

STUDENT & PARENT HANDBOOK

Policy and Procedures

2018-2019

Hawking STEAM Charter School 2
1411 27th Street
San Diego, CA 91911

Telephone: (619) 628-2650
Fax: (619) 628-2651

www.hawking2charter.org

©2018. All rights reserved.

Changes to this handbook can be made at any time by Administration.
Parents and students will be given notice of exact change.

TABLE OF CONTENTS

INTRODUCTION	4
History of Hawking STEAM Charter School 2	4
School Mission/Vision Statement	5
ATTENDANCE POLICIES AND PROCEDURES	6
School Hours	6
Regular Day Schedule	6
Minimum Day Schedule	7
Attendance Policy	7
Process For Upholding The Attendance Policy	9
Annual Re-Enrollment Process	12
Field Trips	12
California Assessment of Student Performance and Progress (“CAASPP”)	12
Teacher Qualification Information	12
Child Find	13
Section 504	13
CAMPUS POLICIES	13
Closed Campus	13
Raptor Security Sign in Procedures	13
Loading Zone Procedures	14
Arrival Procedures	14
Dismissal Procedures	14
Skateboard, Bike & Scooter Policy	15
School Bus Safety	15
STUDENT HEALTH AND WELLNESS POLICIES	16
Administration of Medication at School (Prescribed or Over-the-Counter)	16
Control of Communicable Diseases	17
Immunization Requirements	17
Oral Health Assessment	18
Free and Reduced Price Meals	18
SAFETY POLICIES	18
Emergency Procedures	18
Internet Safety Policy	19
Educational Purpose	19

Notice and Use	19
Safety	19
Electronic Devices	21
Cell Phone Usage Policy	21
Personal Electronic Device Policy	21
COMMUNITY STANDARDS AND CONDUCT POLICIES	22
Dress Code	22
Uniform Policy	22
Computer, Electronic Mail, and Internet Usage Policy	23
H2 Informational Technology (IT)	23
Communication using H2 IT	23
Access/No Expectation of Privacy	24
Internet	24
Community Behavioral Policies and Commitments: Respect for Self and Others	25
Parent Roles and Responsibilities	25
Disciplinary Consequences	26
Suspension and Expulsion Policy And Procedure	26
Policy Supporting Free Speech	35
STUDENT INFORMATION POLICIES	36
Family Education Rights and Privacy Act	36
Statement Against Unlawful Discrimination	39
Custody Matters	40
Student And Parent Media Release	40
Intellectual Property Statement	40
Foster Youth	40
Homeless Children Policy	40
VOLUNTEER POLICIES	43
Parent Commitment Board Policy	43
Parent Volunteers	43
Classroom Visitations	45
SCHOOL GOVERNANCE	46
Organizational Structure	46
Complaint Policy and Procedures	47
Uniform Complaint Policy and Procedures	47
UNIFORM COMPLAINT PROCEDURE FORM	50

INTRODUCTION

The policies and procedures described in this Student & Parent Handbook (“Handbook”) are applicable to Hawking STEAM Charter School 2 (“H2”). Throughout this Handbook, the reference to Hawking Charter Schools shall mean and include Hawking STEAM Charter School 1 and 2. The policies contained in this Handbook are not exhaustive. H2 has the discretion to supplement and modify policies noted here from time to time. For updates see the Handbook posted on the H2 website at www.hawking2charter.org/parents.

History of Hawking STEAM Charter School 2

The Hawking STEAM Charter School 2 was established in 2013 to serve 144 students in Transitional Kindergarten through 3rd grade. We opened as the second elementary charter school in the Sweetwater Union High School District (“District”). In 2015, we successfully made gains in enrollment and academic achievement to become independent of the District.

This year, we will serve about 400 students up to sixth grade. Initially our school charter outlined our school as a pre-K-12 school. We hope to achieve this goal once we are filled to capacity in K-6 and we are assured that we have the space to effectively grow.

Our school's core focus is STEAM (science, technology, engineering, arts, and mathematics). We are one of two South Bay elementary schools where STEAM permeates nearly every facet of the classroom. Our school utilizes an interdisciplinary and project-based learning approach for hands-on learning that rigorously connects students to learning about real-world challenges. This approach to education was born out of a vision from the founding teachers and administration to not only be data driven for academic success but find ways to successfully engage students so that educational rigor has a purpose.

This year is our 5th year of existence and we will continue to grow with new teachers and classrooms every year until we reach full capacity (first K-6 and then prek-12).

School Mission/Vision Statement

MISSION

Hawking STEAM Charter School 2 prepares students for college- and career- readiness through an integrated science, technology, engineering, arts, and mathematics (“STEAM”) curriculum, project-based learning (“PBL”), and social-emotional awareness.

VISION

Hawking STEAM Charter School 2’s vision is to ensure that students are engaged in discovery, exploration, and problem-solving through rigorous Project Based Learning activities driven by the Common Core State Standards (“CCSS”) to gain knowledge in the STEAM subjects of science, technology, engineering, arts (music, dance, theatre, and visual arts) and mathematics. We strive to develop our students’ academic, social, and emotional knowledge, in order to engage in public discussions and presentations, as well as enter into various careers, trade schools, or universities of their choice.

School Mascot: Hawking Rocket



ATTENDANCE POLICIES AND PROCEDURES

School Hours

The following are the school hours for H2. Students must remain on campus during these hours unless on an approved field trip or they are participating in a school-sponsored program.

The H2 school hours are from 8:10 am – 2:45 pm, and on Wednesdays 8:10 am-12:40 pm.

School begins at 8:10 a.m. daily. Students should not arrive on campus earlier than 7:45 a.m. unless they are participating in the breakfast program. The chart below outlines daily schedule.

Regular Day Schedule

7:40-8:00 am	Breakfast in Cafeteria
8:05 am	Teachers Report to Lines for Flag Salute
8:10 am	Instruction Begins
9:30-9:45 am	RECESS: TK, K & 1st
9:47-10:02 am	RECESS: 4th, 5th, & 6th
10:05-10:20 am	RECESS: 2nd & 3rd
10:55-11:15 am	LUNCH: TK, K & 1st
11:15-11:25 am	BREAK: TK, K & 1st
11:20-11:40 am	LUNCH: 4th, 5th, & 6th
11:40-11:50 am	BREAK: 4th, 5th, & 6th
11:45-12:05 am	LUNCH: 2nd & 3rd
12:05-12:15 am	BREAK: 2nd & 3rd
1:10 pm	TK DISMISSAL
2:30 pm	K DISMISSAL
2:45 pm	1st – 6th Grades DISMISSAL

Minimum Day Schedule

7:40-8:00 am	Breakfast in Cafeteria
8:05 am	Teachers Report to Lines for Flag Salute
8:10 am	Instruction Begins
9:30-9:45 am	RECESS: TK, K & 1st
9:47-10:02 am	RECESS: 4th, 5th, & 6th
10:05-10:20 am	RECESS: 2nd & 3rd
10:55-11:15 am	LUNCH: TK, K & 1st
11:15-11:25 am	BREAK: TK, K & 1st
11:20-11:40 am	LUNCH: 4th, 5th, & 6th
11:40-11:50 am	BREAK: 4th, 5th, & 6th
11:45-12:05 am	LUNCH: 2nd & 3rd
12:05-12:15 am	BREAK: 2nd & 3rd
12:30 pm	TK & K DISMISSAL
12:40 pm	1st – 6th Grades DISMISSAL

Attendance Policy

It is the intent of the governing Board of H2 to ensure that students attend school every day on time. Consistent school attendance is critical to school success. Being present for classroom instructional time is essential for students to reach their goals and achieve their dreams. Chronic absenteeism has been linked to an increased likelihood of poor academic performance, disengagement from school and behavior problems.

Excused Absences for Classroom Based Attendance

Absence from school shall be excused only for health reasons, family emergencies and justifiable personal reasons, as permitted by law or Board policy.

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

1. Personal illness;
2. Quarantine under the direction of a county or city health officer;
3. Medical, dental, optometric, or chiropractic appointments;
4. Attendance at funeral services for a member of the immediate family:
 - a. Excused absence in this instance shall be limited to three days if the service is conducted in California or five days if the service is conducted out of state.
 - b. "Immediate family" shall be defined as mother, father, grandmother, grandfather, spouse, son/son-in-law, daughter/daughter-in-law, brother, sister or any relative living in the student's immediate household.
5. Participation in religious instruction or exercises in accordance with H2 policy:
 - a. The student shall be excused for this purpose on no more than four school days per month.

In addition, a student's absence shall be excused for justifiable personal reasons such as:

1. Appearance in court;
2. Attendance at a funeral;
3. Observation of a holiday or ceremony of his/her religion;
4. Attendance at religious retreats for no more than four hours during a semester;
5. For the purpose of attending the student's naturalization ceremony to become a United States citizen.

Method of Verification

When students who have been absent return to school, they must present a satisfactory explanation verifying the reason for the absence. The following methods may be used to verify student absences:

1. Signed, written note from parent/guardian, parent representative;
2. Conversation, in person or by telephone, between the verifying employee and the student's parent/guardian or parent representative. The employee shall subsequently record the following:
 - a. Name of student;
 - b. Name of parent/guardian or parent representative;
 - c. Name of verifying employee;
 - d. Date or dates of absence; and
 - e. Reason for absence.
3. Visit to the student's home by the verifying employee, or any other reasonable method, which establishes the fact that the student was absent for the reasons stated. A written recording shall be made, including information outlined above.
4. Healthcare provider verification
 - a. When excusing students for confidential medical services or verifying such appointments, H2 staff shall not ask the purpose of such appointments but may contact a medical office to confirm the time of the appointment.
 - b. A healthcare provider's note of illness will be accepted for any reported absence. When a student has had 10 absences in the school year for illness verified by methods listed in #1-#3 above without a healthcare provider's note, any further absences for illness must be verified by a healthcare provider.

Insofar as class participation is an integral part of students' learning experiences, parents/guardians and students shall be encouraged to schedule medical appointments during non-school hours.

Students should not be absent from school without their parents/guardians' knowledge or consent except in cases of medical emergency. Student absence for religious instruction or participation in religious exercises away from school property may be considered excused subject to administrative regulations and law.

Unexcused Absences/Truancy for Classroom Based Attendance

Students shall be classified as truant if the student is absent from school without a valid excuse three full days in one school year, or if the student is tardy or absent for more than any 30-minute period during the school day without a valid excuse on three occasions in one school year, or any combination thereof. Such students shall be reported to the Executive Director or designee.

The Executive Director, or designee, shall implement positive steps to reduce truancy, including working with the family in an attempt to resolve the attendance problem. A student's progress and learning may be affected by excessive unexcused absences. In addition, H2 is fiscally dependent on student attendance and is negatively impacted by excessive unexcused absences. If all attempts to resolve the student's attendance problem are unsuccessful, H2 will implement the processes described below.

Process For Upholding The Attendance Policy

First Day of School Process:

When students are not in attendance on the first five (5) days of school, H2 will attempt to reach the parent/guardian on a daily basis for each of the first five days to determine whether the student has an excused absence, consistent with the process outlined in this policy. If the student has a basis for an excused absence, parents must notify the school of the absence and provide documentation consistent with this policy. However, consistent with process below, students who are not in attendance due to an unexcused absence by the fifth day of school will be disenrolled from the school roster, as it will be assumed that the student has chosen another school option.

1. Students who are not in attendance on the first day of school will be contacted by phone to ensure their intent to enroll.
2. Students who have indicated their intent to enroll, but have not attended by the third day will receive notice indicating the student will be disenrolled after the fifth day of school if the student has not attended school without valid excuse.
3. Students who have indicated their intent to enroll, but have not attended by the fifth day will receive a phone call reiterating the notification.
4. Students who have not attended by the sixth day, and do not have an excused absence as defined above for not being in attendance will be disenrolled from the roster.
5. The School will use the contact information provided by the parent/guardian in the registration packet.
6. The District of Residence will be notified of the student's failure to attend H2 and the disenrollment.

Truancy Process:

1. Each of the first two (2) unexcused absences will result in a call home to the parent/guardian by the Executive Director or designee. The student's classroom teacher may also call home.
2. The third (3rd) unexcused absence will result in a call home to the parent/guardian by Executive Director or designee. In addition, the student's classroom teacher may also call home and/or the School may send the parent an e-mail notification. In addition, upon reaching three (3) unexcused absences in a school year, the parent/guardian will receive "Attendance Warning Letter A" from the School. This letter must be signed by the parent/guardian and returned to the School. This letter shall also be accompanied by a copy of this Attendance Policy. This letter, and all subsequent letter(s) sent home, shall be sent by Certified Mail, return receipt requested, or some other form of mail that can be tracked.

3. Upon reaching four (4) unexcused absences, the parent/guardian will receive “Attendance Warning Letter B – Conference Request,” and a parent/guardian conference will be scheduled to review the student’s records and develop an intervention plan/contract. In addition, H2 will consult with the school’s guidance advisor regarding the appropriateness of a home visitation and/or case management.
4. Upon reaching six (6) unexcused absences, the student will be referred to a Student Success Team (“SST”) and the School Attendance Review Team (“SART”). In addition, the parent/guardian will receive “Attendance Warning Letter C,” and will be asked/invited to attend an assembly for parents/guardians of chronically absent students.
5. The SART panel will be composed of the Principal or Executive Director and Guidance Advisor. The SART panel will discuss the absence problem with the Parent/Guardian to work on solutions, develop strategies, discuss appropriate support services for the student and his/her family, and establish a plan to resolve the attendance issue.
 - a. The SART panel shall direct the parent/guardian that no further unexcused absences or tardies can be tolerated.
 - b. The parent shall be required to sign a contract formalizing the agreement by the parents to improve the child’s attendance or face additional administrative action. The contract will identify the corrective actions required in the future, and indicate that the SART panel shall have the authority to order one or more of the following consequences for non-compliance with the terms of the contract:
 - i. Parent/guardian to attend school with the child for one day;
 - ii. Student retention;
 - iii. After school detention program;
 - iv. Required school counseling;
 - v. Loss of field trip privileges;
 - vi. Loss of school store privileges;
 - vii. Loss of school event privileges;
 - viii. Required remediation plan as set by the SART; or
 - ix. Notification to the District Attorney.
 - c. The SART panel may discuss other school placement options.
 - d. Notice of action recommended by the SART will be provided in writing to the parent/guardian.
6. If the conditions of the SART contract are not met, the student may incur additional administrative action up to and including disenrollment from the school and notification of the disenrollment sent to the student’s district of residence.
7. For all communications set forth in this process, H2 will use the contact information provided by the parent/guardian in the registration packet. It is the parent’s or guardian’s responsibility to update H2 with any new contact information.
8. If student is absent ten (10) or more school days without valid excuse and parent/guardian cannot be reached at the number or address provided in the registration packet and does not otherwise respond to H2’s communication attempts, as set forth above, the student will be in violation of the SART contract, and the SART panel will recommend that the student be deemed to have voluntarily disenrolled and notification of the disenrollment be sent to the student’s district of residence.

Disenrollment from H2

If, after the above procedures have been followed, the student continues to have unexcused absences, the parent/guardian may receive notice that the student is in violation of the SART contract. The student will then be required to appear before the SART panel again to discuss the unexcused absences. After such meeting, or after reasonable attempts by the SART panel to schedule the meeting if the parent/guardian is nonresponsive, the SART panel may recommend that the student be deemed to have voluntarily disenrolled from H2. The parent will receive written notice of the SART panel's recommendation.

The SART panel shall then forward its recommendation to the Board of Directors for review of the matter and final decision. The parent/guardian will receive written notice of the date and time of the Board of Director's review. Such notice shall be sent at least five (5) days prior to the Board review. The Board's decision shall be final as to that recommendation.

If there is a Board decision to disenroll, notice will be sent to the student's district of residence within thirty (30) days.

A Board decision not to disenroll the student does not prevent the SART panel from making a similar recommendation in the future.

Referral to Appropriate Agencies or County District Attorney:

It is H2's intent to identify and remove all barriers to the student's success, and H2 will explore every possible option to address student attendance issues with the family. For any unexcused absence, H2 may refer the family to appropriate school-based and/or social service agencies.

If a child's attendance does not improve after a SART contract has been developed according to the procedures above, or if the parents fail to attend a required SART meeting, H2 shall notify the District Attorney's office, which then may refer the matter for prosecution through the court system. Students 12 years of age and older may be referred to the juvenile court for adjudication.

These policies will be enforced fairly, uniformly, and consistently without regard to the characteristics listed in Education Code Section 220 (actual or perceived disability, gender, gender identity, gender expression, nationality, race or ethnicity, religion, sexual orientation, or any other characteristic that is contained in the definition of hate crimes set forth in Section 422.55 of the Penal Code or association with an individual who has any of the aforementioned characteristics).

Reports

The Executive Director, or designee, shall gather and report to the Board of Directors the number of absences both excused and unexcused as well as students who are truant, and the steps taken to remedy the problem.

What parents can do to get students ready for school daily:

- Set a regular bedtime and morning routine.
- Lay out clothes and pack backpacks the night before.

- Find out what day school starts and make sure your child has the required immunizations. (see below)
- Introduce your child to his/her teachers and classmates before school starts to help his/her transition.
- Don't let your child stay home unless he/she is truly sick. Keep in mind complaints of a stomach ache or headache can be a sign of anxiety and not a reason to stay home.
- If your child seems anxious about going to school, talk to teachers, school counselors, or other parents for advice on how to make him/her feel comfortable and excited about learning.
- Develop back-up plans for getting to school if something comes up. Call on a family member, a neighbor, or another parent.
- Avoid medical appointments and extended trips when school is in session.

Annual Re-Enrollment Process

1. PARENT completes and returns INTENT TO REENROLL in NOVEMBER deadline.
2. If parent does not complete and return, REGISTRAR gives a courtesy call home to verify INTENT.
3. REGISTRAR sends enrollment packet home with instructions for COMPLETION.
4. PARENT completes registration packet and COMPLETES online registration by MAY deadline.
5. PARENT submits packet along with proof of completion of the online registration.
6. NO DOCUMENTS will be accepted without completed online application.
7. If PARENT does not complete, REGISTRAR gives a courtesy call home to remind PARENT and request completion by DUE date.
8. If PARENT does not re-enroll, the district of RESIDENCE is notified of non-enrollment or upon cum request from new school.

Field Trips

Study trips and field trips provide students with opportunities to learn and interact beyond the regular school environment. Permission slips must be completed and signed before any student may leave the school premises for a field/study trip.

STUDENTS MAY NOT BE PERMITTED TO GO ON A FIELD TRIP IF HIS/HER BEHAVIOR HAS POTENTIAL TO CAUSE HARM OR INJURY TO THE STUDENT OR TO THE OTHER STUDENTS OR ADULTS ON THE TRIP.

California Assessment of Student Performance and Progress (“CAASPP”)

H2 shall annually administer required state testing to the applicable grades (e.g., the California Assessment of Student Performance and Progress.) Notwithstanding any other provision of law, a parent's or guardian's written request to School officials to excuse his or her child from any or all parts of the state assessments shall be granted.

Teacher Qualification Information

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

Child Find

H2 is dedicated to the belief that all students can learn and must be guaranteed equal opportunity to become contributing members of the academic environment and society. H2 provides special education instruction and related services in accordance with the Individuals with Disabilities in Education Improvement Act (“IDEA”), Education Code requirements, and applicable policies and procedures of El Dorado Special Education Local Plan Area (SELPA). These services are available for special education students enrolled at H2. We offer high quality educational programs and services for all our students in accordance with the assessed needs of each student. H2 collaborates with parents, the student, teachers, and other agencies, as may be indicated, in order to appropriately serve the educational needs of each student.

Section 504

H2 recognizes its legal responsibility to ensure that no qualified person with a disability shall, on the basis of disability, be excluded from participation, be denied the benefits of, or otherwise subjected to discrimination under any program of H2. Any student who has an objectively identified disability which substantially limits a major life activity, including, but not limited to learning, is eligible for accommodations by H2. The parent of any student suspected of needing or qualifying for accommodations under Section 504 may make a referral for an evaluation to the Executive Director or designee. A copy of H2’s Section 504 policies and procedures is available upon request.

CAMPUS POLICIES

Closed Campus

Despite the open feeling of the school, H2 is a closed campus. This is in order to provide a safe and secure school. Students must remain on school grounds during all school hours unless on Study trips or field trips.

Raptor Security Sign in Procedures

Parents who are volunteering in the classroom or who will be on campus for any reason other than to drop their child off in the front office will be required to sign in using the Raptor security sign in kiosk located in the front office. A valid ID will be required to sign in. The printed sticker badge must be visible and worn at all times when on campus. Upon leaving campus, parents must sign out in the front office. For any questions regarding the sign in procedures, please see the school designee or any site administration.

School Designee: Lucy Sanchez

School Principal: Laura Carbajal

Associate Principal: Joshua Ducharme

Loading Zone Procedures

Please adhere to the following in regard to the white loading zone in front of the school:
The front of the school is a loading zone only. Cars are not to be left parked or unattended between the hours of 7:30 am – 3:15 pm. The timeline to load and unload passengers is 3 minutes.

As cars leave, cars are to pull up to the furthest point possible in order to allow other cars to wait for pickup and drop off.

Cars in the pick up line are required to have a white H2 placard on the dashboard stating the name and grade of the child being picked up. Any driver that does not have a white H2 placard when picking up a student will be required to park and go to the main office to verify that he/she is authorized to pick up the student.

All staff, parent volunteers, and drivers/passengers in vehicles are to adhere to the H2 Behavior Code of Conduct.

VIOLATIONS

Violations of the above stated traffic procedures may result in a suspension of the privilege to use the loading zone for drop off and pick up of your child.

Arrival Procedures

We are asking parents to abide by a morning drop-off time of 7:40 am at our main gates. ONLY students who are having breakfast will be allowed to enter the cafeteria at 7:40 am. Once they enter through the main gates, all students will be directed toward their LINES located near our playground area. They will remain in line for the duration of our flag salute and announcements until their teacher picks them up. All students should be in class, ready to learn, by 8:10 am each day.

Dismissal Procedures

TK and Kinder students shall be picked up directly from their classrooms. Please abide by all traffic rules. We will have a traffic monitor in front of our school directing traffic. Please follow his/her directions.

1st-6th grade students may be picked up at the loading zone directly in front of our main gates. We ask that you please place the white H2 placard (4 will be given to you and will not be replaced) on your dashboard so that we can dismiss students with ease.

Skateboard, Bike & Scooter Policy

Skateboards, bikes, and scooters may be used as forms of transportation to and from school, but shall not be used on school grounds. Students must wear a helmet and have it buckled as required by state law. The administration will confiscate a student's bike/skateboard/scooter if he or she doesn't wear a helmet. The administration shall keep the confiscated item in the office until the student produces a helmet.

Skateboards/bikes/scooters should be locked up and/or put away before school begins. The school will not be responsible for the loss, theft, damage, or confiscation of skateboards/bikes/ scooters. Roller skates, roller blades, and shoes with wheels in heels are not permitted at school. If these items are brought onto school property, they will be confiscated and kept in the office until a parent comes to retrieve them.

If a student is using their skateboard/bike/scooter without permission, staff and administration will follow this protocol**:

1st infraction: Students will have their skateboard/bike/scooter confiscated and given to the teacher or an administrator, who will have it stored until the parent retrieves it.

2nd infraction: The student loses skateboard/bike/scooter privileges for 2 weeks. The skateboard/bike/scooter will be confiscated and given to an administrator who the parent will need to meet with to retrieve the skateboard/bike/scooter.

3rd infraction: The student loses personal skateboard/bike/scooter privileges for the rest of the school year. The parent will need to set up a meeting with an administrator regarding skateboard/bike/scooter usage to retrieve the confiscated skateboard/bike/scooter.

***Infractions will be assessed on an individual basis and consequences will be at the discretion of the administration and/or classroom teacher.*

School Bus Safety

Prior to departure on a school activity trip, all pupils riding on a school bus or school activity bus shall receive safety instruction that includes, but is not limited to, location of emergency exits, and location and use of emergency equipment. Instruction also may include responsibilities of passengers seated next to an emergency exit.

STUDENT HEALTH AND WELLNESS POLICIES

Administration of Medication at School (Prescribed or Over-the-Counter)

The H2 staff is responsible for overseeing the administration of medication to students attending H2 during regular school hours. It is imperative that practices followed in the administration of medication be carefully delineated to ensure the safety of our students and the legal protection of our employees. Any pupil who is required to take, during the regular school day, medication prescribed for him or her by a physician and surgeon, or ordered for him or her by a physician assistant practicing in compliance with Chapter 7/7 (commencing with Section 3500) of Division 2 of the Business and Professions Code, may be assisted by designated school personnel if H2 receives the appropriate written statements as follows:

1. Trained personnel who have volunteered may use epinephrine auto-injectors to provide emergency medical aid to persons suffering, or reasonably believed to be suffering from, an anaphylactic reaction. H2 will ensure it has the appropriate type of epinephrine auto-injector on site (i.e., regular or junior) to meet the needs of its pupils. H2 will ensure staff properly store, maintain, and restock the epinephrine auto-injectors as needed.
2. H2 will ensure any school personnel who volunteer are appropriately trained regarding the storage and emergency use of epinephrine auto-injectors based on the standards developed by the Superintendent of Public Instruction. H2 will distribute an annual notice to all staff describing the request for volunteers who will be trained to administer an epinephrine auto-injector to a person if that person is suffering, or reasonably believed to be suffering from, anaphylaxis. The annual notice shall also describe the training the volunteer will receive.
3. In order for a pupil to be assisted by designated school personnel in administering medication other than emergency epinephrine auto-injectors, H2 shall obtain both a written statement from the physician and surgeon or physician assistant detailing the name of the medication, method, amount, and time schedules by which the medication is to be taken and a written statement from the parent, foster parent, or guardian of the pupil indicating the desire that H2 assist the pupil in the matters set forth in the statement of the physician and surgeon or physician assistant.

Guidelines:

- The primary responsibility for the administration of medication rests with the parent/guardian and medical professional.
- Medication shall be administered only during school hours if determined by a physician to be necessary.
- Designated staff shall keep records of medication administered at H2.
- All medication will be kept in a secure and appropriate storage location and administered per physician's instructions by appropriately designated staff.

- Designated staff shall return all surplus medication to the parent/guardian upon completion of the regimen or prior to extended holidays.
- Designated staff shall establish emergency procedures for specific medical conditions that require an immediate response (i.e. allergies, asthma, diabetes).
- The written statements specified in this policy shall be provided at least annually and more frequently if the medication, dosage, frequency of administration, or reason for administration changes.
- A pupil may be subject to disciplinary action if that pupil uses auto-injectable epinephrine or other medication without assistance by school employees pursuant to this policy.
- Any pupil requiring insulin shots must establish a plan for administration of insulin shots with the Executive Director or designee in consultation with the parent or guardian and the pupil's medical professional.

Control of Communicable Diseases

H2 works in cooperation with the County of San Diego Health and Human Services Agency to prevent and control communicable diseases in school-age children. When there is good reason to believe a student has a contagious or infectious disease, the parent/guardian will be contacted and the student will be sent home. The student may return to school when well and/or released by a physician. If there is reason to believe a student is suffering from a recognized contagious or infectious disease, the student will be excluded from school until school officials are satisfied that the student no longer has the contagious or infectious disease.

Immunization Requirements

State law requires that all students, kindergarten through grade 12, be immunized against certain diseases. At the time of the first day of attendance, the school is required to have proof that your child has received all currently due immunizations.

Personal Belief Exemptions (PBEs) will no longer be recognized for new incoming students. Pre-existing PBEs filed at a California K-12 school before January 1, 2016 may remain valid until the student enrolls in the next grade span, typically at kindergarten or 7th grade (middle school entry) only where the student had a physician-issued, written exemption on file prior to January 1, 2016 at a California K-12 school (child care and preschool are not recognized for this purpose, however, qualified Transitional Kindergarten programs may be recognized for this purpose) in which the student was then-enrolled.

PBEs may be transferred between California schools both within and across school districts. If a student's PBE is not transferred, the student will have to demonstrate proof of age-appropriate immunizations in accordance with the law prior to registration.

All students must receive any immunizations that become required of California students after January 1, 2016 when they transition to the next grade span and are subject to rules requiring proof of immunization at kindergarten and seventh grade transitions. At the kindergarten and seventh grade

registration points, all students must demonstrate proof that all required immunizations for the relevant grade level have been administered unless the student has a medical exemption that meets all legal requirements.

Oral Health Assessment

Students enrolled in kindergarten in a public school, or while enrolled in first grade if the pupil was not previously enrolled in kindergarten in a public school, are required to have an oral health assessment completed by a dental professional. Please contact the office you have questions about this requirement.

Free and Reduced Price Meals

H2 participates in the National School Lunch Program. Applications for free or reduced price meals are included in the first day packets to all families and in the main office. All families are encouraged to complete the application form in order to include as many eligible students as possible.

SAFETY POLICIES

Emergency Procedures

H2 staff receives training in order to provide for the safety of students, staff and visitors during times of emergency. Emergency preparedness includes fire and earthquake drills which happen at regular times during the school year.

All alarms are treated as real at H2. In the event of a false alarm, all staff, students and visitors are required to complete an orderly and safe evacuation of the classrooms and building. Staff and students will meet in pre assigned areas, and will remain there until all students are accounted for and instructed to return to the building or move to a safer area.

Failure to follow emergency procedures or the willful attempt to compromise emergency preparedness at H2 is grounds for severe consequences, including possible suspension and expulsion. In the case of a major emergency (such as a significant earthquake or fire), parents/guardians and families should contact the H2 main number (619) 628-2650 or visit www.hawking2charter.org for more information. During such an emergency, H2 staff will be focused on ensuring that all students are safe and accounted for. Students and parents/guardians are asked to do their part by not having a student leave the premises without signing proper releases. Consequently, it is very important to keep your child's Emergency Card information up to date. Your child will not be released to anyone other than those listed on the Emergency Card. □

Internet Safety Policy

New technologies are modifying the way in which information may be accessed, communicated and transferred. Those changes also alter instruction and student learning. H2 offers students access to technologies that may include Internet access, electronic mail, and equipment, such as computers, tablets, or other multimedia hardware. The H2 Board of Directors intends that technological resources provided by the school be used in a safe, responsible, and proper manner in support of the instructional program and for the advancement of student learning.

Educational Purpose

Use of H2 equipment and access to the Internet via H2 equipment and resource networks is intended to serve and pursue educational goals and purposes. Student use of the Internet is therefore limited to only those activities that further or enhance the delivery of education. Students and staff have a duty to use H2 resources only in a manner specified in the Policy.

“Educational purpose” means classroom activities, research in academic subjects, career or professional development activities, H2 approved personal research activities, or other purposes as defined by H2 from time to time.

“Inappropriate use” means a use that is inconsistent with an educational purpose or that is in clear violation of this policy and the Acceptable Use Agreement.

Notice and Use

H2 shall notify students and parents/guardians about authorized uses of school computers, user obligations and responsibilities, and consequences for unauthorized use and/or unlawful activities.

Before a student is authorized to use H2’s technological resources, the student and his/her parent/guardian shall sign and return the Acceptable Use Agreement specifying user obligations and responsibilities. In that agreement, the student and his/her parent/guardian shall agree not to hold H2 or any H2 staff responsible for the failure of any technology protection measures, violations of copyright restrictions, or user mistakes or negligence. They shall also agree to indemnify and hold harmless H2 and H2 personnel for any damages or costs incurred.

Safety

H2 shall ensure that all H2 computers with Internet access have a technology protection measure that blocks or filters Internet access to websites that have no educational purpose and/or contain visual depictions that are obscene, constitute child pornography, or that are harmful to minors. While H2 is able to exercise reasonable control over content created and purchased by H2, it has limited control over content accessed via the internet and no filtering system is 100% effective. Neither H2 nor its staff

shall be responsible for the failure of any technology protection measures, violations of copyright restrictions, or user mistakes or negligence.

To reinforce these measures, the Executive Director or designee shall implement rules and procedures designed to restrict students' access to harmful or inappropriate matter on the Internet and to ensure that students do not engage in unauthorized or unlawful online activities. Staff shall supervise students while they are using online services and may have teacher aides, student aides, and volunteers assist in this supervision.

The Executive Director or designee also shall establish regulations to address the safety and security of students and student information when using email, chat rooms, and other forms of direct electronic communication.

The Executive Director or designees shall provide age-appropriate instruction regarding safe and appropriate behavior on social networking sites, chat rooms, and other Internet services. Such instruction shall include, but not be limited to, maintaining the student's online reputation and ensuring their personal safety by keeping their personal information private, the dangers of posting personal information online, misrepresentation by online predators, how to report inappropriate or offensive content or threats, behaviors that constitute cyberbullying, and how to respond when subjected to cyberbullying. Students are expected to follow safe practices when using H2 technology.

Students shall not use the Internet to perform any illegal act or to help others perform illegal acts. Illegal acts include, but are not limited to, any activities in violation of local, state, and federal law and/or accessing information designed to further criminal or dangerous activities. Such information includes, but is not limited to, information that if acted upon could cause damage, present a danger, or cause disruption to H2, other students, or the community. Damaging, debilitating or disabling computers, computer networks or systems through the intentional or overuse of electronic distribution or the spreading of computer viruses or other harmful programs shall be prohibited. Any unauthorized online access to other computers by means of hacking into other computers, downloading hacker tools such as port scanners and password crackers designed to evade restrictions shall also be strictly prohibited.

Student use of H2 computers to access social networking sites is not prohibited, but access is limited to educational purposes only. To the extent possible, the Executive Director or designee shall block access to such sites on H2 computers with Internet access. The Executive Director or designee shall oversee the maintenance of H2's resources and may establish guidelines and limits on their use.

All employees shall receive a copy of this policy and the accompanying Acceptable Use Agreement describing expectations for appropriate use of the system and shall also be provided with information about the role of staff in supervising student use of technological resources. All employees shall comply with this policy and the Acceptable Use Agreement, in addition to any separate policies governing employee use of technology.

Student use of school computers, networks, and Internet services is a privilege, not a right. Compliance with H2's policies and rules concerning computer use is mandatory. Students who violate these policies and rules may have their computer privileges limited and may be subject to discipline, including but not limited to suspension or expulsion per school policy.

Electronic Devices

Cell Phone Usage Policy

Students are allowed to carry cell phones to school. However, all phones must be turned off during school hours and stored in your child(ren)'s backpack. Please ensure they are hidden and deeply placed in their backpack to avoid any issues.

Phones may not be used to talk, take pictures, play games, record, or text during school hours including recess and lunch.

Should a student need to use the telephone, he/she can use the classroom or office phone with permission.

H2 will not be responsible for any lost, stolen, damaged, or confiscated phones.

If a cell phone rings or if a student is using one without permission, staff and administration will follow this protocol:

1st infraction: Students will have their cell phone confiscated by the teacher or an administrator, who will store the phone until the parent retrieves it.

2nd infraction: The student loses cell phone privileges for 2 weeks. The cell phone will be confiscated and given to an administrator who the parent will need to meet with to retrieve the confiscated cell phone.

3rd infraction: The student loses cell phone privileges for the rest of the school year. Parent will need to set up a meeting with an administrator regarding cell phone usage and to retrieve the confiscated cell phone.

***Infractions will be assessed on an individual basis and consequences will be to the discretion of the administration.*

Personal Electronic Device Policy

Students are allowed to carry personal electronics to school. However, all electronics must be turned off during school hours and stored in your child(ren)'s backpack unless teachers, staff, or administration have given the student permission to use their personal devices at school. Please ensure they are hidden and deeply placed in their backpack to avoid any issues.

Electronics may not be used to talk, take pictures, play games, record, or text during school hours, including recess and lunch unless permitted by advising teacher.

The school will not be responsible for any lost, stolen, damaged, or confiscated devices.

If a student is using their personal electronic device without permission, staff and administration will follow this protocol**:

1st infraction: Students will have their electronic device confiscated by the teacher or an administrator, who will store the device until the parent retrieves it.

2nd infraction: The student loses electronic device privileges for 2 weeks. The electronic device will be confiscated and given to an administrator who the parent will need to meet with to retrieve the confiscated device.

3rd infraction: The student loses personal electronic device privileges for the rest of the school year. Parent will need to set up a meeting with an administrator regarding electronic device usage and to retrieve the confiscated device.

***Infractions will be assessed on an individual basis and consequences will be to the discretion of the administration and/or classroom teacher.*

COMMUNITY STANDARDS AND CONDUCT POLICIES

Dress Code

Hawking Charter School requires that all students wear the school uniform. A school uniform helps promote pride and professionalism and reminds us all that our primary focus is on academics and culture. The quality of the work that students produce at school is affected by their personal appearance. Students will dress with reasonable standards of cleanliness and modesty. Clothing and hairstyles are to be worn that will not draw the undue attention of peers or be distracting to class instruction.

Uniform Policy

Students will wear school uniform top (Hawking t-shirt, polo or sweatshirt) and khaki or navy bottom.

- Hawking school shirts ONLY: Hawking polos or T-shirts ONLY, these must be worn DAILY.
- Hawking Solid Color Sweaters: Sweaters must be navy blue, red or green with school logo ONLY. NO designs, stripes, embroidery or other logos are permitted. SOLID COLOR ONLY.
- Pants: Navy blue or khaki shorts, pants or dresses (skirts or jumpers) are acceptable forms of dress uniforms. No jeans, sweat pants, sports pants or cargo pants allowed.
- Skirts and shorts: Skirts and shorts must be no more than three fingers above the knee in length. Shorts or leggings must be worn under skirts.
- Socks and Leggings: Solid colors ONLY. Solid navy blue, black, or white socks or leggings preferred.
- Hawking School Patches: These can be attached to Navy Blue jackets, Navy Blue sweaters, school shirts with appropriate school colors, and Navy Blue or Khaki jumpers.
- Footwear: All students MUST wear footwear that covers the whole foot and is not raised from the ground. Unacceptable footwear does not allow students to run in PE, recess, or in cases of emergency. Sneakers and athletic footwear are the best choices for the nature of our campus. Flip-flops are absolutely unacceptable as well as heels and sandals.

Computer, Electronic Mail, and Internet Usage Policy

We are pleased to offer H2 students access to certain elements of school computer equipment, computer network and systems, electronic mail service and user accounts, the Intranet and the Internet (collectively “H2 IT”). H2 IT is provided for students to conduct research and communicate with others.

Access to H2 IT is given to students who agree to act in a considerate and responsible manner. Access is a privilege – not a right. Access entails responsibility. Students are expected to adhere to the following guidelines and policies applicable to the use of H2 IT. Students who violate these policies may be subject to disciplinary action.

H2 Informational Technology (IT)

H2 IT is shared and available to the H2 community. These resources are not used in any way to disrupt or interfere with use by others.

Students must respect all copyrights and licenses to software and other online information, and may not upload, download, or copy software or other material through H2 IT.

The following are some of the actions that are not permitted, and violations may result in a loss of access as well as other disciplinary or legal action, including expulsion.

- Damage, vandalism, or theft of equipment, systems, or networks
- Use of the computer equipment, networks, and systems for unlawful purposes, commercial purposes, or personal gain
- Violations of copyright law
- Plagiarism
- Theft, piracy, improper downloading, or modification of software
- Transmitting computer viruses
- Sending or retrieving information that violates school policies and/or applicable laws (e.g., sending and/or retrieving information that is pornographic, vulgar, racist, sexist, abusive, harassing, offensive, or attacking
- Any attempt to guess passwords, use another’s password, break into other accounts, or gain unauthorized access to administrator accounts
- Trespassing in another’s portfolio, folders, work, or files
- Concealing or misrepresenting one’s identity while using the system
- Intentionally wasting limited resources
- Any use which is unlawful under applicable State or Federal law
- Any use which H2 determines is objectionable in its sole discretion

Communication using H2 IT

Students are responsible for their own behavior on H2 IT just as they are everywhere in the school environment.

Communications on H2 IT are often public in nature. General school rules for behavior and communications apply.

It is presumed that users will comply with school standards. Aside from the clarification of such standards, H2 is not responsible for restricting, monitoring, or controlling the communications of individuals utilizing the network.

Access/No Expectation of Privacy

H2 IT and all user accounts are the property of H2. As such, H2 reserves the right to monitor and access information on the system and in users' accounts. Network storage areas may be accessed by H2 to review files and communications, maintain system integrity, ensure that users are using the system responsibly, and ensure there are no violations of school policies.

There is no right to privacy nor should any user of H2 IT have any expectation of personal privacy in any data stored in, created by, received by, or sent over H2 IT. All data is subject to review by the school at any time, with or without notice, with or without cause, and with or without the permission of any student or parent/guardian. The school reserves the right to monitor access, retrieve, download, copy, listen to, or delete anything stored in, created by, received by, or sent over school computer networks, computers, e-mail system or any other H2 IT, without notice and without the permission of any user.

Moreover, to protect the integrity of the H2 IT and the users thereof against unauthorized or improper use of these systems, H2 reserves the right, without notice, to limit or restrict any individual's use, and to inspect, copy, remove, or delete any unauthorized use of this technology upon authorization of the Executive Director or his/her designee.

Internet

Access to e-mail and the Internet will enable students to explore thousands of libraries, databases, and bulletin boards while exchanging messages with Internet users throughout the world. Families are reminded, however, that H2 does not control the content of the Internet though we do have safety measures in place to protect students from viewing harmful material. Accordingly, H2 does not have control over the type of information accessible to students or the quality of the same. H2 cannot completely limit access to materials that a parent/guardian or family might consider inappropriate. While our intent is to make Internet access available to further educational goals and objectives, students may find ways to access other materials as well.

H2 believes that the benefits to students from access to the Internet, in the form of information resources and opportunities for collaboration, exceed any disadvantages. But ultimately, parents and guardians of minors are responsible for setting and conveying the standards that their children should follow when using media and information resources.

Community Behavioral Policies and Commitments: Respect for Self and Others (Code of Conduct)

H2 students, parents/guardians, and staff are expected to respect others and support teaching and learning. Anyone engaging in the following forms of offensive behavior may be subject to discipline including the possibility of suspension or expulsion proceedings. Any adult in our community including staff, parents, and other volunteers and visitors who refrain from following our community behavioral policies and commitments may have their access to campus limited as deemed appropriate by the Executive Director up to the fullest extent allowable under law.

Respect for others: All members of this community are expected to treat one another with respect. This includes how we talk and interact with one another and how we respect each other's property and personal space. Any student who steals from the school, another student, or a staff member will be subject to an expulsion hearing. Willfully causing physical harm to another member of the H2 community will lead to an expulsion hearing.

Vandalism: All students and staff are urged to treat the building with care and respect. No one is to injure, destroy, deface, or trespass on school property. A clean environment is important to all; vandalism will be dealt with severely. Parents/guardians will be responsible for paying for any damage done to the building by their child. People with any information about damage done to the building or its contents should report it to the Executive Director or designee.

Drugs, alcohol, and tobacco: Drugs, alcohol, and tobacco are prohibited in the school, on the campus, and at off-campus school functions. Violations can lead to suspension or an expulsion hearing.

Computer games: H2 provides technology for the educational benefit of members of the community. Playing computer games or video games on campus is not allowed at any time.

Parent Roles and Responsibilities

As a Hawking Parent, we fully commit to the Organization of Hawking Charter Schools in the following ways:

We, not the school, are responsible for the behavior of our child;

We will make sure that our child comes to school ready to learn, on time, every day;

We will make sure that our child understands the school rules and consequences for behavior;

We will support the teacher in their classroom behavior policies and consequences as needed in the home;

We will make sure our child understands that school is a place of learning and respectful conduct is expected at all times; and

We will model the positive behavior expectations for our child.

We understand that the school does not tolerate extreme behaviors such as fighting, biting, classroom disruptions, inappropriate language, bullying, and defiance. (Also see the Notice of Zero Tolerance Policy in registration packet)

Disciplinary Consequences

The purpose of disciplinary action at H2 is to ensure that individual students, their parents/guardians and the H2 community stay focused on growth and learning. Prompt resolution of the problem or issues is expected.

Initial forms of discipline may include any one, a combination and/or all of the following depending on the circumstances, and at the school administration's sole discretion.

- Verbal and/or written warning to the student
- Loss of privileges or removal from extracurricular activities
- Parent/guardian notification
- A written commitment by the student to improve his/her behavior and/or performance
- A meeting with the Executive Director or some other school administrator or faculty member
- Suspension
- Expulsion
- Other forms of discipline that the school may determine appropriate

Suspension and Expulsion Policy And Procedure

This Pupil Suspension and Expulsion Policy has been established in order to promote learning and protect the safety and wellbeing of all students at H2. A complete copy of this policy is available by upon request in the main office. In creating this policy, H2 has reviewed Education Code Section 48900 *et seq.* which describes the non-charter schools' list of offenses and procedures to establish its list of offenses and procedures for suspensions and expulsions. The language that follows closely mirrors the language of Education Code Section 48900 *et seq.* H2 is committed to annual review of policies and procedures surrounding suspensions and expulsions and, as necessary, modification of the lists of offenses for which students are subject to suspension or expulsion.

When the Policy is violated, it may be necessary to suspend or expel a student from regular classroom instruction. This policy shall serve as H2's policy and procedures for student suspension and expulsion and it may be amended from time to time without the need to amend the charter so long as the amendments comport with legal requirements. H2 staff shall enforce disciplinary rules and procedures fairly and consistently among all students.

Corporal punishment shall not be used as a disciplinary measure against any student. Corporal punishment includes the willful infliction of or willfully causing the infliction of physical pain on a student. For purposes of the Policy, corporal punishment does not include an employee's use of force that is reasonable and necessary to protect the employee, students, staff or other persons or to prevent damage to school property.

H2 administration shall ensure that students and their parents/guardians are notified in writing upon enrollment of all discipline policies and procedures. This Policy and these Procedures are available on request at the Executive Director's office.

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

A student identified as an individual with disabilities or for whom H2 has a basis of knowledge of a suspected disability pursuant to the Individuals with Disabilities Education Improvement Act of 2004 ("IDEIA") or who is qualified for services under Section 504 of the Rehabilitation Act of 1973 ("Section 504") is subject to the same grounds for suspension and expulsion and is accorded the same due process procedures applicable to general education students except when federal and state law mandates additional or different procedures. H2 will follow all applicable federal and state laws including but not limited to the California Education Code, when imposing any form of discipline on a student identified as an individual with disabilities or for whom H2 has a basis of knowledge of a suspected disability or who is otherwise qualified for such services or protections in according due process to such students.

A. Grounds for Suspension and Expulsion of Students

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

B. Enumerated Offenses

1. Discretionary Suspension Offenses. Students may be suspended for any of the following acts when it is determined the pupil:
 - a) Caused, attempted to cause, or threatened to cause physical injury to another person.
 - b) Willfully used force or violence upon the person of another, except in self-defense.
 - c) Unlawfully possessed, used, sold or otherwise furnished, or was under the influence of any controlled substance, as defined in Health and Safety Code Sections 11053-11058, an alcoholic beverage, or an intoxicant of any kind.
 - d) Unlawfully offered, arranged, or negotiated to sell any controlled substance as defined in Health and Safety Code Sections 11053-11058, alcoholic beverage or intoxicant of any kind, and then sold, delivered or otherwise furnished to any person another liquid substance or material and represented same as controlled substance, alcoholic beverage or intoxicant.
 - e) Committed or attempted to commit robbery or extortion.
 - f) Caused or attempted to cause damage to school property or private property.
 - 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 cigars, cigarettes, miniature cigars, clove cigarettes, smokeless tobacco, snuff, chew packets, and betel. This provision does not prohibit the use or possession by a pupil of his or her 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 any drug paraphernalia, as defined in Health and Safety Code Section 11014.5.
- k) Disrupted school activities or otherwise willfully defied the valid authority of supervisors, teachers, administrators, other school officials, or other school personnel engaged in the performance of their duties.

Except as provided in Education Code 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 this subdivision.

- l) Knowingly received stolen school property or private property.
- m) Possessed an imitation firearm, i.e.: a replica of a firearm that is so substantially similar in physical properties to an existing firearm as to lead a reasonable person to conclude that the replica is a firearm.
- n) Committed or attempted to commit a sexual assault as defined in Penal Code Sections 261, 266c, 286, 288, 288a or 289, or committed a sexual battery as defined in Penal Code Section 243.4.
- o) Harassed, threatened, or intimidated a student who is a complaining witness or witness in a school disciplinary proceeding for the purpose of preventing that student from being a witness and/or retaliating against that student for being a witness.
- 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 the purposes of this provision, "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 section, "hazing" does not include athletic events or school-sanctioned events.
- r) Made terroristic threats against school officials and/or school property. For purposes of this provision, "terroristic threat" shall include any statement, whether written or oral, by a person who willfully threatens to commit a crime which will result in death, great bodily injury to another person, or property damage in excess of one thousand dollars (\$1,000),

with the specific intent that the statement is to be taken as a threat, even if there is no intent of actually carrying it out, which, on its face and under the circumstances in which it is made, is so unequivocal, unconditional, immediate, and specific as to convey to the person threatened, a gravity of purpose and an immediate prospect of execution of the threat, and thereby causes that person reasonably to be in sustained fear for his or her own safety or for his or her immediate family's safety, or for the protection of school property, or the personal property of the person threatened or his or her immediate family.

- s) Committed sexual harassment, as defined in Education Code Section 212.5. For the purposes of this provision, the conduct described in Section 212.5 must be considered by a reasonable person of the same gender as the victim to be sufficiently severe or pervasive to have a negative impact upon the individual's academic performance or to create an intimidating, hostile, or offensive educational environment. This provision shall not apply to pupils enrolled in kindergarten and grades 1 to 3, inclusive.
 - t) Caused, attempted to cause, threatened to cause or participated in an act of hate violence, as defined in Education Code Section 233(e). This provision shall apply only to pupils in any of grades 4 to 12, inclusive.
 - u) Intentionally engaged in harassment, threats, or intimidation, directed against school district personnel or pupils, that is sufficiently severe or pervasive to have the actual and reasonably expected effect of materially disrupting classwork, creating substantial disorder, and invading the rights of either school personnel or pupils by creating an intimidating or hostile educational environment. This provision shall apply to pupils in any of only grades 4 to 12, inclusive.
 - v) Engaged in an act of bullying, including, but not limited to, bullying committed by means of an electronic act.
- 1) "Bullying" means any severe or pervasive physical or verbal act or conduct, including communications made in writing or by means of an electronic act, and including one or more acts committed by a student or group of students which would be deemed hate violence or harassment, threats, or intimidation, which are directed toward one or more students that has or can be reasonably predicted to have the effect of one or more of the following:
- i. Placing a reasonable student (defined as a student, including, but not limited to, a student with exceptional needs, who exercises average 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) or students in fear of harm to that student's or those students' person or property.
 - ii. Causing a reasonable student to experience a substantially detrimental effect on his or her physical or mental health.

- iii. Causing a reasonable student to experience substantial interference with his or her academic performance.
 - iv. Causing a reasonable student to experience substantial interference with his or her ability to participate in or benefit from the services, activities, or privileges provided by the Charter School.
- 2) "Electronic Act" means the creation or transmission originated on or off the school site, by means of an electronic device, including, but not limited to, a telephone, wireless telephone, or other wireless communication device, computer, or pager, of a communication, including, but not limited to, any of the following:
- i. A message, text, sound, video, or image.
 - ii. A post on a social network Internet Web site including, but not limited to:
 - (a) Posting to or creating a burn page. A "burn page" means an Internet Web site created for the purpose of having one or more of the effects as listed under 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 under 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 under 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.
 - iii. An act of cyber sexual bullying.
 - (a) For purposes of this provision, "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 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) For purposes of this provision, "cyber sexual bullying" does not include a depiction, portrayal, or image that has any serious literary, artistic, educational, political, or scientific value or that involves athletic events or school-sanctioned activities.
- 3) 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.
- w) A pupil who aids or abets, as defined in Penal Code Section 31, the infliction or attempted infliction of physical injury to another person may be subject to suspension, but not expulsion, 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 offense a) in this list.

- x) Possessed, sold, or otherwise furnished any knife unless, in the case of possession of any object of this type, the student had obtained written permission to possess the item from a certificated school employee, with the Executive Director or designee's concurrence.

2. Non-Discretionary Suspension Offenses: Students must be suspended and recommended for expulsion for any of the following acts when it is determined the pupil:

- a) Possessed, sold, or otherwise furnished any firearm, explosive, or other dangerous object unless, in the case of possession of any object of this type, the student had obtained written permission to possess the item from a certificated school employee, with the Executive Director or designee's concurrence.

3. Discretionary Expellable Offenses: Students may be recommended for expulsion for any of the following acts when it is determined the pupil:

- a) Caused, attempted to cause, or threatened to cause physical injury to another person.
- b) Willfully used force or violence upon the person of another, except in self-defense.
- c) Unlawfully possessed, used, sold or otherwise furnished, or was under the influence of any controlled substance, as defined in Health and Safety Code Sections 11053-11058, an alcoholic beverage, or an intoxicant of any kind.
- d) Unlawfully offered, arranged, or negotiated to sell any controlled substance as defined in Health and Safety Code Sections 11053-11058, alcoholic beverage or intoxicant of any kind, and then sold, delivered or otherwise furnished to any person another liquid substance or material and represented same as controlled substance, alcoholic beverage or intoxicant.
- e) Committed or attempted to commit robbery or extortion.
- f) Caused or attempted to cause damage to school property or private property.
- 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 cigars, cigarettes, miniature cigars, clove cigarettes, smokeless tobacco, snuff, chew packets and betel. This provision does not prohibit the use or possession by a pupil of his or her 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 any drug paraphernalia, as defined in Health and Safety Code Section 11014.5.
- k) Knowingly received stolen school property or private property.
- l) Possessed an imitation firearm, i.e.: a replica of a firearm that is so substantially similar in physical properties to an existing firearm as to lead a reasonable person to conclude that the replica is a firearm.
- m) Committed or attempted to commit a sexual assault as defined in Penal Code Sections 261, 266c, 286, 288, 288a or 289, or committed a sexual battery as defined in Penal Code Section 243.4.
- n) Harassed, threatened, or intimidated a student who is a complaining witness or witness in a school disciplinary proceeding for the purpose of preventing that student from being a witness and/or retaliating against that student for being a witness.
- o) Unlawfully offered, arranged to sell, negotiated to sell, or sold the prescription drug Soma.
- p) Engaged in, or attempted to engage in hazing. For the purposes of this provision, "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 section, "hazing" does not include athletic events or school-sanctioned events.
- q) Made terroristic threats against school officials and/or school property. For purposes of this provision, "terroristic threat" shall include any statement, whether written or oral, by a person who willfully threatens to commit a crime which will result in death, great bodily injury to another person, or property damage in excess of one thousand dollars (\$1,000), with the specific intent that the statement is to be taken as a threat, even if there is no intent of actually carrying it out, which, on its face and under the circumstances in which it is made, is so unequivocal, unconditional, immediate, and specific as to convey to the person threatened, a gravity of purpose and an immediate prospect of execution of the threat, and thereby causes that person reasonably to be in sustained fear for his or her own safety or for his or her immediate family's safety, or for the protection of school property, or the personal property of the person threatened or his or her immediate family.
- r) Committed sexual harassment, as defined in Education Code Section 212.5. For the purposes of this provision, the conduct described in Section 212.5 must be considered by a reasonable person of the same gender as the victim to be sufficiently severe or pervasive to have a negative impact upon the individual's academic performance or to

create an intimidating, hostile, or offensive educational environment. This provision shall not apply to pupils enrolled in kindergarten and grades 1 to 3, inclusive.

- s) Caused, attempted to cause, threatened to cause or participated in an act of hate violence, as defined in Education Code Section 233(e). This provision shall apply only to pupils in any of grades 4 to 12, inclusive.
- t) Intentionally engaged in harassment, threats, or intimidation, directed against school district personnel or pupils, that is sufficiently severe or pervasive to have the actual and reasonably expected effect of materially disrupting classwork, creating substantial disorder, and invading the rights of either school personnel or pupils by creating an intimidating or hostile educational environment. This provision shall apply to pupils in any of only grades 4 to 12, inclusive.
- u) Engaged in an act of bullying, including, but not limited to, bullying committed by means of an electronic act.
 - 1) "Bullying" means any severe or pervasive physical or verbal act or conduct, including communications made in writing or by means of an electronic act, and including one or more acts committed by a student or group of students which would be deemed hate violence or harassment, threats, or intimidation, which are directed toward one or more students that has or can be reasonably predicted to have the effect of one or more of the following:
 - i. Placing a reasonable student (defined as a student, including, but is not limited to, a student with exceptional needs, who exercises average care, skill, and judgment in conduct for a person of his or her age, or for a person of his or her age with his or her exceptional needs) or students in fear of harm to that student's or those students' person or property.
 - ii. Causing a reasonable student to experience a substantially detrimental effect on his or her physical or mental health.
 - iii. Causing a reasonable student to experience substantial interference with his or her academic performance.
 - iv. Causing a reasonable student to experience substantial interference with his or her ability to participate in or benefit from the services, activities, or privileges provided by the Charter School.
 - 2) "Electronic Act" means the creation or transmission originated on or off the school site, by means of an electronic device, including, but not limited to, a telephone, wireless telephone, or other wireless communication device, computer, or pager, of a communication, including, but not limited to, any of the following:
 - i. A message, text, sound, video, or image.
 - ii. A post on a social network Internet Web site including, but not limited to:
 - (a) Posting to or creating a burn page. A "burn page" means an Internet Web site created for the purpose of having one or more of the effects as listed in 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.
 - iii. An act of cyber sexual bullying.
 - (a) For purposes of this provision, "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 the definition of bullying. A photograph or other visual recording, as described above, shall include the depiction of a nude, semi-nude, or sexually explicit photograph or other visual recording of a minor where the minor is identifiable from the photograph, visual recording, or other electronic act.
 - (b) For purposes of this provision, "cyber sexual bullying" does not include a depiction, portrayal, or image that has any serious literary, artistic, educational, political, or scientific value or that involves athletic events or school-sanctioned activities.
- 3) An electronic act shall not constitute pervasive conduct solely on the basis that it has been transmitted on the Internet or is currently posted on the Internet.
- v) A pupil who aids or abets, as defined in Penal Code Section 31, the infliction or attempted infliction of physical injury to another person may be subject to suspension, but not expulsion, 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 offense a) in this list.
- w) Possessed, sold, or otherwise furnished any knife unless, in the case of possession of any object of this type, the student had obtained written permission to possess the item from a certificated school employee, with the Executive Director or designee's concurrence.
4. Non-Discretionary Expellable Offenses: Students must be recommended for expulsion for any of the following acts when it is determined pursuant to the procedures below that the pupil:
- a) Possessed, sold, or otherwise furnished any firearm, explosive, or other dangerous object unless, in the case of possession of any object of this type, the student had

obtained written permission to possess the item from a certificated school employee, with the Executive Director or designee's concurrence.

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

The term "firearm" means (A) any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of an explosive; (B) the frame or receiver of any such weapon; (C) any firearm muffler or firearm silencer; or (D) any destructive device. Such term does not include an antique firearm.

The term "destructive device" means (A) any explosive, incendiary, or poison gas, including but not limited to: (i) bomb, (ii) grenade, (iii) rocket having a propellant charge of more than four ounces, (iv) missile having an explosive or incendiary charge of more than one-quarter ounce, (v) mine, or (vi) device similar to any of the devices described in the preceding clauses.

Policy Supporting Free Speech

H2 respects students' rights to express ideas and opinions, take stands, and support causes, whether controversial or not, through their speech, their writing, and the printed materials they choose to post or distribute.

Student freedom of expression shall be limited only as allowed by law in order to maintain an orderly school environment and to protect the rights, health, and safety of all members of the school community. Expression shall be prohibited which is obscene, libelous, or slanderous. Also prohibited shall be material that so incites pupils as to create a clear and present danger of the commission of unlawful acts on school premises or the violation of lawful school regulations, or the substantial disruption of the orderly operation of H2.

STUDENT INFORMATION POLICIES

Family Education Rights and Privacy Act

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

These rights are:

1. The right to inspect and review the student’s education records within 45 days after H2 has received a request for access. Please note that the California Education Code permits access within 5 days of the request.

Parents/guardians or eligible students should submit to the Executive Director or designee a written request that identifies the record(s) they wish to inspect. The Executive Director will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected. A student’s education records will be available for review during the regular business hours of the school day.

2. The right to request the amendment of the student’s education records that the parent or eligible student believes are inaccurate or misleading or otherwise in violation of the student’s privacy rights under FERPA.

Parents or eligible students may ask H2 to amend a record that they believe is inaccurate or misleading. They should write the H2 Executive Director and clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If H2 decides not to amend the record as requested by the parent or eligible student, H2 will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing. □

3. The right to provide written consent before H2 discloses personally identifiable information (“PII”) from the student’s education records, except to the extent FERPA authorizes disclosure without consent.

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by H2 as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the H2 Board of Directors, A school official also may include a volunteer or contractor outside of the school who performs an institutional service or function for which H2 would otherwise use its own employees and who is under the direct control of H2 with respect to the use and maintenance of PII from education records, such as an attorney, auditor, medical consultant, or therapist; a parent or student volunteering to serve on an official committee, such as a disciplinary or grievance committee; or a parent student or other volunteer assisting another school official in performing his or her tasks. An H2 official has a legitimate educational interest if the official needs to

review an education record in order to fulfill his or her professional responsibility.

Upon request, H2 discloses education records without consent to officials of another school district in which a student seeks or intends to enroll, or is already enrolled if the disclosure is for purposes of the student's enrollment or transfer

4. The right to file a complaint with the U.S. Department of Education concerning alleged failure by H2 to comply with the requirements of FERPA. The name and address of the office that administers FERPA are:

Family Policy Compliance
Office U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-4605

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

- To other school officials, including teachers, within the educational agency or institution whom the school has determined to have legitimate educational interests. This includes contractors, consultants, volunteers, or other parties to whom the school has outsourced institutional services or functions, provided that the conditions listed in §99.31(a)(1)(i)(B)(1) - (a)(1)(i)(B)(2) are met. (§99.31(a)(1)).
- To officials of another school, school system, or institution of postsecondary education where the student seeks or intends to enroll, or where the student is already enrolled if the disclosure is for purposes related to the student's enrollment or transfer, subject to the requirements of §99.34. (§99.31(a)(2)).
- To authorize representatives of the U. S. Comptroller General, the U. S. Attorney General, the U.S. Secretary of Education, or State and local educational authorities, such as the State educational agency in the parent or eligible student's State (SEA). Disclosures under this provision may be made, subject to the requirements of §99.35, in connection with an audit or evaluation of Federal- or State-supported education programs, or for the enforcement of or compliance with Federal legal requirements that relate to those programs. These entities may make further disclosures of PII to outside entities that are designated by them as their authorized representatives to conduct any audit, evaluation, or enforcement or compliance activity on their behalf. (§§99.31(a)(3) and 99.35).
- In connection with financial aid for which the student has applied or which the student has received, if the information is necessary to determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid. (§99.31(a)(4)).

- To State and local officials or authorities to whom information is specifically allowed to be reported or disclosed by a State statute that concerns the juvenile justice system and the system's ability to effectively serve, prior to adjudication, the student whose records were released, subject to §99.38. (§99.31(a)(5)). To organizations conducting studies for, or on behalf of, the school, in order to: (a) develop, validate, or administer predictive tests; (b) administer student aid programs; or (c) improve instruction. (§99.31(a)(6)).
- To accrediting organizations to carry out their accrediting functions. (§99.31(a)(7)).
- To parents of an eligible student if the student is a dependent for IRS tax purposes. (§99.31(a)(8)).
- To comply with a judicial order or lawfully issued subpoena. (§99.31(a)(9)).
- To appropriate officials in connection with a health or safety emergency, subject to §99.36. (§99.31(a)(10)).
- Information the school has designated as “directory information” under §99.37. (§99.31(a)(11)).

FERPA requires that H2, with certain exceptions, obtain a parent/guardian written consent prior to the disclosure of PII from your child’s education records. However, H2 may disclose appropriately designated “directory information” without written consent, unless you have advised H2 to the contrary in accordance with H2’s policy.

The primary purpose of directory information is to allow H2 to include this type of information from your child's education records in certain school publications. Examples include:

- A playbill, showing your student's role in a drama production;
- The annual yearbook;
- Honor roll or other recognition lists;
- Graduation programs; and
- Sports activity sheets, such as for wrestling, showing weight and height of team members.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent’s prior written consent. Outside organizations include, but are not limited to, companies that publish yearbooks. In addition, two federal laws require local educational agencies (“LEAs”) receiving assistance under the Elementary and Secondary Education Act of 1965 (“ESEA”) to provide military recruiters, upon request, with the following information – names, addresses and telephone listings – unless parents have advised the LEA that they do not want their student's information disclosed without their prior written consent.

If you do not want H2 to disclose any or all of the types of information designated below as directory information from your child's education records without your prior written consent, you must notify H2 in writing by August 1st of each academic year.

H2 has designated the following information as directory information:

Student's name;
Student's address;
Parent's/Legal Guardian's address;
Telephone listing;
Student's electronic mail address;
Parent's/Legal Guardian's electronic mail address;
Photograph;
Date and place of birth;
Dates of attendance;
Grade level;
Participation in officially recognized activities and sports;
Weight and height of members of athletic teams;
Degrees, honors, and awards received;
The most recent educational agency or institution attended; and
Student ID number, user ID, or other unique personal identifier used to communicate in electronic
systems that cannot be used to access education records without a PIN, password, etc. (A student's SSN, in whole or in part, cannot be used for this purpose.).

Statement Against Unlawful Discrimination

H2 is nonsectarian in its programs, admissions policies, employment practices, and all other operations. H2 does not charge tuition and does not discriminate on the basis of the characteristics listed in Education Code Section 220 (actual or perceived disability, gender, gender expression, gender identity, nationality, race or ethnicity, religion, religious affiliation, sexual orientation, or any other characteristic that is contained in the definition of hate crimes set forth in Section 422.55 of the Penal Code or association with an individual who has any of the aforementioned characteristics).

H2 is committed to providing a work and educational atmosphere that is free of unlawful harassment under Title IX (sex), Title VI (race, color, or national origin), and Section 504 and Title II of ADA (mental or physical disability). H2 prohibits sexual harassment, including cyber sexual bullying, and harassment based upon pregnancy, childbirth or related medical conditions, race, religion, creed, color, gender, gender identity, gender expression, national origin or ancestry, physical or mental disability, medical condition, marital status, age, sexual orientation, or any other basis protected by federal, state, local law, ordinance or regulation. H2 does not condone or tolerate harassment of any type, including bullying, discrimination, or intimidation, by any employee, independent contractor or other person with which H2 does business, or any other individual, student, or volunteer. This applies to all employees, students, or volunteers and relationships, regardless of position or gender. H2 will promptly and thoroughly investigate any complaint of harassment and take appropriate corrective action, if warranted.

The lack of English language skills will not be a barrier to admission or participation in the school's programs or activities. Additional information prohibiting other forms of unlawful discrimination, inappropriate behavior, and/or hate crimes may be found in this handbook. It is the intent of H2 that all such policies are read consistently to provide the highest level of protection from unlawful discrimination in the provision of educational services and opportunities. The school prohibits retaliation against anyone who files a complaint or who participates in a complaint investigation.

Any inquiries regarding this nondiscrimination policy or the filing of discrimination/harassment complaints may be directed to the Executive Director.

Custody Matters

Schools are not the forum to mediate custody disputes and other personal family matters. Custody matters and other family law disputes must be handled by the courts. The schools do not have an independent legal basis to refuse a biological parent access to his or her child, consistent with general school policy, and the child's school records unless a valid, effective, and signed court order specifically setting forth limitations is on file at the school office.

Student And Parent Media Release

H2 reserves the right to make, produce, reproduce, exhibit, distribute, publish, and transmit by means of live broadcast, videotape, photograph and print student's name, grade, voice, picture, likeness and actions as an individual in connection with school activities. For individual student interviews with print and broadcast media outlets, parent or guardian permission will be obtained prior to publication.

Intellectual Property Statement

Students have the rights to intellectual property they have created, unless the property is also owned by others, in the school, or if that creation arose out of, or in the course of, class-work, and/or if it was developed with funds and facilities administered by H2.

Foster Youth

H2 has adopted a board policy outlining the rights of foster youth. Please ask the Executive Director for a copy if you would like to view it in its entirety.

Homeless Children Policy

The McKinney-Vento Homeless Assistance Act, reauthorized in December 2001, ensures educational rights and protections for children and youth experiencing homelessness. The purpose of this policy is to set forth the policies and procedures for enrollment and education of homeless children and youth at H2.

Key Definitions:

“Homeless” students are those who lack fixed, regular, and adequate nighttime residences due to economic hardship and include:

1. Children and youths who are sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason; are living in motels, hotels, trailer parks , or camping grounds due to the lack of alternative adequate accommodations; are living in emergency or transitional shelters; are abandoned in hospitals; or are awaiting foster care placement;
2. Children and youths who have a primary nighttime residence that is a public or private place not designed for or ordinarily used as regular sleeping accommodations for human beings;
3. Children and youths who are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings;
4. Runaway children or children who are abandoned; and
5. Migratory children and unaccompanied youth (youth not in the physical custody of a parent or guardian) may be considered homeless if they meet the above definition of “homeless.”.

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

Contact Information:

The Hawking STEAM Charter School Liaison (“Liaison”) serves both Hawking STEAM Charter Schools. The Liaison serves as a guide for homeless students and unaccompanied youth in the enrollment process with Hawking STEAM Charter Schools. The Liaison is responsible for making placement decisions for homeless students on behalf of both schools.

The contact information for the Liaison is as follows:

H2: Lorena Chávez, Executive Director
1411 27th St.
San Diego, CA 92154
(619) 428-2650

The Liaison for homeless students shall work to ensure that:

1. Homeless students are identified by school personnel and through coordinated activities with other entities and agencies;
2. Homeless students enroll in and have a full and equal opportunity to succeed at H2;
3. Homeless families and students receive educational services for which they are eligible, including Head Start and Even Start programs;

4. Parents/guardians are informed of the educational and related opportunities available to their children and are provided with meaningful opportunities to participate in the education of their children;
5. Public notice of the educational rights of homeless children is disseminated at places where children receive services, such as schools, shelters, and soup kitchens;
6. Enrollment/admissions disputes are mediated in accordance with law, the H2 Charter, and Board Policy;
7. Parents/guardians are fully informed of all transportation services, as applicable; and
8. The School Liaison collaborates with State coordinators and community and school personnel responsible for the provision of education and related services to homeless children and youths.

VOLUNTEER POLICIES

Parent Commitment Board Policy

As an H2, I fully commit to the Organization of Hawking Charter Schools in the following ways:

- I will abide by all school policies;
- I will make sure my child arrives at school, on time, every day;
- I will pick up my child everyday, on time, at dismissal;
- I will make arrangements so my child can remain at school each day throughout the educational program hours;
- I will follow all arrival and dismissal regulations and parking procedures. We will be courteous to fellow parents at all times;
- I will ensure that my child follows the school dress code and uniform policy;
- I will ensure that my child is completing homework and is reading or being read to every night;
- I understand that this is a project-based school and that my child will be expected to complete projects at home at each grade level;
- I will participate in all school activities such as parent meetings, Expo nights, back-to-school nights, and student led conferences, etc.;
- I will make sure to meet with the teacher during parent conferences and to keep my conference time;
- I will volunteer if I have the opportunity to; and
- I understand that I, first and foremost have a critical role in the behavior of my child and the school will then support me in this effort.

Parent Volunteers

School Volunteers serve under the direction of school staff to meet the needs of students. There are many opportunities for you to become involved at H2.

Some children are not ready to have their parents in the classroom with them. In the classroom, parents have a different role; they are assisting the teacher. However, some children are unable to accept their parents in any role other than parent. In these cases, it is better for the parent to volunteer in another area of the school.

In order to promote a quality education, H2 has developed this Volunteer Policy. These are the expectations we have for all adults who work with H2 students.

****Before volunteering, you must be cleared with clean TB test as well as a background check. Please see Parent Liaison or Receptionist in the Main Office for exact details on this process.**

CONFIDENTIALITY

Confidentiality is of the utmost importance in your association with teachers and students. What you see and hear at the school is private. You are in a unique position when you volunteer in the classroom to have information that is not to be shared. Students you observe in the classroom or the

school cannot be discussed with other parents, faculty or staff. You may not discuss a child even with that child's parents. You must always refer any question regarding students at Hawking to the child's teacher or the Executive Director.

LANGUAGE/BEHAVIOR

Remember we teachers, staff and volunteers are all role models for the children around us. "Little eyes" are always watching, listening and learning appropriate behavior from our actions.

Cursing and inappropriate language or discussions are not allowed on campus or on field trips. Absolutely no gossip on campus will be tolerated.

CLASSROOM DISRUPTIONS

Please conduct all private conversations outside of the classroom. Teachers need the attention of the students to direct the instruction. Extraneous conversations distract from the task at hand. Remember that conversations in the hallways and near the office are distracting as well.

NO SMOKING

Schools are tobacco free zones. This means you may not even bring tobacco products on campus in your purse or pockets. You may not smoke on field trips even in your own car.

DISCIPLINE

Volunteers are not to discipline students. Discipline is solely the responsibility of the teacher. The teacher is the professional whose responsibility it is to plan the course of study and see that it is implemented. The volunteer always works under the direction of the teacher to HELP, not replace the teacher.

RESPECT

Adults are respectful to children and children are always expected to be respectful in return. If on any occasion you are treated disrespectfully, tell the teacher or the Executive Director as soon as possible. Elementary-age children are still learning appropriate behavior and this is an opportunity to reteach respect.

The H2 Community must treat one another with respect in their communication at all times. This includes parents with other parents and parents towards staff and teachers.

VIOLATIONS

Any violations to the standards of conduct and policies to the policies as outlined in this manual may have their access to campus limited as deemed appropriate by the Executive Director up to the fullest extent allowable under law.

VOLUNTEERS DURING SCHOOL HOURS

When you are volunteering at H2 you are demonstrating your support for education. Please understand that in academic settings it is important to be able to give your full attention to the task at hand. For this reason, do not bring any additional children with you when you are volunteering during school hours. Volunteers on field trips may not bring other children with them. If you are on a fieldtrip we assume you are either driving or chaperoning. We are expecting your full attention for the children you are supervising on the field trip.

Exceptions: At times, teachers invite other family members for special functions. Additionally, the teacher may invite siblings or other family members.

If you are visiting unannounced and the class is in session, you will need to report first to the office and request to speak with your child and your child will come to the office. This eliminates the unnecessary disruptions to the entire class during crucial learning time.

PARENT CHAPERONE GUIDELINES

- All chaperones must stay with credentialed teachers throughout the entire field trip.
- Chaperones are NOT allowed to bring other children along on the field trip. NO siblings.
- Chaperones may not buy food or souvenirs for their children.
- Chaperones must stay with the group during the trip to and from destination as well as during the trip itself.
- Chaperones may not pull any child from another group to join them. The groups have been formed for student safety.

VOLUNTEERS OUTSIDE SCHOOL HOURS

Parents who volunteer outside school hours may at times find it necessary to bring siblings to school. At these times, those children must be under the parent's direct supervision. The parent is responsible for the children's safety and must keep the children with them at all times.

Classroom Visitations

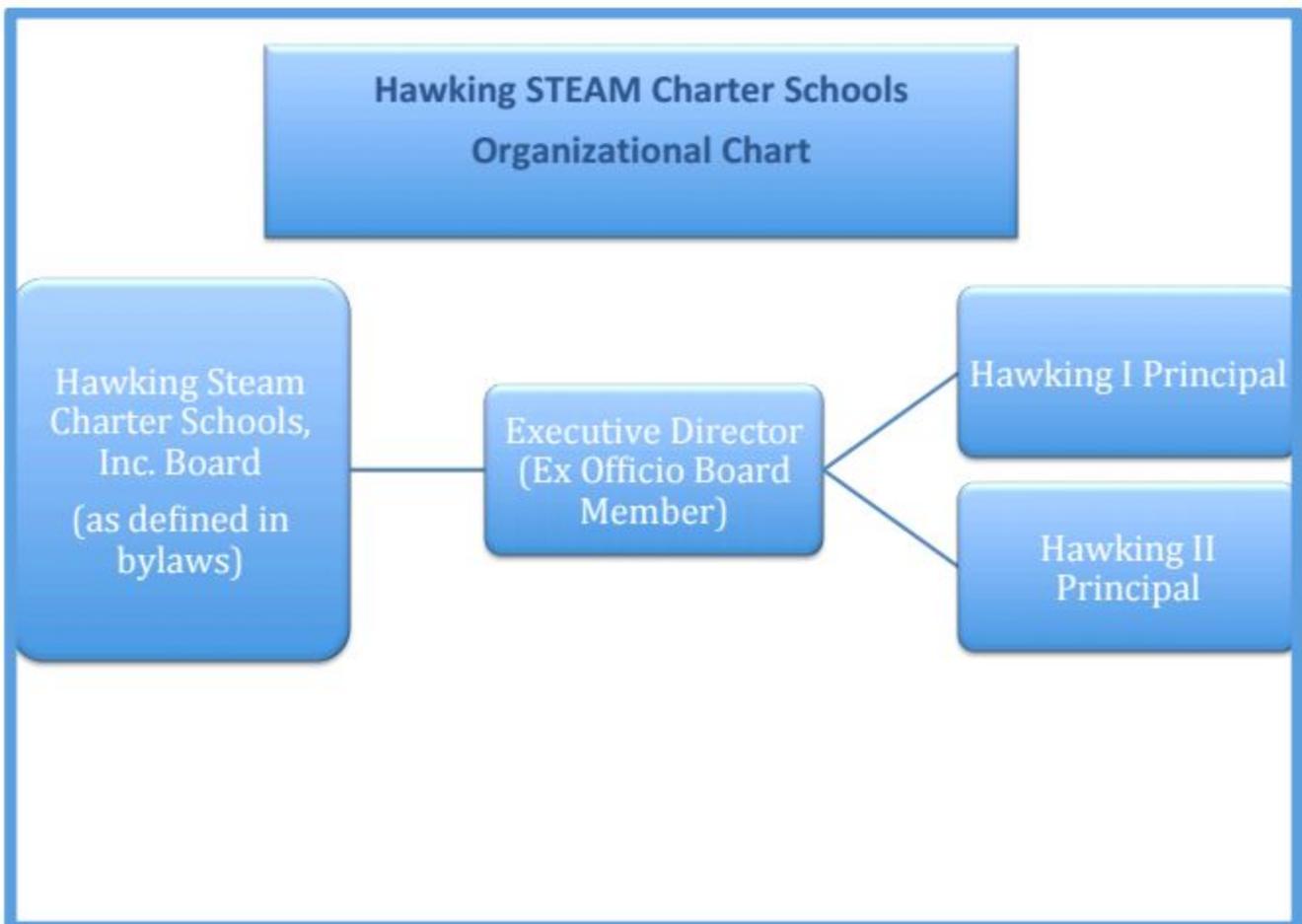
1. All classroom visitations must be requested through the teacher and/or Executive Director, Principal or Associate Principal and requests must be received at least one day in advance. Visits may not occur during assessments.
2. The Principal may limit the duration of any visitation in order to avoid distraction or disruption to the teacher's schedule and classroom atmosphere and reserves the right to decline the request for classroom visitation if it is determined this would cause undue disruption in the educational process. The maximum time admitted per observation is one hour.
3. For security reasons, visitors are required to sign in using the Raptor system at the school office to receive a visitor's badge, and indicate the name of the teacher or destination before proceeding to contact any other person in the building or on the school grounds. All visitors must visibly wear the visitor badge at all times. All visitors are asked to sign out when leaving the building using the Raptor system.
4. To protect the learning environment, the parent/guardian should be the only visitor in the classroom during the observation. Visitors other than the parent/guardian must be approved by the Principal and have written consent from the parent/guardian describing the reason for the visit. Out of respect for the teaching environment, parents/guardians are asked not to bring younger siblings or children or to utilize electronic equipment such as cell phones while in the classroom. Observers should not disrupt the learning environment by engaging students or the teacher in conversation. A follow-up meeting may be scheduled as needed to answer questions or concerns.
5. During the classroom visit, the Principal or his/her designee may be present in the observed setting in order to accommodate follow-up discussion or clarify questions that may arise.
6. All aspects of individual student confidentiality must be preserved and respected.

SCHOOL GOVERNANCE

The Board of Directors of the Hawking STEAM Charter School, Inc. is the Governing Board of H2 and includes five (5) voting board members elected by the parent community. Board members are members of one of the following three groups: parents, non-interest holding members of the charter school or community members. The H2 Executive Director is a non-voting member of the Board. Board members must reside in San Diego County or in a contiguous county where H2 students are served.

The Board of Director's major roles and responsibilities include approving all major educational and operational policies, approving all major contracts, approving the school's annual budget, overseeing the school's fiscal affairs, approving the selection of the Executive Director and ensuring that all Charter School policies and procedures, as well as applicable state and federal law, are followed. The Executive Director has the authority and responsibility of managing the day-to-day operations of H2 including the selection of administrative, certificated and classified personnel.

Organizational Structure



Complaint Policy and Procedures

COMPLAINT POLICY

Any parent, student, or person directly affected by the operations and administration of H2 may bring a complaint in writing or in person alleging a violation of federal or state law, discrimination in programs, issues related to sufficiency of instructional materials, facility conditions that pose an emergency or urgent threat or complaint against an employee. H2 is committed to resolving all complaints on site. The intent of the procedure that follows is to resolve the problem as quickly, and simply as possible.

COMPLAINT PROCEDURES

1. If the complaint is with a teacher or staff member, contact that teacher or staff member directly to set up a mutually agreeable time to discuss the complaint. Remember that such meetings should not interrupt a teacher's instructional time. Complaints handled at this level do not need to proceed further in the process.
2. Complaints not resolved directly with the teacher or staff member should be brought to the attention of the Executive Director or the Executive Director's designee. The Executive Director or designee will meet with the employee either privately or conduct a joint meeting with the complainant. The Executive Director or designee will report back to the complainant if a private meeting is held. Complaints handled at this level do not need to proceed further in the process.
3. Complaints relating to the administration and operation of the school may be discussed informally with the Executive Director or Executive Director's designee. Complaints handled at this level do not need to proceed further. If the complainant is dissatisfied with the Executive Director or Executive Director's designee, the complainant may contact the Board Chair of the H2 Board of Directors ("Board Chair").
4. The Board Chair will determine if the matter will be handled directly by him or her or by a committee of the Board. The Board Chair or committee of the board will meet with the individual placing the complaint, discuss the facts and circumstances for which the complaint is based upon and make a determination as to how to best resolve the matter.
5. The decision of the Board Chair is final.

Uniform Complaint Policy and Procedures

H2 has the primary responsibility to insure compliance with applicable state and federal laws and regulations and has established procedures to address allegations of unlawful discrimination, harassment, intimidation, and bullying, and complaints alleging violation of state or federal laws governing educational programs and the charging of unlawful pupil fees.

H2 shall investigate and seek to resolve complaints using policies and procedures known as the UCP adopted by our local board. Unlawful discrimination, harassment, intimidation, or bullying complaints may be based on actual or perceived characteristics of age, ancestry, color, ethnic group identification, gender expression, gender identity, gender, genetic information, physical disability, mental disability, medical condition, marital status, nationality, national origin, race or ethnicity, religion, sex, sexual orientation, or on a person's association with a person or group with one or more of these actual or

perceived characteristics, in any H2 program or activity that receives or benefits from 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 Programs
- American Indian Education Centers and Early Child Education Program Assessments
- Foster and Homeless Youth Services
- Consolidated Categorical Aid Programs
- Migrant Education
- Career Technical and Technical Education and Training Programs
- Child Care and Developmental Programs
- Child Nutrition Programs
- Regional Occupational Centers and Special Education Programs
- Every Student Succeeds Act / No Child Left Behind Act (2001) Programs (Titles I-VII)
- State Preschool
- Bilingual Education
- Economic Impact Aid
- Tobacco-Use Prevention Education

A complaint of noncompliance with laws relating to pupil fees may be filed pursuant to the local UCP. 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 includes, but is not limited to, all of the following:

- 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.
- 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.
- A purchase that a pupil is required to make to obtain materials, supplies, equipment, or clothes associated with an educational activity.
- A pupil fee complaint shall not be filed later than one (1) year from the date the alleged violation occurred.

Complaints of noncompliance with laws relating to pupil fees are filed with the Executive Director of a school. A complaint regarding pupil fees may be filed anonymously if the complaint provides evidence or information to support an allegation of noncompliance with laws relating to pupil fees. Complaints other than complaints relating to pupil fees must be filed in writing with the following compliance officer:

H2: Lorena Chávez, Executive Director
1411 27th St.
San Diego, CA 92154
(619) 628-2650

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 Executive Director or his or her designee in writing.

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 sixty (60) day time period may be extended by written agreement of the complainant. The compliance officer responsible for investigating the complaint shall conduct and complete the investigation in accordance with California regulations and in accordance with the H2's procedures.

The complainant has a right to appeal H2's Decision to the California Department of Education ("CDE") by filing a written appeal within fifteen (15) days of receiving the Decision. The appeal must include a copy of the complaint filed with the School and a copy of H2's Decision.

Civil law remedies may be available under state or federal discrimination, harassment, intimidation, or bullying laws, if applicable. In appropriate cases, an appeal may be filed pursuant to Education Code Section 262.3. A complainant may pursue available civil law remedies outside of H2's complaint procedures. Complainants may seek assistance from mediation centers or public/private interest attorneys. Civil law remedies that may be imposed by a court include, but are not limited to, injunctions and restraining orders.

A copy of the UCP policy and complaint procedures shall be available free of charge in the Main Office. For further information on any part of the complaint procedures, including filing a complaint or requesting a copy of the complaint procedures, please contact the Administrative Assistant at 619-628-2650.

2. Have you discussed your complaint or brought your complaint to any Charter School personnel? If you have, to whom did you take the complaint, and what was the result?

3. Please provide copies of any written documents that may be relevant or supportive of your complaint.

I have attached supporting documents.

Yes

No

Signature: _____ Date: _____

Mail complaint and any relevant documents to:

Lorena Chavez
Executive Director
Hawking S.T.E.A.M. Charter School 2
1411 27th Street
San Diego, CA 92124
(619) 628-2650

Rules for Public Testimony and To Address The Board

The Board of Directors of H2 (“The Board”) welcomes the public to the business meetings of the Board and dedicates time at these meetings to hear from the public on agenda items and other issues of concern.

It is important for all community members to feel welcome and safe in the Board’s business meetings. Audience members will be expected to treat all attendees with respect and civility, just as the school expects of its students.

GENERAL RULES

Each speaker will have up to three minutes to speak at a regular Board meeting. Speakers requiring the assistance of a translator may have up to six minutes to speak. Speakers addressing agenda items will have preference if the list is full. For special Board meetings, public testimony will only be taken on the scheduled agenda item(s).

The time limits must be observed so that 5 people will be able to speak during the time allotted for public testimony. In order to provide opportunities to address the Board, speakers are allowed only one 3-minute time per meeting. If you are not one of the first 5, you can ask to be added to the waitlist. If you want to give your time to someone else, you must attend the Board meeting and announce this to the Board when it is your turn to speak. The person to whom you cede your time will receive the remainder of your minutes and should speak to the same topic.

If you have handouts to give to the Board, please bring 6 copies and give them to Board staff ahead of the meeting. No one should approach the dais with handouts.

HOW TO SIGN UP FOR PUBLIC TESTIMONY

The order of public testimony will be determined as follows: agenda action items, agenda introduction items, and then items of general interest.

The Board agenda is posted by close of business the Friday before Board meetings. You can sign up 15 minutes prior to the Board Meeting or e-mail Ichavez@hawkingcharter.org to request a time slot at least 24 hours prior to the meeting. Please give your legal name, telephone number, e-mail address, and the topic you would like to address. Please note, only the person who will be providing testimony may request the spot.

The Board is not able to contact every person who requests to speak at the meeting. Each person should check the posted information in the school office or website to see if their time has been added.

Other ways to contact the Board:
Board Chair- Anna Loera Rodriguez
Email: aloerarodriguez@hawkingcharter.org
Address:
Hawking STEAM Charter School
Board of Directors
1355 2nd Ave.
Chula Vista, CA 91911
(619) 498-8830