



# **GRIMMWAY ACADEMY**

*BRIGHT STUDENTS. BRIGHT FUTURES.*

## Student/Parent Handbook 2017-2018

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## **Welcome from the Principal**

Welcome to the 2017-2018 School year at Grimmway Academy Charter School.

We are thrilled that you have chosen Grimmway Academy as the school for your child. At Grimmway Academy, we are focused on ensuring that every child is provided the skills necessary to become a successful student live a healthy happy life. Working together we will succeed in making sure that every child leaves Grimmway Academy proficient or above grade level in math and reading and college ready!

In this handbook, you will find important information that every parent and student needs to know for a successful school year. Please refer to this throughout the year as your questions arise and always feel free to call the office if you have additional questions. At Grimmway Academy, we believe that each family plays an important role in their student's success in school. Grimmway Academy is a school of high expectations of everyone. We will have high expectations of your student and we will have high expectations of you to stay informed and to be involved. In return, you can have high expectations of the entire staff of Grimmway Academy, administration, teachers, aides, the Grimmway Schools Charter Management Organization (CMO), and the Board of Directors to be focused on providing the best possible education for your child.

This is going to be a great year!

Mr. Cole Sampson  
Principal  
Grimmway Academy

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## **Mission Statement**

Grimmway Academy, a K-8 public school, will close the achievement gap for students in the rural areas of Kern County by creating an environment for student excellence and well-being.

## **Vision Statement**

Our vision is to transform the educational landscape for students in rural areas by providing a model of excellence and innovation leading to college readiness and lifelong success.

The following goals encompass the vision of the Grimmway Academy:

- Grimmway Academy will provide a school choice for families that have limited English Language skills and are socio-economically disadvantaged.
- Grimmway Academy will enable incoming kindergarten students to achieve grade-level proficiency in the core subjects by second grade and achieve above grade level by the time they leave the Charter School.
- Grimmway Academy students will become self-motivated, competent and lifelong learners.
- Grimmway Academy students will develop a deep love of reading.
- Grimmway Academy will provide the parents in the Arvin Community a path for their children to take in order to have the best chance to attend a four-year college.
- Grimmway Academy will include a curriculum and school lunch program where growing, cooking, and sharing food at the table gives students the knowledge and values to build a healthy, humane and sustainable future.
- Grimmway Academy will encourage our students to become leaders in their community and to return to Kern County to help others achieve their goals.

## **Guiding Principles**

1. Every child can have a bright future
2. Every parent can be engaged
3. Every teacher can be successful
4. Every community can flourish

## Grimmway Academy Staff Contact Information

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**Grimmway Schools, Charter Management Organization**

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**Grimmway Academy Board of Directors**

Tom Mestmaker	Sean McNally	Manuel Pantoja	Ernie Unruh	Olga Cruz
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## **Grimmway Academy Blended Model – “The GA Blend”**

The Grimmway Academy Blended Model (GA Blend) combines traditional face to face instruction in the classroom and an interactive online learning opportunity in the learning lab with the use of computers. Students will follow up concepts/skills learned in class with quality, independent practice on research-based online software (Accelerated Reader, Dreambox, etc.). The school day for grades K-3<sup>rd</sup> will consist of one 90 minute Literacy Block and four 70 minute classes including Math, Humanities, Writing, and Learning Lab. The school day for Grades 4- 6<sup>th</sup> will consist of one 90 minute Literacy Block and three 95 minute classes. The lab also features the “GA Wheel” that consists of the Edible Schoolyard (kitchen & garden), art classes, and Library. Students will be scheduled out of the Learning Lab to participate in these classes. The 7<sup>th</sup> and 8<sup>th</sup> grade students will follow a traditional 5 period day with 75 minute periods. Within the lab setting, time will be shared between assignments on the skills software, small group instruction, individual tutoring, and Library time. The collaboration between classroom and learning lab staff will be driven by explicit student achievement goals and data collection, analysis and development of an Individualized Learning Plan for each student.

### Edible School Yard

The Grimmway Academy Edible Schoolyard is comprised of a one-acre organic garden and kitchen classroom. The goal of the program is that every child at Grimmway Academy has the opportunity to share in the planting, harvesting, cooking, and eating of delicious, healthy food. Through this process, it is our hope that students will learn the importance of healthy food choices.

In these garden and kitchen classes, students are engaged in hands-on learning for 90-minute classes, one grade, and one week at a time. Teachers at the Edible Schoolyard encourage students to make cross-curricular connections by using arithmetic and science while completing garden tasks. In the Kitchen, students gather together to prepare food that they have harvested from the garden. Students learn how to dice, whisk and measure all while connecting the kitchen lessons to history, social science, and language arts. During the student's' time at the Edible Schoolyard, they will also learn the importance of reusing, recycling, and composting by observing the role this process plays in the garden and kitchen. Students participate in a full cycle of planting, harvesting, cooking and composting. These integral processes teach students the regeneration of our resources and emphasize the impact that our own choices have on the larger community. As students plant and eat their way through each season, students will learn to be stewards of the environment and strengthen their own awareness of the world around them.

### Music Program

Students will have music once a week. In music students will explore a wide variety of musical genres and styles as they learn the basics of reading and writing in standard musical notation. A classroom set of instruments will be available for students of all grade levels including ukuleles, xylophones, and an assortment of hand percussion. In addition to our instrumental program, music class will cover singing techniques, kinesthetic movement, and the importance of responsible musicianship. Students will enjoy learning to love and appreciate music through interactive media, games, group projects, and first-hand experience!



## Art Program

In order to offer art enrichment for our students, art classes will be offered as part of the learning lab wheel. Students will learn about types of art, artists, and cultural awareness. Students will also be exposed to art technique in watercolor, charcoal, pencil and paint. Other areas of art will be introduced based on grade level and student readiness.

## Physical Education

Grimmway Academy's Physical Education goal is to increase students' quality of life by teaching them proper exercise and nutrition and to incorporate cross-curricular activities in the subjects of math and science in order to increase their learning effectiveness. The P.E. program will serve as a complement to the Edible School Yard and Grimmway Café's Wellness program that is a school-wide focus.

Students will rotate to P.E. throughout the week. Middle School students will be required to wear the Grimmway Academy P.E. uniform.

## Student Achievement- Academic Parent Teacher Team Meetings

The model promotes student engagement, increases confidence and attendance, as well as improves parent-teacher communication and parent self-efficacy for supporting student learning at home. APTT has two main components. The first is classroom team meetings each year. The "classroom team" consists of the classroom teacher and all the parents in the class. In these group meetings, the teacher reviews and explains class-level academic data, in addition to providing parents with individual data about their own child's performance and helping parents set 60-day SMART (Specific, Measurable, Actionable, Realistic, and Time-Bound) academic goals for their children. Teachers model and provide materials for activities that parents can do with their children at home, giving parents time to practice these activities with each other in a small group setting. In addition, parents can share tips among themselves. Teachers lead APTT nights with their advisory/homeroom classes. At Grimmway Academy APTT nights are scheduled throughout the school year and end the school year with one on one conferences to recap the student's goals.

## School Accountability Report Card

California public schools annually provide information about themselves to the community allowing the public to evaluate and compare schools for student achievement, environment, resources and demographics. A copy of the Grimmway Academy SARC is available on our website and available in hard copy in the school office, upon request.

## Healthy School Food Program – Grimmway Cafe

The Grimmway Cafe is thrilled to provide fresh, nutritious, and delicious meals to the children of Grimmway Academy. Grimmway Academy understands the crucial role nutrition plays in a student's ability to learn effectively and focus in the classroom. It has been proven that healthful meals throughout the day help to reduce the risk of childhood obesity and diabetes. It is for that reason that Grimmway Academy will provide every student with a wholesome and delicious breakfast, lunch and snack. The healthy school food program, in conjunction with the Edible

Schoolyard, will educate and encourage your children to develop positive eating habits that will last a lifetime.

Grimmway Café is dedicated to serving the most delicious and nutritious food available. The school uses local, natural, and organic products when possible; serves seasonal fresh fruits and vegetables daily; and offers a salad bar with every lunch. All of the food is freshly prepared from scratch. We have eliminated all hydrogenated oils, high fructose corn syrup, and nitrates from our school meals and are striving towards removing all processed food, refined sugars and flours, chemicals, dyes, and additives as well. All of our in house baked goods are 51 -100% whole grain. We are asking that if you provide lunch from home please do not include unhealthy, processed foods.

See Recommended Snack List in the appendix.

## Lunch

Costs are as follows:

- Free to students who qualify for FREE MEALS
- \$ 0.40 day for students who qualify for REDUCED MEALS
- \$ 2.70 per day for students who do not qualify for free or reduced meals
- \$ 3.25 for adults and non-Grimmway Academy students

## Breakfast

All Students will be served a breakfast daily, in the classroom, at no cost.

## Snacks

All students will receive an intraday snack at no charge. Students enrolled in the afterschool program will be provided an additional snack at no charge.

## NSLP – National School Lunch Program

Grimmway Academy participates in the National School Lunch Program, providing meals at a free or reduced price to qualifying families. Applications must be completed and submitted to the school office prior to the first day of school to determine eligibility. Inform the school if your income information changes at any time.

Families that do not qualify for free meals must keep a positive balance in their student's account at all times. For your convenience, we have added a link on our website, under Parent Resources, to make a payment to your child's MealTime account. **If your student's lunch account becomes negative or "overdrawn", your child may be denied meals until the balance is paid.** Please also make us aware if your child has any food allergies. Grimmway Academy is a nut free campus. Grimmway Café will attempt, but is not required to accommodate for food preferences.

The U.S. Department of Agriculture prohibits discrimination against its customers, employees, and applicants for employment on the bases of race, color, national origin, age, disability, sex, gender identity, religion, reprisal, and where applicable, political beliefs, marital status, familial or parental status, sexual orientation, or all or part of an individual's income is derived from any public assistance program, or protected genetic information in employment or in any program or activity conducted or funded by the Department. (Not all prohibited bases will apply to all programs and/or employment activities.)

If you wish to file a Civil Rights program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, found online at [http://www.ascr.usda.gov/complaint\\_filing\\_cust.html](http://www.ascr.usda.gov/complaint_filing_cust.html), or at any USDA office, or call (866) 632-9992 to request the form. You may also write a letter containing all the information requested in the form. Send your completed complaint form or letter to us by mail at U.S. Department of Agriculture, Director, Office of Adjudication, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410, by fax (202) 690-7442 or email at [program.intake@usda.gov](mailto:program.intake@usda.gov). Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339; or (800) 845-6136 (Spanish).

“USDA is an equal opportunity provider and employer.”

## Unpaid Meal Charge Policy

- Students who qualify for free meals will not be denied a reimbursable meal even if they have accrued a negative balance on their cafeteria account.
- Students who have money to pay for a reduced-price or full price meal at the time of service must be provided a meal. If the student intended to use the money for that day’s meal, the school will not use the money to repay a negative balance or other unpaid meal charge debt.
- Students without funds to pay for a reduced-price or full price meal are allowed to charge lunch. Breakfast is provided free to all students.
- Students are allowed to charge up to one month’s meals AND/OR \$54.00.
- Students who charge a meal will receive the same reimbursable meal, not an alternate meal.

### Notifying the Household of Low or Negative Balance in Student Cafeteria Account

- The student’s household will be notified when a student’s cafeteria account falls below \$0.
- The Principal or administrative designee will notify households of low or negative balances bi-weekly, via the student’s weekly folder.
  - Notifications to households will include the amount of unpaid meal charges, expected payment dates, the consequences of non-payment and where to go for questions or assistance.
  - Failure to bring the account up to date may result in the student losing charging privileges. However, students in need of a meal will not be denied a nutritionally adequate free or reduced-price meal during each school day.
  - The consequences of non-payment will be determined by the Principal or administrative designee.
- The persons responsible for managing unpaid meal charges are:
  - School-based staff will collect payment for meals at the front office.
  - School-based office staff will contact households.

## Commitment to Healthy Eating

Grimmway Academy is committed to providing healthy eating choices to our student population (See Healthy Food Program above). All families are strongly encouraged to avoid bringing any outside food that will discourage students from eating the healthy choices that are made available by the school. Families that choose to bring food must choose complete meals that do not exceed state and federal approved laws by which the Grimmway Café observes. Additionally, the Grimmway Café does not serve foods with nitrates, trans fats, chemicals, dyed, refined sugars, refined flours, hydrogenated or

partially hydrogenated oils, high fructose corn syrup or additives. To avoid bringing these ingredients into the café, please do not provide your children with packaged foods in their lunches.

The Grimmway Academy Wellness Policy includes a commitment to improve the health of the entire community by teaching students and their family's ways to establish and maintain lifelong healthy eating habits. In keeping with this goal, the policy adopted the stipulation that foods offered to students and employees during the day as snacks, incentives, or refreshments in school offices and on school grounds be as healthful and nutritious as possible. Teachers, administrators, and parents who model healthy behavior increase the likelihood of having a positive influence on student behavior.

- Please avoid feeding your child breakfast at home if they are planning on having breakfast in the classroom.
- If your child's lunch does not include a fruit or vegetable, we will require your child to go through the salad bar.
- If your child's lunch does not include a protein or whole grain, we will require your child to take a hot lunch.
- We do not offer dessert at lunch, please refrain from including sweets with your child's lunch.
- We are a nut free campus, please do not include items including or processed with nuts.
- If your child comes to campus with food items that are not in line with the Grimmway Academy's Healthy Eating Policy, it will be removed from their lunch and available to pick up after school hours.

## Parent Engagement Hours Program

Grimmway Academy families are strongly encouraged to perform 30 “Engagement Hours” per family each school year that their child is enrolled. All approved activities coincide with good parenting practices that help students succeed in school. Research shows that parents involved in their child’s learning at school results in higher student achievement and overall school experience. Not all 30 hours need/can be completed in the classroom or by donations.

Examples of Parent Engagement Hours:

- |                                 |                                       |                        |
|---------------------------------|---------------------------------------|------------------------|
| 1. Attending an APTT night      | 6. Helping in the classroom           | 11. Helping in the Lab |
| 2. Governance & Board Meetings  | 7. Supervising a school event         | 12. Student Projects   |
| 3. Volunteering in the Café     | 8. Coach/lead an afterschool activity | 13. Public Library     |
| 4. Donating Classroom Materials | 9. Attend SPGA Meetings               | 14. Parent Forums      |
| 5. Chaperone a Community Walk   | 10. Preparing Materials               | 15. Classroom Tutoring |

A Mutual Agreement form will be signed at the beginning of the school year by both the family and school official. The document will outline all the practices Grimmway Academy will implement to help your child succeed at our school. It will also outline what families must do to support their child at GA with the goal of succeeding in our rigorous environment.

## SPGA (Star Parents of Grimmway Academy)

The SPGA is organized for the purpose of promoting the interests of GA in cooperation with the administrators and teachers. In addition, they provide a forum for the sharing of ideas that will benefit GA and for educating parents about the GA educational program. The SPGA parents meet on a monthly basis the 2<sup>nd</sup> Tuesday of each month at 5:30 pm and all parents are welcome to attend meetings. Those parents who attend meetings will become voting members. An interpreter will be present at each meeting. (Refer to separate SPGA bylaws document). All meetings will be held at Grimmway Academy at 5:30 pm.

## School-Wide Restorative Justice Behavior Policies

Our goal at Grimmway Academy is to create an environment where every student can thrive, where there are opportunities to learn and succeed are paramount. Highly effective schools establish performance-based cultures that are focused on a clear vision; a safe, orderly environment; a climate of high expectations for students and staff; frequent monitoring of student achievement; and strong relationships between home and school. The positive approach of setting school wide behavior expectations ensures that our students will be taught the behaviors we expect.

Our school-wide behavior expectations are based on our 5 STARS values: SCHOLARLY, TRUSTWORTHY, ASSERTIVE, RESILIENT and SAFE. Developing and nurturing these traits are key to the achievement of our mission at Grimmway Academy and to our students’ success in college and beyond. All adults and students are expected to model positive behavior on a daily basis that reflects the STARS values. Each week there will be a focus value and students will earn Starbucks toward that value. Each classroom will have the value of the week posted in the classroom. A copy of

the STARS values will be given at Mutual Promise Night, if you would like an extra copy please request a copy from the front office.

An important aspect of a school-wide teaching model is the understanding that appropriate behavior and social competences is a skill that requires direct teaching to students. Teachers will deliver daily lessons using the Getting Along Together curriculum (K-6) and Building a Bridge to your Future curriculum (7-8). Through this curriculum teachers will focus on our STARS values and students will learn and practice the expectations.

#### K-6 Advisory - Getting Along Together Program

All students in grades K-6 will belong to an Advisory Team. Advisory teams are made up of a group of students and a teacher and is designed to provide mentorship, accountability and ILP monitoring. The Getting Along Together lessons will also be delivered to students daily. Advisories are helping students build academic and social skills by breaking down barriers, fostering relationships, strengthening listening skills and, most important, building trust. Advisories have four goals:

1. Create a sense of community
2. Provide academic direction
3. Provide college and career planning
4. Encourage social and emotional learning.

#### 7-8 Building a Bridge to your Future- Homeroom Program

All students in grades 7-8 will belong to a homeroom team. Homeroom teams will meet daily and are made up of a group of students and teacher. Each homeroom is assigned a college name. Homerooms are designed to provide mentorship, accountability and behavior and academic monitoring throughout the school year using the Academic Innovations- Building a Bridge to Your Future. The teacher assigned to each homeroom will present daily lessons focused around self-esteem, classroom organization, time management, and college preparation.

#### Behavior Management System- Kickboard

Grimmway Academy implemented an online system called Kickboard to monitor both positive recognitions, negative behaviors and purchases. Using a school wide economy system student will receive Bonus Star Bucks for going above and beyond the STARS values. If a student is going against the STARS values, Star Bucks will be deducted from their accounts. Negative consequences are an important part of behavior modification. The consequences of behaviors will also be posted in the classroom and referred to when necessary.

Students will receive a Student report that will have listed the bonuses and deductions they received throughout the week. Students will have the opportunity to spend their earnings at a student store. The student store will include school supplies, Grimmway Academy Spirit Gear, College Gear, raffle tickets, coupons, and surprise prizes.

Level 1: Warning Deduction 1	Level 2: Minor Violation Deduction 5	Level 3: Violation Deduction 10	Level 4: Office Discipline Referral Deduction 20
<ul style="list-style-type: none"> <li>● Not Following Directions</li> <li>● Off Task Behaviors</li> <li>● Not Ready to Learn</li> <li>● Class Disruption</li> <li>● Unsafe hands</li> <li>● Out of Seat</li> <li>● Shirt Untucked</li> <li>● Dress Code Violation</li> </ul>	<ul style="list-style-type: none"> <li>● Off Task Behavior Continued</li> <li>● Level 1 behaviors continued</li> <li>● Playing in the restroom</li> <li>● Late to Class</li> <li>● Unprepared for Class</li> <li>● Defiance</li> <li>● Electronic device from home</li> <li>● Bringing Unhealthy Snacks to School</li> </ul>	<ul style="list-style-type: none"> <li>● Being Unkind</li> <li>● Inappropriate Language</li> <li>● Inappropriate Behavior</li> <li>● Disrespect</li> </ul>	<p><b>Following Behaviors are Office Discipline Referrals</b></p> <ul style="list-style-type: none"> <li>● Disrespect to Student</li> <li>● Disrespect to a Teacher</li> <li>● Severe Disruption</li> <li>● Physical Contact</li> <li>● School Property Misuse</li> <li>● Overt Defiance</li> </ul>

Major Behaviors- Possible Suspension/ In-House Suspension and/or Recommendation for Expulsion

Threats, fighting, vandalism, abusive language, lying/cheating, theft, bullying, drugs, alcohol, sexual misconduct, use of a dangerous instrument, threats, fighting/aggression, weapons, and any behavior that threatens the safety or health of students and staff. Decisions over these consequences will be made by the School Principal in accordance with the California Education Code 48900.

#### Suspension and Expulsion Policy

Reasons for suspension and/or expulsion are determined according to California Education code 48900.

#### Anti-Bullying Policy

Bullying is harassing, threatening, or hurting another student or staff member. Bullying can be physical, written, verbal or electronic (cyberbullying). If a student is being bullied, it should be reported immediately to a school staff member. School staff will quickly investigate any complaint of bullying or cyberbullying and will take action if the bullying/cyberbullying is verified using the investigation form. Bullying/Cyberbullying complaints will be kept confidential. For more information, request a copy of the Anti-Bully Policy from the front office.

#### In House Suspension

The goals of the in-house suspension program are to provide an alternative opportunity for students to improve their behavior. The goals are to positively impact change by instructing students about their behavior, provide activities for students to understand the behaviors, give students steps to improve and correct misbehavior, provide counseling for the students and place students in contract, if necessary. The teachers will be notified and are required to submit work for student to complete during in school suspension. Conference will be held with parent about expectations and in school suspension policy. Home visit with teacher and Dean of Students will be arranged. Students will be

assigned to In-School Suspension for good and sufficient reasons including, but not limited to:

- a. Behavior which adversely affects the safety and well-being of other students;
- b. Behavior which disrupts a class or school sponsored activity; or
- c. Behavior prejudicial to good order, discipline, and safety occurring in class or school sponsored activities

## Behavior Contracts

If a student reaches level 5 throughout the course of the school year, the student may become subject to a behavior contract. Behavior contract criteria are developed and shared with families by the Principal with teacher input. Each behavior contract case is student-specific and can look different depending on the specifics of each student's situation.

Examples of behavior contracts may include:

- A shortened or lengthened school day
- Counseling for student
- Attendance requirements
- Grade requirements
- Individualized behavior expectations
- Removal from classroom setting to an in-house suspension
- Removal from certain times of the school day

Our goal is to serve all our students to the best of our ability, yet we also realize that some issues students present are outside the realm of our expertise. It is then that we will work with the family and outside partners to find the best solutions.

## The Use of Consequences

When students continue to violate the behavior expectations, despite use of our common behavior modification practices, teachers may choose to use consequences for students' negative actions within the following parameters. The following *Levels of Consequences* will be followed to provide students with alternatives and support. Levels can be skipped depending on the level of the situation.



## Code of Student Conduct: Levels of Consequences

Levels	Disciplinary Options												
<i>Classroom Level</i>	<p><i>Interventions/Consequences:</i> Staff members use the following interventions to help the students change behavior. Deductions on Kickboard will also be administered by staff members. If these interventions are successful, referral to the School Administrator may not be necessary.</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 50%;">Verbal Reminder</td> <td style="width: 50%;">Removal from seat</td> </tr> <tr> <td>Loss of Privilege</td> <td>Recess Overtime</td> </tr> <tr> <td>Parent Contact</td> <td>Lunch Overtime</td> </tr> <tr> <td>Behavior Reflection</td> <td></td> </tr> <tr> <td>Deductions in Kickboard</td> <td></td> </tr> </table>	Verbal Reminder	Removal from seat	Loss of Privilege	Recess Overtime	Parent Contact	Lunch Overtime	Behavior Reflection		Deductions in Kickboard			
Verbal Reminder	Removal from seat												
Loss of Privilege	Recess Overtime												
Parent Contact	Lunch Overtime												
Behavior Reflection													
Deductions in Kickboard													
<i>Level 1</i>	<p><i>Intervention/consequence has been ineffective:</i> Staff members use the following interventions to help the students change behavior. Deductions in Kickboard will also be administered by staff members. In some cases, referral to a School Administrator may be necessary.</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 50%;">Phone call Home</td> <td style="width: 50%;">Peer Counseling</td> </tr> <tr> <td>Conflict Mediation</td> <td>Parent Conference</td> </tr> <tr> <td>Lunch Overtime</td> <td>Time in Office</td> </tr> <tr> <td>Removal from Seat</td> <td>Behavior Reflection</td> </tr> <tr> <td>Loss of Privilege</td> <td></td> </tr> <tr> <td>Deductions in Kickboard</td> <td></td> </tr> </table>	Phone call Home	Peer Counseling	Conflict Mediation	Parent Conference	Lunch Overtime	Time in Office	Removal from Seat	Behavior Reflection	Loss of Privilege		Deductions in Kickboard	
Phone call Home	Peer Counseling												
Conflict Mediation	Parent Conference												
Lunch Overtime	Time in Office												
Removal from Seat	Behavior Reflection												
Loss of Privilege													
Deductions in Kickboard													
<i>Level 2</i>	<p><i>Intervention/consequence has been ineffective or the behavior is severe:</i>  <b>Office Referral required.</b>  <b>Parent/guardian notification required.</b>  <b>Deductions in Kickboard will also be administered.</b></p> <ul style="list-style-type: none"> <li>Lunch Overtime</li> <li>Friday Overtime</li> <li>Behavior Contract</li> <li>Check In-Check Out with Counselor</li> <li>Lunch overtime</li> <li>Decision Making Reflection Packet</li> <li>Parent Conference</li> <li>Possible In School Suspension</li> <li>Possible Out of School Suspension</li> </ul>												
<i>Level 3</i>	<p><i>Intervention/consequence has been ineffective or behavior is severe:</i>  <b>Office Referral required. Parent/guardian notification required.</b>  <b>Deductions on SchoolRunner will also be administered.</b></p> <ul style="list-style-type: none"> <li>In-house suspension</li> <li>Suspension (days vary)</li> <li>Restricted activity days</li> <li>Daily Check in - Check Out with Counselor</li> </ul>												

	Behavior Contract Possible Expulsion
Level 4	<i>Intervention/ consequence has been ineffective or behavior is severe:</i> <b>Office Referral required.</b> <b>Parent/guardian notification required.</b> <b>Extended Suspension.</b> <b>Possible Expulsion (only to be considered in the most extreme cases)</b> <b>Referral to alternate school-based program</b>

Overtime

All students in grades K-8 will be assigned overtime for receiving an accumulation of 15 negative deductions during the culture week. Students in grades 4th-8th will be assigned a Friday overtime if they receive -\$20 deductions throughout the culture week. When a student is assigned to overtime they will work on an assignment that fits the reason they are serving overtime. Overtime work examples vary depending on the reason they are serving overtime: apology letter, rule writing, behavior reflection, behavior correction reflection, and role playing of behavior expectations. An overtime form will be sent home that needs to be signed by a parent and returned the next day. If a student does not return the signed overtime form student will continue to serve overtime.

Homework

Students will earn \$5 bonus bucks for turning in homework. Due dates and assignments of homework and projects vary depending on the teacher. Students can earn more points for homework depending on the assignment (this will vary by teacher).

Attendance

The school day starts at 7:55am. Students will be awarded \$5 starbucks every day they are present at school and on time. If a student is absent whether it is excused or unexcused they will not receive the \$5. If students arrive tardy to school without an excuse they will not receive the extra \$5 starbucks. If a student leaves early from school without an excuse they must purchase a “leave from school early ticket” for a price of \$5.

**Suicide Prevention Policy**

Grimmway Academy has in place a Suicide Prevention Policy that includes a plan for prevention and postvention. If you would like a copy of the policy please request one from the middle school office.

**After School Activities**

Grimmway Academy provides an After-School Program available to all students. To participate in the program, a contract must be completed and submitted to the school office prior to the first day of school. Activities include but are not limited to:

- Supervised Homework
- Extended Learning Opportunities (Tutoring & Homework Hall)
- Arts & Crafts
- Learning Lab Time
- Community Service Opportunities
- Individual & Team Sports (CSUB Soccer)
- Opportunities for Physical Education

## Hours of Operation

The afterschool program will be open from 3:30 pm to 6:00 pm. Parents picking up their children must request them at the front office. Proper ID may be required. Students are required to stay all 5 days until 6:00. The afterschool program will open at 1:00 pm on shortened days and close at 6:00 pm.

## GRIMMWAY ACADEMY SCHOOL POLICIES

All school policies apply to all students regardless of age or gender. Our policies clearly indicate to the student when his or her actions and behavior are inappropriate and/or unacceptable.

### Dress Code Policy

We believe that students should focus their energy and attention on their academic growth and not on the style of clothes worn by their peers.

Students should be dressed for success. Uniforms should be kept neat and clean at all times and fit appropriately. Skirts and shorts must be no shorter than 4 inches above the knee and must be worn at the waist.

### Uniform Violation Policy

If students do not come to school in their uniform, their parent/guardian will be contacted and will be asked to bring a change of clothes for their child. Financial assistance is available for those who need support with purchasing uniforms.

### Elementary School (Grades K-6)

All uniforms must be in clean condition without holes or tears. Grimmway patches will no longer be available for purchase and all shirts must be pre-ordered through the main office.

- Top
  - White or Green Polo Shirt with Grimmway Academy Logo
  - Vicki Marsha Oxford Shirt with Grimmway Academy Logo
- Bottoms
  - Khaki Shorts, Skirt, Pants or Skorts (must extend below fingertips)
  - Vicki Marsha Plaid Skirt
  - Vicki Marsha Plaid Jumper
  - Brown or Black belt (**Students in grades 2 and up must keep their shirts tucked**)

**in at all times.)**

- Outerwear (all outerwear must have a Grimmway academy Logo)
  - Green Crew Sweater with Grimmway Academy Logo
  - Green Zip Hoodie with Grimmway Academy Logo
  - Green Jacket with Grimmway Academy Logo
- Footwear
  - Solid White or Solid Black Socks
  - Shoes may not be open toe or backless
  - Tennis shoes must be worn during PE.
- Hair
  - Hair must be a natural color (Blonde, Brown, Black, Natural Red)
  - Boys hair must be neatly groomed, not covering the eyes or ears. Boys with hair longer than their collar must wear hair pulled back.
  - Girls hair must be neatly groomed, not covering the eyes
- Jewelry
  - Earrings may not dangle from the ear, studs only
  - No plugs or spikes allowed
  - Jewelry with logos deemed inappropriate by Grimmway Academy will not be allowed
- Backpacks
  - All backpacks must be free of graffiti additional patches, stickers or buttons

## **Middle School (Grades 7-8)**

All uniforms must be in clean condition without holes or tears. Grimmway patches will no longer be available for purchase and all shirts must be pre-ordered through the main office.

- Top
  - Purple Polo Shirt with Grimmway Academy Logo
  - Vicki Marsha Oxford Shirt with Grimmway Academy Logo
- Bottoms
  - Khaki Shorts, Skirt, Pants or Skorts (must extend below fingertips)
  - Vicki Marsha Plaid Skirt
  - Brown or Black belt **(Students must keep their shirts tucked in at all times.)**
- P.E. Uniform
  - Grey Grimmway Academy P.E shirt
  - Black Grimmway Academy P.E Shorts
  - Tennis Shoes (black or white)
- Outerwear (**all outerwear must have a Grimmway academy Logo**)
  - Grey or Black Crew Sweater with Grimmway Academy Logo
  - Grey or Black Zip Hoodie with Grimmway Academy Logo
  - Black Jacket with Grimmway Academy Logo
- Footwear
  - Solid White or Solid Black Socks
  - Shoes may not be open toe or backless

- Tennis shoes must be worn during PE.
- Hair
  - Hair must be a natural color (Blonde, Brown, Black, Natural Red)
  - Boys hair must be neatly groomed, not covering the eyes or ears Boys with hair longer than their collar must wear hair pulled back.
  - Girls hair must be neatly groomed, not covering the eyes
- Jewelry
  - Earrings may not dangle from the ear, studs only
  - No plugs or spikes allowed
  - Jewelry with logos deemed inappropriate by Grimmway Academy will not be allowed

## Uniform Purchasing Policy

Official GA uniform pieces can be pre-ordered at the following places:

1. Polos can be pre-ordered at the GA office.
2. Vicki Marsha items will be pre-ordered on campus several times per year or may be ordered at any time online at the following web address: <http://vickimarsha.com/grimmway-academy.html>. These items include jumpers, skirts, sweaters and jackets.
3. Khaki pants, shorts, and skirts can be purchased anywhere, as long as they are in accordance with our specific policy.

\*Uniform scholarships are available to families in financial need on a case by case basis. Please see the Principal or Office Manager for details.

## Free Dress Policy

Certain days are designated throughout the year as Free Dress Days or Spirit Days (usually linked to an accomplishment). The school uniform does not have to be worn, but the clothing must meet these guidelines:

- Clothing must reflect a positive image of the school and contribute to a distraction-free learning environment. Grimmway Academy t-shirts may be worn on free dress day.
- Shorts and skirts must reach approximately 4-inches above the knee
- No tight, loose, revealing, spaghetti-strap, backless, low cut or short clothing
- No backless shoes, sandals, cleats, Heelys, open-toed or high-heels
- No thematic dress ensembles such as a complete little league uniform, cheer outfit or princess attire

## Personal Belongings

Students are NOT allowed to have the following items at school:

- Gum
- Toys/games cards
- Candy/sweets/junk food/sodas
- Weapons/toy weapons
- Hand-held game systems/IPads/Tablets
- MP3 Players/Radio/IPod

- Cell phones (leave in office)
- Jewelry (including rubber band bracelets)
- Earrings (except stud earrings no larger than a pencil eraser, or 1/4 inch in width)
- Make-up
- Cash
- Any illegal substance
- Matches/any flammable items

## Absences and Tardies

Grimmway Academy is committed to maximizing the educational achievement of students throughout the school year. To continue learning, students are required to make up all work missed during their absence. Families are responsible for contacting teachers for makeup work missed during any absence, regardless of the reason.

When a student is absent or tardy they must submit a note to the GA office within 24 hours. Parents may call the main office to clear absences and tardies.

### Absences Policy

#### Excused Absences

Excused absences are absences where a student is too ill to report to school or has a medical, legal, dental appointment, naturalization ceremony, or a death in the family. All absences require appropriate documentation, i.e. a note from a doctor or medical facility, court documents, etc. If appropriate documentation is not provided, the absence will be considered unexcused (see below) and your child will be considered truant to school which has serious consequences.

A parent or caring adult must notify the school the same day of absence by telephone, letter, fax, e-mail, or in person. Please do your best to inform us of an absence by 8:00 a.m. If the school is not notified or the student does not report to school the next day with a note, the absence will be considered unexcused (see below).

The school office should be informed promptly if your child has a communicable disease so that we can notify other parents, if necessary.

Please help keep our entire community healthy by keeping your child home if your child:

- Has a temperature of 100 degrees or higher or has had a fever in the last 24 hours
- Has vomited in the last 24 hours
- Has red, crusty, or irritated eyes
- Has any sign of head lice
- Has a severe cough

#### Unexcused Absences

Under the law, a student's absence will still be considered **unexcused** for the following reasons:

- Parents' illnesses or appointments
- Siblings' illnesses or appointments

- Car trouble
- Taking care of siblings
- Working
- Fatigue or oversleeping
- Running errands with parent

## Absences

There will be a limit to the number of absences allowed. Student absences will be analyzed every quarter. If a student has more than four absences in any quarter without an official notice from a doctor, the student and a parent/guardian may be required to attend a truancy meeting on an assigned Saturday. If you do not attend the truancy meeting, you, the parent/guardian, and student, will be reported to the Board of Directors and a SARB hearing.

In addition, a student may be retained in their grade level or dismissed from school if they accrue up to 20 absences that are not excused by a doctor.

## Tardy Policy

School begins at 7:55 a.m. each day. All students are expected to arrive at school on time. A student must report to the office if he or she is late for school.

Tardiness is only excused if a student has a medical, dental, legal appointment or there has been a death in the family. All excused tardies require appropriate documentation, such as a note from the doctor or note from a parent. If a student is 30 minutes late to school, they will have an unexcused absence. If a student has more than four 30-minute tardies in any quarter without an official notice from a doctor, the student and a parent/guardian will be required to attend a truancy meeting at the school. The Truancy Step process will take place if tardies continue to take place. If you do not attend the truancy meeting, you, the parent/guardian, and student, will be reported to the Board of Directors and a SARB hearing. You can be assigned fines and community service.

In addition, a student may be retained in their grade level or dismissed from school if they accrue up to 20 unexcused tardies that are not excused by a doctor. Unexcused early pick-ups and late arrivals more than 30 minutes are considered truant.

## Truancy- Step Process

Attendance is crucial for student success. If a student meets any of the following thresholds, that student and a family member will be recommended to the STEP process.

- Five absences in a quarter (that do not have medical documentation).
- Three unexcused absences
- Three unexcused tardies of 30 minutes or more
- Five unexcused tardies of any length

Step 1	Truancy- Letter 1: A letter informing parents of their child’s unexcused absences and the relevant laws under California Education Code.
Step 2	Truancy Meeting: A group meeting explaining the social and legal consequences of truancy, while providing information on available resources and programs.
Step 3	Administrator Meeting: A 1:1 meeting with a School Administrator to address individual attendance issues and needs, resulting in a school contract.
Step 4	School Attendance Review Board: A hearing before a panel to determine the best solution for the student's academic success, which may result in a SARB contract or referral to Probation or the District Attorney.

If a student and his/her family fail to attend Truancy meeting or if they continue to have unexcused absences after attending, they will be required to attend a Board of Directors meeting and SARB hearing.

## Parent Communication

Every student will receive a GA Folder at the beginning of the school year. Student is responsible for keeping the folder with them at all times for the entire school year. GA Folder will be our primary source of communication. Homework, reading logs, flyers, lunch bills, weekly paychecks, etc. will be distributed through the GA folder. If folder is lost it must be replaced by purchase through the school.

## Parking Lot /Driveway Safety

Grimmway Academy shares the responsibility of keeping the school zone safe for students with the Arvin Police Department. That includes the streets around the school and sidewalks. Parents are asked to follow traffic safety and speed limits as set by the Arvin police department. Student safety is our priority. We encourage parents to arrive early to avoid rushing. The parking lot in front of the administration office will be for staff parking only. See the GA Drop-off/Pick up Map in the appendix.

## GA Drop-Off and Pick-Up Procedures

### Drop-Off in the Morning

Students may be dropped off at school beginning at 7:00 a.m. Parents coming onto campus are required to sign in at the office. Students are to report to the designated waiting areas. Students will not be allowed to enter classrooms unless requested or allowed by teacher.



## Pick-Up in the Afternoon

Students may be picked up at 3:40. Please be sure to inform the office whether your child is walking home or being picked up on a daily basis. If they are attending the After-School program, they must be picked up by 6:15 PM. Only those designated on the emergency contact form may pick up a student from school. If someone new is picking your child up from school, please call the main office to inform them of the change.

## Driving to Grimmway Academy

See the attached GA Drop Off/Pick Up map for traffic flow to and from school. Please use extreme caution in any areas around the school. Staff will be stationed along the street to assist with traffic control and loading/unloading of students. Please drive responsibly and do not drive across the dirt lot north of the campus.

There will be no access to Grimmway Academy through the existing alley. Please follow the map to ensure safety for all of our students. We appreciate your cooperation.

## Visiting GA Policy

Parents visiting Grimmway Academy during the school day are required to sign-in at the GA office. We welcome parents to visit classrooms for the purpose of volunteering or observation. As a courtesy, we would like parents to notify the classroom teacher 24 hours in advance. Out of respect for teacher/student classroom time, please schedule teacher meetings outside of classroom hours.

## Restroom Policy

1. Students should use the restroom either before school, during recess, lunch or afterschool. Permission must be obtained from a teacher for emergency bathroom needs during instructional time or supervised passing periods.
2. Loitering is not permitted in bathrooms.
3. Leaving class without permission for bathroom use is considered truancy.

## Student Search Policy

Any Grimmway Academy student may be subject to a search based on a reasonable suspicion that he or she has a forbidden item in their backpack or locker, or that the student has committed, or is about to commit a crime. Only the administration may conduct a search, or security staff under the supervision of an administrator.

## School Related Event Policy

All regular school rules apply during off campus and after school hour's events that are school related. Such events are off-campus school field trips and fundraising nights, etc.

## **Computer/Internet Access Policy**

Refer to the Technology Acceptable Use Policy and Student Internet Permission Agreement in the appendix.

## **School Zone Policy**

The School Zone extends to approximately two blocks outside the school curb. School rules apply to any incident that may occur in this zone on the way to school and home. That includes, but is not limited to harassment, theft, and cheating.

## **Picking Up Students for Early Release**

Students may be picked up for early release in the front office by adults that have been designated on the student's emergency card. All adults may be required to provide a valid form of identification.

## **Fog Delay**

Because Grimmway Academy does not utilize school busses, we do not have Fog Delays. Please use discretion in determining when it is safe to bring your child to campus on Foggy Days.

If the Kern County Superintendent's office (KCSOS) elects to close all schools in the county for any weather or disaster emergency, Grimmway Academy will be closed.

## **Bicycle Policy**

Students can come to school on bicycles, though they may not be used on campus. Bicycles should be locked up in the designated area and picked up after school. The school will not be responsible for lost or damaged items brought to school.

## **Textbooks/School Material Policy**

Students must replace and/or pay for any damaged or lost textbooks, library books, school materials, and equipment.

## **Confiscated Items Retrieval Policy**

All items confiscated from students will remain in the main office until picked-up by parents. Any items left at the end of the school year will be given to charity.

## Lost and Found

All student items lost or found will be sent to the office for identification. If the item's proper owner cannot be determined it will be placed in the lost and found bin located next to the main office. Non-uniform items and/or objects of significant value may be secured in the office for safekeeping until the owner claims the item. Only adults on file with the school will be able to request lost and found items that are in the possession of the office.

- Periodically the Lost and Found bin will be offered as donations. Forty-eight-hour notice will be provided for those that would like to claim lost items.

## Retention Policy

Grimmway Academy believes in maintaining communication with you about achievement throughout the year in each of our four grading periods. Parents will be provided with information that will clearly state retention warnings if their child is not ready for promotion to the next grade. At the end of the school year, the School's Student Study Team will review each child's achievement file and individual needs to effectively determine retention. Parents will be advised in writing of any retention warnings.

## Medication

It is the policy of Grimmway Academy that any pupil who is required to take, during the regular school day, medication prescribed (prescription or over the counter) for him/her by a physician may be assisted by the school nurse or other designated school personnel if the school receives:

1. A written statement from such physician detailing the method, amount, and time schedules by which such medication is to be taken and
2. A written statement from the parent or guardian of the pupil indicating the desire that the school assist the pupil in the matters set forth in the physician's statement.

The required forms are available from the school office. Students may not carry or use any medication, including over the counter or prescription, without written physician and parent/guardian consent and unless cleared through the School Office. School staff is not permitted to administer any medication at any time without a written authorization by a physician and parent. A student's parent/guardian is responsible for picking up any remaining medication at the end of the school year. If left in the School Office after the last day of school, the medication will be destroyed.

## Immunizations

To protect the health of all students and staff and to curtail the spread of infectious diseases, the Board of Directors desires to cooperate with state and local health agencies to encourage immunization of all district students against preventable diseases.

Students entering the School shall present an immunization record certifying that he/she has received all required immunizations currently due before he/she is admitted to the School; records

should show at least the month and year of each immunization the student has received, in accordance with law. Students shall be excluded from School or exempted from immunization requirements as allowed by law. Additional information can be found at <http://www.shotsforschool.org/>.

## **Parent Concerns and Due Process**

### Uniform Complaint Procedures

A copy of Grimmway Academy's uniform Complaint Procedure can be found on the school website. Additional copies are also available in the school office upon request.

### Concerns

Parents who wish to express concerns about school endeavors have the option to:

1. Complete a suggestion slip which is located in the GA main office.
2. Submit a written complaint to the principal within five business days.
3. Request a meeting with the principal within five days of the incident.

### Due Process

Parents seeking additional support with the outcome of an administrative decision have the right to appeal to the President of the GA Board of Directors within five business days in writing. The request should be submitted to the Board President. The Board President reserves the right to decide if the issue is a reasonable future Board meeting topic. In cases when the issue is not an acceptable board topic, the decision will be relayed back to the parent.

\*\*In the event that the GA Administration and Board of Directors determines a student should be expelled based on a violation of Ed Code 48900, parents have the right to appeal the expulsion to the Kern County Office of Education.

## APPENDIX

### 2017-18 Bell Schedule

#### Kindergarten - 3rd Grade

Regular Day Schedule			Shortened Day Schedule		
Breakfast/Literacy Block	7:55-9:25	90 Min	Breakfast/Literacy Block	7:55-8:45	50 Min
Advisory/Getting Along Together	9:25-9:50	25 Min	Advisory/ Getting Along Together	8:45-9:00	15 Min
Recess	9:50-10:00	10 Min	Recess	9:00-9:20	20 Min
Period 1	10:00-11:10	70 Min	Period 1	9:10-10:05	45 Min
Lunch	11:10-11:50	40 Min	Period 2	10:05-10:50	45 Min
Period 2	11:50-1:00	70 Min	Lunch	10:50-11:30	40 Min
Period 3	1:00-2:10	70 Min	Period 3	11:30-12:15	45 Min
Recess	2:10-2:20	10 Min			
Period 4	2:20-3:40	80 Min	Period 4	12:15-1:10	55 Min
Dismissal	3:40		Dismissal	1:10	

#### 4th and 6th Grade

Regular Day Schedule			Shortened Day Schedule		
Breakfast/Literacy Block	7:55-9:25	90 Min	Breakfast/Literacy Block	7:55-8:45	50 Min
Advisory/ Getting Along Together	9:25-10:00	30 Min	Advisory/ Getting Along Together	8:45-9:00	15 Min
Period 1	10:00-11:35	95 Min	Period 1	9:00-10:00	60 Min
Recess	11:35-11:45	10 Min	Recess	10:00-10:20	20 Min
Period 2	11:45-1:20	95 Min	Period 2	10:20-11:20	60 Min
Lunch	1:20-2:00	40 Min	Period 3	11:20-12:20	60 Min
Period 3	2:00-3:40	100 Min	Lunch	12:20-1:00	40 Min
Dismissal	3:40		Advisory/Dismissal	1:00-1:10	

#### 7th and 8th Grade

Regular Day Schedule			Shortened Day Schedule		
Homeroom	7:55-8:15	20 Min	Homeroom	7:55-8:15	20 Min
Period 1	8:15-9:30	75 Min	Period 1	8:15-9:00	45 Min
Period 2	9:35-10:50	75 Min	Period 2	9:05-9:50	45 Min
Break	10:50-11:00	10 Min	Period 3	9:55-10:40	45 Min
Period 3	11:00-12:15	75 Min	Break	10:40-10:50	10 Min

Lunch	12:15-12:55	40 Min	Period 4	10:50-11:35	45 Min
Period 4	1:00-2:15	75 Min	Lunch	11:35-12:15	40 Min
Period 5	2:20-3:35	75 Min	Period 5	12:20-1:05	45 Min
Homeroom	3:35-3:40	5 Min	Homeroom	1:05-1:10	5 Min
Dismissal	3:40		Dismissal	1:10	

## RECOMMENDED SNACKS LIST

### WE ARE A NUT FREE CAMPUS

Beverages, Snacks, and Lunch options if providing food from home:

*(Whenever possible, choose fruits, vegetables, snacks, and beverages that are organically grown and are pesticide, hormone, and antibiotic free)*

- Fruit juice smoothies
- Whole and freshly cut fruits
- Whole and freshly cut vegetables
- Trail mix (without nuts)
- Water and Sparkling water
- Fruit concentrate and honey sweetened yogurt
- Granola
- Herbal tea
- Whole grain crackers
- Baked chips, pretzels, salsa, guacamole or bean dips
- Snack bars (without nuts)
- Air popped popcorn
- Compressed rice and grain cakes
- Pure 100 percent fruit juice, fruit strips and snacks
- Natural fruit flavored water
- Raisins and dried fruit
- Hard boiled eggs
- Real cheese
- Homemade Sandwiches and meals

Foods to avoid bringing to school:

- Lunchables
- Sports drinks
- Caffeinated and Carbonated beverages (energy drinks and sodas)
- Processed and packaged snacks (including chips, candies, cookies and cakes)
- Sugared breakfast cereals

- Juices from concentrate
- Foods that contain artificial colors or flavorings
- Anything containing nuts (we are a nut free campus)
- Fast and convenience foods

## **AFTER SCHOOL EDUCATION AND SAFETY PROGRAM EARLY RELEASE POLICY**

Grimmway Academy (the “Charter School”) has established this After School Education and Safety (“ASES”) Program Early Release Policy pursuant to Education Code Section 8483 and in accordance with ASES Grant requirements. It is the intent of the Legislature that elementary school students participate in the full day of the program every day during which students participate.

As a funding requirement for ASES, participating elementary school students are expected to attend the ASES program five (5) days per week for a total of 15 hours per week. Middle School students have different requirements: middle/junior high school students attend the program for a minimum of 9 hours a week and three days a week to accomplish program goals.

The Charter School understands that situations do occur that cause students to need to leave early or miss a day altogether. The bulleted items contain examples of excusable reasons for signing out of early, or missing the ASES program, for a day.

- Documented medical, dental, or counseling appointments.
- Family emergency.
- Illness.
- Weather conditions.
- Custody agreements and court appearances.
- Observance of religious holidays or ceremonies.
- Extreme transportation constraints.
- Parallel Program (Girl Scouts or Boy Scouts, sports league, tutoring, clubs, etc.).
- Parent choice (e.g. elementary school students attend a minimum of 15 hours per week).
- Walkers or bus riders; ASES students authorized by their parent/guardian to walk or ride the bus home. These students will be signed out of ASES 30 minutes before dark during the winter months.

**It is the policy of the Charter School that “Early Releases” are kept to a minimum.** In the event of unauthorized instances of, or an unacceptable pattern of unauthorized early program departures, the Charter School will first hold an in-person meeting with the parent or guardian to determine the reasons for the unauthorized early releases and to discuss whether the ASES program is beneficial for the student. If unauthorized instances persist following the meeting, the student may be disenrolled from ASES.

The ASES program encourages students to attend Monday – Friday after school until 6:00pm in order to gain the most benefit from the program and to be academically and socially successful.

For students picked-up before 6:00 p.m., we ask “authorized adults” to write their qualifying condition for early release. Families can retrieve the form from the Site Coordinator. The Early Release Policy is to be applied on a student-by-student basis. Any early release arrangements may impact after school funding and the student’s benefits to the program. Certain grant requirements limit the use of this policy. All early releases require the approval of the Site Coordinator.

## SCHOOL EVACUATION PROCEDURES

The Emergency Response Plan is a preparatory measure. Statistics show schools are still among the safest places to be on a day-to-day basis due to the strong commitment of educators, parents, and communities to their children. Nevertheless, disasters do happen and, because of that, no community can be complacent in its efforts to make its schools even safer. As a result, the following plan has been implemented.

**Drills** – To prepare all Grimmway Academy students to act on a moment’s notice during an emergency, we will be conducting emergency practice drills at the school.

These drills, which will occur on a periodic basis throughout the year, will cover a variety of circumstances. In addition to practicing the drills, we will also be discussing with the students the appropriate actions to take during a variety of emergencies. These drills and accompanying discussions are designed to prepare your child to act quickly and to minimize your child’s fear, should an emergency occur.

**Parent-Hand Off** -The Emergency Response Plan also incorporates a systematic approach to reunite children with their parents. The map identifies two sites for the Parent-Hand Off. The first site is located on Nectarine Court and the second site is located on Grapevine Drive. These locations are activated only when the school premises must be evacuated. However, in some cases it may be necessary to use an alternate location. Due to the unpredictable nature of any emergency, we will only be able to tell you where the Parent-Hand Off is located at the time of the emergency.

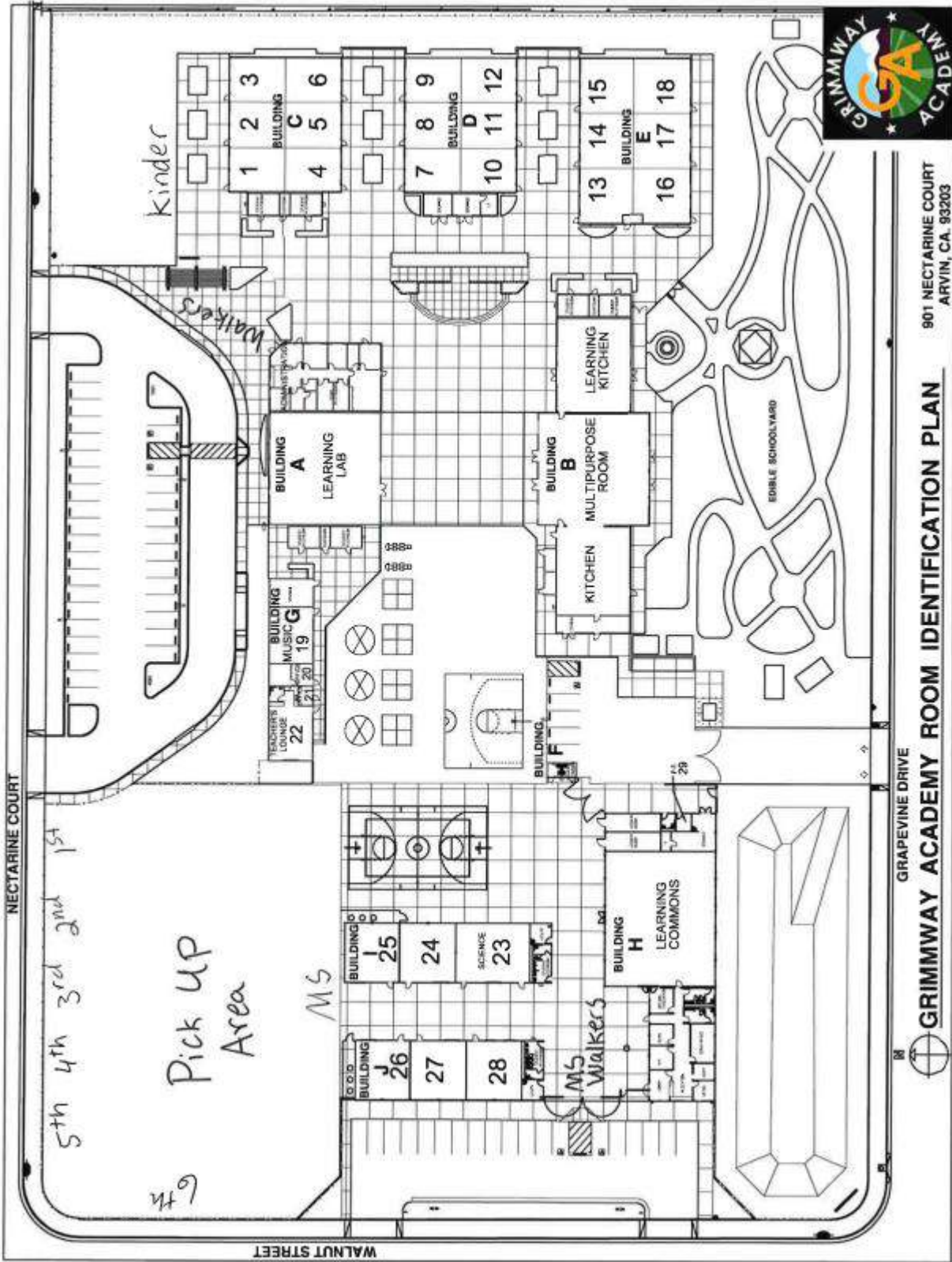
**Reuniting With Your Child** -In order to ensure your child’s safety, it is necessary for us to establish procedures regarding student pickup. Therefore please be advised of the following guidelines when picking up your child from Grimmway Academy. Only individuals designated on the student’s Emergency Information Card can pick up your student.

- **It is critical that the information and phone numbers on your child’s Emergency Information Card are current.** We will be using this information to contact you with the evacuation process and location for picking up your child.
- **You will be required to present valid identification.** This step is required to protect your child from any unauthorized individuals attempting to pick up your child.
- **You will be required to sign for the release of your child.** This is extremely important as it is our only means of ensuring that all students are accounted for at all times. Please do not take your child without signing for their release. We recognize that you may be worried and want to be reunited with your child as quickly as possible. However, this system has been



established to ensure your child's safety. You may be jeopardizing your child's or another child's safety by not adhering to these procedures.

- **Keeping Informed During an Emergency** -During a real emergency, you probably will not be able to reach the school by phone, as staff will be busy responding to the emergency and the needs of the students. We will, however, make every effort to contact parents, either directly, or through our School Reach Program (Phone Dialer). Please do not call the school during an emergency. Phone lines need to be kept accessible at all times, and overloading the phone system may mean that the school will not be able to communicate with first responders.



901 NECTARINE COURT  
ARVIN, CA. 93203

NECTARINE COURT

GRAPEVINE DRIVE

**GRIMMWAY ACADEMY ROOM IDENTIFICATION PLAN**



## **SUSPENSION & EXPULSION EDUCATION CODE**

### *Section #48900-48926*

According to Education Code 48900, a student may be suspended and/or expelled for the following offenses:

- Caused, attempted to cause, or threatened to cause physical injury to another person
- Possessed, used, sold, or otherwise furnished any firearm, knife, explosive, or other dangerous object
- Possessed, used, sold, or otherwise furnished, or been under the influence of any controlled substance, alcoholic beverage or intoxicant of any kind
- Offered, arranged, or negotiated to sell any controlled substance, alcoholic beverage or intoxicant of any kind and then, sold, delivered or furnished another substance and represented it as a controlled substance, alcoholic beverage or intoxicant of any kind
- Committed robbery or extortion
- Caused or attempted to cause damage to school or private property
- Stole or attempted to steal school or private property
- Possessed or used tobacco
- Committed an obscene act or engaged in habitual profanity or vulgarity
- Had unlawful possession of, or offered, or arranged, or negotiated to sell any drug paraphernalia
- Disrupted school activities or willfully defied the authority of school personnel
- Knowingly received stolen school or private property
- Possessed an imitation firearm
- Committed or attempted to commit sexual assault, or committed sexual battery
- Harassed or threatened, or intimidated a pupil who has witnessed a school disciplinary proceeding

## GRIMMWAY ACADEMY SEXUAL HARASSMENT POLICY

Grimmway Academy is committed to maintaining a working and learning environment that is free from sexual harassment. Sexual harassment of or by employees or students, or persons doing business with or for Grimmway Academy is a form of sex discrimination in that it constitutes differential treatment on the basis of sex, sexual orientation, or gender, and, for that reason, is a violation of state and federal laws and a violation of this policy.

Grimmway Academy considers sexual harassment to be a major offense which can result in disciplinary action to the offending employee or the suspension or expulsion of the offending student in grades four through twelve. Suspension or expulsion as a disciplinary consequence for sexual harassment shall not apply to students enrolled in Kindergarten and grades one through three. However, students enrolled in Kindergarten and grades one through three may be subject to other disciplinary actions.

Any student or employee of Grimmway Academy who believes that she or he has been a victim of sexual harassment shall bring the problem to the attention of the site administrator or the Title IX Complaint Manager so that appropriate action may be taken to resolve the problem. Grimmway Academy prohibits retaliatory behavior against anyone who files a sexual harassment complaint or any participant in the complaint investigation process. Complaints will be promptly investigated in a way that respects the privacy of the parties concerned.

- California Education Code Section defines sexual harassment as any unwelcome sexual advances, requests for sexual favors, and other verbal, visual, or physical conduct of a sexual nature made by someone from or in the work or educational setting, under any of the following conditions:
  - Submission to the conduct is explicitly or implicitly made a term or a condition of an
  - Submission or rejection of, the conduct by the individual is used as the basis of employment or academic decisions affecting the individual.
  - The conduct has the purpose or effect of having a negative impact upon the individual's work or academic performance, or of creating an intimidating, hostile, or offensive work or educational environment.
  - Submission to, or rejection of, the conduct by the individual is used as the basis for any decision affecting the individual regarding benefits and services, honors, programs, or activities available at or through the educational institution.
- Sexual harassment may include, but is not limited to:
  - Unwelcome verbal conduct such as suggestive, derogatory or vulgar comments, sexual innuendos, slurs, or unwanted sexual advances, invitations, or comments; pestering for dates, making threats; and/or spreading rumors about or rating others as to sexual activity or preference.
  - Unwelcome visual conduct such as displays of sexually suggestive objects, pictures, posters, written material, cartoons, or drawings; graffiti of a sexual nature; and/or use of obscene gestures or leering.
  - Unwelcome physical conduct such as unwanted touching, pinching, kissing, patting, hugging, blocking of normal movement, assault; and/or interference with work or study directed at an individual because of the individual's sex, sexual orientation, or gender.
  - Threats and demands or pressure to submit to sexual requests in order to keep a job or academic standing or to avoid loss, and offers of benefits in return for sexual favors.

## **GRIMMWAY ACADEMY NONDISCRIMINATION STATEMENT**

Grimmway Academy is committed to providing a working and learning environment that is free from unlawful discrimination and harassment. Grimmway Academy prohibits discrimination and harassment based on an individual's age, ancestry, color, disability (mental or physical), marital status, national origin, race, religion (including religious accommodation), sex (actual or perceived, including pregnancy, childbirth, or related medical condition), sexual orientation, or on the basis of a person's association with a person or group with one or more of these actual perceived characteristics.

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

This nondiscrimination policy covers admission or access to, or treatment or employment in, all Grimmway Academy programs and activities, including vocational education. The lack of English language skills will not be a barrier to admission to or participation in Grimmway Academy programs or activities.

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

For assistance or to file a complaint related to discrimination or harassment based on student's sex (Title IX); sexual orientation or gender identity (Title 5, CCR, § 4910); race, color, or national origin (Title VI); or mental or physical disability (Section 504), contact:

**Cole Sampson**, Principal of Grimmway Academy  
(661) 855-8200 or  
[csampson@grimmwayschools.org](mailto:csampson@grimmwayschools.org)

**GRIMMWAY ACADEMY  
FAMILY/SCHOOL MUTUAL PROMISE 2016-2017**

Student's Name: \_\_\_\_\_ Grade: \_\_\_\_\_

As a Grimmway Academy Parent, I/We \_\_\_\_\_ promise to:

Parent(s)/Guardian(s)

**Provide Home Academic Support by:**

- ★ Ensuring my child comes to school ready to learn.
- ★ Assisting and monitoring homework assignments.
- ★ Reading with my child every night and providing a quiet place to work.
- ★ Following through with school recommended actions.
- ★ Reviewing this agreement with my child.

**Provide School Support by:**

- ★ Supporting the no-excuses, high expectations of the school.
- ★ Sending my child to school on time and ensuring he/she stays at school for the entire day.
- ★ Sending my child to school in proper school uniform, from head to toe.
- ★ Supporting the healthy food program.
- ★ Supporting and adhering to the School Discipline Policy.
- ★ Allowing my child to participate in activities, events, or projects where the students will be photographed, placed on the school website or videotaped. I/we authorize the release of any photos/ videos taken of my child while participating in school activities. That includes any social network sites that Grimmway Academy deems as appropriate

\_\_\_\_\_ **Yes, I Agree**                      \_\_\_\_\_ **No, I do not agree**                      \_\_\_\_\_ **Parent Initials Required**

**Participate by:**

- ★ Attending three mandatory Parent Teacher Conference meetings each school year.
- ★ Developing and fulfilling commitments in the Grimmway Academy Mutual Promise
- ★ Attending school exhibitions of student work.
- ★ Attending mandatory all-school meetings.
- ★ Actively collaborating and communicating with teachers to meet my child's learning needs.
- ★ Allowing planned in-advance home visits throughout the school year.
- ★ Making positive contributions to the school community.
- ★ Being an active member of the school community by working to continuously improve Grimmway Academy for all students.

My signature below represents my understanding and full commitment to the above pledges.

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

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

**The Grimmway Academy promises to:**

**Provide Home Academic Support by:**

- Providing high quality instruction and curriculum
- Providing trainings and workshops for parents on student academic achievement and parenting topics.
- Informing parents and guardians of homework policies and assign appropriate homework.
- Providing extended academic support opportunities to students.
- Reviewing this agreement with students.

**Provide School Support by:**

- Developing and implementing programs that support academic student achievement.
- Enforcing the school's Discipline Plan to ensure a safe, nurturing learning environment.
- Providing clear school communications to families regarding school policies and student behavior and progress.
- Facilitating the participation of parents in the classroom.

**Encourage and Support Parent/Family Participation by:**

- Developing meaningful parent activities/agendas focused on student achievement.
- Providing flexible volunteer and participation opportunities.

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**Cole Sampson**  
**Principal, Grimmway Academy**

# UNIFORM COMPLAINT POLICY AND PROCEDURES

## Scope

The Grimmway Academy’s (“Grimmway” or “Charter School”) policy is to comply with applicable federal and state laws and regulations. The Charter School is the local agency primarily responsible for compliance with federal and state laws and regulations governing educational programs. Pursuant to this policy, persons responsible for conducting investigations shall be knowledgeable about the laws and programs which they are assigned to investigate. This complaint procedure is adopted to provide a uniform system of complaint processing for the following types of complaints:

- (1) Complaints of discrimination against any protected group, including actual or perceived discrimination, on the basis of age, sex, sexual orientation, gender, gender identity, gender expression, ethnic group identification, race, ancestry, national origin, religion, color, or mental or physical disability, or on the basis of a person’s association with a person or group with one or more of these actual or perceived characteristics in any Charter School program or activity
- (2) Complaints of violations of state or federal law and regulations governing the following programs including but not limited to: special education, Title II, Section 504 of the Rehabilitation Act, consolidated categorical aid, No Child Left Behind, migrant education, career technical and technical education training programs, child care and development programs, child nutrition program.
- (3) A complaint may also be filed alleging that a pupil enrolled in a public school was required to pay a pupil fee for participation in an educational activity as those terms are defined below.
  - a. “Educational activity” means an activity offered by a school, school district, charter school or county office of education that constitutes an integral fundamental part of elementary and secondary education, including, but not limited to, curricular and extracurricular activities.
  - b. “Pupil fee” means a fee, deposit or other charge imposed on pupils, or a pupil’s parents or guardians, in violation of Section 49011 and Section 5 of Article IX of the California Constitution, which require educational activities to be provided free of charge to all pupils without regard to their families’ ability or willingness to pay fees or request special waivers, as provided for in *Hertzell v. Connell* (1984) 35 Cal.3d 899. A pupil fee includes, but is not limited to, all of the following:
    - i. A fee charged to a pupil as a condition for registering for school or classes, or as a condition for participation in a class or an extracurricular activity, regardless of whether the class or activity is elective or compulsory, or is for credit.
    - ii. A security deposit, or other payment, that a pupil is required to make to obtain a lock, locker, book, class apparatus, musical instrument, uniform or other materials or equipment.
    - iii. A purchase that a pupil is required to make to obtain materials, supplies, equipment or uniforms associated with an educational activity.
  - c. Nothing in this section shall be interpreted to prohibit solicitation of voluntary donations of funds or property, voluntary participation in fundraising activities, or school districts, school, and other entities from providing pupils prizes or other



recognition for voluntarily participating in fundraising activities.

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

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

### *Compliance Officers*

The Grimmway Board of Directors designates the following Compliance Officer to receive and investigate complaints and to ensure the Charter School's compliance with law:

Cole Sampson, Principal  
Grimmway Academy  
901 Nectarine Court  
Arvin, CA 93203

In the event it is alleged that the Principal took discriminatory action, the Grimmway Board of Directors will either hire an outside, independent investigator to conduct the investigation or identify one or more members to serve as an investigator.

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

### *Notifications*

The Principal or designee shall annually provide written notification of the Charter School's uniform complaint procedures to students, employees, parents/guardians, the Governing Board, appropriate private officials or representatives, and other interested parties.

The Principal or designee shall make available copies of the Charter School's uniform complaint procedures free of charge.

The notice shall:

1. Identify the person(s), position(s), or unit(s) responsible for receiving complaints.
2. Advise the complainant of any civil law remedies that may be available to him/her under state or federal discrimination laws, if applicable.
3. Advise the complainant of the appeal process pursuant to Education Code Section 262.3,

including the complainant's right to take the complaint directly to the California Department of Education ("CDE") or to pursue remedies before civil courts or other public agencies.

4. Include statements that:
  - a. The Charter School is primarily responsible for compliance with state and federal laws and regulations;
  - b. The complaint review shall be completed within sixty (60) calendar days from the date of receipt of the complaint unless the complainant agrees in writing to an extension of the timeline;
  - c. An unlawful discrimination complaint must be filed not later than six (6) months from the date the alleged discrimination occurs, or six (6) months from the date the complainant first obtains knowledge of the facts of the alleged discrimination;
  - d. The complainant has a right to appeal the Charter School's decision to the CDE by filing a written appeal within fifteen (15) days of receiving the Charter School's decision; and
  - e. The appeal to the CDE must include a copy of the complaint filed with the Charter School and a copy of the Charter School's decision.

### *Procedures*

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

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

#### Step 1: Filing of Complaint

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

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

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

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

#### Step 2: Mediation

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

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

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

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

Step 3: Investigation of Complaint

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

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

The Charter School's refusal to provide the investigator with access to records and/or other information related to the allegation in the complaint, or its failure or refusal to cooperate in the investigation or its engagement in any other obstruction of the investigation, may result in a finding, based on evidence collected, that a violation has occurred and may result in the imposition of a remedy in favor of the complainant.

Step 4: Response

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

Step 5: Final Written Decision

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

The decision shall include:

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

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

#### *Appeals to the California Department of Education*

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

Upon notification by the CDE that the complainant has appealed the Charter School's decision, the Principal or designee shall forward the following documents to the CDE:

1. A copy of the original complaint.
2. A copy of the decision.
3. A summary of the nature and extent of the investigation conducted by the Charter School, if not covered by the decision.
4. A copy of the investigation file, including but not limited to all notes, interviews, and documents submitted by all parties and gathered by the investigator.
5. A report of any action taken to resolve the complaint.
6. A copy of the Charter School's complaint procedures.
7. Other relevant information requested by the CDE.

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

#### *Civil Law Remedies*

A complainant may pursue available civil law remedies outside of the Charter School's complaint procedures.

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

# UNIFORM COMPLAINT PROCEDURE FORM

Last Name: \_\_\_\_\_ First Name/MI: \_\_\_\_\_

Student Name (if applicable): \_\_\_\_\_ Grade: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Street Address/Apt. #: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_

School/Office of Alleged Violation: \_\_\_\_\_

**For allegation(s) of noncompliance, please check the program or activity referred to in your complaint, if applicable:**

- |   |   |   |
|---|---|---|
| <input type="checkbox"/> Adult Education            | <input type="checkbox"/> Consolidate Categorical Programs | <input type="checkbox"/> Nutrition Services |
| <input type="checkbox"/> Career/Technical Education | <input type="checkbox"/> Migrant and Indian Education     | <input type="checkbox"/> Special Education  |
| <input type="checkbox"/> Child Development Programs |   |   |

**For allegation(s) of unlawful discrimination/harassment, please check the basis of the unlawful discrimination/harassment described in your complaint, if applicable:**

- |  |   |
|--|---|
| <input type="checkbox"/> Age                             | <input type="checkbox"/> Gender / Gender Expression / Gender Identity |
| <input type="checkbox"/> Ancestry                        | <input type="checkbox"/> Sex (Actual or Perceived)                    |
| <input type="checkbox"/> Color                           | <input type="checkbox"/> Sexual Orientation (Actual or Perceived)     |
| <input type="checkbox"/> Disability (Mental or Physical) | <input type="checkbox"/> National Origin                              |
| <input type="checkbox"/> Ethnic Group Identification     | <input type="checkbox"/> Race   |
|  | <input type="checkbox"/> Religion                                     |

Based on association with a person or group with one or more of these actual or perceived characteristics

1. Please give facts about the complaint. Provide details such as the names of those involved, dates, whether witnesses were present, etc., that may be helpful to the complaint investigator.



## **GRIMMWAY ACADEMY FAMILY EDUCATION RIGHTS AND PRIVACY ACT ("FERPA")**

### *NOTIFICATION OF RIGHTS UNDER FERPA*

The Family Educational Rights and Privacy Act ("FERPA") affords parents 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 of the day Grimmway Academy receives a request for access. Please note that the California Education Code permits access within five days of the request. Parents or eligible students should submit to the Grimmway Academy Principal, Greg West, a written request that identifies the record(s) they wish to inspect. The Principal 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. Parents or eligible students may receive a copy of any information in the student's education records at a cost of 15 cents per page.
2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA. Parents or eligible students who wish to ask Grimmway Academy to amend a record should write Grimmway Academy Principal, clearly identify the part of the record they want changed, and specify why it should be changed. If Grimmway Academy decides not to amend the record as requested by the parent or eligible student, Grimmway Academy 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 the Grimmway Academy discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the school as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel) or a person serving on the Grimmway Academy 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 Grimmway Academy would otherwise use its own employees and who is under the direct control of Grimmway Academy 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. A school 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, Grimmway Academy 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 failures by Grimmway Academy 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 20202-8520

5. FERPA permits the disclosure of PII from students' 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 authorized 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 Grimmway Academy has designated as "directory information" under §99.37. (§99.31(a)(11))

#### *NOTICE FOR DIRECTORY INFORMATION*

FERPA requires that Grimmway Academy, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, Grimmway Academy may disclose appropriately designated "directory information" without written consent, unless you have advised Grimmway Academy to the contrary in accordance with Grimmway Academy procedures. The primary purpose of directory information is to allow Grimmway Academy 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 Grimmway Academy to disclose directory information from your child's education records without your prior written consent, you must notify Grimmway Academy in writing by **August 21, 2016 or 10 days after enrollment**. Grimmway Academy has designated the following information as directory information:

- Student's name
- Address Telephone listing
- Electronic mail address Photograph
- Date and place of birth
- Major field of study 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.)

**GRIMMWAY ACADEMY**  
**FAMILY EDUCATION RIGHTS AND PRIVACY ACT ("FERPA")**  
**DIRECTORY INFORMATION**  
*OPT-OUT FORM 2016-2017*

Students Name: \_\_\_\_\_ Today's Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

SSN#: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State : \_\_\_\_\_ Zip : \_\_\_\_\_

The Family Educational Rights and Privacy Act (FERPA), a Federal law, requires that Grimmway Academy, with certain exceptions, obtain written consent prior to the disclosure of personally identifiable information from a student's education records. However, Grimmway Academy may disclose the categories of information designated by Grimmway Academy as "directory information" without prior written consent.

The information listed below has been designated as "directory information" by Grimmway Academy and may therefore be released at the discretion of Grimmway Academy. You may request that Grimmway Academy not release this "directory information" without obtaining your prior written consent by completing this FERPA Directory Information Opt-Out Form. Your request to withhold "directory information" is valid for the current school year. A new FERPA Directory Information Opt-Out Form must be completed each school year.

Please place a checkmark in the box beside the categories of "directory information" listed below that you do not want Grimmway Academy to disclose without your consent:

- Student's name;
- Address;
- Telephone listing;
- Electronic mail address;
- Photograph;
- Date and place of birth;
- Major field of study;
- 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.)

By signing below I am giving written notification to Grimmway Academy that it may not disclose the categories of "directory information" that I have marked above unless I give prior written consent. I understand that such information may still be disclosed by Grimmway Academy if disclosure is otherwise permissible under FERPA.

Student Name (please print): \_\_\_\_\_

Parent/Guardian Name (please print): \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_

**\*\*\*If this form is not returned by August 21, 2016 or within 10 days of enrollment (whichever date is later), it will be assumed that the above information may be disclosed as "directory information" for the current school year.\*\*\***

## ACCEPTABLE USE POLICY AND STUDENT INTERNET PERMISSION AGREEMENT

Each student and his or her parent(s)/guardian(s) must sign this Agreement before being granted network/internet access at Grimmway Academy. Please read this document carefully before signing.

### *Educational Purpose*

Grimmway Academy provides technology use, including Internet access, to students and teachers in order to further the educational purpose of the school. Access is given as a privilege, not a right, and may be limited or denied by Grimmway Academy personnel. Grimmway Academy administration, faculty, and staff reserve the right to access, review and modify and/or delete any student's files and data records used on the school technology/communication system, which violate the Terms and Conditions below.

“Educational purpose” means classroom activities, research in academic subjects, career or professional development activities, Grimmway Academy approved personal research activities, or other purposes as defined by Grimmway Academy 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 *Student Internet Permission Agreement*.

*Terms and Conditions you agree to as a Grimmway Academy Student*

### **1. I understand that...**

- a. The use of the internet/network is a privilege, not a right, which may be revoked at any time for inappropriate use. The school reserves the right to restrict the use of any digital content that is primarily for a social or entertainment purpose, or that otherwise detracts from the educational environment and is not of educational purpose. These restrictions may be enforced on the school network and/or any electronic device I use while at Grimmway Academy.
- b. All school-provided technology, including network access and storage, is for educational use. Any other use may result in loss of user account, access to the internet/network, and/or confiscation of equipment.
- c. Email and storage accounts are Grimmway Academy property.
- d. Anything I do on Grimmway Academy computers, or on the Grimmway Academy network is not private and can be monitored by administration, faculty, and staff.
- e. I assume responsibility for understanding this policy and its guidelines as a condition of using Grimmway's network.
- f. Each student must have a completed *Student Internet Permission Agreement* on file, stating

whether or not he/she will abide by Grimmway Academy's Acceptable Use Policy and rules regarding technology resources. Signatures of students and parents/guardians indicate an agreement to comply with Grimmway Academy's standards and honor the agreement they have signed. In that agreement, the student and his/her parent/guardian shall agree not to hold the Grimmway Academy or any Grimmway Academy 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 the Grimmway Academy and Grimmway Academy personnel for any damages or costs incurred.

## **2. I will...**

- a. Abide by all rules and regulations of the system as changed or added to from time to time by the administration.
- b. Address all concerns regarding the use of technology first to the supervising teacher, and then to the administration.
- c. Abide by the additional rules set out in other technology policies.

## **3. I will not engage in inappropriate use when using Grimmway Academy's resources.**

### **Examples of inappropriate use include:**

- a. Use or carry on my person, any personal electronic device, including, but not limited to Chromebook, laptop, netbook, iPad, tablet, Kindle, head/earphones, mobile or smart phone, in Grimmway Academy between 8:00 am and 3:00 pm.
- b. Use any software or access any internet content in the classroom that has been prohibited by the teacher or school, or for any illegal purpose whatsoever.
- c. Attempt to circumvent or uninstall monitoring software from my Chromebook or any other Grimmway Academy computer.
- d. Use Grimmway Academy Chromebooks, computers, dvd/vcr players, cameras, classroom projectors or other school technical equipment without permission.
- e. Use anyone else's ID and password nor allow anyone else to use my username(s) or password(s). The person in whose name an account is issued is responsible at all times for its proper use. Passwords should never be shared with another person and should be changed on a regular basis.
- f. Attempt to hack into any school computer or server, or any other person's account.
- g. Knowingly attempt to introduce any virus or malware, or any other destructive software, onto any Grimmway Academy computers or across network.
- h. Download or store on my Chromebook or computer any music, games, videos or other

media for which I have not obtained a legal license.

- i. Download, install or run any software on my Chromebook or computer for which I have not obtained a legal license.
- j. Plagiarize, or violate copyright laws in regards to unauthorized use, copying, or forwarding of copyrighted materials including text, images, audio, music or video clips.
- k. Vandalize any technology at Grimmway Academy.
- l. Interfere with others' use of technology.
- m. Use any computer to commit acts which are illegal.
- n. Use technology resources to harass, insult or attack others.
- o. Use technology resources to create, find, share, or download offensive, obscene language and/or images or pornography or any other visual depictions that are harmful to minors.

#### **4. I assume responsibility for...**

- a. Any damages to school equipment while I am using it. This includes paying for repairs, which are listed in the Acceptable Use Policy for Computers, Electronic Devices, Network, and Other Electronic Information.
- b. Any consequences that arise from my use of technology- including my cell phone/personal technology- while at Grimmway Academy.
- c. My actions while on-line. This means that I will be polite to others and use appropriate language.
- d. Being a good digital citizen, respecting the technology made available to me, and setting a good example in my use of technology to better our learning community.

#### *Social Media*

The school recognizes that social media can be used for instruction to connect students with the global community; however, the Terms of Service (TOS) of many social media tools eliminate the majority of Grimmway Academy's population from using these tools. Should teachers choose to use legally acceptable social media tools, a certified teacher will supervise students. When social media is used, normal school rules of etiquette and conduct spelled out in the student handbook apply, including rules regarding bullying and harassment. The school reserves the right to limit or block student use of such sites at the discretion of the administration. Additionally, we encourage all parent/guardians to be fully aware of their student's use of social media and to monitor what is acceptable for them to make use of while outside of school.

### *Consequences for Violations*

Students who violate the Acceptable Use Policy may lose their account privileges at the discretion of the administration. The administration will determine the length of time for which privileges are lost on an individual basis. Further disciplinary action including, but not limited to, detentions, suspensions, expulsions and police notification will be issued by the administration as deemed necessary.

### *No Warranties*

The school makes no warranties of any kind, whether expressed or implied, regarding the use of computers, Grimmway Academy's network, the Internet, or the accuracy, correctness, completeness, or reliability of any information, files, or software. The school will not be responsible for any damages for any of the foregoing, including loss of data, non-deliveries, missed-deliveries, or service interruptions, whether caused by its negligence, user errors or omissions, or other defects. Use of any information obtained via the Internet is at the user's own risk. The school specifically denies any responsibility for the accuracy or quality of information obtained through use of Grimmway Academy's network or the Internet.

### *Indemnification*

The parent or guardian, by signing below, in consideration of Grimmway Academy providing his/her student with network and Internet access, agrees to indemnify Grimmway Academy for any losses, costs, or damages (including reasonable attorney fees) incurred by Grimmway Academy relating to, or arising out of, any breach of these or other Grimmway Academy rules by the student in using computers, the network, and the Internet.



## STUDENT INTERNET PERMISSION AGREEMENT

Please complete ALL of the information below and return this form to Grimmway Academy. It MUST be completed, signed and returned regardless of whether you WILL or WILL NOT allow your child to use Grimmway Academy technology resources based on the *Technology Acceptable Use Policy*. Grimmway Academy supports and respects each family's right to decide whether your child has access to these resources.

We, student and parent/guardian, understand and will abide by all rules contained in this Technology Acceptable Use Policy, Grimmway Academy's Acceptable Use Policy for Computers, Electronic Devices, Network, and Other Electronic Information, and any other rules of computer, network, or Internet use adopted from time to time. We have discussed this policy and understand that our child is required to follow the rules for acceptable use of technology. We further understand that, we will be liable for any violations of these rules and that our child will be subject to potential disciplinary action for violating these rules including, but not limited to, loss of access and user privileges, school disciplinary action, and/or appropriate legal action.

The signature(s) of parent(s) or guardian(s) and student(s) are required on this policy before a student will be issued a Grimmway Academy account that will allow him or her to access the network and Internet resources. In addition, both parent/guardian and student must sign the Laptop Legal Agreement before the student will be issued a laptop.

**(Please check ONLY one box.)**

- We, student and parent/guardian, ACCEPT this policy and agree to abide by its rules and mandates; our acceptance will allow (student name) to use **Grimmway Academy's** technology resources—computer hardware/software and networks and the Internet (*e.g.*, electronic mail and the World Wide Web). We hold **Grimmway Academy** and its officers, board members, employees and agents harmless from and against any and all liability, loss, expense or claim for injury or damages students may have arising out of the use of **Grimmway Academy's** technology resources.
- We, student and parent/guardian, **DO NOT ACCEPT** this policy; we understand that (student name) \_\_\_\_\_ will not be allowed to use **Grimmway Academy's** technology resources—computer hardware/software, networks, servers, or the Internet (*e.g.* electronic mail, and the World Wide Web).

Grade \_\_\_\_\_

Date \_\_\_\_\_

Student Name (print) \_\_\_\_\_

Student Signature \_\_\_\_\_

Parent/Guardian Name (print) \_\_\_\_\_

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

Home Phone Number \_\_\_\_\_

## **Grimmway Schools Anti-Bullying Policy**

The Governing Board of Grimmway Schools affirms that every student and staff member has the right to a safe and secure school environment, free of humiliation, intimidation, fear, harassment, or any form of bullying behavior. Furthermore, the Board believes that a healthy, positive psychosocial school environment enhances and increases academic achievement and prosocial development (BP 5030.2), and therefore the prevention, reduction/elimination, and effective disposition of bullying are fundamental to Grimmway Schools' educational goals. The school, students, families, and staff have an obligation to create an environment that celebrates and respects diversity and human dignity and admonishes bullying behavior. To this end, the school has in place policies, procedures, and practices that are designed to reduce and eliminate bullying and harassment as well as address incidents of bullying and harassment when they occur.

The school will not tolerate bullying – as defined in this policy – or any behavior that infringes on the safety or well-being of students, staff, or any other persons within Grimmway Schools' jurisdiction whether directed at an individual or group.

To address incidents of bullying and the potential culture that supports such behavior, this policy has the following objectives:

1. Cultivation of a culture of empathy, kindness, respect, and mutual trust among students and between students and staff
2. Creation of a school climate which encourages students to disclose and discuss incidents of bullying, both in their roles as victims, perpetrators, and bystanders
3. Demonstration of a commitment to address incidents of bullying by outlining the school response to any such behaviors.

Each school will communicate its objectives, programs, and procedures to eliminate bullying in its annual parent/student handbook.

### **Definition**

Bullying means any severe or pervasive physical or verbal act or conduct, including communications made in writing or by means of an electronic act, that inflicts physical hurt or psychological distress on one or more students or employees. It is further defined as: unwanted purposeful written, verbal, nonverbal, or physical behavior, including but not limited to any threatening, insulting, or dehumanizing gesture, by an adult or student, that has the potential to create an intimidating, hostile, or offensive educational environment or cause long term damage; cause discomfort or humiliation; or unreasonably interfere with the victim's school performance or participation. Bullying is often characterized by an imbalance of power.

### **Indicators of Bullying Behavior**

Bullying behaviors may include, but are not limited to, the following:

- Verbal: Hurtful name-calling, teasing, gossiping, making threats, making slurs or epithets, making rude noises, or spreading hurtful rumors. This policy excludes constitutionally

protected speech (Education Code 48950). Speech that poses a threat or danger to the safety of students, employees or District property, or that materially and substantially disrupts the school environment, is not constitutionally protected.

- Nonverbal: Posturing, making gang signs, leering, staring, stalking, destroying property, insulting or threatening notes, using graffiti or graphic images, or exhibiting inappropriate and/or threatening gestures or actions.
- Physical: Hitting, punching, pushing, shoving, poking, kicking, tripping, strangling, hair pulling, fighting, beating, “pantsing”, pinching, slapping, biting, spitting, or destroying property.
- Emotional (Psychological): Rejecting, terrorizing, extorting, defaming, intimidating, humiliating, blackmailing, manipulating friendships, isolating, shunning, ostracizing, using peer pressure, or rating or ranking personal characteristics.
- Cyberbullying: Bullying committed by means of an electronic act, the transmission of a communication, including but not limited to, a message, text, sound, or image by means of an electronic device, including but limited to, a computer phone, wireless telephone, or other wireless communication device, computer, or pager.
- Cyberbullying is characterized by deliberately threatening, harassing, intimidating, or in any way, ridiculing an individual or group of individuals; placing an individual in reasonable fear of harm; posting sensitive, private information about another person without his/her permission; breaking into another person’s account and/or assuming another individual’s identity in order to damage that person’s reputation or friendships.
- Cyber sexual bullying is the dissemination of, or the solicitation or incitement to disseminate, a photograph or other visual recording by a student to another student or to school personnel by means of an electronic act that has or can be reasonably predicted to have one or more of the effects described in the existing definition of “bullying” (acts that have the effect of placing a student in fear of harm, causing a detrimental effect on health, and causing interference with academics or the ability to participate in or benefit from school activities).
- Hazing: ritualistic behavior that subjects persons to intentionally mean-spirited, physically or psychologically abusive, or humiliating tasks as a rite of passage or initiation.

## **Jurisdiction**

This policy applies to students and staff on school grounds, while traveling to and from school or a school-sponsored activity, during the lunch period, whether on or off campus, and during a school-sponsored activity. It also includes acts of bullying that take place at any time when the acts have a nexus to school attendance/activities by posing a threat or danger to the safety of students, school property, or materially and substantially disrupting the school environment.

This policy pertains to cyberbullying that is related to school activity or attendance that occurs at any time, including, but not limited to, while on school grounds, while going to or coming from school, during the lunch period whether on or off campus, during, or while going to or coming from, a school

sponsored activity, that is directed specifically toward a pupil or school personnel. If the cyberbullying occurs outside of the scope of Grimmway Schools, but the school has knowledge of its occurrence, the school will inform the parents/guardians of the students involved.

## **Bullying and Harassment**

Bullying, cyber bullying, and intimidation, may, from time to time, be part of a continuum of student misconduct such as sexual harassment, hate-motivated behavior, assault or child abuse, and, as such, the action of the student or the nature of the incident could be considered a violation of other aspects of student-conduct policies and state and federal law.

Bullying based on a person or group's actual or perceived sex, gender, transgender or gender-identity non-conforming, socio-economic status, race, color, religion, ancestry, national origin, ethnic group identification, physical or mental disability, age, sexual orientation, marital or parental status, which constitutes discriminatory harassment, shall be dealt with in accordance with the Nondiscrimination/Harassment Policy (BP 5145.3) as well as with this policy.

## **Reporting**

Students who are the targets of bullying, staff, or any community member who has witnessed bullying, should report the abuse to the principal or assistant principal. Staff members, upon receiving a complaint or witnessing bullying, are required to make a report to the principal or assistant principal. While submission of a Bullying Incident Form is not required, the reporting party is encouraged to use this form available from the principal of each school and the Charter Management Organization (CMO) office. Oral reports shall also be considered official reports. Reports may be made anonymously, but formal disciplinary action may not be based solely on an anonymous report. Both oral and anonymous reports should be documented and reported by the receiving administrator

If a student/or staff member feels that he/she is the target of cyberbullying, the student or staff member is encouraged to save and print any messages or other posts sent to them that they feel constitutes cyberbullying and to notify a teacher, principal or other employee so that the matter may be investigated.

## **Investigation**

Investigation: Upon receiving a report either directly from the target of bullying, a witness of bullying, or from a teacher or staff member, the principal or principal's designee (or Superintendent/designee) must initiate the Investigation Procedures.

The investigation must be prompt and diligent. All interviews of witnesses, the victim, and the accused shall be conducted separately. During an investigation, all individuals involved must to the extent reasonably possible maintain the confidentiality of the proceedings and the names of the complainant and students involved.

## **Victim's Rights**

The victim of bullying has the right to immediate support, including physical and psychological support. During and after the investigation, a school counselor or other appropriate school personnel should follow-up with the victim and provide the appropriate and necessary support.

## **Intervention/Discipline**

The Principal or designee shall decide the appropriate way to deal with bullying behavior if the investigation has proven that the student who engaged in the bullying behavior has violated this policy. Interventions and consequences must be age-appropriate and equal to the severity of the violation. In dealing with bullying behavior, the designee should regard the bullying behavior and the situation as unique and create an intervention/discipline plan based on the particular characteristics of the situation to ensure that the plan remedies the bullying, decreases chances of retaliation, and helps rehabilitate the student who has engaged in bullying behavior (if appropriate).

Some acts of bullying may be part of a larger pattern of bullying that requires a response either at the classroom, school site or by law enforcement officials. Consequences and appropriate remedial actions for a student who commits an act of bullying may range from behavioral interventions and education up to and including suspension/expulsion, or referral to law enforcement (Suspension and Expulsion/Due Process Policy BP 5144.1)

In addition to the grounds specified in Education Code sections 48900, sections 48900.2, 48900.3, and 48900.4 provide additional authority to discipline a pupil in any of grades 4 to 12, inclusive for conduct that amounts to bullying. (Education Code 48900, 48900.2, 48900.3 and 48900.4)

**Education:** To prevent bullying, each school site has the obligation to educate students about what bullying is and why it is unacceptable. When possible, teachers should use existing curriculum and materials to emphasize the negative, hurtful effects of bullying. Each school site should prioritize its existing anti-bullying curriculum and seek to enhance anti-bullying education. Furthermore, each school site should educate students in an age-appropriate manner about appropriate use of electronic devices and social media. The District has the obligation to provide materials and curriculum to each school site that requests support.

## **False Reports and Statements**

Intentionally false reports, use of the complaint process, or statement to defame a fellow student or staff member or any illegitimate reason, will result in disciplinary consequences.

## **Retaliation**

Retaliation against a complainant or any individual involved in the investigation of a bullying situation, either by the student who has allegedly engaged in bullying behavior, the friends of the student who allegedly engaged in bullying behavior, or any other individual, is strictly prohibited or is grounds for discipline.

## **Annual Report to the Board**

Each school site will make an annual report to the Director of School Support Services in June, detailing bullying incidents at the school. At a fall Board meeting, the Director of School Support Services will report to the Board on bullying within Grimmway Schools and make recommendations as to how this policy can be more effectively implemented.