Hume Lake Charter School

2026 – 2027 Family Handbook

Board approved 6/22/26

School Website located at
humelakecharter.org

Hume Lake Charter School

64144 Hume Lake Road

Hume, California 93628

(559) 305-7565

Dear Parents and Guardians,

The State of California requires that all schools notify students, parents, and guardians about their rights and responsibilities annually. The enclosed notices provide important information that describes policies and procedures at Hume Lake Charter School that will affect your student. Our handbook is in PDF format on our website at www.humelakecharter.org.

Please read the document carefully with your child(ren). Issuance and receipt of this letter acknowledges that parent/guardian and student have read the policies and procedures of Hume Lake Charter School

Legal Disclaimers: The information contained in the Family Handbook is provided for informational purposes only. Information may be changed or updated without notice. This handbook is subject to all applicable laws and in all cases where there is a discrepancy between the handbook and the charter, the charter petition language supersedes the handbook.

Hume Lake Charter School expressly disclaims all liability with respect to actions taken based on any content in this handbook. Hume Lake Charter School assumes no responsibility for errors or omissions in this handbook or other documents that are referenced in this handbook. Hume Lake Charter School does not discriminate on the basis of race, color, national origin, gender, disability, religion, or sexual orientation.

Thank you and have a great school year!
Hume Lake Charter School Administration

This handbook was developed to provide you information about our school including the school structure, program, and policies. Please review this handbook carefully and review this with your child, family, and friends. We hope that this handbook empowers you to be an informed, and proactive parent and partner with us in your child's educational journey. Thank you for choosing to be a part of our dynamic community of schools.

OVERVIEW OF HUME LAKE CHARTER SCHOOL

Vision

It is the vision of Hume Lake Charter School to help students reach their potential by meeting them as they are and helping them develop their lasting mark on the world. This is accomplished by creating a learning community that nurtures students and provides them with an appropriate, complete, and standards-aligned curriculum and providing an atmosphere where character development is essential.

Mission

It is the mission of Hume Lake Charter School to help create an exemplary academic environment that encourages and expects all students to learn and grow in every aspect of their person and to succeed in life in their chosen vocations.

Schoolwide Learner Outcomes

As a school accredited by the Western Association of Schools and Colleges (WASC), we have developed a collection of four schoolwide learner outcomes, outlined below.

Mind: Academic

- Think critically in all subject areas
- Develop competency in required academic areas
- Become self-directed, lifelong learners
- Develop an appreciation of the arts and sciences
- Develop problem-solving skills

Community: Social

- Participate in community service
- Experience cross-age learning in educational opportunities
- Participate in work experience within the Hume Lake community
- Participate in cooperative learning experiences

Individual: Physical

- Practice and support appropriate hygiene and physical fitness
- Demonstrate progress toward meeting individual student school goals
- Become quality producers who create and complete artistic, academic, and technological works

Heart: Emotional

- Develop in responsibility and accountability
- Take part in the building up of Hume Lake Charter School through student-led innovative ideas and projects
- Demonstrate examples of honesty and integrity in following the schoolwide handbook

WHAT IS A CHARTER SCHOOL?

A charter school is a public school that was approved by the State of California to have special freedoms and programs. Charter schools can be independent from traditional schools and state regulations. The State of California established charter school legislation with the intent of giving public schools more autonomy in exchange for increased student achievement. Charters are licensed for 5-year renewable terms.

Autonomy
As charter schools, we are granted many freedoms by the Fresno County Superintendent of Schools (FCSS) and the State to implement an effective educational program. The School has decision-making authority on-site and the freedom to create policy without having to obtain approval of FCSS. The Schools are also exempt from certain education code requirements.

Accountability
The State of California and FCSS are responsible for holding Hume Lake Charter School accountable for meeting the goals as outlined in their charter petition. These goals include increasing student test scores and maintaining a high degree of parent involvement. If the School does not meet these goals, FCSS may not renew the School's charter petition, which would force the school to close.

SCHOOL GOVERNANCE

The governance structure of Hume Lake Charter School provides opportunities for all members of the school community to be involved in the decision-making process. Your involvement gives you a voice in impacting school policies that significantly affect you and your children.

Parent Advisory Committee (PAC)

The state mandates that schools receiving Title I monies establish a Title I Parent Involvement Policy and Parent Agreement/Compact for elementary, middle, and high schools. The primary objective of the policy is to offer parents clear opportunities for input, in an advisory capacity, into the school educational program. A key area of input is in the review, with the principal, parents, teachers, other school personnel, and students at the secondary level, of a comprehensive school plan designed to improve student achievement. Another objective of the Parent Advisory Committee is to assess the effectiveness of the program. Finally, the Parent Advisory Committee annually reviews the Local Control Accountability Plan and gives input about the School Improvement budget.

HLCS School Board

The HLCS School Board makes all policy, academic, fiscal, and business decisions regarding the community of schools and its legal and fiscal viability. The Board is responsible for creating any subcommittees. The Board is fully committed to the successful progress and sustainability of the Hume Lake Charter School community. The Board meets monthly and meetings are open to the public. Each meeting's agenda has a Public Comment period and anyone wishing to address the Board may register to do so during that time period. Board agendas are posted in advance of the meetings at the front entrance of the school, in the office, in the entryway of the meeting location as well as on the school website.
The following individuals comprise the HLCS School Board of 2026-27.

Jen Schuler	President
Jen Nelson	Vice-President
Ty Flora	Treasurer
Jocey Pearsey	Secretary
Jenny Brannan	
Chuck Bosman	
Vacant Position	

SCHOOL INFORMATION AND PROCEDURES

SCHOOL OFFICE:

Hours
School office is open from 7:30 a.m. – 4:30 p.m. during the school year.

Communicating with the Office
Please call the office at (559) 305-7565. If someone is not available to speak to you immediately, please leave a message and someone will return your call. If you need to speak to someone about an issue that may take more than 5 minutes, please make an appointment. You may also email the office at office@humelakecharter.org.

Expressing Concerns
At Hume Lake Charter School, direct and appropriate feedback is valued. If you have a general concern, please share your concern with your child's teacher directly. For serious or recurring concerns regarding the performance of an employee, please speak with or write to the Principal/Superintendent. If the concern is related to the Principal/Superintendent, please contact the HLCS School Board.

Visitors
Please feel free to visit the front office during office hours to speak with the office staff. Please respect the office hours as parents/visitors will not be able to access the office staff after the office closes. You should schedule an appointment in advance to meet with the Principal, Vice-Principal, or Teachers.

Messages
Parents and visitors will not be able to call classrooms/teachers directly during school hours but may leave a message with the office.

Communicating with your Child during the Day
Call the office and leave a message for him/her. That message will be given to your child. A child may only be called to the phone in an emergency. Please make all carpool or after-school pick-up arrangements with your child before school.

Student Telephone Use
The office phone is for emergency use only. Forgetting homework does not constitute an emergency. However, if there is a special need or problem, an administrator may allow phone use. Students will not be called out of class to receive telephone calls. Emergency phone messages will be delivered to a student's class. The use of cell phones during instructional time is at the discretion of the teacher.

ENROLLMENT PROCEDURES

Hume Lake Charter School is a free public school open to all residents of the State of California who are of legal age. Hume Lake Charter School is nonsectarian in programs and admission policies. Preference is given to students who live within the boundaries of the Kings Canyon Unified School District. Hume Lake Charter School does not discriminate against any student based on ethnicity, national origin, gender, or disability.

Public Random Lottery

If the number of applicants exceeds the number of openings available in our school, the remaining openings go to students selected by a public random drawing in accordance with Education Code § 47605 (d)(2). The process for notifying potential students about Hume Lake Charter School's admissions process will approximately begin in March, based on the predicted number of openings for the upcoming school year. If there is a need to conduct a Random Public Lottery, we will do the following:

- Pre-Enrollment applications to be included in the lottery have a submission deadline at the end of February every year.
- All students and families on the waitlist for Hume Lake Charter School are notified by mail to attend an open house and informational meeting. The meeting will focus on the lottery process, school expectations of students and families, and the general make-up of student life at Hume Lake Charter School. Two separate meetings are scheduled so that families have ample opportunity to attend the informational sessions.
- A letter will be sent to the address provided on the students' Pre-Enrollment Form advising them of our lottery date, time, and location.
- All families will be notified by phone or mail of their selection from the waitlist. During the lottery process, a secondary wait list will be created from drawn names in the event a selected student declines their seat or cannot be reached by the predetermined deadline.
- Public Lotteries will be announced on our school website and throughout the community. After the openings are filled, Hume Lake Charter School will continue to randomly select names from the pool of selected students, assigning a wait list number to each student. In the event that a selected student declines their seat at Hume Lake Charter School, another student will be selected from the secondary wait list.

Preference for Admission

Parents interested in enrolling their child in our schools must complete a Pre-Enrollment Lottery Form and submit it to the office if they wish to place their child on our lottery list. Preference for admissions is given to applicants with siblings currently enrolled at Hume Lake Charter School and children of Hume Lake Charter School staff/school board. Parents will need to indicate this information on the boxed portion of the Pre-Enrollment Form to place their child on the sibling/child waiting list. Parents will be notified in the event that a lottery may be necessary – they may otherwise ignore this section.

Admissions Calendar

1. Early February – Identify possible openings for next school year.
2. Mid-February – Send out notices for admissions informational meetings to all wait-listed students. Post public notices with admissions information.

3. March & April – Lottery drawing.
4. End of March – Hold enrollment orientations and informational meetings on two separate nights.
5. All Year – Open enrollment for students to add their name to the school's waitlist.

We welcome our families to visit our front office and inquire about our schools and programs.

OPEN/CLOSED CAMPUS POLICY

Students who find it necessary to leave the school campus during school hours must have prior parental approval submitted to the Office Manager, Vice-Principal/Counselor, or the Principal/Superintendent before being allowed to leave. Students who leave school without prior approval or properly checking out may be subject to disciplinary action, despite having a legitimate reason for leaving.

Students may not leave campus during the morning break time. However, following the grade level/day of the week guidelines below, an exception can be obtained from the school administration, permitting a high school student to leave campus to go to the General Store during break time, if a liability release form is signed and submitted by the parent(s) of the student.

9th and 10th grade students on Tuesdays and Thursdays each week,

11th and 12th grade students, Monday through Friday each week.

Students must sign out on the clipboard provided and return on time for their next class or will be considered tardy. Multiple tardies will result in the loss of this privilege, despite having parental approval to leave campus during the morning break time.

No motorized vehicles may be driven during the morning break time. A student may ride their bicycle, scooter, skateboard, or other non-motorized vehicles, with a helmet required, to the General Store if a liability release form is signed and submitted by the parent(s) of the student.

Junior High students and younger may not leave the school campus during the day, except during the all-school lunch break, or with pre-arranged parental and official school permission.

PUPIL SUPERVISION POLICY

The purpose of this policy is to provide adequate supervision of students to ensure a safe and secure environment for all, with clear expectations and limitations. Overall supervision of students during school hours is the responsibility of all staff.

The school does not provide transportation.

Parents will be informed each year via the Family Handbook and various other oral communications regarding student/pupil supervision.

The school buildings are open from 7:45 A.M. to 12:00 noon, and from 12:55 P.M. to the end of the staggered final period for each grade level (see bell schedules in Section 1 of this Handbook).

Before School
School staff members are not rostered to supervise exterior school activities prior to the beginning of the school day. Huckleberry students will be supervised by classroom teachers from 7:45-8:00 prior to the official start of the school day. Parents are asked not to send their children to school prior to 7:45 a.m. 5th through 12th grade students may enter Cedar Hall after 7:30 a.m. and may be in the Cedar Hall main floor area or within the classroom as directed by each individual teacher.

Lunch Time
The school closes completely during the lunch period (12:00 noon to 12:55 p.m.), and no supervision of any kind is provided for students. Students are expected to exit the school facilities during the lunch hour.

After School
Parents are required to ensure that their children have been collected or have left the school facilities after school. Students in the Huckleberry building will be supervised at the end of the school day by the classroom teacher or other school staff. As school day ending times are staggered, based on the grade level, students are expected to exit the school facilities when their grade level dismisses, unless express permission has been given for students to stay for after school tutoring in the Lumberjack Lounge. If a student wishes to stay for Lumberjack Lounge after-school tutoring, it is the student's and parent's responsibility to communicate regarding the student's whereabouts. Lumberjack lounge after school tutoring ends promptly at 4:30 p.m (Mon, Tue, and Thu) or 4:00 p.m (Fri).

Elementary Students, Method of Transportation to and from School:
Parents of elementary students will be contacted by the classroom teacher at the beginning of each semester and are responsible to inform the school as to how the students will be arriving at and departing from school on a regular basis (see form below). Due to the remote nature of the school, and that many students live within walking distance, it is important for the school to have this information on file. Parents are expected to communicate with teachers, via a written note, email, or phone call, if the method for arrival or departure changes on any given day.

Elementary Pupil Recess Supervision:
Recess supervision for all elementary grade level classes will be rostered by school staff. It is the responsibility of the classroom teacher to set up the recess supervision with their aide.

Recess duty staff will communicate minor incidents of concern to the classroom teacher and the office/administration. The classroom teacher will then follow up with parents or administration as needed. If a minor injury occurs during recess, the student may be sent to the office for assistance, and the recess duty will fill out an accident/incident report as appropriate, as well as communicate the incident to the classroom teacher.

If there is a severe emergency during recess or break, the recess staff will send a student runner into the office/administration area, or call the office on a provided radio, and assistance will be provided immediately.

HLCS staff members who are aware that they cannot fulfill their recess duty obligations due to appointments or class-related excursions, etc., are required to either make a swap with another staff member or discuss the matter with the coordinating classroom teacher or administration.

Jr. High and High School Students, Method of Transportation to and from School:
Parents of Jr. High and High School students will be contacted by the classroom teacher at the beginning of each semester and are responsible to inform the school as to how the students will be arriving at and departing from school on a regular basis (see form below). Due to the remote nature of the school, and that many students live within walking distance, it is important for the school to have this information on file. Parents are expected to communicate with teachers, via a written note, email, or phone call, if the method for arrival or departure changes on any given day.

Jr. High and High School Pupil Break Time Supervision:
During morning break time, as per the Open/Closed Campus Policy, unless a student has a signed release of liability on file in the office, the student must stay on school grounds in and immediately around Cedar Hall. Pupil supervision is provided on a check-out basis for the break time, and students are expected to conduct themselves in a manner consistent with general school behavior expectations.

NONDISCRIMINATION & HARASSMENT STATEMENT

Hume Lake Charter School is committed to providing a working and learning environment free from discrimination, harassment (sexual or otherwise), intimidation, and/or bullying. The school prohibits discrimination, harassment (sexual or otherwise), intimidation, and/or bullying based on the actual perceived characteristics set forth in Penal Code Section 422.5, Education Code Section 220, and actual or perceived sex, sexual orientation, gender, gender identity, gender expression, race or ethnicity, ethnic group identification, ancestry, nationality, national origin, religion, color, mental or physical disability, age, or on the basis of a person's association with a person or group with one or more of these actual or perceived characteristics, in any program or activity it conducts or to which it provides significant assistance. As such, any act of sexual harassment is a violation of state and federal laws, as well as school policy and is prohibited.

Discrimination is different treatment on the basis of a protected category in the context of an educational program or activity without a legitimate nondiscriminatory reason and interferes with or limits the individual's ability to participate in or benefit from the services, activities, or privileges provided by Hume Lake Charter School.

Harassment (sexual or otherwise) occurs when: (1) the target is subjected to unwelcome conduct related to a protected category; (2) the harassment is both subjectively offensive to the target and would be offensive to a reasonable person of the same age and characteristics under the same circumstances; and (3) the harassment is sufficiently severe,

pervasive, or persistent so as to interfere with or limit an individual's ability to participate in or benefit from the services, activities, or opportunities offered by the schools.

Harassment (sexual or otherwise) based on any of the above-protected categories is a form of unlawful discrimination and will not be tolerated by the school. Harassment is intimidation or abusive behavior toward a student or employee that creates a hostile environment and can result in disciplinary action against the offending student or employee. Harassing conduct may take many forms, including but not limited to, verbal remarks and name-calling, graphic and written statements, or any conduct that is threatening or humiliating.

Upon witnessing an act of discrimination, harassment, intimidation, and/or bullying based on actual or perceived characteristics of a protected category (as enumerated above), school personnel are required to take immediate steps to intervene when it is safe to do so. Once a school or office has notice of discriminatory, harassing, intimidating, and/or bullying conduct, whether carried out by employees, students, or third parties, it should take immediate and appropriate steps to investigate or otherwise determined what occurred and take prompt and effective steps reasonably calculated to end the conduct, eliminate a hostile environment, if one has been created, and prevent the conduct from occurring again. These steps should be taken whether or not an individual makes a complaint or asks the school or office to take action.

This nondiscrimination policy covers admission or access to, or treatment or employment in, all school programs and activities. Parents/Guardians of students with mobility impairments have a legal right to accessible transportation for Hume Lake Charter School or school-sponsored field trips and other activities for which transportation is provided to students without disabilities. Contact your school site administrator to address requests for accessible transportation. The lack of English language skills will not be a barrier to admission to or participation in Hume Lake Charter School's programs or activities.

This nondiscrimination policy applies to all acts related to school activity or school attendance within Hume Lake Charter School.

Additional information prohibiting other forms of unlawful discrimination or harassment, inappropriate behavior, and/or hate-motivated incidents/crimes may be found in other Hume Lake Charter School policies. It is the intent of Hume Lake Charter School that all such policies be reviewed consistently to provide the highest level of protection from unlawful discrimination in the provision of educational services and opportunities. Hume Lake Charter School prohibits retaliation against anyone who files a complaint or who participates in a complaint investigation.

For information, assistance, or to file a complaint (see uniform complaint procedures) related to discrimination, harassment, intimidation, and/or bullying of students based on the actual or perceived characteristics listed above, contact the Principal/Superintendent.

STUDENT SCHOOL POLICIES

Dress Code

The dress code is established to promote a positive, psychologically safe, and appropriate learning environment. Extremes in dress or clothing regarded by school officials as disruptive or a distraction from the learning environment are not permitted.

- Pupils must be neat and clean when entering school daily.
- Students must wear shoes at all times.
- Halter tops, spaghetti strap dresses, cutoffs, muscle shirts, and bare midriff tops may not be worn. Other similar garments, regardless of name, may not be worn.
- Fad clothing occasionally becomes a problem. If this occurs, the fad items will be banned.
- Shorts may be worn to school. However, the length may be no shorter than the student's fingertips when the arm rests at the side in an extended position.
- Dresses, culottes, or other garments may be no shorter than the permitted length for shorts.
- T-shirts with offensive wording, slogans about violence, drugs, alcohol, or tobacco are not appropriate and unacceptable.
- Any clothing considered to be gang-related is not appropriate and unacceptable.
- Pajamas or sleepwear, except for approved "dress up" days, may not be worn at school.
- Underwear may not be exposed. Hats may only be worn in class at the discretion of the teacher.
- Swimwear for school-sponsored events: Only modest one-piece swimsuits may be worn by girls and modest swim trunks for boys when onsite at Hume Lake Charter School. Modest one-piece or modest tankini swimsuits may be worn by girls and modest swim trunks may be worn by boys during offsite water events. Speedo-type swimsuits are prohibited for boys at all school-sponsored functions.

Dress Code Violations

On a first violation of the dress code a warning is given, and the article of clothing may be confiscated and/or the student may be asked to change. Repeated violations of the dress code may result in more serious consequences, as determined by school administration.

Attendance Policy

As parents, you are a vital part of your child's success and future achievement. We encourage all parents to support their children in attending school daily and on-time. Students who are absent from school miss important instruction and assignments. Students who develop patterns of good attendance are much more likely to be successful both academically and socially.

The Hume Lake Charter School attendance goal is 100%. However, all students are encouraged to maintain at least a 96% attendance rate, no more than 7 absences per year.

ATTENDANCE	ABSENCES	PERCENT

Perfect	0	100%
Proficient	1-7	96%-99%
At Risk	9-17	90%-95%
Excessive	18 or more	<90%

Importance of Attendance

- When students attend school they get better grades, score better on standardized tests, and are more likely to go to college.
- It is our responsibility to teach students the importance of attendance now, so they are prepared for the future. Employers say good attendance demonstrates responsibility and is a key factor in the hiring and promotion of employees.
- It's the Law! Parents and guardians are responsible for ensuring that their children go to school. When parents are at work, students should be safe at school.

Attendance Tips for Parents

- Plan vacations for non-school days only whenever possible.
- Schedule all appointments for your child after school, on weekend days, or during your child's vacation.
- If your child can attend even a portion of a day (the beginning or end), that's still good!
- Make sure your child's school has your accurate daytime contact information, including cell phone number and/or email address.
- Communicate with your child's school often and monitor your child's attendance and school progress online through the school's data management system online.
- Make the school aware of any problems that may be causing your child to miss school.

Tardies

It is every parent's responsibility to ensure that their child arrives at school on time. The school believes that students who are late to school begin the day at a disadvantage. Parents and students are expected to demonstrate a commitment to begin school on time.

Parents of students whose attendance record indicates multiple or consistent tardies within any given quarter will be notified by phone, email, or letter. Excessive tardies (3 or more for a class in a given quarter) will result in detention. If tardies continue, further consequences may be warranted.

Tardies Between Classes or After Lunch

Students have an allotted time to travel from one classroom to another. Students who take longer than that time will receive an unexcused tardy from the teacher. Teachers for students in grades 7-12 are expected to take attendance for each class period and teachers for students in grades 1-6 are expected to take attendance after lunch.

Truancy

Students absent from any class without permission, or students who leave campus after arriving without permission are considered truant, even if they return to campus in time for class. A student is considered a habitual truant if he/she has been reported truant three or more times per school year.

Absence Verification
Please call or email the school no later than 8:15AM at (559) 305-7565 or at office@humelakecharter.org to report an absence. Please also email their teacher(s).

A parent/guardian's absence excuse will be accepted for up to 2 consecutive days of absence attributed to illness. Absences of 3 days or more for illness require a medical professional's note.

If your child is absent or needs to miss part of the school day, please have your child attend school prior to the appointment and/or return to school before/after the appointment to complete the school day.

No Show Students at the Beginning of the School Year
Students who do not come to school on the first day of school will be considered "no show" students. Students who do not come to school by the third day of school at the beginning of the school year will be dropped from enrollment by the end of the third day. School administration must be contacted for students with extenuating circumstances and cases will be reviewed on an individualized basis.

Personal Electronic Devices
Headphones and electronic devices of all types may be used for educational purposes only during school hours. They may be used only at the discretion and direction of the teacher. A teacher or administrator may view the content on a student's device and remove the device from the student for the day at any time.

Repeated abuses of electronic devices at school may result in a student losing his or her privilege to use the device at school, or may result in disciplinary action.

Loss Of Or Damaged School Property
Parent(s)/Guardian(s) are responsible for reimbursing Hume Lake Charter School for any items lost or damaged by your children. This applies also to property on the campus that may need to be replaced or repaired due to damage incurred due to responsible parties.

California Education Code section 48904 states, in pertinent part, that the parent or guardian of any minor who willfully cuts, defaces, or otherwise injures any real or personal property of Hume Lake Charter School or its employees shall be liable for all damages caused by the minor up to $10,000. Hume Lake Charter School property includes buildings and grounds, as well as textbooks, library books, computers, and physical education equipment. A parent or

guardian is liable to Hume Lake Charter School for all HLCS property loaned to a minor and not returned upon demand. Students and families are afforded the opportunity to return the property or pay for the damages.

We need your help in making sure that Hume Lake Charter School property is kept in good condition and that loaned items are returned to school upon demand. The following are ways to help your student understand this responsibility:

- Model careful handling of computers, textbooks, library books, and other school property.
- Help students find a safe place to keep computers and books during the borrowing period.
- Inform students that vandalism is not only a crime, but parents or guardians may be held financially responsible for the damage.

Non-School Related Property
Personal items of value (cell phones, iPods, cameras, electronic games, radios, CD players, computers, laptops, etc.) should not be brought to school since loss, theft, or damage is possible. Also, such items can be distracting to the educational process and may be confiscated by school personnel. Hume Lake Charter School is not responsible for lost or stolen items (including those in lockers).

Computers, Textbooks, Library Books, & School Materials
Students will receive textbooks and other materials required for instruction. These items and materials become the responsibility of the student and will be returned to the school at the end of the school year. Students may also check out a Chromebook (for necessary school-related reasons). They must be checked out by a staff member and checked back in when the student returns. Parents will be responsible for replacing a lost, damaged, or stolen textbook. Students and families are afforded the opportunity to return the property or pay for damages.

Technology Acceptable Use Policy
The School's Acceptable Use Policy is to prevent unauthorized access and other unlawful activities by users online, prevent unauthorized disclosure of or access to sensitive information, and to comply with the Children's Internet Protection Act ("CIPA"). As used in this policy, "user" includes anyone using the computers, Internet, email, chat rooms, and other forms of direct electronic communications or equipment provided by the School (the "network."). Only current students and employees are authorized to use the network.

The School will use technology protection measures to block or filter, to the extent practicable, access of visual depictions that are obscene, pornographic, and harmful to minors over the network. The School reserves the right to monitor users' online activities and to access, review,

copy, and store or delete any electronic communication or files and disclose them to others as it deems necessary. Users should have no expectation of privacy regarding their use of School property, network, and/or Internet access or files, including email.

Acceptable Uses of the HLCS Computer Network or the Internet

Schools must verify each year students using the computer network and Internet access for that school year have a signed page acknowledging this policy. Students who are under 18 must have their parents or guardians sign this page and schools must keep it on file. Once signed, that permission/acknowledgement page remains in effect until revoked by the parent, or the student loses the privilege of using the School's network due to violation of this policy or is no longer an HLCS student. Employees and other users are required to follow this policy. Even without signature, all users must follow this policy and report any misuse of the network or Internet to a teacher, supervisor, or other appropriate School personnel. Access is provided primarily for education and School business. Staff may use the Internet, for incidental personal use during duty-free time. By using the network, users have agreed to this policy. If a user is uncertain about whether a particular use is acceptable or appropriate, he or she should consult a teacher, supervisor, or other appropriate School personnel.

Unacceptable Uses of the HLCS Computer Network or Internet

The School reserves the right to take immediate action regarding activities (1) that create security and/or safety issues for the School, students, employees, schools, network, or computer resources, or (2) that expend School resources on content the School in its sole discretion determines lacks legitimate educational content/purpose, or (3) other activities as determined by School as inappropriate.

Violating any state or federal law or municipal ordinance, such as:

- Accessing or transmitting pornography of any kind, obscene depictions, harmful materials, materials that encourage others to violate the law, confidential information, or copyrighted materials;
- Criminal activities that can be punished under law;
- Selling or purchasing illegal items or substances;
- Obtaining and/or using anonymous email sites; spamming; spreading viruses;
- Causing harm to others or damage to their property, such as:
    - Using profane, abusive, or impolite language; threatening, harassing, or making damaging or false statements about others or accessing, transmitting, or downloading offensive, harassing, or disparaging materials;
    - Deleting, copying, modifying, or forging other users' names, emails, files, or data; disguising one's identity, impersonating other users, or sending anonymous email;
    - 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;

    - Using any School computer to pursue "hacking," internal or external to the School, or attempting to access information protected by privacy laws; or
    - Accessing, transmitting or downloading large files, including "chain letters" or any type of "pyramid schemes".
- Engaging in uses that jeopardize access or lead to unauthorized access into others' accounts or other computer networks, such as:
    - Using another's account password(s) or identifier(s);
    - Interfering with other users' ability to access their account(s); or
    - Disclosing anyone's password to others or allowing them to use another's account(s).
- Using the network or Internet for commercial purposes:
    - Using the Internet for personal financial gain;
    - Using the Internet for personal advertising, promotion, or financial gain; or
    - Conducting for-profit business activities and/or engaging in non-government related fundraising or public relations activities such as solicitation for religious purposes, lobbying for personal political purposes.

Student Internet Safety

1. Students under the age of eighteen should only access HLCS accounts outside of school if a parent or legal guardian supervises their usage at all times. The student's parent or guardian is responsible for monitoring the minor's use;
2. Students shall not reveal on the Internet personal information about themselves or other persons. For example, students should not reveal their name, home address, telephone number, or display photographs of themselves or others;
3. Students shall not meet in person anyone they have met only on the Internet; and
4. Students must abide by all laws, this Acceptable Use Policy, and all School security policies.

Penalties for Improper Use

The use of a School account is a privilege, not a right, and misuse will result in the restriction or cancellation of the account. Misuse may also lead to disciplinary and/or legal action for both students and employees, including suspension, expulsion, dismissal from School employment, or criminal prosecution by government authorities. The School will attempt to tailor any disciplinary action to the specific issues related to each violation.

Disclaimer

The School makes no guarantees about the quality of the services provided and is not responsible for any claims, losses, damages, costs, or other obligations arising from use of the network or accounts. Any additional charges a user accrues due to the use of the School's network are to be borne by the user. The School also denies any responsibility for the accuracy or quality of the information obtained through user access. Any statement, accessible on the

computer network or the Internet, is understood to be the author's individual point of view and not that of the School, its affiliates, or employees.

School Supplies and Materials
All school supplies and materials will be provided to students free of charge.

P.E. Dress Code Policy
Students who are participating in Physical Education classes are not required to have a standard issue or purchased uniform. Students are required to change into athletic clothes for PE, as not doing so may pose health and sanitary concerns.

Birthday Celebrations
We at Hume Lake Charter School respect the importance of celebrating our student's birthdays but acknowledge that protecting the integrity of instructional time is one of our top priorities. All birthday celebrations must be pre-approved through the teacher and/or administrator. Healthy snacks are encouraged.

Lost and Found
Any items found on campus should be taken to the lost and found in the main office. The item(s) found on campus may belong to someone else. It does not automatically belong to the person who found it. The lost and found will be cleaned out every quarter. Items not claimed will be donated or discarded. All items brought to school should be clearly labeled with the child's name. The school is not responsible to replace any lost, or damaged student belongings.

OTHER SCHOOL POLICIES/PROGRAMS

School Community Agreement

At Hume Lake Charter School, all members of the school community (faculty, students, and families) are committed to fostering a safe learning environment. Parent(s) and student(s) agree to respect differences among individuals; furthermore, you will accept responsibility for your words and actions without excuse. These differences may be physical, mental, social, emotional, and/or spiritual. We will use school appropriate language and we will not tolerate any abuse or harassment. Choosing words and actions that help, not hurt others, we will work to keep our school free of verbal and nonverbal put-downs regarding the following:

- Academic progress
- Age
- Gender
- Appearance/body image/mannerisms
- Athletic ability
- Belief systems
- Cultural, ethnic, and/or racial background
- Family background and family composition
- Friendships
- Languages
- Learning styles
- Physical challenges
- Sexual harassment of any type including gender stereotypes and homophobic taunts

Parent and Family Engagement Policy

Hume Lake Charter School is committed to engaging parents in their child's education. Over 30 years of research confirms the important role of parent involvement in student achievement. Parents are their child's first and life-long teachers and can influence their child's educational outcomes in powerful and long-lasting ways. The belief that parents are our partners is the foundation for Hume Lake Charter School's overarching policy on parent engagement. Adherence to the provisions in this policy will strengthen the capacity of parents and educators to engage as equal partners to support children's learning and achievement; will ensure full compliance with federal, state, and HLCS guidelines and mandates regarding parental involvement; and will guide school efforts to implement quality parent engagement plans.

Suicide Prevention, Intervention, & Postvention Policy

Hume Lake Charter School is committed to providing a safe, civil and secure school environment. It is the School's charge to respond appropriately to a student expressing or exhibiting suicidal ideation or behaviors and to follow-up in the aftermath of a death by

suicide. For a copy of the complete Suicide Prevention, Intervention, and Postvention Policy, please refer to the Schools' website.

Homeless Policy
The McKinney-Vento Homeless Assistance Act for Homeless Children and Youth entitles all homeless school-aged children to the same free and appropriate public education that is provided to non-homeless students.

A homeless student is defined as a person between the ages of six to eighteen who lacks a fixed, regular, and adequate nighttime residence and may:

- Live in an emergency or transitional shelter; abandoned building, parked car, or other facility not designed as a regular sleeping accommodation for human beings.
- Live "doubled-up" with another family, due to loss of housing stemming from financial problems (e.g., loss of job, eviction or natural disaster);
- Live in a hotel or motel.
- Live in a trailer park or campsite with their family.
- Have been abandoned at a hospital.
- Be awaiting foster placement in limited circumstances; Reside in a home for school-aged, unwed mothers or mothers-to-be if there are no other available living accommodations.
- Be a migratory or abandoned, runaway, or pushed out youth that qualifies as homeless because he/she is living in circumstances described above.

The charter requires the immediate enrollment of homeless students if they are selected through the lottery. Schools cannot delay or prevent the enrollment of a student due to the lack of school or immunization records. It is the responsibility of the school to request all necessary documents from the previous school and refer parents to all programs and services for which the student is eligible. Referrals may include, but are not limited to: free nutrition, special education services, tutoring, preschool, before and after school services, and any other services needed. Unaccompanied youth have these same rights.

If a dispute arises over enrollment through the lottery process, the parent/guardian has the right to dispute the School's decision.

Emergency Safety Plan, Response, and Preparedness
The safety and welfare of our students and staff is our highest priority. To provide the school an opportunity to practice emergency response procedures, Hume Lake Charter School participates in numerous emergency drills throughout the school year. These drills include fire, earthquake, and active shooter.

Please make sure that all contact information for your child is current at school, so that in the event of an actual emergency, we can reach you. For a copy of the HLCS Comprehensive Safety Plan, please request to see a copy in the School Office.

SCHOOL/HOME COMMUNICATION

Title I Parent Compact Agreement

The Compact, which has been jointly developed with parents, outlines how parents, the entire school staff, and students will share the responsibility for improved student academic achievement. The Compact describes specific ways the school and families will partner to help children achieve the state's high academic standards. The Compact addresses the following legally required items, as well as other items suggested by parents of Title I, Part A students:

- The school's responsibility to provide high-quality curriculum and instruction (ESSA Section 1116[d][1]).
- The ways parents will be responsible for supporting their children's learning (ESSA Section 1116[d][1]).
- The importance of ongoing communication between parents and teachers through, at a minimum, annual parent-teacher conferences; frequent reports on student progress; access to staff; opportunities for parents to volunteer and participate in their child's class; and opportunities to observe classroom activities (ESSA Section 1116[d][2]).

Hume Lake Charter School believes that for a student to reach their full potential all stakeholders must work together as a team. It is imperative that we all play our part if our students are going to develop the academic and personal capacity needed to achieve their goals and dreams. Only through our combined efforts will they grow into the exceptional men and women that we know they are capable of being.

As an HLCS student I understand that for me to reach my full potential I will need to:

- Respect myself, my family, my teachers, and my fellow students
- Focus on growth as both a person and a student
- Come to school every day, prepared and ready to learn
- Be willing to activate resources when I need help (family members, Lumberjack Lounge, school counselor, teachers, etc.)
- Be willing to persevere through adversity encountered along my path to college and career readiness

As an HLCS parent I understand that for my student to reach their full potential I will need to:

- Assist my student in coming to school on time and prepared, every day
- Communicate with the school when I have a question or concern about my child's learning
- Believe that my student can and will be successful
- Talk with my child about long-range goals and create small goals to help them get there
- Attend high school course planning meetings (8th grade-12th grade)
- Support my student as they persevere through adversity encountered on their path to college and career readiness

As an HLCS teacher I understand that for my students to reach their full potential I will need to:

- Communicate with parents and students regarding academic progress in a timely manner
- Explain my approach to teaching, expectations, and grading system to students and their families
- Be respectful and aware of the diversity of needs in my classroom
- Continually work on my teaching strategies so that I can successfully teach *all* children
- Support my students as they persevere through adversity along their path to college and career readiness

As an HLCS administrator I understand that for my students to reach their full potential I will need to:

- Be open and responsive to questions and concerns
- Treat all stakeholders with respect
- Support a rigorous and encouraging learning environment whose focus is having *all* students college and career ready
- Uphold high standards of student discipline and provide a safe environment
- Hire, train, and retain appropriately credentialed teachers

Parent Input/Feedback Needed

HLCS would like to ensure that as a member of the HLCS community you feel your voice and beliefs are reflected in the HLCS compact. If there are pieces you would like to have added, please list them below. If there are pieces you feel should be reworded, or removed, please also share your thoughts. If you like it just as it is, we would like to know that as well. Your involvement in this process is important so that we know all stakeholders have had a chance to provide their input into the way that we work as a team.

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This Compact was adopted by Hume Lake Charter School on June 17, 2024 and will be in effect for the 2026-2027 school year.

The school will distribute the Compact to all parents of students participating in the Title I, Part A program on, or before 30 days following the first day of school.

Family Agreement Outline

Every year parents and students are asked to agree to comply with the conditions of the Family Agreement. In the agreement parents agree to:

1. Provide home and academic support by
    a. assisting and monitoring homework assignments – all homework should be complete, neat, and on time;
    b. ensuring that your child is "Ready to Learn" – having the proper supplies, being in the classroom on time, well rested, fed, in dress code, and with good hygiene (hair washed and combed, teeth brushed, and clothes neat);
    c. avoiding upsetting situations that may affect your child's learning potential;
    d. following through with school recommended interventions; and
    e. following through with academic and behavioral support.
2. Provide school support by
    a. ensuring that each child arrives to school on time and adhere to the school's absence/tardy policy;
    b. supporting and adhering to the School's discipline policy; and
    c. adhering to the School's dress code policy.
3. Participate by
    a. attending and participating at parent meetings; and
    b. complying with school rules and procedures for a safe school environment.

Schoolwide Parent Meetings

Parent meetings are an important time for parents and staff members to communicate and plan with each other. There may be slight variances due to calendaring issues.

Parent Volunteers

The intent of volunteering is to have parents maintain a high level of awareness and involvement in the education of their child/children. We encourage parents to be active participants in their child's education. Visit the office or contact teachers to find out about volunteer opportunities available. Some activities include: helping in the classroom, field trips, helping in the library, and participating in schoolwide events and celebrations. Parents may decide according to their strengths or interests. Not all volunteering has to take place at the school site, or during school hours. You must wear a Visitor Badge at all times when volunteering during the instructional day.

SCHOOL & CLASSROOM EXPECTATIONS

- Come to school every day
- Arrive on time and ready to learn
- Follow all school and classroom rules
- Complete all class work and all homework assignments daily
- Always be respectful to peers and all teachers/staff including substitutes
- Ask for help

Student Schedules
The administrative staff will create students' schedules after the end of the academic year. Students receive their schedules either before the school year begins or on the first day of school.

Report Cards & Progress Report Cards
For elementary students (grades K-6), report cards will be distributed four (4) times a year – at the end of each quarter. For secondary students (grades 7-12), report cards will be distributed two (2) times a year – at the end of each semester. All report cards will be handed out at the awards assembly or mailed home to the address on file. Parent/Teacher conferences are held annually, where student progress/performance is discussed. Parents are always encouraged to make an appointment with your child's teacher or the administration to discuss student performance.

State Testing Week
SBAC (Smarter Balanced Assessment Consortium) state testing occurs once per year in the spring. Please check our parent reminder for information on dates and any changes to the bell schedule. On testing dates, please ensure that your child receives enough rest the night before, that they have breakfast in the morning, and that they arrive at school on time. Students missing tests will be scheduled to make them up during regular school hours the following week.

Grading
Student's graded work will be recorded in grade books and the school's data management system.

Homework
All students have homework each night. Even if there is not an assignment due the following day, all students can prepare for class by reading and studying for future assignments and assessments. Parents can check missing homework assignments on the school's data management system.

Meeting with Teachers

Parents are encouraged to meet with their children's teachers. Meetings can be scheduled through the office or directly with the teacher.

Effective Communication…With Teachers

- Call the school and leave a message in the office or on the voicemail system.
- Email the teacher.
- Send a note with your child.
- Make an appointment.
- See the teacher during "office hours" (if offered). Teachers will meet with people on a first come, first serve basis.
- Attend Parent Meetings.

Teacher Observations

Please contact the teacher directly, via phone call or email, if you would like to conduct an observation in the classroom. Parents are welcome to request an observation period at any time. However, our teachers have the right to refuse unscheduled observation requests. The best way to plan an observation is to follow these procedures:

- Observations must be requested at least 24 hours in advance
- Schedule a date and time with the teacher by emailing or leaving a note for teacher in the office
- Explain the purpose for the observation.

Note: Observation times are limited to 20 minutes. During observations, teachers and support staff are not available for any one-on-one discussions or conferences. These meetings may be scheduled for a later time.

Grading Policy

Students will be graded on the following scale:

A: 90 – 100%
B: 80 – 89%
C: 70 – 79%
D: 60 – 69%
F: 0 – 59%

Field Trip Policy

A field trip shall be under the direct supervision of a certificated employee/teacher of the school and shall be directly related to the educational curriculum. The administration must approve all field trips in advance. Once the administration has approved the activity, it will be placed on the school calendar. Teachers must keep to the budgetary constraints placed

upon field trip activities. Unsatisfactory marks in work habits or citizenship (such as low grades, being significantly behind in online work, or poor attendance) may result in restrictions in participation in non-academic activities such as field trips.

SCHOOL WIDE PLAN FOR PROACTIVE BEHAVIOR SUPPORT

At Hume Lake Charter School we believe that discipline is not about punishment, but rather about behavior modification and the development of personal responsibility. Students experience various developmental stages during the growing years. The school community is an informed community which cultivates among its staff, an understanding of age-appropriate behaviors. To support personal responsibility and positive social interactions school wide, HLCS has developed a schoolwide plan for positive discipline and support. Together, students, staff, and families will build a foundation that students will need for them to function harmoniously throughout the school day with their peers and teachers. The effectiveness of the schoolwide plan requires the participation and support of all staff members. For our philosophy to be truly effective, there must be continuity in the home environment.

Components of Schoolwide Plan for Proactive Behavior Support
With the understanding that individual behavior has both personal and public outcomes, we have developed this discipline policy to facilitate a common understanding among our school community of certain goals and responsibilities for success. The policy includes key elements that staff will implement to support positive behaviors.

- guiding principles and clear expectations for student behavior
- effective classroom management and teaching of social skills
- interventions with partnerships between of faculty, students, and families
- reasonable and appropriate consequences for negative behaviors
- consistent acknowledgement of appropriate behavior

Schoolwide Expectations for Behavior
To create a productive and safe learning environment for all learners, it is also important to have clear policies and consequences for behavior that are consistent with good citizenship and does not interfere with the creation of a positive and safe learning environment.

Students who do not adhere to the discipline policy and/or who violate school rules may expect consequences for their behavior, including but not limited to the following:

- warnings
- loss of privileges such as detentions, restrictions from field trips and student activities, being released from student government positions
- revocation of work permits
- notices to parents/guardians by telephone or letter
- request for parent/guardian conference
- suspension
- expulsion

If a student's behavior does not improve, parents will be asked to participate in the Student Study Team (SST) process. The Student Study Team, including a school administrator, parent(s), General Education Teacher, any other staff member deemed relevant to the progress of the student, and the student (ONLY if the parent, teacher(s), and administrator mutually agree it is appropriate) will work together to develop an appropriate Behavior Intervention Contract that includes modifications and intervention strategies that support the student.

The Suspension and Expulsion Process

The decision to recommend suspension or expulsion of a student will be at the discretion of the Principal/Superintendent or their designee. A student may be suspended or expelled for any of the acts that are enumerated in this section and that are related to school activities of any kind on or off the main campus. These acts may occur:

- While on school grounds
- While going to or coming from school
- During, or while going to or coming from, a school-sponsored activity

Reasons for Suspension

Hume Lake Charter School holds the rights to suspend a student at the Principal/Vice-Principal's discretion and utilizes the California Education Code only as a guide to help parents understand the context in which a student may be suspended. Hume Lake Charter School will follow all applicable California laws in regards to the administration of our suspension and expulsion policies using Section 48900 as a guide.

48900.

A pupil shall not be suspended from school or recommended for expulsion, unless the superintendent of the school district or the principal of the school in which the pupil is enrolled determines that the pupil has committed an act as defined pursuant to any of subdivisions (a) to (r), inclusive:

(a)(1) Caused, attempted to cause, or threatened to cause physical injury to another person.

(2) Willfully used force or violence upon the person of another, except in self-defense.

(b) Possessed, sold, or otherwise furnished a firearm, knife, explosive, or other dangerous object, 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 listed in Chapter 2 (commencing with Section 11053) of Division 10 of the Health and Safety Code, an alcoholic beverage, or an intoxicant of any kind.

(d) Unlawfully offered, arranged, or negotiated to sell a controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the Health and Safety Code, an alcoholic beverage, or an intoxicant of any kind, and either sold, delivered, or otherwise furnished to a person another liquid, substance, or material and represented the liquid, substance, or material as a 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.

(g) Stole or attempted to steal school property or private property.

(h) Possessed or used tobacco, or products containing tobacco or nicotine products, including, but not limited to, cigarettes, cigars, miniature cigars, clove cigarettes, smokeless tobacco, snuff, chew packets, and betel. However, this section does not prohibit the use or possession by a pupil of the pupil's own prescription products.

(i) Committed an obscene act or engaged in habitual profanity or vulgarity.

(j) Unlawfully possessed or unlawfully offered, arranged, or negotiated to sell drug paraphernalia, as defined in Section 11014.5 of the Health and Safety Code.

(k)(1) Disrupted school activities or otherwise willfully defied the valid authority of supervisors, teachers, administrators, school officials, or other school personnel engaged in the performance of their duties.

(2) Except as provided in Section 48910, a pupil enrolled in kindergarten or any of grades 1 to 3, inclusive, shall not be suspended for any of the acts enumerated in paragraph (1), and those acts shall not constitute grounds for a pupil enrolled in kindergarten or any of grades 1 to 12, inclusive, to be recommended for expulsion.This paragraph is inoperative on July 1, 2020.

(3) Except as provided in Section 48910, commencing July 1, 2020, a pupil enrolled in kindergarten or any of grades 1 to 5, inclusive, shall not be suspended for any of the acts specified in paragraph (1), and those acts shall not constitute grounds for a pupil enrolled in kindergarten or any of grades 1 to 12, inclusive, to be recommended for expulsion.

(4) Except as provided in Section 48910, commencing July 1, 2020, a pupil enrolled in any of grades 6 to 8, inclusive, shall not be suspended for any of the acts specified in paragraph (1). This paragraph is inoperative on July 1, 2025.

(*l*) Knowingly received stolen school property or private property.

(m) Possessed an imitation firearm. As used in this section, "imitation firearm" means 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) Committed or attempted to commit a sexual assault as defined in Section 261, 266c, 286, 287, 288, or 289 of, or former Section 288a of, the Penal Code or committed a sexual battery as defined in Section 243.4 of the Penal Code.

(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.

(p) Unlawfully offered, arranged to sell, negotiated to sell, or sold the prescription drug Soma.

(q) Engaged in, or attempted to engage in, hazing. For purposes of this subdivision, "hazing" means a method of initiation or preinitiation into a pupil organization or body, whether or not the organization or body is officially recognized by an educational institution, that is likely to cause serious bodily injury or personal degradation or disgrace resulting in physical or mental harm to a former, current, or prospective pupil. For purposes of this subdivision, "hazing" does not include athletic events or school-sanctioned events.

(r) Engaged in an act of bullying. For purposes of this subdivision, the following terms have the following meanings:

(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 pupil or group of pupils as defined in Section 48900.2, 48900.3, or 48900.4, directed toward one or more pupils that has or can be reasonably predicted to have the effect of one or more of the following:

(A) Placing a reasonable pupil or pupils in fear of harm to that pupil's or those pupils' person or property.

(B) Causing a reasonable pupil to experience a substantially detrimental effect on the pupil's physical or mental health.

(C) Causing a reasonable pupil to experience substantial interference with the pupil's academic performance.

(D) Causing a reasonable pupil to experience substantial interference with the pupil's ability to participate in or benefit from the services, activities, or privileges provided by a school.

(2)(A) "Electronic act" means the creation or transmission originated on or off the schoolsite, 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 website, including, but not limited to:

(I) Posting to or creating a burn page. "Burn page" means an internet website created for the purpose of having one or more of the effects listed in paragraph (1).

(II) Creating a credible impersonation of another actual pupil for the purpose of having one or more of the effects listed in paragraph (1). "Credible impersonation" means to knowingly and without consent impersonate a pupil for the purpose of bullying the pupil and such that another pupil would reasonably believe, or has reasonably believed, that the pupil was or is the pupil who was impersonated.

(III) Creating a false profile for the purpose of having one or more of the effects listed in paragraph (1). "False profile" means a profile of a fictitious pupil or a profile using the likeness or attributes of an actual pupil other than the pupil who created the false profile.

(iii)(I) An act of cyber sexual bullying.

(II) For purposes of this clause, "cyber sexual bullying" means the dissemination of, or the solicitation or incitement to disseminate, a photograph or other visual recording by a pupil to another pupil 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 (A) to (D), inclusive, of paragraph (1). A photograph or other visual recording, as described in this subclause, 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.

(III) For purposes of this clause, "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.

(B) Notwithstanding paragraph (1) and subparagraph (A), 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.

(3) "Reasonable pupil" means a pupil, including, but not limited to, a pupil with exceptional needs, who exercises average care, skill, and judgment in conduct for a person of that age, or for a person of that age with the pupil's exceptional needs.

(s) A pupil shall not be suspended or expelled for any of the acts enumerated in this section unless the act is related to a school activity or school attendance occurring within a school under the jurisdiction of the superintendent of the school district or principal or occurring within any other school district. A pupil may be suspended or expelled for acts that are enumerated in this section and related to a school activity or school attendance that occur at any time, including, but not limited to, any of the following:

(1) While on school grounds.

(2) While going to or coming from school.

(3) During the lunch period whether on or off the campus.

(4) During, or while going to or coming from, a school-sponsored activity.

(t) A pupil 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, pursuant to this section, except that a pupil 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 (a).

(u) As used in this section, "school property" includes, but is not limited to, electronic files and databases.

(v) For a pupil subject to discipline under this section, a superintendent of the school district or principal is encouraged to provide alternatives to suspension or expulsion, using a research-based framework with strategies that improve behavioral and academic outcomes, that are age appropriate and designed to address and correct the pupil's specific misbehavior as specified in Section 48900.5.

(w)(1) It is the intent of the Legislature that alternatives to suspension or expulsion be imposed against a pupil who is truant, tardy, or otherwise absent from school activities.

(2) It is further the intent of the Legislature that the Multi-Tiered System of Supports, which includes restorative justice practices, trauma-informed practices, social and emotional learning, and schoolwide positive behavior interventions and support, may be used to help pupils gain critical social and emotional skills, receive support to help transform trauma-related responses, understand the impact of their actions, and develop meaningful methods for repairing harm to the school community.

Reasons for Expulsion

Hume Lake Charter School holds the rights to recommend a student for expulsion at the Principal/Vice-Principal's discretion and utilizes California Education Code only as a guide to help parents understand the context in which a student may be expelled. Hume Lake Charter School will follow the California Education Code regarding the mandatory grounds for expulsion using Section 48915 as a guide. Repeated offenses are defined as more than two document behavior infractions.

48915.

(a)(1) Except as provided in subdivisions (c) and (e), the principal or the superintendent of schools shall recommend the expulsion of a pupil for any of the following acts committed at school or at a school activity off school grounds, 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:

(A) Causing serious physical injury to another person, except in self-defense.

(B) Possession of any knife or other dangerous object of no reasonable use to the pupil.

(C) Unlawful possession of any controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the Health and Safety Code, except for either of the following:

(i) The first offense for the possession of not more than one avoirdupois ounce of marijuana, other than concentrated cannabis.

(ii) The possession of over-the-counter medication for use by the pupil for medical purposes or medication prescribed for the pupil by a physician.

(D) Robbery or extortion.

(E) Assault or battery, as defined in Sections 240 and 242 of the Penal Code, upon any school employee.

(2) If the principal or the superintendent of schools makes a determination as described in paragraph (1), he or she is encouraged to do so as quickly as possible to ensure that the pupil does not lose instructional time.

(b) Upon recommendation by the principal or the superintendent of schools, or by a hearing officer or administrative panel appointed pursuant to subdivision (d) of Section 48918, the governing board of a school district may order a pupil expelled upon finding that the pupil committed an act listed in paragraph (1) of subdivision (a) or in subdivision (a), (b), (c), (d), or (e) of Section 48900. A decision to expel a pupil for any of those acts shall be based on a finding of one or both of the following:

(1) Other means of correction are not feasible or have repeatedly failed to bring about proper conduct.

(2) Due to the nature of the act, the presence of the pupil causes a continuing danger to the physical safety of the pupil or others.

(c) The principal or superintendent of schools shall immediately suspend, pursuant to Section 48911, and shall recommend expulsion of a pupil that he or she determines has committed any of the following acts at school or at a school activity off school grounds:

(1) Possessing, selling, or otherwise furnishing a firearm. This subdivision does not apply to an act of possessing a firearm if the pupil had obtained prior written permission to possess the firearm from a certificated school employee, which is concurred in by the principal or the designee of the principal. This subdivision applies to an act of possessing a firearm only if the possession is verified by an employee of a school district. The act of possessing an imitation firearm, as defined in subdivision (m) of Section 48900, is not an offense for which suspension or expulsion is mandatory pursuant to this subdivision and subdivision (d), but it is an offense for which suspension, or expulsion pursuant to subdivision (e), may be imposed.

(2) Brandishing a knife at another person.

(3) Unlawfully selling a controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the Health and Safety Code.

(4) Committing or attempting to commit a sexual assault as defined in subdivision (n) of Section 48900 or committing a sexual battery as defined in subdivision (n) of Section 48900.

(5) Possession of an explosive.

(d) The governing board of a school district shall order a pupil expelled upon finding that the pupil committed an act listed in subdivision (c), and shall refer that pupil to a program of study that meets all of the following conditions:

(1) Is appropriately prepared to accommodate pupils who exhibit discipline problems.

(2) Is not provided at a comprehensive middle, junior, or senior high school, or at any elementary school.

(3) Is not housed at the school site attended by the pupil at the time of suspension.

(e) Upon recommendation by the principal or the superintendent of schools, or by a hearing officer or administrative panel appointed pursuant to subdivision (d) of Section 48918, the governing board of a school district may order a pupil expelled upon finding that the pupil, at school or at a school activity off of school grounds violated subdivision (f), (g), (h), (i), (j), (k), (l), or (m) of Section 48900, or Section 48900.2, 48900.3, or 48900.4, and either of the following:

(1) That other means of correction are not feasible or have repeatedly failed to bring about proper conduct.

(2) That due to the nature of the violation, the presence of the pupil causes a continuing danger to the physical safety of the pupil or others.

(f) The governing board of a school district shall refer a pupil who has been expelled pursuant to subdivision (b) or (e) to a program of study that meets all of the conditions specified in subdivision (d). Notwithstanding this subdivision, with respect to a pupil expelled pursuant to subdivision (e), if the county superintendent of schools certifies that an alternative program of study is not available at a site away from a comprehensive middle, junior, or senior high school, or an elementary school, and that the only option for placement is at another comprehensive middle, junior, or senior high school, or another elementary school, the pupil may be referred to a program of study that is provided at a comprehensive middle, junior, or senior high school, or at an elementary school.

(g) As used in this section, "knife" means any dirk, dagger, or other weapon with a fixed, sharpened blade fitted primarily for stabbing, a weapon with a blade fitted primarily for stabbing, a weapon with a blade longer than 3 1/2 inches, a folding knife with a blade that locks into place, or a razor with an unguarded blade.

(h) As used in this section, the term "explosive" means "destructive device" as described in Section 921 of Title 18 of the United States Code.

Procedures for Suspension and/or Expulsion and Rights of Students (Ensuring Due Process)

To create a productive and safe learning environment for all learners, it is also important to have clear policies and consequences for behavior that is not consistent with good citizenship

or interferes with the creation of a positive and safe learning environment. Suspension and expulsion matters are taken very seriously at Hume Lake Charter School. All efforts to prevent such procedures will be exhausted including, but not limited to, student-teacher meetings, parent-teacher conferences, staff counseling, and appropriate behavioral interventions.

Due Process

The discipline policy is not discriminatory, arbitrary, nor implemented in a capricious manner. Hume Lake Charter School will follow all applicable California laws in regard to the administration of our suspension and expulsion policies. Any time a student is referred to the office for alleged student actions that can merit a suspension or expulsion, an impartial process is implemented to investigate the action, all students are given due process during this investigation. Only the Principal/Superintendent or their designee can implement the investigation, which may include the questioning of staff and students, as well as reviewing all specifics of the allegation. Collection of statements or evidence is a pertinent part of the investigation. Upon review and investigation of the alleged student action, authorized staff (Principal/Superintendent, Vice-Principal, Principal's designee) will determine if the course of administrative action includes suspension or possible expulsion of the student.

Informal Conference

When a situation involving a student arises that calls for possible suspension, an informal conference will be attempted (by phone or in person) by the Principal/Superintendent or their designee and will include the student's parent(s)/guardian(s). In the case of an emergency situation, where a clear and present danger exists that threatens the health and safety of students or school personnel, the student may be suspended without a conference. Should a student be suspended without a conference, the parent(s)/guardian(s) will be notified of the suspension and a conference will be held as soon thereafter as reasonably possible.

Notice to Parents/Guardians

At the time a suspension is recommended, the Principal/Superintendent, Vice-Principal, or office staff will make reasonable attempts to contact the parent(s)/guardian(s) immediately via telephone. If the parent(s)/guardian(s) cannot be reached immediately by telephone, staff will continue to follow up throughout the day or attempt to contact the parent(s)/guardian(s) in person (For Example: when the parent(s)/guardian(s) picks the student up from school). In addition, a written office referral and notice of suspension will be sent home promptly. The written notice will detail the incident and specify the grounds for suspension, including the recommended date(s) of suspension. The notice may request a conference with the parent(s)/guardian(s), if one has not already been conducted or set up, and will require parent(s)/guardian(s) to respond to this request immediately.

Length of Suspension

The maximum number of days of suspension for a single incident is five (5) consecutive school days, unless the administration and parent(s)/guardian(s) agree to a longer term or under the

circumstances set forth in the expulsion procedure. For suspensions exceeding five days, a second conference will be scheduled with the parent(s)/guardian(s) upon completion of the fifth day of suspension to discuss the progress of the suspension. The total number of days for which a student may be suspended shall not exceed 20 school days in any school year unless the student transfers in from another school and already has a suspension record for the year. In that case, the total number of school days may be increased by 10 days for a total of 30 suspension days in that school year.

Recommendations for Expulsion
Students will be recommended for expulsion if the Principal/Superintendent or their designee finds that at least one of the following findings may be substantiated:

- Other means of correction are not feasible or have repeatedly failed to bring about proper conduct.
- Due to the nature of the violation, the presence of the student causes a continuing danger to the physical safety of the student or others.

Expulsion Hearing
Students recommended for expulsion are entitled to a hearing to determine whether the student should be expelled. The hearing will be held within 30 days after the Principal/Superintendent or their designee determines that an act subject to expulsion has occurred. The hearing will be presided over by a Disciplinary Action Committee (DAC), which will consist of a Principal/Vice-Principal (will not be the administrator who made the expulsion recommendation), one teacher, and a counselor (if possible – if not, a second teacher will replace the Counselor). The DAC, after hearing all evidence, will make a recommendation to the Governing Board regarding expulsion. If a recommendation is made to the Governing Board for expulsion, the Board will hold a special meeting, within 15 working days, to act on the recommendation in closed session with the parent(s)/guardian(s) present. All due process rights and applicable California law will be followed.

Written notice of the hearing will be forwarded to the student and the student's parent(s)/guardian(s) at least 10 calendar days before the date of the hearing. This notice will include:

- The date and place of the hearing.
- A statement of the specific facts, charges, and offense upon which the proposed expulsion is based.
- A copy Hume Lake Charter School's disciplinary rules, which relate to the alleged violation.
- The opportunity for the student or the student's parent(s)/guardian(s) to appear in person at the hearing.

- Notice that the student will be permitted to bring witnesses and present evidence on his or her behalf.
- Notice that the student will be permitted to be represented by legal counsel or by a non-attorney advisor, to inspect and obtain copies of all documents to be used at the hearing, to confront and question all witnesses who testify at the hearing, to question all other evidence presented, and to present oral and documentary evidence on the pupil's behalf.

Appeal of Suspension or Expulsion

Hume Lake Charter School has a fair and impartial process for investigating and confirming the appropriateness of the expulsion of any student. This process will preserve due process rights of students and parents/guardians. As set forth above, the student/parent(s)/guardian(s) shall be granted appropriate time to prepare a response and to participate in the hearing with the Disciplinary Action Committee or the Governing Board prior to any final decision regarding the expulsion being made. Written notice to expel a student will be sent by the Principal/Superintendent or their designee to the parent(s)/guardian(s) of any student who is expelled. This notice will include the following:

- The specific offense committed by the student for any of the acts listed in "Reasons for Suspension and/or Expulsion"
- Notice of the right to appeal the expulsion. Expulsion Appeals shall be brought to a panel of Hume Lake Charter School Board Members
- The reinstatement eligibility review date
- A copy of the rehabilitation plan
- The type of educational placement during the period of expulsion
- Appeal of Suspension or Expulsion

Parents may appeal the suspension by meeting with the Principal/Superintendent or Vice-Principal on the day of the suspension if the parent arrives before 4:00 pm or on the morning of the day after the suspension, after 7:45 am. The appeal will be made to an administrator different from the administrator who suspended the student. Without a scheduled appointment, the parent(s)/guardian(s) may have to wait up to one (1) hour to meet with the authorized administrator of the school. The administrator will hear the appeal and the parent may also recommend an alternative fair punishment for the infraction. The appeal can also be delivered in writing, in which case an administrator will review the document and make a determination within two-hours upon receipt, between the times of 7:45 am to 4:30 pm. With the approval of the administrator, the suspension can be removed from the student's record and the student can return to the classroom. If the administrator denies the appeal and enforces the suspension, the parent can appeal to the Governing Board President. The Governing Board President will hear the appeal. An appeal will not reinstate the student in school for the day(s) to be suspended. In reviewing the appeal, the Governing Board President may remove the suspension from the student's records. The student shall have no right of appeal from expulsion from the School, as the Governing Board's decision to expel shall be final.

Alcohol, Tobacco, Drugs, and Violence – Prevention and Prohibition

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

Gun Free Safe Schools

The Federal Gun Free Safe Schools Act and California law prohibit the possession of firearms on school campuses. Pursuant to these laws, any student found in possession of a firearm will be subject to arrest and will be recommended for expulsion immediately. The term of expulsion shall be one year. Upon a finding that the student was in possession of a firearm, the Governing Board shall expel the student. "Possession" includes, but is not limited to, storage in lockers, purses, backpacks, and automobiles.

Anti-Bullying Policy

Discrimination, sexual harassment, harassment, intimidation, and bullying are all disruptive behaviors, which interfere with students' ability to learn and negatively affect student engagement, diminish school safety, and contribute to a hostile school environment. As such, Hume Lake Charter School ("HLCS") prohibits any acts of discrimination, sexual harassment, harassment, intimidation, and bullying altogether. This policy is inclusive of instances that occur on any area of the school campus, at school-sponsored events and activities, regardless of location, through school-owned technology, and through other electronic means.

As used in this policy, discrimination, sexual harassment, harassment, intimidation, and bullying are described as the intentional conduct, including verbal, physical, written communication or cyber-bullying, including cyber sexual bullying, based on the actual or perceived characteristics of disability, pregnancy, gender, gender identity, gender expression, nationality, ancestry, race or ethnicity, immigration status, religion, religious affiliation, sexual orientation, childbirth or related medical conditions, marital status, age, or association with a person or group with one or more of these actual or perceived characteristics or any other basis protected by federal, state, local law, ordinance, or regulation. In addition, bullying encompasses any conduct described in the definitions set forth in this Policy. Hereafter, such actions are referred to as "misconduct prohibited by this Policy."

To the extent possible, HLCS will make reasonable efforts to prevent students from being discriminated against, harassed, intimidated, and/or bullied, and will take action to investigate, respond, address, and report on such behaviors in a timely manner. HLCS school staff that witness acts of misconduct prohibited by this Policy will take immediate steps to intervene when safe to do so.

Moreover, HLCS will not condone or tolerate misconduct prohibited by this Policy by any employee, independent contractor, or other person with which HLCS does business, or any other individual, student, or volunteer. This policy applies to all employee, student, or volunteer actions and relationships, regardless of position or gender. HLCS will promptly and thoroughly

investigate any complaint of such misconduct prohibited by this Policy and take appropriate corrective action, if warranted.

Definitions

Prohibited Unlawful Harassment

- Verbal conduct such as epithets, derogatory jokes, comments, or slurs
- Physical conduct including assault, unwanted touching, intentionally blocking normal movement, or interfering with school because of sex, race, or any other protected basis
- Retaliation for reporting or threatening to report harassment
- Deferential or preferential treatment based on any of the protected classes above

Prohibited Unlawful Harassment under Title IX
Title IX (20 U.S.C. § 1681 *et. seq*; 34 C.F.R. § 106.1 *et. seq*) and California state law prohibit harassment on the basis of sex. In accordance with these existing laws, discrimination on the basis of sex in education institutions is prohibited. All persons, regardless of sex, are afforded equal rights and opportunities and freedom from unlawful discrimination in education programs or activities conducted by HLCS.

HLCS is committed to providing an educational environment free of sexual harassment and considers such harassment to be a major offense, which may result in disciplinary action. Sexual harassment consists of sexual advances, request for sexual favors, and other verbal or physical conduct of a sexual nature when: (a) submission to the conduct is explicitly or implicitly made a term or a condition of an individual's education, academic status, or progress; (b) submission to, or rejection of, the conduct by the individual is used as the basis of educational or academic decisions affecting the individual; (c) the conduct has the purpose or effect of having a negative impact upon the individual's academic performance, or of creating an intimidating, hostile, or offensive educational environment; and/or (d) submission to, or rejection of, the conduct by the individual is used as the basis for any decision affecting the individual regarding benefits and services, honors, programs, or activities available at or through the educational institution.

It is also unlawful to retaliate in any way against an individual who has articulated a good faith concern about sexual harassment against him/her or against another individual.

Sexual harassment may include, but is not limited to:

- Physical assaults of a sexual nature, such as rape, sexual battery, molestation or attempts to commit these assaults and intentional physical conduct that is sexual in nature, such as touching, pinching, patting, grabbing, brushing against another's body, or poking another's body;
- Unwanted sexual advances, propositions, or other sexual comments, such as sexually oriented gestures, notices, remarks, jokes, or comments about a person's sexuality or sexual experience;
- Preferential treatment or promises of preferential treatment to an individual for submitting to sexual conduct, including soliciting or attempting to solicit any individual to engage in sexual activity for compensation or reward or deferential treatment for rejecting sexual conduct;

- Subjecting or threats of subjecting a student to unwelcome sexual attention or conduct or intentionally making the student's academic performance more difficult because of the student's sex; and/or
- Sexual or discriminatory displays or publications anywhere in the educational environment, such as:
    - Displaying pictures, cartoons, posters, calendars, graffiti, objections, promotional materials, reading materials, or other materials that are sexually suggestive, sexually demeaning, or pornographic, or bringing or possessing any such material to read, display, or view in the educational environment
    - Reading publicly or otherwise publicizing in the educational environment materials that are in any way sexually revealing, sexually suggestive, sexually demeaning, or pornographic, and
    - Displaying signs or other materials purporting to segregate an individual by sex in an area of the educational environment (other than restrooms or similar rooms).

The illustrations of harassment and sexual harassment above are not to be construed as an all-inclusive list of prohibited acts under this Policy.

Prohibited Bullying
Bullying is defined as any severe or pervasive physical or verbal act or conduct, including communications made in writing or by means of an electronic act. Bullying includes one or more acts committed by a student group or group of students that may constitute as sexual harassment, hate violence, or creates an intimidating and/or hostile educational environment, directed toward one or more students that has or can be reasonably predicted to have the effect of one or more of the following:

1. Placing a reasonable pupil or pupils in fear of harm to that pupil's or those pupils' person or property.
    a. "Reasonable pupil" is defined as a pupil, including, but not limited to, an exceptional needs pupil, who exercises care, skill, and judgment in conduct for a person of his or her age, or for a person of his or her age with his or her exceptional needs.
2. Causing a reasonable pupil to experience a substantially detrimental effect on his or her physical or mental health.
3. Causing a reasonable pupil to experience substantial interference with his or her academic performance.
4. Causing a reasonable pupil to experience substantial interference with his or her ability to participate in or benefit from the services, activities, or privileges provided by HLCS

Cyberbullying is an electronic act that includes the transmission of harassing communication, direct threats, or other harmful texts, sounds, or images on the Internet, social media, or other technologies using a telephone, computer, or any wireless communication 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.

Electronic act means the creation and 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:

1. A message, text, sound, video, or image.
2. A post on a social network Internet Website 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 the definition of "bullying," above.
    b. Creating a credible impersonation of another actual pupil for the purpose of having one or more of the effects listed in the definition of "bullying," above. "Credible impersonation" means to knowingly and without consent impersonate a pupil for the purpose of bullying the pupil and such that another pupil would reasonably believe, or has reasonably believed, that the pupil 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 the definition of "bullying," above. "False profile" means a profile of a fictitious pupil or a profile using the likeness or attributes of an actual pupil other than the pupil who created the false profile.
3. An act of "Cyber sexual bullying" including, but not limited to:
    a. The dissemination of, or the solicitation or incitement to disseminate, a photograph or other visual recording by a pupil to another pupil 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 the definition of "bullying," above. 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. "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.
4. Notwithstanding the definitions of "bullying" and "electronic act" 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.

Rehabilitation Plans

Pupils who are expelled from Hume Lake Charter School shall be given a rehabilitation plan upon expulsion as developed by the school's Governance Board at the time of the expulsion order, which may include, but is not limited to, period review as well as assessment at the time of review for readmission. The rehabilitation plan should include a date not later than one year from the date of expulsion when the pupil may reapply to the school for readmission.

Readmission

The decision to readmit a pupil or to admit a previously expelled pupil from another school to Hume Lake Charter School shall be in the sole discretion of the school's Governing Board and the pupil and parent(s)/guardian(s) or representative(s), to determine whether the pupil has successfully completed the rehabilitation plan and to determine whether the pupil poses a threat to others or will be disruptive to the school environment. The pupil's readmission is also contingent upon the capacity of the school at the time the pupil seeks readmission.

Suspension and Expulsion Periodic Review

The Hume Lake Charter School Governing Board will hold a review of the Suspension and Expulsion Procedures to make sure that the policies and procedures are in the best interest of the school and the Individuals with Disabilities Education Act (IDEA). During the review, the Governing Board will make any necessary modifications to the list of offenses for which students are subject to suspension or expulsion. Hume Lake Charter School agrees to collect suspension and expulsion data which would be made available for review. Outcome data maintained includes:

- suspensions;
- expulsions & expulsion placements; and
- reinstatements.

Students who do not direct adequate effort to learning or do not follow the rules will be disciplined.

SPECIAL EDUCATION POLICIES AND PROCEDURES

In the case of a student who has an IEP, or a student who has a 504 Plan, Hume Lake Charter School will ensure that it follows the correct disciplinary procedures to comply with the mandates of state and federal laws, including the IDEA and Section 504 of the Rehabilitation Plan of 1973.

Prior to recommending expulsion for a student with a 504 Plan, the Hume Lake Charter School administration will convene meeting to ask the following two questions:

1. Was the misconduct caused by, or directly and substantially related to the student's disability?
2. Was the misconduct a direct result of Hume Lake Charter School's failure to implement the 504 Plan?

Students with identified physical, emotional, learning, or developmental disabilities have the right to placement in the least restrictive environment and may receive special education services according to a written Individualized Education Program (IEP). Questions regarding special education services may be directed to the Special Education Directors or to the administration.

Section 504 of the Rehabilitation Act of 1973

Section 504 is a federal civil rights law that prohibits discrimination against individuals with disabilities in programs and activities that receive financial assistance from the U.S. Department of Education. Discrimination, harassment, intimidation, and/or bullying in any form toward individuals based on their actual or perceived disability is s unacceptable and will not be tolerated. Hume Lake Charter School will promptly investigate any complaints of disability-based discrimination, harassment, intimidation and/or bullying, and take reasonable actions to stop future incidents.

Hume Lake Charter School has specific responsibilities related to the provision of a Free Appropriate Public Education (FAPE) to school age individuals with disabilities under Section 504. Hume Lake Charter School is required to provide a program designed to provide equal access to the educational program and activities for students with disabilities as adequately as that provided for students without disabilities. For students who are not eligible for special education services but meet the federal definition of persons with disabilities under Section 504, a Section 504 Plan may be developed which indicates the accommodations, supplementary aids, and/or services that will be provided to assist the student in accessing the general education program. Section 504 must provide nonacademic and extracurricular services and activities in a manner that ensures that individuals with disabilities have an equal opportunity to participate. Parents or guardians must be notified in writing of any Hume Lake Charter School decisions regarding the evaluation, identification, and/or educational

placement of their student and their right to participate in and/or appeal these decisions under Section 504.

For further information about Section 504 and/or assistance in filing an appeal, complaint (see Uniform Complaint Procedures) or to conduct an informal mediation or impartial hearing regarding Section 504, contact the Special Education Director or the school administration.

Title IX and Student Participation

Based on federal law, Title IX, state law and HLCS policy, no student shall be excluded from participation in, be denied the benefits of, or be subjected to discrimination based on actual or perceived sex, sexual orientation, and gender (including gender identity, gender expression, marital status, parenting, pregnancy, childbirth, false pregnancy, termination of pregnancy or related medical condition).

Male and female students have the right to equal learning opportunities in their schools and must be treated the same in all Hume Lake Charter School educational activities and programs, including:

- Athletics
- Physical education
- The classes they can take
- The way they are treated in the in educational programs and activities
- The kind of counseling they are given
- The extracurricular activities, programs, and clubs in which they can participate
- The honors, special awards, scholarships, and graduation activities in which they can participate
- Pregnant and parenting students, regardless of their marital status, have the same right as any other student to attend Hume Lake Charter School and to do so in an environment free of discrimination or harassment. Hume Lake Charter School shall make reasonable accommodations for pregnant and parenting students, including accommodations responsive to a student's lactating status, so that no student is excluded from participation in, denied benefits of, or subjected to discrimination based on that student's gender/sex.

Students who feel that their rights are being violated have the right to take action and should not be afraid of trying to correct a situation by speaking to a school administrator, Title IX/Bullying Complaint Manager, psychologist, counselor, or trusted adult at school, or filing a complaint (see Uniform Complaint Procedures). Students are encouraged whenever possible to try to resolve their complaints directly at the school site. Any student who believes he or she is being discriminated against in violation of Title IX has the right to file a complaint.

STUDENT STUDY TEAM (SST)

Students are referred to the SST to develop an intervention plan for specific identified needs related to academics or behavior. The team is composed of the Principal/Superintendent, Counselor, Special Education teacher, general education teacher, and the parent(s)/guardian(s) of the student. The purpose of this team is to develop and implement an action plan that will target the specific academic or behavior needs of the student.

HEALTH INFORMATION

Student Health Office Policies and Procedures

Hume Lake Charter School recognizes the importance of good physical, emotional, and mental health and support the well-being of all students. The following policies and procedures help to create a consistent way for faculty and parents to know who is coming and going on campus. They may also assist students in their efforts to continue to perform when not feeling 100 percent.

Students who are ill are to check in with the Office Manager before calling parents/guardians to go home. Parents/guardians should sign their child out in office before leaving the campus.

If a child has one of the following, he/she should be kept at home:

- Temperature of over 100.4 degrees and/or a fever the previous day
- Diarrhea
- Eye infections
- Vomiting
- A rash associated with children's diseases or of unexplained origin

A student returning to school with sutures, casts, crutches, brace(s), or a wheelchair must have a physician's written permission to attend school and must comply with any safety procedures required by the school administration and health services personnel.

A student returning to school following a serious or prolonged illness, injury, surgery, or other hospitalization (including psychiatric and drug or alcohol inpatient treatment), must have written permission by the health care provider to attend school, including any recommendations regarding physical activity.

An excuse (less than 10 weeks) from a physical education class may be granted to a student who is unable to participate in a regular or modified curriculum for a temporary period of time due to illness or injury. A parent's written request for an excuse from participation in physical education will be accepted for up to 5 days; thereafter, a written request is needed from the student's health care provider.

California Education Code section 35183.5 mandates that students be allowed to wear protective gear (hats, sun visors, and/or sunglasses) while outdoors at recess, gym, etc. Schools may regulate the type of sun protective clothing/headgear in accordance with California Education Code Section 35183.5. Schools are not required to provide protective materials. Students are also allowed to use sunscreen (over the counter) as an allowable sun protection measure for their outdoor activities while at school.

Communicable Disease Prevention
Communicable disease inspections may be conducted periodically. A student suspected of having a communicable disease will be excluded from school until guidelines for readmission are met. Guidelines for exclusion and readmission follow policies set forth by the school, the state Department of Health, and Department of Education.

Temporary exclusion of a student from school generally occurs for communicable diseases, including, but not limited to, the following conditions: conjunctivitis ("pink eye"); skin infections (impetigo), strep throat, chickenpox, scabies, head lice, and pertussis ("whooping cough"). Exclusion may occur immediately or at the end of the school day, depending on the disease, its communicability and Hume Lake Charter School, county, and state policy. Readmission to school is based on condition and appropriate treatment.

Any student excluded from school with flu-like symptoms and/or a fever of greater than 100.4 degrees must be free from symptoms and fever for at least 24 hours, without the use of fever-reducing medication before returning to school.

An effort will be made to notify parents/guardians about school exposure to chickenpox, head lice, or other communicable diseases that pose a risk to students. The parent(s)/guardian(s) of a student for whom chickenpox presents a particular hazard should contact a medical professional. Students at risk include those with conditions affecting the immune system and those receiving certain drugs for the treatment of cancers or organ transplants.

Parents/guardians please report communicable diseases to the Office Manager. Students, who are expected to miss several days of school due to health reasons, please contact the office.

Type 2 Diabetes Information
Overweight children and youth are more prone to develop serious health problems, including diabetes type 2, high blood pressure, heart disease, and asthma. If left unchecked, diabetes can lead to complications such as kidney failure, blindness, heart attack, and amputations. The California Department of Education, in accordance with SB 97 and in collaboration with national and local health care agencies have developed, a type 2 diabetes information fact sheet is provided below.

<u>What is Type 1 Diabetes?</u>

- Diabetes occurs when the sugar levels in the body become too high. Our bodies are made up of billions of cells. Every single cell needs "fuel" to work, just like cars need fuel to run.

- Sugar is the fuel for our bodies and is what provides most of the energy for our bodies. But our cells have a "locked door "and the sugar cannot enter the cell without a key to open the door.
- Insulin is the "key" that opens the door to let the sugar into the cell. If there is not enough insulin, the sugar cannot enter the cell and so the sugar levels in the body rise.

What are Warning Signs of Type 1 Diabetes?

- Type 1 diabetes causes serious problems immediately. When there is too much sugar in the blood, the body gets rid of extra sugar by urinating a lot. When there is not enough insulin, the sugar is not getting into the cells in the body, so someone with Type 1 Diabetes will still be hungry, thirsty, and tired.
- Type 1 Diabetes also damages various parts of the body over many years, including your blood vessels, heart, and kidneys.

What should you do if you are worried that a child may have Type 1 Diabetes?

- If a child has these problems, call their doctor or health care provider. If a child will not wake up or is breathing too fast, go to an urgent care or emergency room right away.
- Even though diabetes is dangerous, there are simple tests of the blood and urine that can tell your health care provider whether you have diabetes.
- Unfortunately, Type 1 Diabetes is a life-long disease. That means parents and caregivers and children with Type 1 diabetes will have to take care of their diabetes every day including:
    - Checking the sugar level in their blood;
    - Injecting insulin under their skin; and
    - Eating a healthy diet and staying active.

To learn more about Type 1 Diabetes, talk with your School Nurse or refer to the California Department of Education's Type 1 Diabetes information page: https://www.cde.ca.gov/ls/he/hn/type1diabetes.asp

HLCS 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 of 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 of methods of type 2 diabetes; and
5. A description of the different types of diabetes screening tests available.

The information below, within this Family Handbook, which is from the CDE website, shall serve as the notification/information to parents on an annual basis.

The following information on Diabetes can be found at the CDE link below:

https://www.cde.ca.gov/ls/he/hn/type2diabetes.asp

The California Department of Education developed this type 2 diabetes information in collaboration with the California Department of Public Health, American Diabetes Association, California School Nurses Organization, and Children's Hospital of Orange County. Also see available translations of this information.

Description

Type 2 diabetes is the most common form of diabetes in adults.

- Until a few years ago, type 2 diabetes was rare in children, but it is becoming more common, especially for overweight teens.
- According to the U.S. Centers for Disease Control and Prevention (CDC), one in three American children born after 2000 will develop type 2 diabetes in his or her lifetime.

Type 2 diabetes affects the way the body is able to use sugar (glucose) for energy.

- The body turns the carbohydrates in food into glucose, the basic fuel for the body's cells;
- The pancreas makes insulin, a hormone that moves glucose from the blood to the cells;
- In type 2 diabetes, the body's cells resist the effects of insulin, and blood glucose levels rise;
- Over time, glucose reaches dangerously high levels in the blood, which is called hyperglycemia; and
- Hyperglycemia can lead to health problems like heart disease, blindness, and kidney failure.

Risk Factors Associated with Type 2 Diabetes

It is recommended that students displaying or possibly experiencing the risk factors and warning signs associated with type 2 diabetes be screened (tested) for the disease.

Risk Factors

Researchers do not completely understand why some people develop type 2 diabetes and others do not; however, the following risk factors are associated with an increased risk of type 2 diabetes in children:

- Being overweight. The single greatest risk factor for type 2 diabetes in children is excess weight. In the U.S., almost one out of every five children is overweight. The chances are more than double that an overweight child will develop diabetes.
- Family history of diabetes. Many affected children and youth have at least one parent with diabetes or have a significant family history of the disease.
- Inactivity. Being inactive further reduces the body's ability to respond to insulin.
- Specific racial/ethnic groups. Native Americans, African Americans, Hispanics/Latinos, or Asian/Pacific Islanders are more prone than other ethnic groups to develop type 2 diabetes.

- Puberty. Young people in puberty are more likely to develop type 2 diabetes than younger children, probably because of normal rises in hormone levels that can cause insulin resistance during this stage of rapid growth and physical development.

Warning Signs and Symptoms Associated with Type 2 Diabetes

Warning signs and symptoms of type 2 diabetes in children develop slowly, and initially there may be no symptoms. However, not everyone with insulin resistance or type 2 diabetes develops these warning signs, and not everyone who has these symptoms necessarily has type 2 diabetes:

- Increased hunger, even after eating;
- Unexplained weight loss;
- Increased thirst, dry mouth, and frequent urination;
- Feeling very tired;
- Blurred vision;
- Slow healing of sores or cuts;
- Dark velvety or ridged patches of skin, especially on the back of the neck or under the arms;
- Irregular periods, no periods, and/or excess facial and body hair growth in girls; and
- High blood pressure or abnormal blood fats levels.

Type 2 Diabetes Prevention Methods and Treatments

Healthy lifestyle choices can help prevent and treat type 2 diabetes. Even with a family history of diabetes, eating healthy foods in the correct amounts and exercising regularly can help children achieve or maintain a normal weight and normal blood glucose levels.

- Eat healthy foods. Make wise food choices. Eat foods low in fat and calories.
- Get more physical activity. Increase physical activity to at least 60 minutes every day.
- Take medication. If diet and exercise are not enough to control the disease, it may be necessary to treat type 2 diabetes with medication.

The first step in treating type 2 diabetes is to visit a doctor. A doctor can determine if a child is overweight based on the child's age, weight, and height. A doctor can also request tests of a child's blood glucose to see if the child has diabetes or pre-diabetes (a condition which may lead to type 2 diabetes).

Types of Diabetes Screening Tests That Are Available

- Glycated hemoglobin (A1C) test. A blood test measures the average blood sugar level over two to three months. An A1C level of 6.5 percent or higher on two separate tests indicates diabetes.
- Random (non-fasting) blood sugar test. A blood sample is taken at a random time. A random blood sugar level of 200 milligrams per deciliter (mg/dL) or higher suggests diabetes. This test must be confirmed with a fasting blood glucose test.
- Fasting blood sugar test. A blood sample is taken after an overnight fast. A fasting blood sugar level less than 100 mg/dL is normal. A level of 100 to 125 mg/dL is considered pre-diabetes. A level of 126 mg/dL or higher on two separate tests indicates diabetes.

- Oral glucose tolerance test. A test measuring the fasting blood sugar level after an overnight fast with periodic testing for the next several hours after drinking a sugary liquid. A reading of more than 200 mg/dL after two hours indicates diabetes.

Type 2 diabetes in children is a preventable/treatable disease and the guidance provided in this information sheet is intended to raise awareness about this disease. Contact your student's school nurse, school administrator, or health care provider if you have questions.

Immunizations

New students will not be enrolled unless a written immunization record, provided by a health care provider or the health department, is presented at the time of enrollment and immunizations are up to date. Students who require additional vaccine doses at the time of enrollment or who lack a written record are no longer allowed a grace period. All students new to the School must show that they have received all currently required immunizations in order to be enrolled. In addition, all students entering or advancing to 7th grade must show evidence that they have received a pertussis-containing vaccine (e.g., Tdap) on or after their 7th birthday.

The immunization status of all students will be reviewed periodically. Those students who do not meet the state guidelines must be excluded from school 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 the public health department. A Medical Doctor (MD) or a Doctor of Osteopathic Medicine (DO), licensed in California, may exempt your child from some or all immunization requirements due to a medical condition. Consult your medical provider if you believe your child requires a medical exemption from immunizations.

Starting January 1, 2016, state law does not allow parents or guardians of students in any school or childcare facility to submit a Personal Belief Exemption (PBE) to a currently required vaccine. Any PBE filed at the school before January 1, 2016 will be honored until the next grade span, as defined by law. The immunization requirements do not prohibit pupils from accessing special education and related services required by their individualized education programs.

Physical Examinations

A comprehensive physical examination and health assessment consistent with Child Health and Disability Prevention (CHDP) guidelines are required for all first-grade students within 18 months prior to entry or up to three months after admission to the first grade. A CHDP or equivalent examination may be done by a private health care provider, or health department clinic.

If your child is without medical insurance or with limited coverage, or if you are covered by Medi-Cal, your child may be eligible for a free CHDP examination. If parents/guardians do not

wish to have their child examined at school (including vision and hearing screenings), they must file an annual written statement to that effect with the schools' administrators.

Screening of the students' vision and hearing will be done at the school site in accordance with State mandates. All girls in grade seven and boys in grade eight will be screened for possible scoliosis (unnatural curvature of the spine). Parents/guardians will be notified of any findings as a result of the mandated screening tests that require further attention.

Health and Medical Conditions

The school office must be notified if a student with a medical or health condition requires accommodations in order to participate in the educational program. An administrator may meet with the parent to develop an accommodation plan for the student's medical condition. Students with diabetes, severe asthma, or severe allergies should have an accommodation plan at the school.

Administration of Medication

California Education Code Section 49423 provides that any pupil who is required to take, during the regular school day, prescribed medication by an authorized health care provider may be assisted by the school health office aide or designee.

- At NO time may students carry prescribed medications (e.g., inhaler) or over-the-counter medications (e.g., Motrin, Tylenol, or cough drops or medicine) to and from school, and/or self-administer them, unless a physician has given permission.
- Medication must be dropped off by the parent/guardian.
- All medications must be kept in a locked cabinet in the office unless written authorization to self-administer medication has been given by physician and parent/guardian.
- Medications that need to be administered at school must be given to the office. This policy is for safe practice and must be followed without exception.
- Medication must be brought in a pharmaceutical container clearly marked with the child's name, name of medication, dosage, and pertinent instructions. Non-prescription medication must come in its original box or container, complete with name and dosage of the medicine. No medication will be given if sent in an envelope or bag.
- Over-the-counter medication may only be given with signed permission from the parent.
- Medications that are kept in the office may not be transported to and from school on a daily basis.
- Usually, medications may be divided by pharmacists at no additional charge into two separate bottles, one for school administration and one for home administration.
- If your child needs to take medication during a field trip please plan several days in advance with office staff and your child's teacher.

Returning Medications to Parents at the End of the Year

- Each parent/guardian will receive a reminder notice regarding the medications that are remaining in the school office that will need to be picked up by a parent.
- There is a deadline for picking up medication; and after the deadline, all unclaimed medications are disposed of properly.

School Related Injuries

It is the policy of the school to treat minor injuries/administer first aid (scrapes, paper cuts, bumps) with ice packs, compresses, or Band-Aids as needed for accidents. The school staff will contact the parent or guardian when more serious injuries occur. If a student needs further treatment, the parent, or ambulance will transport the student to the doctor or hospital. In the event that a parent/guardian cannot be reached, the school will contact the physician listed on the emergency card to make whatever arrangements necessary to provide health service to the student.

It is very important that parents/guardians fill out the emergency card. A new card is required to be completed at the beginning of each school year as part of the registration process. The emergency numbers (someone who can be responsible for a student in the absence of the parent/guardian) should be local numbers.

Illness

To help assure good health care for students and alert health authorities to the presence of specific disease, parents/guardians are asked to call the school in the morning the day the student is absent for any reason and to notify the school later if a specific disease develops. Please do not send your child to school if he/she is sick.

Since most diseases are spread before they are recognized, it is impossible to prevent exposure. Control measures are designed to protect individual students from complications. Parents/guardians are urged to keep their children home if they develop any symptoms suggestive of a communicable disease. The temperature should be normal at least 24 hours BEFORE a student returns to school.

The temperature guideline is over 100.4 degrees, the student goes home automatically. The child should not return to school unless the temperature goes to 100.4 degrees or below for 24 hours.

If a student becomes ill while at school, the parent/guardian will be called. It is the parents/guardian's responsibility to take the student home. With so many students and little space in the office, we ask for your full cooperation in picking up a sick child in a reasonable amount of time. We do not have the accommodations for a student to sit in the office for an extended period of time, and generally he/she will need to return to class after approximately

15 minutes. If, however, he/she is deemed quite ill, he/she needs to be picked up as soon as possible. If a parent/guardian cannot pick up the child, they will need to make arrangements with a relative or friend and convey this information to the office. It is our goal to maintain the health and safety of every child. Your cooperation is very much appreciated in keeping our students healthy.

COMPLAINT PROCEDURES

Annual Notification of the Uniform Complaint Procedures (UCP)

For students, employees, parents/guardians, school, and other interested parties, Hume Lake Charter School has the primary responsibility for compliance with federal and state laws and regulations. We have established Uniform Complaint Procedures (UCP) to address allegations of unlawful discrimination, harassment, intimidation, and bullying, and complaints alleging violation of state or federal laws governing educational programs, the charging of unlawful pupil fees and the non-compliance of our Local Control and Accountability Plan (LCAP).

We will investigate all allegations of unlawful discrimination, harassment, intimidation, or bullying against any protected group as identified in Education Code section 200 and 220 and Government Code section 11135, including any actual or perceived characteristics as set forth in Penal Code section 422.55 or on the basis or a person's association with a person or group with one or more of these actual or perceived characteristics in any program or activity conducted by the agency, which is funded directly by, or that receives or benefits from any state financial assistance.

The UCP shall also be used when addressing complaints alleging failure to comply with state and/or federal laws in:

Adult Education
After School Education and Safety
Career Technical and Technical
Child Care and Development Child Nutrition
Consolidated Categorical Aid
Course Periods without Educational Content
Education of Pupils in Foster Care and Pupils who are Homeless
Every Student Succeeds Act/No Child Left Behind
Local Control Accountability Plans (including Charter Schools as described in EC §§ 47606.5 and 47607.3)
Migrant Education
Physical Education Instructional Minutes
Pupil Fees
Reasonable Accommodations to a Lactating Pupil
Regional Occupational Centers and Programs
School Safety Plans
Special Education

A pupil fee includes, but is not limited to, all of the following:

1. A fee charged to a pupil as a condition for registering for school or classes, or as a condition for participation in a class or an extracurricular activity, regardless of whether the class or activity is elective or compulsory or is for credit.
2. A security deposit, or other payment, that a pupil is required to make to obtain a lock, locker, book, class apparatus, musical instrument, clothes, or other materials or equipment.
3. A purchase that a pupil is required to make to obtain materials, supplies, equipment, or clothes associated with an educational activity.

A pupil fees or LCAP complaint may be filed anonymously if the complainant provides evidence or information leading to evidence to support the complaint.

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

A pupil fee complaint shall be filed no later than one year from the date the alleged violation occurred.

We shall post a standardized notice of the educational rights of foster and homeless youth, as specified in Education Code Sections 48853, 48853.5, 48853.5, 49069.5, 51225.1, and 51225.2. This notice shall include complaint process information, as applicable.

Complaints other than issues relating to pupil fees must be filed in writing with the following designated to receive complaints:

Name and Title: Jeff Kirchner, Principal/Superintendent
Address: 64144 Hume Lake Road, Hume, CA 93628
Phone: 559-305-7565
E-mail address: principal@humelakecharter.org

A pupil fees complaint is filed with Hume Lake Charter School.

Complaints alleging discrimination, harassment, intimidation, or bullying, must be filed within six (6) months from the date the alleged discrimination, harassment, intimidation, or bullying, occurred or the date 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 Principal/Superintendent or their designee.

Complaints will be investigated, and a written decision or report will be sent to the complainant within sixty (60) days from the receipt of the complaint. This time period may be extended by written agreement of the complainant. The person responsible for investigating the complaint shall conduct and complete the investigation in accordance with local procedures adopted under section 4621.

The complainant has a right to appeal our decision of complaints regarding specific programs, pupil fees, and the LCAP to the Hume Lake Charter School Governing Board and/or to the California Department of Education (CDE) by filing a written appeal within 15 days of receiving our decision. The appeal must be accompanied by a copy of the originally filed complaint and a copy of our decision.

The complainant is advised of civil law remedies, including, but not limited to, injunctions, restraining orders, or other remedies or orders that may be available under state or federal discrimination, harassment, intimidation, or bullying laws, if applicable.

A copy of our UCP compliant policies and procedures is available free of charge.

Williams Complaints Annual Notice
Pursuant to California Education Code Section 35186, you are hereby notified that:

1. There should be sufficient textbooks and instructional materials. That means each pupil, including English learners, must have a textbook or instructional materials, or both, to use in class and to take home.
2. School facilities must be clean, safe, and maintained in good repair.
3. There should be no teacher vacancies or misassignments. There should be a teacher assigned to each class and not a series of substitutes or other temporary teachers. The teacher should have the proper credential to teach the class, including the certification required to teach English learners if present.

Teacher vacancy means a position to which a single designated certificated employee has not been assigned at the beginning of the year for an entire year or, if the position is for a one-semester course, a position to which a single designated certificated employee has not been assigned at the beginning of a semester for an entire semester.

Misassignment means the placement of a certificated employee in a teaching or services position for which the employee does not hold a legally recognized certificate or credential or the placement of a certificated employee in a teaching or services position that the employee is not otherwise authorized by statute to hold.

4. A complaint form may be obtained at the school office or downloaded from the school's website at www.humelakecharter.org. You may also download a copy of the California Department of Education complaint form from the following Web site: http://www.cde.ca.gov/re/cp/uc.

If you have any questions, please do not hesitate to call (559) 305-7565.

Uniform Complaint Procedures

Policy Summary

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

This bulletin clarifies that the Uninform Complaint Procedure (UCP) may be used to report non-compliance of applicable state and federal laws and regulations; file complaints alleging discrimination, harassment, intimidation, bullying; or, unauthorized charging of pupil fees for education activities, and/or to appeal to the Hume Lake Charter School Governing Board decisions regarding such complaints. Complainants are encouraged, where possible, to try to resolve their complaints directly at the school.

A written notice regarding UCP must be disseminated annually to staff, students, parents/guardians, appropriate private school officials or representatives, school site councils, English language advisory committees, and other invested school parties. Distribution may be in any form (newsletter, memorandum, parent handbook, etc.) that will reach the school community. A copy of this UCP policy bulletin shall be available free of charge.

Policy Changes

The UCP policy includes updated information and procedures to ensure compliance with legal requirements under the LCAP as a result of Assembly Bill 97 signed by Governor Brown on July 1, 2013 enacting the Local Control Funding Formula (LCFF).

Uniform Complaint Procedures (UCP)

This document contains rules and instructions about the filing, investigation, and resolution of a Uniform Complaint Procedures (UCP) complaint regarding an alleged violation by The Accelerated Schools of federal or state laws or regulations governing educational programs, including allegations of unlawful discrimination, harassment, intimidation, bullying and non-compliance with laws relating to pupil fees and our Local Control and Accountability Plan (LCAP).

This document presents information about how we process UCP complaints concerning particular programs or activities in which we receive state or federal funding. A UCP complaint is a written and signed statement by a complainant alleging a violation of federal or state laws or regulations, which may include an allegation of unlawful discrimination, harassment, intimidation, bullying, or charging pupil fees for participation in an educational activity or non-compliance with the requirements of our LCAP. A complainant is any individual, including a person's duly authorized representative or an interested third party, public agency, or organization who files a written complaint alleging violation of federal or state laws or

regulations, including allegations of unlawful discrimination, harassment, intimidation, bullying, and non-compliance with laws relating to pupil fees or non-compliance with the requirements of our LCAP. If the complainant is unable to put the complaint in writing, due to a disability or illiteracy, we shall assist the complainant in the filing of the complaint.

Programs and activities that are implemented by Hume Lake Charter School and are subject to the UCP in which we receive state or federal funding are:

Consolidated Categorical Aid
Every Student Succeeds Act/No Child Left Behind
Local Control Accountability Plans (including Charter Schools as described in EC §§ 47606.5 and 47607.3)
Physical Education Instructional Minutes
Pupil Fees
School Safety Plans
Special Education

The following complaints shall be referred to other agencies for appropriate resolution and are not subject to our UCP process set forth in this document unless these procedures are made applicable by separate interagency agreements:

1. Allegations of child abuse shall be referred to County Department of Social Services (DSS), Protective Services Division, or appropriate law enforcement agency.
2. Employment discrimination, harassment, intimidation, or bullying complaints may be referred to the Principal/Superintendent or to the State Department of Fair Employment and Housing (DFEH).
3. Allegations of fraud shall be referred to the Legal, Audits, and Compliance Branch in the California Department of Education (CDE).

A pupil fee is a fee, deposit, or other charge imposed on pupils, or a pupil's parents or guardians, in violation of state codes and constitutional provisions which require educational activities to be provided free of charge to all pupils without regard to their families' ability or willingness to pay fees or request special waivers. Educational activities are those offered by a school, charter school, or county office of education that constitute a fundamental part of education, including, but not limited to, curricular and extracurricular activities. A pupil fee includes, but is not limited to, all of the following:

4. A fee charged to a pupil as a condition for registering for school or classes, or as a condition for participation in a class or an extracurricular activity, regardless of whether the class or activity is elective or compulsory or is for credit.
5. A security deposit, or other payment, that a pupil is required to make to obtain a lock, locker, book, class apparatus, musical instrument, clothes, or other materials or equipment.

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

The LCAP is an important component of the Local Control Funding Formula (LCFF), the revised school finance system that overhauled how California funds its K-12 schools. Under the LCFF we are required to prepare an LCAP, which describes how we intend to meet annual goals for our pupils, with specific activities to address state and local priorities identified pursuant to Education Code Section 52060(d).

The Responsibilities of Hume Lake Charter School

We have the primary responsibility to ensure compliance with applicable state and federal laws and regulations. We shall investigate complaints alleging failure to comply with applicable state and federal laws and regulations including, including, but not limited to, allegations of discrimination, harassment, intimidation, bullying, or noncompliance with laws relating to all programs and activities implemented by Hume Lake Charter School that are subject to the UCP.

We shall ensure annual dissemination of the written notice of our complaint procedures to students, employees, parents, or guardians of its students, school, appropriate private school officials or representatives, and other interested parties that includes information regarding unlawful pupil fees and LCAP requirements.

An appeal is a request made in writing to a level higher than the original reviewing level by an aggrieved party requesting reconsideration or a reinvestigation of the lower adjudicating body's decision.

Our UCP Annual Notice shall also include information regarding the requirements of Education Code sections 49010 through 49013 relating to pupil fees and information regarding the requirements of Education Code section 52075 relating to the LCAP.

Our UCP Annual Notice shall be in English and in the primary language, pursuant to section 48985 of the Education Code, or mode of communication of the recipient of the notice.

The following is responsible for receiving and investigating complaints and ensuring our compliance:

Name and Title: Jeff Kirchner, Principal/Superintendent
Address: 64144 Hume Lake Road, Hume, CA 93628
Phone: 559-305-7565
E-mail address: principal@humelakecharter.org

The above, responsible for compliance and investigations, is knowledgeable about the laws and programs assigned to investigate.

We will investigate all allegations of unlawful discrimination, harassment, intimidation, or bullying against any protected group as identified in Education Code section 200 and 220 and Government Code section 11135, including any actual or perceived characteristics as set forth in Penal Code section 422.55 or on the basis or a person's association with a person or group with one or more of these actual or perceived characteristics in any program or activity conducted by the agency, which is funded directly by, or that receives or benefits from any state financial assistance.

An unlawful discrimination, harassment, intimidation, and bullying complaint shall be filed no later than six months from the date the alleged discrimination, harassment, intimidation, or bullying occurred, or six months from the date the complainant first obtained knowledge of the facts of the alleged discrimination, harassment, intimidation or bullying.

The time for filing a discrimination, harassment, intimidation, or bullying complaint may be extended in writing by the Principal/Superintendent or their designee, upon written request by the complainant setting forth the reasons for the extension. The period for filing a discrimination, harassment, intimidation, or bullying complaint may be extended by the Principal/Superintendent or their designee for good cause for a period not to exceed 90 calendar days following the expiration of the six-month time period. The Principal/Superintendent shall respond immediately upon a receipt of a request for extension.

The complaint shall be filed by one who alleges that he or she has personally suffered unlawful discrimination, harassment, intimidation, or bullying or by one who believes an individual or any specific class of individuals has been subjected to discrimination, harassment, intimidation, or bullying prohibited by this part.

We ensure that complainants are protected from retaliation.

An investigation of a discrimination, harassment, intimidation, or bullying complaint shall be conducted in a manner that protects confidentiality of the parties and maintains the integrity of the process.

Complainants are advised of the right to pursue civil law remedies under state or federal discrimination, harassment, intimidation, or bullying laws. Civil law remedies, including, injunctions, restraining orders, or other remedies or orders may also be available at any time.

If we find merit in pupil fees or LCAP complaint, we shall provide a remedy. In LCAP and pupil fee complaints, the remedy shall go to all affected pupils, parents, and guardians, which in the case of pupil fees, also includes reasonable efforts by us to ensure full reimbursement to all affected pupils, parents, and guardians subject to procedures established through regulations adopted by the state board.

We submitted our UCP policies and procedures to the Governing Board or authorized designee for approval and adoption (see the top of this document for final adoption date).

Filing a Complaint with Hume Lake Charter School

Except for Williams complaints regarding instructional materials, emergency or urgent facilities conditions that pose a threat to the health or safety of pupils or staff, and teacher vacancies or misassignments, and complaints that allege discrimination, harassment, intimidation, or bullying, any individual, public agency, or organization may file a written complaint with the Principal/Superintendent or their designee alleging a matter which, if true, would constitute a violation by our agency of federal or state law or regulation governing a program. A pupil fees complaint may be filed with the Principal/Superintendent.

A pupil fees complaint and/or an LCAP complaint may be filed anonymously if the complaint provides evidence or information leading to evidence to support an allegation of noncompliance.

A pupil fee complaint shall be filed no later than one year from the date the alleged violation occurred.

We will attempt in good faith by engaging in reasonable efforts to identify and fully reimburse all pupils, parents and guardians who paid a pupil fee within one year prior to the filing of the complaint.

The investigation shall provide an opportunity for the complainant, or the complainant's representative, or both, to present evidence or information.

Refusal by the complainant to provide the investigator with documents or other evidence related to the allegations in the complaint, or to otherwise fail or refuse to cooperate in the investigation or engage in any other obstruction of the investigation, may result in the dismissal of the complaint because of a lack of evidence to support the allegations.

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

Except for Williams complaints and pupil fees complaints, a UCP complaint will be investigated and a written report (also known as the Decision) issued to the complainant within 60 days from the date of the receipt of the complaint, unless the complainant agrees in writing to an extension of time.

We shall issue a Decision based on the evidence and will contain the following elements:

1. the findings of fact based on the evidence gathered,
2. conclusion of law,
3. disposition of the complaint,
4. the rationale for such disposition,
5. corrective actions, if any are warranted,
6. notice of the complainant's right to appeal our agency Decision to the CDE,
    - we shall inform the complainant of his or her right to appeal the agency Decision to CDE and
    - the complainant may appeal our Decision of a UCP complaint regarding all specified federal and state educational programs subject to the UCP
7. procedures to be followed for initiating an appeal to the CDE.
    - to appeal our UCP Complaint Decision the complainant must file a written appeal within 15 days of receiving the Decision to the Hume Lake Charter School Governing Board and/or to the California Department of Education (CDE)

A written appeal of the decisions and/or findings may be directed to:

Hume Lake Charter School Governing Board:
Mrs. Jen Schuler, Governing Board President
64144 Hume Lake Charter School
Hume, CA 93628
Telephone: (559) 305-7565

Appeals of Hume Lake Charter School's decisions regarding allegations of discrimination, harassment, intimidation, or bullying may be sent to:

California Department of Education
Office for Equal Opportunity
1430 N Street, Suite 4206
Sacramento, CA 95814

Appeals of Hume Lake Charter School's decisions regarding educational program complaints should be sent to:

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

Appeals of Hume Lake Charter School's decisions regarding special education compliance should be sent to:

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

- This appeal to the HLCS Governing Board and/or to the CDE must fully explain the basis for the appeal, stating how the facts of the agency's Decision are incorrect and/or the law is misapplied.
- The appeal shall be sent with (1) a copy of the locally filed complaint and (2) a copy of the Decision.

Nothing in this document shall prohibit anyone involved in the complaint from utilizing alternative methods to resolve the allegations, such as mediation. Nor are we prohibited from resolving complaints prior to the formal filing of a written complaint. Mediation is a problem-solving activity whereby a third party assists the parties to the dispute in resolving the complaint.

Copies of these Uniform Complaint Procedures shall be available free of charge.

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

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

AUTHORITY: This is the policy of the Hume Lake Charter School Principal/Superintendent. The following legal standard is applied to this policy: California Code of Regulations, Title 5, Sections 4600 – 4687

ASSISTANCE: For further information, to ask questions, seek assistance regarding the filing of complaints under the Uniform Complaint Procedures, or have questions regarding appeal procedures, contact: Mr. Jeff Kirchner, Principal/Superintendent, (559 305-7565.

Federal and State Laws cited:
20 United States Code [USC] § 6301 et seq.
34 Code of Federal Regulations [CFR] §§ 299.11 & 300.510–511
California Education Code [EC] §§ 200, 220, 222, 234.1 - 234.5, 262.3, 8200 - 8493, 8500 - 8538, 32280 - 32289; 33380 - 33385, 35186, 44500, 47606 - 47606.5, 47607.3, 48204, 48645.5, 48853, 48853.5, 48985, 49010 - 49013, 49069.5, 49490 - 49570, 51210, 51223, 51225.1, 51225.2, 51226 -

51226.1, 51228.1 - 51228.3, 52059, 70 52060 - 52075, 52160, 52300 - 52480, 52500 - 52616.4, 52800, 54100, 54440 - 54445, 56000 - 56865, 59000 - 59300, 64000 (a)
California Government Code [GC] §§ 11135, 11138
California Health and Safety Code [HSC] § 104420
California Penal Code [PC] § 422.55
California Welfare and Institutions Code [WIC] §§ 300, 309, 602
California Code of Regulations [CCR] Title 5 §§ 4600–4687

PUBLIC RECORDS REQUEST POLICY

The Public Records Act is designed to give the public access to information in possession of public agencies. "Public records are open to inspection at all times during the office hours of the...agency and every person has a right to inspect any public record, except as...provided, [and to receive] an exact copy" of an identifiable record unless impracticable. Specific exceptions to disclosure are listed in Government Code sections 6253.2, 6253.5, 6253.6, 6254.1-6254.22, 6255, 6267, 6268, 6276.02-6276.48.

Summary of Procedures
Requests can be made by mail, electronic mail, facsimile, telephone, etc., using the contact information indicated below:

Hume Lake Charter School
64144 Hume Lake Road
Hume, CA 93628
Phone: 559-305-7565
Fax: 559-305-7707
ATTENTION: Mr. Jeff Kirchner
Email: principal@humelakecharter.org

The request need not be in writing. Although Hume Lake Charter School must accept verbal requests for records, to avoid ambiguity and confusion, it is encouraged that all requests be made in writing.

Hume Lake Charter School is allowed to charge a reasonable fee for the cost of copies provided to a Requestor.

The Respondent Responsibilities

- Acknowledge receipt of the request within 10 calendar days and will review the request to determine the appropriate office that may own the records being requested and whether the records requested fall within any exceptions listed in the Act.
- Refer the request to the appropriate office for records collection.
- If appropriate, notify the Requester of an extension of time to determine if responsive records exist, on or before the 10th day after the request is received. This extension shall not exceed 14 days. On or before the 14-day period, the Respondent should have determined if responsive records are available. If so, the Respondent will either provide the Requestor with the records or will identify a date by which the records will be made available.
- Coordinate the collection of records from appropriate departments, review responsive records for exemptions and privilege, and produce responsive records to the Requestor.

- Provide Requestor cost of records, collect good faith deposit (when applicable), and provide invoice and/or receipt for costs associated with records upon request.
- Deny the request for records if, despite a diligent search effort, Hume Lake Charter School was unable to locate any records responsive to the request. This response is only appropriate after a good faith effort to identify, locate and/or uncover responsive records has been exhausted.

The Custodian(s) of Records Responsibilities

- Gather and produce responsive records immediately. Because of the exceedingly broad definition of what constitutes a writing or a public record, potentially all records within the possession of the Custodian(s) of Records are subject to disclosure under the Act.
- Adhere to the strict time requirements of the Act. Under the Act, Hume Lake Charter School cannot claim an inability to identify and gather the responsive records necessary for production on account of a lack of sufficient time, inadequate staffing, and/or funding limitations. It is, therefore, vital to adhere to all deadlines when gathering records in response to requests.
- Communicate with Respondent and/or Principal/Superintendent if records or a portion thereof are suspected to be exempt from disclosure.
- Consult with the Respondent concerning how to proceed with gathering, organizing and producing the records, if the request concerns an exceedingly large number of pages (hundreds or thousands).

Cost of Records

Hume Lake Charter School is allowed to charge a reasonable fee for the cost of copies provided to a Requestor. Hume Lake Charter School may charge 10 cents for each page for copies of records up to 8 x 11 inches produced under a request, irrespective of whether they are produced in hard or electronic format. The actual cost of records larger than 8 x 11 inches, such as blueprints must be charged on a case-by-case, direct cost basis. Additionally, there are charges for postage, as well as media at $1.00 for CDs and $2.00 for DVDs.

When a request requires data compilation, the Requester shall bear the cost of producing a copy of the record, including the cost to construct a record, and the cost of programming and computer services. The Requester shall also bear the direct cost if unique software is needed to process the request. Respondents will provide an estimated cost for the request to the Requestor and will follow up with an itemization of the actual costs when actual costs are determined.

Except as noted above and authorized by the Act, Hume Lake Charter School may not charge for costs beyond the direct cost of duplication, which precludes overhead, or the ancillary tasks associated with the retrieval, inspection, and handling of the records. Hume

Lake Charter School is not required to produce copies of records to a Requestor until the costs for duplication have been paid. If the records exceed 200 pages, the Requestor may be required to post a non-refundable, good faith deposit equal to 50% of the total cost of fulfilling the request. Hume Lake Charter School will not waive fees authorized by the Act. Any requests for a waiver of fees shall be directed to the Principal/Superintendent.

Inspection of Records

The public has a general right to inspect and/or obtain copies of records maintained by state and local agencies pursuant to the Act. While many records are accessible, the PRA as well as other statutes may preclude disclosure of records including, but not limited to, specified personnel records, medical records, and records prepared in connection with pending litigation.

Hume Lake Charter School may not charge a Requestor who wishes to come and inspect records. The Requestor and the Respondent will need to arrange a mutually agreeable time for the Requestor to review records. However, following an inspection, any copies requested by Requestor will be made available according to the fees described above in "Cost of Records".

Records Exempt from Disclosure

With the assistance of the Respondent and/or custodian of record, Hume Lake Charter School will determine which records, or a portion thereof, are exempt from disclosure. There are numerous exemptions from the disclosure requirements established under the Act. The applications of those exemptions are exceedingly case specific and usually not clear cut. Every exemption is narrowly construed and Hume Lake Charter School has the burden of establishing whether or not a record was legally withheld from disclosure.

Once Hume Lake Charter School discloses a record to any member of the public, the disclosure may constitute a waiver of any exemptions to future disclosure that may have applied. If Hume Lake Charter School has waived exemption to disclosure, access to the same record may not be denied to others in the future. A record may not be withheld from production simply because part of the record may be exempt from production. Any reasonably segregable non-exempt portion of a record must be made available after deletion of the portions of the record that are exempt by law.

Records Subject to Production

When a Requestor reasonably describes an identifiable record, Hume Lake Charter School has an obligation to make the records promptly available to the Requestor. Hume Lake Charter School is prohibited from delaying or obstructing the inspection or copying of records.

Creating new documents in response to a request is not required by the Act or Hume Lake Charter School policy, unless prior approval from the Principal/Superintendent has been obtained.

Electronic Records

Hume Lake Charter School must provide a copy of an electronic record in the format requested. Hume Lake Charter School can offer to produce records in electronic format but cannot make information available only in electronic format. If Hume Lake Charter School no longer has a record available in an electronic format, it is not required to reconstruct a record in an electronic format.

Requestor's Rights Under the Act

A Requestor who has been denied access to a record may file a lawsuit to enforce his/her right to inspect or receive a copy of the record. If the court finds that refusal to disclose the record was unjustified, the court may enter an order requiring its disclosure. The court may also order Hume Lake Charter School to pay reasonable attorneys' fees and court costs. If the court finds the refusal to disclose was justified, Hume Lake Charter School may recover its attorneys' fees only where it can demonstrate that the request was clearly frivolous.

Violations of the Public Records Act Policy

Violations of this policy may subject a Hume Lake Charter School employee to professional liability, including, but limited to discipline, demotion, or dismissal. Violations of certain portions of this policy may also violate state and/or federal law. Failure of personnel to comply with these policies could result in the employee being sued for a violation of privacy rights or being prosecuted by a governmental agency charged with enforcing those rights.

STUDENT RECORDS POLICY

1. General
    a. Hume Lake Charter School complies with Federal guidelines regarding the release, inspection, and review of education records of students in attendance at Hume Lake Charter School.
    b. Parents of students who have been in attendance at Hume Lake Charter School have the right to inspect and review the education records of their children.
2. Definition
    a. "Education records" means those records, files, documents, and other materials which:
        i. Contain information directly related to a student; and
        ii. Are maintained by Hume Lake Charter School or a person acting for Hume Lake Charter School
    b. "Education records" does not include:
        i. Records of instructional, supervisory, and administrative personnel and educational personnel ancillary to the student which are not in the sole possession of the person who created the record, and which are not accessible or revealed to any other person except a substitute;
        ii. Records made and maintained in the normal course of business that relate exclusively to a Hume Lake Charter School employee in his or her capacity as an employee and not available for use for any other purpose;
        iii. Records that are not contained in the student's educational file, exist in multiple locations, or are otherwise not maintained as part of the student's educational file, such as individual assignments, unprinted e-mails and personal staff notes.
    c. "Directory information" includes the student's name, address, telephone listing, date and place of birth, participation in officially recognized activities and sports, heights and weights of members of athletic teams, dates of attendance, awards received, and the most recent previous educational agency or institution attended by the child.
        i. Parents may designate that this information may not be released without his or her prior consent as part of Hume Lake Charter School's annual notice.
    d. "Student" includes any person with respect to whom Hume Lake Charter School maintains educational records or personally identifiable information but does not include a person who has not been in attendance at Hume Lake Charter School.
3. Release of student records
    a. Hume Lake Charter School shall not permit the release of education records (or personally identifiable information, as described in (2)(c) above) of students without the written consent of their parents, other than to:

i. Other school officials, including teachers, who have been determined by Hume Lake Charter School to have a legitimate educational interest in the child.
ii. Officials of other schools or school systems in which the student seeks to enroll, upon condition that the student's parents be notified of the transfer, receive a copy of the record if desired, and have an opportunity for a hearing to challenge the content of the record.
iii. Authorized representatives of the Comptroller General of the United States, the Secretary of Education, or State educational authorities for the purpose of the enforcement of federal legal requirements and Federally supported education programs. Any data collected by such officials shall be protected in a manner which will not permit the personal identification of students and their parents by other than those officials, and such
iv. In connection with a student's application for, or receipt of, financial aid; personally identifiable information shall be destroyed when no longer needed for such audit, evaluation, and enforcement of Federal legal requirements.
v. State and local officials or authorities to whom such information is specifically allowed to be reported or disclosed pursuant to a state statute adopted if:
    1. The disclosure concerns the juvenile justice system and the system's ability to effectively serve the student whose records are released; and
    2. The officials and authorities to whom such information is disclosed in writing to the educational agency or institution that the information will not be disclosed to any other party except as provided under State law without prior written consent of the parent and the student.
vi. Organizations conducting studies for, or on behalf of, educational agencies or institutions for the purpose of developing testing materials, student aid programs, and improving instruction. Studies must be conducted in a manner that will not permit personal identification of students and their parents and such information will be destroyed when no longer needed for the purpose for which it is conducted;
vii. Accrediting organizations in order to carry out their accrediting functions;
viii. Parents of a dependent student as defined in 26 U.S.C. § 152.
ix. Subject to state and federal regulations, in connection with an emergency, appropriate persons if the knowledge of such information is necessary to protect the health and safety of the student or other persons;
x. A subpoena issued by a Federal grand jury or for a law enforcement purpose which a court may order not to disclose to any person the existence or contents of the subpoena or any information furnished in response to the subpoena;

xi. The Secretary of Agriculture or an authorized representative from the Food and Nutrition Service or contractors for the purpose of program monitoring, evaluations, and performance measurements of the state. Results of any monitoring will be provided in aggregate form that does not identify any individual, no personal identification of students or parents is permitted, and any personally identifiable information shall be destroyed when data no longer needed for program monitoring, evaluations, and performance measures.

xii. An agency or other representative of a State or local child welfare agency, or tribal organization, who has the right to access a student's case plan, when such agency or organization is legally responsible for the care and protection of the student. Any educational records provided will not be disclosed by the agency or organization except to an individual or entity engaged in addressing the student's educational needs and authorized by such agency or organization to receive such disclosure and is consistent with the protection of the confidentiality of student's educational records.

b. Hume Lake Charter School shall not release or provide access to, any personally identifiable information in education records other than directory information or as provided in (3)(a) unless:
   i. Parent provides written consent specifying records to be released, the reasons for such release and to whom. The records to be released can be provided to the student's parents as desired; or
   ii. Such information is furnished in compliance with judicial order or pursuant to any lawfully issued subpoena. Parents and students and students will be notified of all such orders or subpoenas in advance of compliance except when a parent is a party to a court proceeding involving child abuse and neglect or dependency matters, and the order is issued in the context of that proceeding.

c. Hume Lake Charter School shall maintain a record, kept with the education records of each student, that indicates all individuals, agencies, or organizations which have requested access to a student's education records, and which will indicate specifically the legitimate interest that each person, agency, or organization has in obtaining this information. This record of access shall be available only to parents, to the school officials and assistants responsible for the custody of the records, or for the audit of the operation of the system.

d. Personal information shall be transferred to a third party on the condition that such party will not permit any other party to have access to the information without written consent of the parents of the student. If a third party outside of Hume Lake Charter School violates this provision, Hume Lake Charter School shall be prohibited from permitting access to information from education records to that third party for a period of not less than five years.

4. Age of majority

a. Whenever a student has attained eighteen years of age, or is attending an institution of postsecondary education, the permission or consent required of any of the rights accorded to the parents of the student shall thereafter only be required of and accorded to the student.
b. Hume Lake Charter School shall inform the parents of students or the students, if they are eighteen years and older, of these rights.

5. Disciplinary records
    a. Hume Lake Charter School is not prohibited from:
        i. Including appropriate information in the education record of any student concerning disciplinary action taken against the student for conduct that posed a significant risk to the safety and well-being of that student, other students, or other members of the school community; or
        ii. Disclosing such information to teachers and school officials, including teachers and school officials in other schools, who have legitimate educational interests in the behavior of the student.
    b. Hume Lake Charter School is not prohibited from disclosing, to the parent or legal guardian of a student, any violation of any Federal, State or local law governing the use or possession of alcohol or a controlled substance, regardless if that information is contained in the student's records if:
        i. The student is under the age of 21; and
        ii. Hume Lake Charter School determines that the student has committed a disciplinary violation with respect to such use or possession.
6. Procedure for inspecting and reviewing student records
    a. Parents of students who have been in attendance at Hume Lake Charter School may request to inspect and review the education records of their children. Parents may request in writing stating which records they wish to inspect and review.
        i. If any material or document in the education record of a student includes information on more than one student, the parent has the right to review only the portion of the record that contains information about their own child.
        ii. Any request to inspect and review records is confidential and cannot be disclosed without the written consent of an authorized person.
        iii. All requests require at least five business days for processing.
        iv. Hume Lake Charter School is required to make records available for inspection and review within 45 days of the request.
        v. The office will contact the requesting party to arrange for the parent to inspect and review the records.
    b. Hume Lake Charter School shall respond to reasonable requests for explanations and interpretations of the records.
    c. If circumstances effectively prevent the parent from exercising the right to inspect and review the student's educational records, Hume Lake Charter School shall:
        i. Provide the parent with a copy of the records requested;

ii. Make other arrangements for the parent to inspect and review the records;
iii. Not destroy the records if there is an outstanding request to inspect and review the records under this section.

d. Hume Lake Charter School may impose a fee to copy an educational record for a parent unless the imposition of a fee effectively prevents the parent from exercising his or her right to inspect and review the records.

7. Amendment of records
   a. If a parent believes that the education records relating to the student contain information that is inaccurate, misleading, or in violation of the student's rights of privacy, he or she may ask Hume Lake Charter School to amend the record.
   b. Hume Lake Charter School shall decide whether to amend the record as requested within a reasonable time after they receive the request.
   c. If Hume Lake Charter School decides not to amend the record as requested, it shall inform parents of its decision and of his or her right to a hearing.
8. Hearings
   a. Hume Lake Charter School shall hold a hearing within a reasonable time after it has received the request for the hearing from the parent.
   b. Hume Lake Charter School shall notify parents of the date, time and place of the hearing reasonably in advance of the hearing.
   c. The hearing may be conducted by any individual, including an official of Hume Lake Charter School, who does not have a direct interest in the outcome of the hearing.
   d. Hume Lake Charter School shall give the parent a full and fair opportunity to present evidence relevant to the issues raised regarding the student's records. The parent may, at his or her own expense, be assisted or represented by one or more individuals of his or her choice, including an attorney.
   e. Hume Lake Charter School shall make a decision in writing within a reasonable period of time after the hearing.
      i. This decision must be based solely on evidence presented at the hearing.
      ii. This written decision must include a summary of the evidence and reason for the decision.
   f. If, as a result of the hearing, Hume Lake Charter School determines that the information in the student education record is inaccurate, misleading, or otherwise in violation of the privacy rights of the student, it shall:
      i. Amend the record accordingly; and
      ii. Inform the parent of this amendment in writing.
   g. If, as a result of the hearing, Hume Lake Charter School determines that the information in the education record is not inaccurate, misleading, or otherwise in violation of the privacy rights of the student, it shall:
      i. Inform the parent of the right to place a statement in the record commenting on the contested information in the record or stating why he or she disagrees with the decision of Hume Lake Charter School;

ii. Maintain this statement with the contested part of the record for as long as the record is maintained;
iii. Disclose the statement whenever it discloses the portion of the record to which the statement relates.

References

Family Educational and Privacy Rights Act (FERPA)
20 U.S.C. § 12323(g)
34 C.F.R. §300.611
34 C.F.R. § 99.3
34 C.F.R. §99.20
34 C.F.R. §99.21
34 C.F.R. §99.22
Owasso Independent School Dist. No. 1-011 v. Falvo, 534 U.S. 426 (2002)
S.A. v. Tulare County Office of Education, WL 3126322 (E.D. Cal. 2009)

PROTECTION OF STUDENT RECORDS

Family Educational Rights and Privacy Act (FERPA)

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education. This policy describes the protections required by law. Violations of this policy could result in a lawsuit against the school and/or any employee that permits an improper disclosure.

This "Family Educational Rights and Privacy Act (FERPA)" policy must be followed any time there is a request for access to or the possibility of the "disclosure" of the contents of a student's educational records. As used in this policy, "disclosure" means to permit access to or the release or other communication of information contained in student records, by any means, including oral, written, or electronic. Please note that improperly disposing of student records can constitute a "disclosure" under the law. Use secure disposal methods, such as the shredding of paper records.

In any case where there is a question about whether student record information should be disclosed, contact the Principal/Superintendent as soon as possible. In all cases, disclosure may occur only in accordance with the terms of this policy.

1. What kind of information is being requested?

   Two general categories of student information must be protected by all District employees – "Confidential Student Information" and "Directory Information." The following general rules apply:

   "Confidential Student Information"

   "Confidential Student Information" includes any item of information, other than Directory Information, that is directly related to an identifiable student and is maintained in the student's educational records or in any files maintained by a school employee. The format of the information does not matter – items recorded by handwriting, print, tapes, film, microfilm, hard disk, or any means can all qualify as Confidential Student Information. The general rule is that Confidential Student Information may not be released without written consent from a parent or legal guardian. Exceptions to this rule are detailed below. In any event, Confidential Student Information may only be disclosed in accordance with this policy.

   If you have any questions about whether or not Confidential Student Information may be disclosed, contact the Principal/Superintendent before any disclosure is made.

   "Directory Information"

"Directory information" means a student's name, address, telephone number, date and place of birth, dates of attendance, and most recent previous public or private school attended. Student email addresses and class schedules are not considered Directory Information and generally may not be released without consent.

Directory Information may not be disclosed to or accessed by private, profit-making entities other than the following: current and potential employers of HLCS students, representatives of the news media, accredited colleges and universities, the PTC, Health Department, elected officials, and the military (17- and 18-year-olds only; name address and telephone only). If you have questions about whether Directory Information should be released contact the Principal/Superintendent before releasing the information.

A student's parent or legal guardian (or, in some cases, a student) may notify the school of any information they refuse to permit the school to designate as directory information about that student. This designation will remain in effect until the parent or legal guardian (or, in some cases, the student) modifies this designation in writing. When this request has been made, written consent is required before disclosing the applicable Directory Information relating to that student. The procedure for obtaining consent is described below. Questions about releasing Directory Information should be directed to the Principal/Superintendent.

2. Is there an emergency requiring the disclosure of student information?

   Any time an emergency creates an immediate danger to the health or safety of a student or other individuals, consent is not required to disclose Confidential Student Information to persons in a position to deal with the emergency, as long as (1) the emergency has been verified by a teacher or other school official, and (2) knowledge of the Confidential Student Information is necessary. Disclosure should be limited to only that Confidential Student Information that is necessary under the circumstances.

3. Who is requesting access to student records?

   A request for disclosure of Confidential Student Information will come from one of these four kinds of requesters: (1) the student or his or her parent; (2) a school employee; (3) a representative or agent of a state or federal government (other than a school employee), such as representatives of departments of education, law enforcement agencies, and state and federal courts; or (4) a third party not within any of the first three categories. Each of these possible requesters is discussed below.

   For purposes of this policy, a student's "parent" is his or her natural parent, adopted parent, or legal guardian. If a student's parents are divorced or legally separated, only the parents with custody have rights under this policy unless the student's file contains a

written agreement signed by both parents indicating that either parent may access student records and give consent to disclosure.

Requests from Parents and Students
Confidential Student Information may be disclosed to students and parents as follows:

The parent of a currently enrolled or former student under the age of 18 may access Confidential Student Information concerning his or her student, as may the parent of any student over the age of 18 who is considered a "dependent."

Any student who is 16 years of age or older, or who has completed the 10th grade, may access Confidential Student Information about himself or herself.

Once a student reaches the age of 18, the student is thereafter the only person who is entitled to exercise rights related to, and grant consent for the disclosure of, his or her Confidential Student Information contained in those records.

Requests from District Employees and Representatives
Confidential Student Information may only be disclosed to school staff who will be using the information for internal school purposes in connection with their assigned duties and have a legitimate interest in the information. School representatives include teachers, school administrators, and school administrative personnel. In addition, Confidential Student Information may be disclosed without consent to any established member of a school attendance review board with a legitimate educational interest in the requested information. Disclosure to any other school employee or representative for any other purpose (including for any use with persons or organizations outside the school) requires written consent from the student's parent or legal guardian.

Requests from Government Representatives
Any request for Confidential Student Information from an agency, official, or other representative of a state or federal government must be promptly referred to the Principal/Superintendent, which will respond to the request. Examples of this kind of request include a subpoena, summons, or other demand by a court or administrative tribunal, a request from probation officer conducting any kind of investigation, or a request made by a police officer, state, or federal criminal investigator, or a truancy officer.

Requests from Third Parties
The general rule is that Confidential Student Information cannot be released to third parties without written consent from a parent or legal guardian. There are, however,

exceptions. Confidential student information may be disclosed without consent in response to a request from:

- Officials at private schools and in other school systems where a student intends or seeks to enroll;
- Agencies or organizations requesting information in connection with a student's application for, or receipt of, financial aid (but only as may be necessary to determine the student's eligibility for financial aid, the amount of the financial aid, or conditions that will be imposed in connection with the financial aid, or to enforce the conditions of the financial aid); and
- County elections officials, only for the purpose of identifying students who are eligible to vote and conducting programs offering students the opportunity to register to vote.

The school may provide aggregate and statistical data to third parties where such data is not personally identifiable to any individual student. Under FERPA, the definition of personally identifiable information includes "any set of facts that makes a student's identity easily discernible." Therefore, the demographic breakdown of the student population from which the data is extracted and the size of the pool of students used for such data analysis must be taken into consideration so that it is not easy to discern any individual student's identity. Further, no information that could be used to identify a student, such as student identification number, address, telephone number, or social security number may be included.

For all other requests from third parties, consent must be obtained before Confidential Student Information may be disclosed. All questions about disclosing Confidential Student Information to a third party, or about the manner in which consent must be obtained, should be referred to the Principal/Superintendent as quickly as possible after receipt of any request.

Requests from Military Recruiters

The No Child Left Behind Act requires secondary schools to provide students' names, addresses, and telephone listings to military recruiters and to institutions of higher education when they request that information. The school is required to provide this information unless the parent, guardian or, in some cases, the student, has made an election to refuse to allow disclosure of that information without prior written consent.

4. Has the proper written consent been obtained?

"Consent" under this policy means written consent, which must come either from a student's parent or an adult student, as applicable. Consent must be obtained on the

school's standard form for consenting to the disclosure of Confidential Student Information, and all blanks on the form must be fully and accurately completed before any information may be released. Any consent to disclose Confidential Student Information (which includes Directory Information for those students whose file includes a written request to withhold Directory Information) must specify the student records to be released, must identify the party or class of parties to whom the records may be released, and must be permanently kept within the student's cumulative file.

5. Are there any other questions or concerns?

   Any and all other questions and concerns about student record information and the disclosure of any student record information should be directed to the Principal/Superintendent, which can assist in all matters related to this policy and to complying with its terms.