31 of the Penal Code, the infliction or attempted infliction of physical injury to another person may be

subject to suspension, but not expulsion, except that a student who has been adjudged by a juvenile court to have committed, as an aider and abettor, a crime of physical violence in which the victim suffered great bodily injury or serious bodily injury shall be subject to discipline pursuant to subdivision (1)(a)-(b).

- w) Possessed, sold, or otherwise furnished any knife or other dangerous object of no reasonable use to the student unless, in the case of possession of any object of this type, the student had obtained written permission to possess the item from a certificated school employee, with the CEO or designee's concurrence.
2. Non-Discretionary Suspension Offenses: Students must be suspended and recommended for expulsion when it is determined the student:
- a) Possessed, sold, or otherwise furnished any firearm, explosive, or other destructive device unless, in the case of possession of any device of this type, the student had obtained written permission to possess the item from a certificated school employee, with the CEO or designee's concurrence.
 - b) Brandished a knife at another person.
 - c) Unlawfully sold a controlled substance listed in Health and Safety Code Section 11053, et seq.
 - d) Committed or attempted to commit a sexual assault or committed a sexual battery as defined in Penal Code Sections 261, 266c, 286, 287, 288, or 289 of former Section 288a of the Penal Code or committed a sexual battery as defined in Penal Code Section 243.4.
3. Discretionary Expellable Offenses: Students may be recommended for expulsion when it is determined the student:
- a) Caused, attempted to cause, or threatened to cause physical injury to another person.
 - b) Willfully used force or violence upon the person of another, except self-defense.
 - c) Unlawfully possessed, used, or otherwise furnished, or was under the influence of any controlled substance, as defined in Health and Safety Code Sections 11053-11058, alcoholic beverage, or intoxicant of any kind.
 - d) Unlawfully offered, arranged, or negotiated to sell any controlled substance as defined in Health and Safety Code Sections 11053-11058, alcoholic beverage, or intoxicant of any kind, and then sold, delivered or otherwise furnished to any person another liquid substance or material and represented same as controlled substance, alcoholic beverage or intoxicant.
 - e) Committed or attempted to commit robbery or extortion.

- f) Caused or attempted to cause damage to school property or private property, which includes but is not limited to, electronic files and databases.
- g) Stole or attempted to steal school property or private property, which includes but is not limited to, electronic files and databases.
- h) Possessed or used tobacco or products containing tobacco or nicotine products, including but not limited to cigars, cigarettes, miniature cigars, clove cigarettes, smokeless tobacco, snuff, chew packets and betel. This section does not prohibit the use of a student's own prescription products by a student.
- i) Committed an obscene act or engaged in habitual profanity or vulgarity.
- j) Unlawfully possessed or unlawfully offered, arranged, or negotiated to sell any drug paraphernalia, as defined in Health and Safety Code Section 11014.5.
- k) Knowingly received stolen school property or private property, which includes but is not limited to, electronic files and databases.
- l) Possessed an imitation firearm, i.e.: a replica of a firearm that is so substantially similar in physical properties to an existing firearm as to lead a reasonable person to conclude that the replica is a firearm.
- m) Harassed, threatened, or intimidated a student who is a complaining witness or witness in a school disciplinary proceeding for the purpose of preventing that student from being a witness and/or retaliating against that student for being a witness.
- n) Unlawfully offered, arranged to sell, negotiated to sell, or sold prescription drugs.
- o) Engaged in or attempted to engage in hazing. For the purposes of this policy, "hazing" means a method of initiation or preinitiation into a student organization or body, whether the organization or body is officially recognized by an educational institution, which is likely to cause serious bodily injury or personal degradation or disgrace resulting in physical or mental harm to a former, current, or prospective student. For purposes of this policy, "hazing" does not include athletic events or school-sanctioned events.
- p) Made terroristic threats against school officials and/or school property, which includes but is not limited to, electronic files and databases. For purposes of this policy, "terroristic threat" shall include any statement, whether written or oral, by a person who willfully threatens to commit a crime which will result in death, great bodily injury to another person, or property damage in excess of one thousand dollars (\$1,000), with the specific intent that the statement is to be taken as a threat, even if there is no intent of actually carrying it out, which, on its face and under the circumstances in which it is made, is so unequivocal, unconditional, immediate, and specific as to convey to the person threatened, a gravity of purpose and an immediate prospect of execution of the threat, and

thereby causes that person reasonably to be in sustained fear for their own safety or for their immediate family's safety, or for the protection of school property, which includes but is not limited to, electronic files and databases, or the personal property of the person threatened or their immediate family.

- q) Committed sexual harassment, as defined in Education Code Section 212.5. For the purposes of this policy, the conduct described in Section 212.5 must be considered by a reasonable person of the same gender as the victim to be sufficiently severe or pervasive to have a negative impact upon the individual's academic performance or to create an intimidating, hostile, or offensive educational environment. This provision shall apply to students in any of grades 7 to 12, inclusive.
- r) Caused, attempted to cause, threatened to cause, or participated in an act of hate violence, as defined in subdivision (e) of Section 233 of the Education Code. This provision shall apply to students in any of grades 7 to 12, inclusive.
- s) Intentionally harassed, threatened, or intimidated school personnel or volunteers and/or a student or group of students to the extent of having the actual and reasonably expected effect of materially disrupting class work, creating substantial disorder and invading the rights of either school personnel or volunteers and/or student(s) by creating an intimidating or hostile educational environment. This provision shall apply to students in any of grades 7 to 12, inclusive.
- t) Engaged in an act of bullying, including, but not limited to, bullying committed by means of an electronic act.
- 1) "Bullying" means any severe or pervasive physical or verbal act or conduct, including communications made in writing or by means of an electronic act, and including one or more acts committed by a student or group of students which would be deemed hate violence or harassment, threats, or intimidation, which are directed toward one or more students that has or can be reasonably predicted to have the effect of one or more of the following:
 - i. Placing a reasonable student (defined as a student, including, but is not limited to, a student with exceptional needs, who exercises average care, skill, and judgment in conduct for a person of their age, or for a person of their age with exceptional needs) or students in fear of harm to that student's or those students' person or property.
 - ii. Causing a reasonable student to experience a substantially detrimental effect on their physical or mental health.
 - iii. Causing a reasonable student to experience substantial interference with their academic performance.

- iv. Causing a reasonable student to experience substantial interference with their ability to participate in or benefit from the services, activities, or privileges provided by Encore.
- 2) “Electronic Act” means the creation or transmission originated on or off the school site, by means of an electronic device, including, but not limited to, a telephone, wireless telephone, or other wireless communication device, computer, or pager, of a communication, including, but not limited to, any of the following:
- i. A message, text, sound, video, or image.
 - ii. A post on a social network Internet Web site including, but not limited to:
 - (a) Posting to or creating a burn page. A “burn page” means an Internet Web site created for the purpose of having one or more of the effects as listed in subparagraph (1) above.
 - (b) Creating a credible impersonation of another actual student for the purpose of having one or more of the effects listed in subparagraph (1) above. “Credible impersonation” means to knowingly and without consent impersonate a student for the purpose of bullying the student and such that another student would reasonably believe, or has reasonably believed, that the student was or is the student who was impersonated.
 - (c) Creating a false profile for the purpose of having one or more of the effects listed in subparagraph (1) above. “False profile” means a profile of a fictitious student or a profile using the likeness or attributes of an actual student other than the student who created the false profile.
 - iii. An act of cyber sexual bullying.
 - (a) For purposes of this policy, “cyber sexual bullying” means the dissemination of, or the solicitation or incitement to disseminate, a photograph or other visual recording by a student to another student or to school personnel by means of an electronic act that has or can be reasonably predicted to have one or more of the effects described in subparagraphs (i) to (iv), inclusive, of paragraph (1). A photograph or other visual recording, as described above, shall include the depiction of a nude, semi-nude, or sexually explicit photograph or other visual recording of a minor where the minor is identifiable from the photograph, visual recording, or other electronic act.
 - (b) For purposes of this policy, “cyber sexual bullying” does not include a depiction, portrayal, or image that has any serious literary, artistic,

educational, political, or scientific value or that involves athletic events or school-sanctioned activities.

- 3) Notwithstanding subparagraphs (1) and (2) above, an electronic act shall not constitute pervasive conduct solely on the basis that it has been transmitted on the Internet or is currently posted on the Internet.
 - u) A student who aids or abets, as defined in Section 31 of the Penal Code, the infliction or attempted infliction of physical injury to another person may be subject to suspension, but not expulsion, except that a student who has been adjudged by a juvenile court to have committed, as an aider and abettor, a crime of physical violence in which the victim suffered great bodily injury or serious bodily injury shall be subject to discipline pursuant to subdivision (3)(a)-(b).
 - v) Possessed, sold, or otherwise furnished any knife or other dangerous object of no reasonable use to the student unless, in the case of possession of any object of this type, the student had obtained written permission to possess the item from a certificated school employee, with the CEO or designee's concurrence.
4. Non-Discretionary Expellable Offenses: Students must be recommended for expulsion for any of the following acts when it is determined pursuant to the procedures below that the student:
 - a) Possessed, sold, or otherwise furnished any firearm, explosive, or other destructive device unless, in the case of possession of any object of this type, the student had obtained written permission to possess the item from a certificated school employee, with the CEO or designee's concurrence.
 - b) Brandished a knife at another person.
 - c) Unlawfully sold a controlled substance listed in Health and Safety Code Section 11053, et seq.
 - d) Committed or attempted to commit a sexual assault or committed a sexual battery as defined in Penal Code Sections 261, 266c, 286, 287, 288, or 289 of former Section 288a of the Penal Code or committed a sexual battery as defined in Penal Code Section 243.4.

If it is determined by the Administrative Panel and/or Encore School Board that a student has brought a firearm or destructive device, as defined in Section 921 of Title 18 of the United States Code, on to campus or to have possessed a firearm or destructive device on campus, the student shall be expelled for one year, pursuant to the Federal Gun Free Schools Act of 1994. In such instances, the student shall be provided due process rights of notice and a hearing as required in this policy.

Encore will use the following definitions:

The term "knife" means (A) any dirk, dagger, or other weapon with a fixed, sharpened blade

fitted primarily for stabbing; (B) a weapon with a blade fitted primarily for stabbing; (C) a weapon with a blade longer than 3 ½ inches; (D) a folding knife with a blade that locks into place; or (E) a razor with an unguarded blade.

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 any explosive, incendiary, or poison gas, including but not limited to: (A) bomb, (B) grenade, (C) rocket having a propellant charge of more than four ounces, (D) missile having an explosive or incendiary charge of more than one-quarter ounce, (E) mine, or (F) device similar to any of the devices described in the preceding clauses.

In the event that any of these infractions lead a student to suspension or expulsion, the administration of Encore High School will notify the parents immediately of the infraction and will arrange a parent student conference with administration to discuss the infraction and consequences of the act.

If a student receives more than a total of fifteen suspension days within a single school year, they will be dismissed from EHS for behavioral issues.

EHS will collect and produce data regarding the suspension and expulsion of special education students as required by the Modified Consent Decree. EHS will adhere to all provisions of the IDEA and its amendments.

The decision to admit a previously expelled student from another school district or charter school shall be in the sole discretion of the EHS administration to determine whether the student has successfully completed the rehabilitation plan designated by the school / district that expelled the student and to determine whether the student poses a threat to others or will be disruptive to the school environment. The student’s readmission is also contingent upon the capacity of EHS at the time the student seeks readmission or admission. All previously expelled students will be required to complete all admissions requirements.

RIGHT OF APPEAL FOR SUSPENSIONS AND EXPULSIONS

Parents and students will have the right to appeal a decision for suspension or expulsion by the administration. If a student or parent wishes to appeal against the decision to suspend or expel, they must submit a formal letter of appeal to the Encore Education Corporation Encore School Board within seven business days of the Administration’s formal decision.

Upon receipt of the appeal, the Encore Education Corporation Encore School Board will have ten business days to review the case and give their recommendations regarding the specific suspension or expulsion. The Encore Education Corporation will arrange for an appeal hearing during closed session at the next regularly scheduled board meeting. Encore Administration will be required to uphold the final recommendations by the Encore Education Corporation Encore

School Board.

The Suspension and Expulsion policy will be reviewed annually and when necessary, modified.

No Right to Additional Appeal

The student shall have no right of appeal from expulsion from Encore as Encore Education Corporation Encore School Board' decision to expel shall be final.

Expelled Students/Alternative Education

Parents/guardians of students who are expelled shall be responsible for seeking alternative education programs including, but not limited to, programs within the County or their school district of residence. Encore shall work cooperatively with parents/guardians as requested by parents/guardians or by the school district of residence to assist with locating alternative placements during expulsion.

Rehabilitation Plans

Students who are expelled from Encore shall be given a rehabilitation plan upon expulsion as developed by the Board at the time of the expulsion order, which may include, but is not limited to, periodic review as well as assessment at the time of review for readmission. The rehabilitation plan should include a date not later than one (1) year from the date of expulsion when the student may reapply to Encore for readmission.

Readmission or Admission of Previously Expelled Student

The decision to readmit a student after the end of the student's expulsion term or to admit a previously expelled student from another school district or charter school who has not been readmitted/admitted to another school or school district after the end of the student's expulsion term, shall be in the sole discretion of the Board following a meeting with the Dean of Students or designee and the student and student's parent/guardian or representative to determine whether the student has successfully completed the rehabilitation plan and to determine whether the student poses a threat to others or will be disruptive to the school environment. The Dean of Students or designee shall make a recommendation to the Board following the meeting regarding the Dean of Students or designee's determination. The Board shall then make a final decision regarding readmission or admission of the student during the closed session of a public meeting, reporting out any action taken during closed session consistent with the requirements of the Brown Act. The student's readmission is also contingent upon Encore's capacity at the time the student seeks readmission or admission to Encore.

Notice to Teachers

Encore shall notify teachers of each student who has engaged in or is reasonably suspected to have engaged in any of the acts listed in Education Code Section 49079 and the corresponding enumerated offenses set forth above.

Special Procedures for the Consideration of Suspension and Expulsion or Involuntary Removal of Students with Disabilities

1. Notification of SELPA

Encore shall immediately notify the SELPA and coordinate the procedures in this policy with the SELPA of the discipline of any student with a disability or student who Encore or SELPA would be deemed to have knowledge that the student had a disability.

2. Services During Suspension

Students suspended for more than ten (10) school days in a school year shall continue to receive services so as to enable the student to continue to participate in the general education curriculum, although in another setting (which could constitute a change of placement and the student's IEP would reflect this change), and to progress toward meeting the goals set out in the child's IEP/504 Plan; and receive, as appropriate, a functional behavioral assessment and behavioral intervention services and modifications, that are designed to address the behavior violation so that it does not recur. These services may be provided in an interim alternative educational setting.

3. Procedural Safeguards/Manifestation Determination

Within ten (10) school days of a recommendation for expulsion or any decision to change the placement of a child with a disability because of a violation of a code of student conduct, Encore, the parent, and relevant members of the IEP/504 Team shall review all relevant information in the student's file, including the child's IEP/504 Plan, any teacher observations, and any relevant information provided by the parents to determine:

- a. If the conduct in question was caused by, or had a direct and substantial relationship to, the child's disability; or
- b. If the conduct in question was the direct result of the local educational agency's failure to implement the IEP/504 Plan.

If Encore, the parent, and relevant members of the IEP/504 Team determine that either of the above is applicable for the child, the conduct shall be determined to be a manifestation of the child's disability.

If Encore, the parent, and relevant members of the IEP/504 Team make the determination

that the conduct was a manifestation of the child's disability, the IEP/504 Team shall:

- a. Conduct a functional behavioral assessment and implement a behavioral intervention plan for such child, provided that Encore had not conducted such assessment prior to such determination before the behavior that resulted in a change in placement.
- b. If a behavioral intervention plan has been developed, review the behavioral intervention plan if the child already has such a behavioral intervention plan, and modify it, as necessary, to address the behavior; and
- c. Return the child to the placement from which the child was removed unless the parent/guardian and Encore agree to a change of placement as part of the modification of the behavioral intervention plan.

If Encore, the parent/guardian, and relevant members of the IEP/504 Team determine that the behavior was not a manifestation of the student's disability and that the conduct in question was not a direct result of the failure to implement the IEP/504 Plan, then Encore may apply the relevant disciplinary procedures to children with disabilities in the same manner and for the same duration as the procedures would be applied to students without disabilities.

4. Due Process Appeals

The parent/guardian of a child with a disability who disagrees with any decision regarding placement, or the manifestation determination, or Encore believes that maintaining the current placement of the child is substantially likely to result in injury to the child or to others, may request an expedited administrative hearing through the Special Education Unit of the Office of Administrative Hearings or by utilizing the dispute provisions of the 504 Policy and Procedures.

When an appeal relating to the placement of the student or the manifestation determination has been requested by either the parent/guardian or Encore, the student shall remain in the interim alternative educational setting pending the decision of the hearing officer in accordance with state and federal law, including 20 U.S.C. Section 1415(k) until the expiration of the forty- five (45) day time period provided for in an interim alternative educational setting unless the parent/guardian and Encore agree otherwise.

In accordance with 20 U.S.C. Section 1415(k)(3), if a parent/guardian disagrees with any decision regarding placement, or the manifestation determination, or if Encore believes that maintaining the current placement of the child is substantially likely to result in injury to the child or to others, the parent/guardian or Charter School may request a hearing.

In such an appeal, a hearing officer may: (1) return a child with a disability to the placement from which the child was removed; or (2) order a change in placement of a child with a disability to an appropriate interim alternative educational setting for not more than 45 school days if the hearing officer determines that maintaining the current placement of such

child is substantially likely to result in injury to the child or to others.

5. Special Circumstances

Charter School personnel may consider any unique circumstances on a case-by-case basis when determining whether to order a change in placement for a child with a disability who violates a code of student conduct.

The Dean of Students or designee may remove a student to an interim alternative educational setting for not more than forty-five (45) school days without regard to whether the behavior is determined to be a manifestation of the student's disability in cases where a student:

- a. Carries or possesses a weapon, as defined in 18 U.S.C. Section 930, to or at school, on school premises, or to or at a school function.
- b. Knowingly possesses or uses illegal drugs, or sells or solicits the sale of a controlled substance, while at school, on school premises, or at a school function; or
- c. Has inflicted serious bodily injury, as defined by 20 U.S.C. Section 1415(k)(7)(D), upon a person while at school, on school premises, or at a school function.

6. Interim Alternative Educational Setting

The student's interim alternative educational setting shall be determined by the student's IEP/504 Team.

7. Procedures for Students Not Yet Eligible for Special Education Services

A student who has not been identified as an individual with disabilities pursuant to IDEA and who has violated Encore's disciplinary procedures may assert the procedural safeguards granted under this administrative regulation only if Encore had knowledge that the student was disabled before the behavior occurred.

Encore shall be deemed to have knowledge that the student had a disability if one of the following conditions exists:

- a. The parent/guardian has expressed concern in writing, or orally if the parent/guardian does not know how to write or has a disability that prevents a written statement, to Charter School supervisory or administrative personnel, or to one of the child's teachers, that the student is in need of special education or related services.
- b. The parent/guardian has requested an evaluation of the child.
- c. The child's teacher, or other Charter School personnel, has expressed specific concerns about a pattern of behavior demonstrated by the child, directly to the director of special education or to other Charter School supervisory personnel.

If Encore knew or should have known the student had a disability under any of the three (3)

circumstances described above, the student may assert any of the protections available to IDEA-eligible children with disabilities, including the right to stay-put.

If Encore had no basis for knowledge of the student's disability, it shall proceed with the proposed discipline. Encore shall conduct an expedited evaluation if requested by the parents; however, the student shall remain in the education placement determined by Encore pending the results of the evaluation.

Encore shall not be deemed to have knowledge that the student had a disability if the parent/guardian has not allowed an evaluation, refused services, or if the student has been evaluated and determined to not be eligible.

Student Identification Cards

Charter School will include the telephone number for the National Suicide Prevention Lifeline (1-800-273-8255) and the National Domestic Violence Hotline (1-800-799-7233) on all student identification cards. ENCORE will also include the number for the Crisis Text Line, which can be accessed by texting HOME to 741741 and a local suicide prevention hotline on all student identification cards.

APENDIX

School Calendar & Bell Schedule

JULY							August							September						
Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1			1	2	3	4	5						1	2
2	3	4	5	6	7	8	6	7	8	9	10	11	12	3	4	5	6	7	8	9
9	10	11	12	13	14	15	13	14	15	16	17	18	19	10	11	12	13	14	15	16
16	17	18	19	20	21	22	20	21	22	23	24	25	26	17	18	19	20	21	22	23
23	24*	25*	26*	27*	28*	29	27	28	29	30	31			24	25	26	27	28	29	30
30	31											19								20
October							November							December						
Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7				1	2	3	4						1	2
8	9	10	11	12	13	14	5	6	7	8	9	10	11	3	4	5	6	7	8	9
15	16	17	18	19	20	21	12	13	14	15	16	17	18	10	11	12	13	14	15	16
22	23	24	25	26	27	28	19	20	21	22	23	24	25	17	18	19	20	21	22	23
29	30	31					26	27	28	29	30			24	25	26	27	28	29	30
						21						16		31						14
January							February							March						
Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6					1	2	3						1	2
7	8	9	10	11	12	13	4	5	6	7	8	9	10	3	4	5	6	7	8	9
14	15	16	17	18	19	20	11	12	13	14	15	16	17	10	11	12	13	14	15	16
21	22	23	24	25	26	27	18	19	20	21	22	23	24	17	18	19	20	21	22	23
28	29	30	31				25	26	27	28	29			24	25	26	27	28	29	30
						17						19		31						16
April							May							June						
Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6				1	2	3	4							1
7	8	9	10	11	12	13	5	6	7	8	9	10	11	2	3	4	5	6	7	8
14	15	16	17	18	19	20	12	13	14	15	16	17	18	9	10	11	12	13	14	15
21	22	23	24	25	26	27	19	20	21	22	23	24	25	16	17	18	19	20	21	22
28	29	30					26	27	28	29	30	31		23	24	25	26	27	28	29
						22						17		30						
BLUE/ BLUE	A OR B HALF DAY						RED	A DAY PERIODS 1-4						TOTAL SCHOOL DAYS						181
GREEN	PERIODS 1-8						BLACK	B DAY PERIODS 5-8						TOTAL INSTRUCTIONAL MINUTES						65,021
PURPLE	CARNIVAL						YELLOW	NO SCHOOL/HOLIDAY												
DARK BLUE	JUMP START																			

Bell Schedule

Monday - Friday				Last Day of School Periods 1-8			
Periods	Time		Minutes	Periods	Time		Minutes
Breakfast	8:00 AM	8:25 AM	25	Breakfast	8:00 AM	8:25 AM	25
Passing	8:25 AM	8:30 AM	5	Passing	8:25 AM	8:30 AM	5
AP1 / BP5	8:30 AM	10:00 AM	90	AP1	8:30 AM	9:04 AM	34
Passing	10:00 AM	10:04 AM	4	Passing	9:04 AM	9:08 AM	4
AP2 / BP6	10:04 AM	11:24 AM	80	AP2	9:08 AM	9:39 AM	31
Passing	11:24 AM	11:28 AM	4	Passing	9:39 AM	9:43 AM	4
P9-HS/Jr. High Lunch	11:28 AM	12:03 PM	35	AP3	9:43 AM	10:14 AM	31
Passing Period	12:03 PM	12:07 PM	4	Passing	10:14 AM	10:18 AM	4
P9-Jr./ High School Lunch	12:07 PM	12:42 PM	35	AP4	10:18 AM	10:49 AM	31
Passing	12:42 PM	12:46 PM	4	Passing	10:49 AM	10:53 AM	4
AP3 / BP7	12:46 PM	2:06 PM	80	AP5	10:53 AM	11:24 AM	31
Passing	2:06 PM	2:10 PM	4	COMBINED LUNCH	11:24 AM	12:04 PM	40
AP4 / BP8	2:10 PM	3:30 PM	80	Passing	12:04 PM	12:08 PM	4
Total Instructional Minutes			365	AP6	12:08 PM	12:39 PM	31
				Passing	12:39 PM	12:43 PM	4
				AP7	12:43 PM	1:14 PM	31
				Passing	1:14 PM	1:18 PM	4
				AP8	1:18 PM	1:49 PM	31
				Total Instructional Minutes			251
						Min	Mins per day
				Regular Day	174	365	63,510
				Half Day	6	210	1,260
				Last Day	1	251	251
					181		65,021
				Grade Level	Required Mins	School Total	
				High School	64,800	65,021	
				Jr. High School	54,000	65,021	

Holiday and Schedule Breakdown

2023-24		FULL DAY	HALF DAY	LAST DAY OF SCHOOL	RED DAYS	BLACK DAYS
JULY		0	0	0	0	0
AUGUST		18	1	0	10	9
SEPTEMBER		19	1	0	9	11
OCTOBER		20	1	0	11	10
NOVEMBER		16	0	0	8	8
DECEMBER		14	0	0	7	7
JANUARY		16	1	0	8	9
FEBRUARY		18	1	0	9	10
MARCH		15	1	0	8	8
APRIL		22	0	0	11	11
MAY		16	0	1	9	7
JUNE		0	0	0	0	0
		174	6	1	90	90
TOTAL INSTRUCTIONAL DAYS 2023-24		174	6	1		
STAFF PROFESSIONAL DEVELOPMENT- HALF DAY						
8/18/2023	Staff PD					
9/22/2023	Staff PD					
10/13/2023	Staff PD					
1/26/2024	Staff PD					
2/23/2024	Staff PD					
3/15/2024	Staff PD					
School Holidays						
9/4/2023	Labor Day					
10/9/2023	Indigenous Peoples' Day					
11/10/2023	Veterans Day					
11/20/2023- 11/24/2023	Thanksgiving Break					
12/21/2023 - 1/05/2024	Winter Break					
1/15/2024	Martin Luther King Day					
2/12/2024	Lincoln's Birthday					
2/19/2024	Presidents' Day					
3/25/2024-3/29/2024	Spring Break					