



Student- Parent Handbook
2020-2021

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Introduction

Dear Students and Parents/ Guardians,

We hope you will find the information in this handbook helpful. As a California Charter school we follow all applicable public charter laws. In addition to information in this handbook we have policies on our governance page located at creeksidesquaw.org. We are also umbrellaed by our school authorizer policies, Newcastle elementary school district. Additional policies maybe be found on their website at Newcastle.k12.ca.us.

NOTE: Due to Covid-19 we have additional policies and procedures voted on by our Board in our Covid-19 Reopening Plan.

Mission

The mission of Creekside Charter is to create a relationship based, dynamic learning environment in which students excel academically, are engaged and self-confident, and have the flexibility to pursue their passions.

Vision

Our vision is to become an educational model for the region and beyond through academics, relationships and the flexibility to pursue ones passions. Inspiring greatness in every child, Creekside educates both thinkers and doers directly impacting their world by the quality of citizens it produces.

We envision creating a campus that gives our students access to outstanding resources and permanent facilities that are in line with other high quality educational institutions.

Values/Pillars

Relationships Matter

Student greatness starts with believing in their potential. Every student should be known, supported and made to feel important. By engaging families as part of our student's learning process we are able to further build trust and lasting relationships with families that help to propel a student forward. The positive nature of our community (teachers, parents, and students) allows students the space to learn and grow.

Academic Excellence

Students are guided to new levels through best teaching practices, mentoring with other students, intervention resources, parent volunteers and peer partnering. Everyone is a

teacher! This approach cultivates joy for learning through connection and discovery. By improving a student's independent work skills students are able to learn organizational skills and study habits that lead to success at the secondary school level and in life.

Developing the Whole Child

Creekside students have a unique opportunity to leave campus during the school day to pursue their individual passions, travel with family, or take advantage of outside learning opportunities. A Creekside education is not defined by four walls, but instead allows students to explore adventures and learning outside of the class.

In addition to our core subjects, our classroom teachers are dedicated to the social and emotional growth of our students. Weekly class activities center on student check-in, reflection, mindfulness and appreciation.

The balance Creekside students have between academics, nature, sport, emotional growth and family is not only unique but also allows them to find success and happiness as they navigate through school.

Important Creekside Concepts

- ◇ As an independent charter school, all families must attend a master agreement signing meeting and agree to our independent study guidelines. As a parent at Creekside Charter you are committing to supporting learning while a student is on independent study.
- ◇ We expect all students to respect our teachers and staff, their fellow students, and the campus buildings and grounds.
- ◇ Every child deserves a personalized learning environment. If your child's needs are not being met, we want to know about it, and we will work as hard as we can to support change needed for successful learning.
- ◇ We believe kind and caring students will create not just a better school, but a better planet. We ask that parents/ guardians model this level of kindness while working with school faculty and staff.
- ◇ Parent involvement is key to the health of Creekside. Plan to be involved at some point during the year. It will make for a better school and your relationship with it.

Policies and Procedures

This handbook provides you information regarding our school's policies, procedures, and guidelines. We hope it will be a useful resource for you throughout the year. If you have any questions about these policies, please contact your Master Teacher or our Executive Director.

Creekside School Code

We know students will make mistakes during their maturation process. Our hope is to create a community of kindness and respect where students see a model of behavior that is based in praising the positive rather than punishing the negative. There are times when students may

face consequences for their actions. We will work with families during those times. A child will never learn if parent/guardians don't support the actions of the school.

Three Growth Principles

Friendship: Students should act in an inclusive manner at school. The principles of friendship include kindness, patience, respect, self-reflection, and support. Good friends respect the personal space of others, say kind things to each other, and appreciate one another.

Respect: Being respectful means following the lead of the teachers, being honest with your work, respecting the building, dressing appropriately, following directions, telling the truth, and going out of your way to put others before yourself.

Excellence: We want students to come to school and bring their best self. To be excellent a student must commit to hard work, respect of the learning environment, and be open to growth and change.

Arrival and Dismissal

This section has been overwritten by our Covid-19 Opening Plan. Please see plan for start of year protocols.

School doors open at 8:25am. Students are encouraged to arrive with time to put their backpacks and personal belongings away before classes begin promptly at 8:30. Students are welcome on campus starting at 8:00, but unless it is raining/ snowing they will be outside. Students should dress appropriately if dropped off early. If a student is late for school, they should report to the office for a tardy slip. Students need to be on time in order to get the most out of their day.

Any student being picked up prior to 2:45 must be signed out in the main office. We ask that parents report to the office prior to picking their student up from class.

If a parent is going to be later than 5 minutes picking their child up at the end of the day, we ask you communicate with your child's teacher or the main office. We understand that situations happen, but we ask that you respect our pick up time and that late pick-ups do not become a regular occurrence.

Enrollment and Student Records

Students who turn 5 as of September 1st of the school year are eligible to enter Creekside Charter. Students who turn 5 between September 2nd and December 2nd are eligible to enter TK at Creekside. Additional space in TK will be considered based on birthday.

Incoming students in grades TK-8 will be placed in the grade that matches their chronological age, unless the previous school indicates they would have been retained; however, students may still work on materials that are at a higher-grade level if appropriate for the student.

Students may be enrolled in only one school at a time. They may not be enrolled in any other public or private school while enrolled in Creekside Charter School.

Students and parents are required to inform their Master Teacher or the main office manager if there is a change of address, phone number or email, a proof of address on file is required to complete a change of address. A student's demographic information must be kept current at all times. Communication is an essential component of a successful educational experience.

A student will not be considered enrolled until we have a signed master agreement on file.

Immunizations and Physical Examinations

To ensure a safe learning environment for all students, Creekside Charter School follows and abides by the health standards set forth by the state of California. Students will not attend school until all required records have been received. The immunization status of all students will be reviewed periodically. Those students who do not meet the State guidelines may be excluded from school activities on site until the requirements are met but students may still work on the online curriculum from home or other appropriate location other than the school resource center. Students who have been exposed to a communicable disease for which they have not been immunized may be excluded from school at the discretion of Creekside Charter School.

Dress Code

The intent of a school dress code is to keep students safe and focused on academics. Creekside students are asked to wear closed-toe shoes and to refrain from wearing clothing which exposes a bare waistline, undergarments, tops with straps narrower than two of the student's fingers, or excessively short shorts/skirts. Hats maybe worn in the classroom upon teacher discretion.

In the winter, it is vital to students' safety that they be dressed appropriately for the potentially harsh winter weather. Once it snows, students are expected to have snow pants, jacket, boots, gloves and hats, to be worn during recess. Students who do not have appropriate snow clothing will not be allowed to play in the snow.

Application of Independent Study Laws at Creekside Charter School

Creekside Charter School is considered an Independent Study Charter School according to the California Department of Education. As such, the school must abide by the laws and regulations that pertain to independent study in the California public schools.

Creekside has adopted the following policies for operation of Independent Study:

For pupils in all grade levels offered by Creekside, the maximum length of time that may elapse between the time an assignment is made and the date by which the pupil must complete the assigned work shall be twenty (20) school days or one learning period. Students may still be academically penalized for work turned in late during the learning period.

While not recommended, a student may miss three (3) assignments during any period of twenty (20) school days before an evaluation is conducted to determine why a student is having difficulty turning in their independent study work. Corrective steps include but are not limited to: master teacher informing the parents, students required to stay after school to complete work, parent conference, referral to our intervention teacher, recommendation to not be allowed off campus for IS until work is completed, conference with the director, and academic performance.

If a student continues to struggle with the demands of independent study, a conference with the family will occur to determine if an independent study school is the right fit for the student.

Elective Independent Study

If you are planning on taking your child out of school for a scheduled activity, learning experience, vacation or to study at home please allow 10-day notice. Forms are available in the office.

Learning Conferences- (

Master teachers will host learning conferences throughout the school year. Learning conferences are a great way for parents to stay involved in their child's education. The conferences last approximately 15 minutes and include signing learning records and sharing important information regarding class activities and/or relevant issues. Arriving on time is vital to keeping the meetings on target.

Note: The format of these may change due to Covid-19 restrictions

Parent Teacher Conferences

Parent teacher conferences are held in October and range in length from 20 to 30 minutes. This is an important time for teachers to update parents on their child's progress and work collaboratively to set a course for a child to be successful throughout the course of the year.

Chromebook Loan Policy

If a family would like to borrow a chrome book from the school, they need to fill out a Chromebook Lease agreement with their master teacher. Families are responsible for all damage beyond normal wear and tear. Families must sign a technology use agreement

Volunteer Fingerprinting

All volunteers who want to participate on field trips or volunteer in the classroom must be livescan fingerprinted. Forms are available on our website creeksidesquaw.org or in the main office.

Intervention Support

Creekside has a full-time intervention support specialist. The interventionist is here to help students who need additional academic support. Our interventionist works on learning gaps and is not a tutor. Master teachers refer students to the interventionist based on academic or behavioral criteria established by our intervention support team. Parents will be notified if a student is referred for intervention support. Support may take place in the classroom or a student may be pulled out of class to work in small groups or individually. Parents will be notified of a students' progress during intervention and be considered a vital part of the intervention team. We encourage parents to work with students on the same skills the interventionist is working on.

Grade Retention

Grade retention is extremely rare, but there are extreme situations where we feel that it is in the best interest of students to be retained. A student's success depends on parents support of this decision and we will work with Parents throughout the process. Parents will be notified of the school's intention to retain a student in their current grade level at least 6 weeks prior to the end of the school year. A parent meeting will take place along with written notice that a child is being considered for retention.

Discipline Policies

Behavior Expectations

Creekside Charter is committed to work in a partnership with the home and community to provide an instructional/educational program consisting of high academic standards designed to allow students to acquire attitudes, knowledge and skills necessary to become active and effective global citizens in a safe, positive learning environment that meets all students' needs, challenges each individual to reach his or her academic potential and develops self-worth and esteem and to be among the nation's best. This commitment is dependent upon maintaining safe school environments and classrooms conducive to learning, which can only be achieved

through the cooperation of the students, parents and school staff, and a positive, supportive relationship between the home and the school. The purpose of this Discipline Policy is to establish such a relationship.

Student responsibilities:

1. Protect the rights of others to study and learn
2. Work to their full potential
3. Be on time for all classes
4. Follow school and classroom rules
5. Volunteer information and cooperate with school staff in disciplinary cases
6. Complete all in-class and homework assignments and meet deadlines
7. Respect public property and carefully use and return all materials and equipment
8. Come to class with necessary books and materials
9. See that school correspondence to parents reaches home
10. Work with parents, students, and school staff to eliminate bullying behavior and develop appropriate communication.

Parent responsibilities:

1. Demonstrate positive interest, involvement and support of the education process
2. Follow appropriate communication procedures and deal directly with the school and staff member involved in a respectful and courteous manner when expressing a concern over a class action, school action, program or policy
3. Provide supervision and a learning environment for the completion of homework assignments
4. Monitor and review all student assignments and classroom progress
5. Ensure that students are prepared and appropriately dressed for school
6. Cooperate with the school in resolving student academic or behavioral issues
7. Work with their students and school staff to eliminate bullying behavior and develop appropriate communication

School Responsibilities:

1. Provide an educational environment that is safe, orderly and challenging
2. Focus on an academic program that will enhance the student's ability to be successful
3. Make meaningful assignments designed to further the educational goals of the program
4. Recognize learning variability by utilizing a variety of teaching strategies
5. Utilize educational technology as a means to enrich and further the curriculum

6. Recognize the key role parents play in the educational process. Maintain appropriate communication to include parents as partners in their child's education and behavior
7. Respond in a timely manner to parent concerns and requests for information
8. Recognize and respect the values represented in the home of the student
9. Work with parents, students, and school staff to eliminate bullying behavior and develop appropriate communication

We understand that from time to time concerns arise that need to be addressed. Creekside Charter Management has a procedure to address such issues.

Discipline

Please see our Covid-19 Plan for additional new discipline policies. Parents must agree in a separate release of liability that they understand and acknowledge the specifics of the opening plan.

CCM Schools subscribe to the tenants of positive discipline, creating a safe, nurturing environment for learning not only academics but social and civic responsibilities and graces, where no pain, no shame and no blame is cast, but opportunities to learn and grow are embraced. We believe that discipline is a SHARED RESPONSIBILITY, which includes the student, all staff members at the school and the parent(s).

Discipline is training that enables students to make appropriate choices in an environment of warmth and support, always with clear, concise limits and with reasonable and relevant consequences. Part of everyone's education is learning how to behave responsibly in society. At Creekside, one of our goals is to foster in students a personal responsibility for their actions. Students are responsible and will be held accountable for their choices.

It is our feeling that every student has the right to attend class without being disrupted by other students. We also believe each student has the right to know what is expected of him/her and to be in an environment, which is safe and supportive.

Teachers are encouraged to remember that the strong majority of discipline issues in the classroom can be solved with engaging differentiated lessons, structure, and positive relationships.

Whenever possible, discipline will be handled at the classroom level, and administered by the teacher. The approach and procedure will be as follows:

1. Each classroom teacher will lead the class in developing and posting a set of rules for their classroom.
2. A school-wide set of rules will be in effect this school year.
3. Teachers and staff will incorporate the following into their disciplinary procedures as much as possible:
 - a. A cooling off period where students and teachers have a chance to calm their

emotions and consider possible solutions before they work on the discipline problem with an attitude of mutual respect.

- b. The notion of progressive discipline when appropriate. This means that as a problem recurs or develops, the response and consequences will intensify.
 - c. The notion of related, respectful and reasonable consequences wherein students learn to be responsible for their actions by developing and experiencing the logical effect of their actions.
4. The Director will provide support in disciplinary matters when:
- a. Progressive discipline has escalated to the point where it is necessary to go beyond the classroom or duty supervisor.
 - b. Misbehavior is so serious as to warrant bypassing the normal progressive steps.
 - c. A cooling off period is needed and normal ways of providing this are unavailable.
 - d. An emergency exists.

If suspensions or expulsions are deemed necessary, they will be administered in accordance with established school policy/ CA state law. Students will be treated with mutual respect, encouragement and friendliness as much as possible.

Disciplinary Consequences

Inappropriate choices lead to consequences, which are progressive in nature (i.e., consequences will become more severe if certain behaviors continue). These include:

- Time out in the classroom or on the playground;
- Reflective forms/ Call home
- Referral to the Director;
- Community Service if agreed upon with the student's family
- Loss of Privileges/Eligibility (e.g., field trips, enrichment classes and events, attending classes on site, etc.)
- Suspension/ expulsion

Yard Rules

In our yard we:

- laugh and play
- remember that all school rules apply outside, too
- use our words to listen well
- keep our bodies to ourselves
- ask before we go inside
- stay within the school boundaries
- share the toys with everyone
- respect the projects of others

- bring in all the toys at the end of recess
- wait our turn
- remember not to use anything as a weapon to hurt or threaten others
- stay off the fences and trees
- never throw snowballs, stones, pinecones or sticks
- always sit to ride the sleds
- put away our lunches before going to play
- always throw our trash in the trash can
- think before we act
- smile ~ smile ~ smile

Student Use of Technology Policy

Introduction

Our culture relies on computer networks, including the Internet, as a resource tool. The potential educational value of these systems is great: they provide access to resources that are vast, diverse, and important to students in the 21st Century. Computer technology includes, but is not limited to, computers, computer networks, the Internet and electronic mail.

Personal Responsibility

Students agree to follow the rules in the policy and are agreeing to report any misuse of the network to site administration, teacher or designated staff member. Misuse means any violations of this policy or any other use that is not included in this policy, but has the effect of harming another or his or her property or violating any laws.

Student Access

CREEKSIDE CHARTER shall notify students and parents/guardians about authorized uses of school computers, user obligations and responsibilities, and consequences for unauthorized use and/or unlawful activities. This handbook will suffice as notification. A student who enrolls in Creekside will have computer network and Internet access during the course of the current school year for which access is granted. A student who violates the technology policy may have his/her access denied.

Acceptable Uses

Creekside charter School is providing access to its equipment, computer networks and the Internet for educational purposes only. Such educational purposes, include, but are not limited to, research in academic subjects, preparing for educational instruction, and communicating with others, as it directly relates to the educational curriculum. Students shall comply with all copyright laws.

Any teacher-directed student-created web pages that are intended for publication on school or Creekside Charter School web sites must comply with all Creekside Charter School guidelines.

Unacceptable Uses

Equipment use and network access is a privilege, not a right. Inappropriate use means a use that is inconsistent with an educational purpose or that is in clear violation of this policy. Inappropriate use of the equipment and the network by a student will result in disciplinary action up to and including suspension, expulsion, cancellation of student' user privileges, and/or legal action (criminal and/or civil) in accordance with the law and the Creekside Charter School policy. Students must follow appropriate online behavior at all times, including interacting with other individuals on social networking websites and in chat rooms and cyber bullying awareness and response. The following uses of the network are considered unacceptable by Creekside Charter School.

1. Personal Safety

Students may not post, use, or store personal contact information about themselves or other people when using electronic communication forms, such as but not limited to, email, chat rooms, social media sites. Personal contact information includes the student's address, telephone, social security number or other personal data, or school address.

Student will immediately disclose to their teacher or site administrator any message they receive that is inappropriate or makes them feel uncomfortable.

2. Illegal Activity

Students may not use the Internet to perform any illegal act or to help others perform illegal acts. Illegal acts include, but are not limited to, any activities in violation of local, state, and federal law and/or accessing information designed to further criminal or dangerous activities. Such information includes, but is not limited to, information that if acted upon could cause damage, present a danger, or cause disruption to CREEKSIDE CHARTER, other students, or the community.

Students may not post, submit, publish or display harmful or inappropriate material that is harassing, insulting, threatening or attacking any individual, including prejudicial or discriminatory attacks or insults. This includes any material, taken as a whole, which to the average person, applying contemporary statewide standards, appeal to the prurient interest and is material which depicts or describes in an offensive way sexual conduct and which lacks serious literary, artistic, political, or scientific value for students.

Students may not vandalize, misuse or harm, and /or steal computers, software, computer systems, or computer networks.

Students may not participate in hacking activities or any form of unauthorized access to other accounts (online or site stored), computers, networks, or information systems. Any unauthorized online access to other computers by means of hacking into other computers,

downloading hacker tools such as port scanners and password crackers designed to evade restrictions shall also be strictly prohibited.

Student may not deliberately attempt to disrupt the computer system or destroy data by uploading, downloading, or creating computer viruses.

Students may not use the system to engage in any other illegal act, such as arranging for a drug sale illegal activities, or the purchase of alcohol, engaging in gang activity, or the threatening the safety of a person.

3. System Security

Students are responsible for their individual accounts and may not reveal their personal computer logon identification or those of other students, staff members.

Students must immediately notify a teacher or other school employee if they have identified a security problem. Students may not download software to any computer unless instructed to do so by a teacher or site administrator.

The system may not be used to connect personnel hardware such as iPods unless it is needed for educational purposes.

4. Inappropriate Language and Behavior

Students may not use obscene, profane, vulgar, inflammatory, threatening, disrespectful or other inappropriate language on the systems. This includes use of Creekside equipment, curriculum vendors, and software and any use of the Internet.

Student will not display inappropriate materials (i.e. offensive messages or pictures, obscene language references, etc.) on the system. This includes use of district equipment and software and any use of the Internet.

Students will not post, submit, or publish information that could cause damage or danger of disruption to the school district, the student or others.

5. Inappropriate Access to Materials

Students may not use the system to access materials that are profane or obscene, that advocates illegal or dangerous acts, or that advocates violence or discrimination towards others (i.e. hate literature).

If a student mistakenly accesses inappropriate information, they should immediately report it to their teacher. This may protect students from any claim that they have intentionally violated the policy. Messages relating to or in support of illegal, inappropriate activities may be reported to the proper authorities.

6. Respecting Resources

Student will not engage in vandalism (i.e. uploading/downloading inappropriate files, introducing computer viruses, disrupting the operation or the system through the abuse of hardware or software, modifying another person's files or data.)

Students may not attempt to read, delete, copy, modify or forge the content of other users' folders, files, electronic communications, or online accounts.

Students will subscribe to only high-quality discussion group mail lists that are relevant to education and/or career development.

Students will be supervised while accessing the Internet; however, they are still responsible for their proper use and access.

7. Plagiarism and Copyright Infringement

Students will not plagiarize works that they find on the Internet. Plagiarism is adopting the ideas or writing of others and presenting them as your own.

Students must respect the copyright owners. Copyright infringement occurs when the student inappropriately reproduces a work that is protected by a copyright. If a student has a question about this, they should ask a teacher or refer to the plagiarism policy.

Copyrighted material may not be placed on the system without the author's permission. Students may download copyrighted material for their own educational use only and must footnote copyrighted material when used in academic work.

8. Search and Seizure

Users should have no expectation of privacy when using the district network or equipment. Creekside Charter School reserves the right to inspect student folders, personal files, electronic communications, downloaded material, including deleted files from a user's computer, records of online activity and other information on the Creekside Charter School's network or equipment when there is a reasonable suspicion that the student is engaging in an inappropriate use.

Creekside Charter School will strive to protect student privacy; however, Creekside Charter School will not be responsible for any damages (consequential, incidental or otherwise), which a student may suffer arising from access to or use of the Creekside Charter School's computers and computer network, including damages arising as a result of the actions of the Creekside Charter School. These damages include loss of data and delayed, lost or damaged electronic correspondence or files due to system or service provider interruptions and system shutdowns for emergency or routine maintenance of the system. Use or conveyance of information via Creekside Charter School computer technology is at the user's own risk.

9. Other Misuse

Students shall not use Creekside Charter School technology for:

Commercial uses, including offering to sell or purchase products or services;

Games, entertainment or personal non-education related uses (downloading music or videos may violate copyright laws);

Political campaigning.

Technology Protection Measure

1. The Creekside Charter School makes use of an Internet content filter to prevent access to sites with obscene, pornographic, or harmful content. Given the nature of the Internet and the limitations of content filtering systems, it is impossible to block all inappropriate sites. Students who access inappropriate sites should immediately disclose the site to their teacher or the school director.

2. Students may make written requests to the school site administrator if they believe the content filter is blocking access to appropriate sites.

While CREEKSIDE CHARTER is able to exercise reasonable control over content created and purchased by CREEKSIDE CHARTER, it has limited control over content accessed via the internet and no filtering system is 100% effective. Neither CREEKSIDE CHARTER nor its staff shall be responsible for the failure of any technology protection measures, violations of copyright restrictions, or user mistakes or negligence.

In addition to access to the Internet, students in grades 4-8 will be assigned a Creekside email.

Additional Acceptable Use Policy As Signed By Students and Parents

Use of Devices:

CCM has adopted an Acceptable Use Policy which applies to all electronic devices (school-issued or personally owned) on school premises. Personal electronic devices (Cell Phones) are not allowed to be used on campus. If a student needs a phone for after-school use, they should be off and placed in the student's backpack. They may not use it to contact a parent. If a student is using a device, even to contact a parent, it will be confiscated, and a meeting will be set up between the student, parent and Executive Director.

CCM administration prohibits unauthorized use of wireless communication devices. Damaged or stolen personal property are the responsibilities of the owner. This includes, but is not limited to radios, lap tops, cell phones, iPods, iPads, cameras and laser pens. Any equipment (whether personally owned or property of the school) used in a distracting manner or to access websites other than those specifically identified for academic use will be confiscated. Parents will need to retrieve confiscated personal electronic devices from the administrative office during regular office hours. Students failing to adhere to this policy may result in a disciplinary action.

Prohibited Activities:

- Sending, downloading or displaying offensive or inappropriate messages, images or photos
- Utilizing any website/App for non-academic purposes. This includes all social networking sites (Snap, Facebook, Instagram, Twitter, etc.)
- Downloading games and/or apps without prior authorization from school faculty/staff
- Violating copyright laws
- Using other people's passwords or logging into an account that has not been assigned to you
- Attempting to gain unauthorized access to CCM technology resources, attempting to disrupt it in anyway, or attempting to destroy or alter data
- Sending or posting discriminatory, harassing, or threatening messages or images while on campus or while using a school computer
- Accessing, saving, transmitting or printing any pornographic materials
- Any activity in violation of our discipline policy or not in line with the values of Creekside Charter

School Assigned Email/ Google Drive (

All students in grades tk-8 will be assigned a google drive. Students in grades 4-8 will also have a school email address. While at school, it is the responsibility of the student, under the supervision of CCM staff, to follow all acceptable use policies. Students may be disciplined for not following appropriate guidelines. Students will still have access to their email/drive while at home. While at home, it is the responsibility of the parent to monitor appropriate behavior use. Google drive and school email are to be used for school assignments and communication. A student may be disciplined at school for inappropriate use of email/drive on or off campus.

Definitions of undesirable behavior

Bullying - involves two or more of the following components and applies to students, staff, parents and community members:

A desire to hurt, a hurtful action, a power imbalance, repetition, an unjust use of power, evident enjoyment by the aggressor, and/or a sense of being oppressed on the part of the victim. Bullying may include verbal, non-verbal, physical, or cyber actions, and may be direct or indirect in nature.

Cyberbullying - bullying through technology

Tardiness - Arriving late to school or in classes.

Unexcused Absence and Truancy - Any absence which has not been both excused by a parent or legal guardian and approved by the appropriate school official.

Defiance of School Personnel's Authority - Refusal to comply with reasonable requests of school personnel.

Disorderly Conduct, Including Profanity And Obscene Behavior - Conduct and/or behavior which is disruptive to the orderly educational procedure of the school.

Inappropriate Bus Conduct - Not following bus rules.

Profanity/Obscene Acts - Vulgarity or acts which are considered obscene.

Forgery - Writing and using the signature or initials of another person.

Gambling - Participating in games of chance for the purpose of exchanging money or something of value.

Theft/Possession of Stolen Property - Taking or attempting to take property that does not belong to you, or knowingly being in possession of stolen property.

Drug/Alcohol/Paraphernalia - The use, possession or sale of a controlled substance, or otherwise furnished to another person, a controlled substance or alcoholic beverage, or the selling of other substances or materials and representing such substances or material as a controlled substance or alcoholic beverage.

Smoking/Tobacco/Possession - The possession or use of tobacco or nicotine products on school property.

Destruction or Defacement of Property - Destroying or mutilating property or materials belonging to the school, school personnel or other persons.

Fighting/Assault - Engaging in or threatening an act which causes or might cause harm to another person; mutual combat between two people.

False Fire Alarm - Deliberately pulling or setting off school fire alarm.

Weapons/Injurious Objects - The possession, use or sale of any object which might be used to inflict bodily injury to another person.

Arson - Starting or setting a fire anywhere on school campus.

Extortion/Robbery - The solicitation of money, or something of value, from another person, in return for protection, or in connection with a threat to inflict harm.

Off Campus Without A Pass - Leaving campus without proper authorization.

Explosive Devices - The use, possession, or sale of any item that could be construed as an explosive device.

Cheating - Dishonesty on a test or school related assignment.

Harassment - knowing and willful course of conduct directed at a specific person which seriously alarms, annoys, or harasses the person, and which serves no legitimate purpose.

Sexual Harassment- Prohibited sexual harassment includes, but is not limited to, unwelcome sexual advances, requests for sexual favors, and other verbal, visual or physical conduct of a sexual nature. Other types of conduct which are prohibited in the district and which may constitute sexual harassment include (EC 212.5):

- Unwelcome leering, sexual flirtations or propositions.
- Unwelcome sexual slurs, epithets, threats, verbal abuse, derogatory comments or sexually degrading descriptions.
- Graphic verbal comments about an individual's body, or overly personal conversation.
- Sexual jokes, stories, drawings, pictures or gestures.
- Spreading sexual rumors.
- Teasing or sexual remarks about students enrolled in a predominantly single-sex class.
- Touching an individual's body or clothes in a sexual way or inappropriate manner.
- Purposefully limiting a student's access to educational tools.
- Displaying sexually suggestive objects in the educational environment.
- Continuing to express sexual interest after being informed that the interest is not welcome.
- Any act of retaliation against an individual who reports a violation of the district's sexual harassment policy or who participates in the investigation of a sexual harassment complaint.

Hate Crimes - actions committed because of the victim's race, color, religion, nationality, country or origin, ancestry, disability, or sexual orientation.

Hazing - Any method of initiation into a student organization or group which causes or may cause physical harm or personal degradation or disgrace resulting in physical or mental harm to a student.

Battery on a Staff Member - Aggressive physical contact with an employee of the school district.

Discipline Consequence Chart

The following chart indicates the types of disciplinary action that apply to each category of misbehavior and is in alignment with Newcastle Elementary School District policy California Ed Code and California Penal Code. In each instance, parent notification will take place. Minimum and maximum possible actions are listed, as well as a suggested action for the first occurrence and one for repeated occurrences. These measures are intended to be guidelines that assist in maintaining student discipline. If the situation develops whereby disciplinary measures should be more severe than the general guidelines indicate, the person responsible for enforcing discipline may override these guidelines as appropriate. Restitution may be required for any costs incurred by the School. Penalty may include one or more of the listed actions:

| OFFENSE | RANGE | FIRST OCCURRENCE | REPEATED OCCURRENCE |
|--|--------------|---|--|
| Arson (PC 450, 451) | Minimum | Suspension, Restitution, Contact Fire Marshall, Police Report | Expulsion/Restitution |
| | Maximum | Expulsion, Restitution | |
| Battery on School Staff (EC 48900 k, 44401) | Mandatory | Suspension/Police Report | Expulsion/Police Report |
| Bullying/Intimidation (BP 5131, 5137, EC 48900 r, 48900.4) | Minimum | Warning, Community Service, In-House Suspension, Non- Privileged, Parent Conference, Community Service | Formal Conference, In- House Suspension, Suspension, Police Report |
| | Maximum | Suspension/Formal Reprimand/Expulsion, Police Report | Formal Reprimand/Expulsion, Police Report |
| Bus Conduct (AR, BP 5131, a-e) | Minimum | Informal/Formal Conference, (See TTUSD Policies), Suspension, Expulsion, Formal Reprimand | Informal/Formal Conference, In-House Suspension, Suspension, (See Placer Hills Policies), Suspension, Expulsion, Formal Reprimand |
| | Maximum | Loss of Bus Privileges, Suspension or Formal Reprimand | Loss of Bus Privileges, Suspension, Formal Reprimand, Expulsion |
| Cheating on Test or School Related Assignment, Plagiarizing (EC 35291, 48900) | Minimum | Informal/Formal Conference, 50% Credit on Assignment, re- do assignment | *Community Service, Informal/Formal Conference, In-House Supervision, Suspension |
| | Maximum | Formal Conference/In-House Suspension, Detention, No Credit on Assignment | Suspension |
| Cyberbullying (EC 32261, 48900) | Minimum | Community Service, In-House Suspension, Non- Privileged, Parent Conference, Police Report | Formal Reprimand, Suspension, Police Report |
| | Maximum | Community Service Suspension/Formal Reprimand/Expulsion, Police Report | Formal Reprimand/Expulsion, Police Report |

| OFFENSE | RANGE | FIRST OCCURRENCE | REPEATED OCCURRENCE |
|---|--------------|--|---|
| Deliberate False Fire Alarm (EC 48900 k) | Minimum | Formal Conference, community service, In-House Suspension | Suspension, Fire Marshal, Formal Reprimand or Expulsion |
| | Maximum | Suspension, Fire Marshal, Formal Reprimand or Expulsion | Suspension, Fire Marshal, Formal Reprimand or Expulsion |
| Destruction of Property (School or personal) (EC 48900 f) | Minimum * | Formal Conference, Parent Notification, Restitution, In-house Suspension | Formal Conference, Restitution/Suspension |
| | Maximum | Suspension, Restitution, Police Report, Formal Reprimand | Restitution, Formal Reprimand or Expulsion, Police Report |
| Disruption/Defiance/Disobedience (EC 48900 k) | Minimum | Warning, Community Service, In-House Suspension, Non-Privileged, Parent Conference, Community Service | Formal Conference, In-House Suspension, Suspension |
| | Maximum | Suspension/Formal Reprimand/Expulsion | Formal Reprimand/Expulsion |
| Dress Code Violation (EC 35183, AR 5132) | Minimum | Informal/Formal Conference, Community Service | Community Service, Formal Conference, In-House Suspension |
| | Maximum | In-House Suspension | Suspension |
| Drugs/Alcohol/Paraphernalia (EC 48900 c,d,j) | Minimum * | In-House Suspension, Recess Community Service, Formal Conference, Formal Reprimand, Police Report | Suspension, Formal Reprimand or Expulsion, Police Report |
| | Maximum * | Suspension, Formal Reprimand or Expulsion, Police Report | Suspension, Formal Reprimand or Expulsion, Police Report |
| Electronic Devices (Possession/unauthorized use) (EC 48901.5) | Minimum | Take Away Device, Recess, Community Service, In-house Suspension, Non-Privileged, Parent Conference, Community Service | Take Away Device, Formal Conference, In-house Supervision, Recess Community Service, Suspension |
| | Maximum | Take Away Device, In-house Suspension, Suspension, Non-Privileged, Community Service | Take Away Device, Suspension |
| Explosive Devices | Mandatory | Suspension and/or Expulsion and Police Report (Optional) | |

| OFFENSE | RANGE | FIRST OCCURRENCE | REPEATED OCCURRENCE |
|---|--------------|------------------------------------|----------------------------|
| Bomb Threat (EC 48900 b) | | | |
| | Minimum | In-House Suspension, Recess | Suspension, Formal |
| | * | Community Service, Formal | Reprimand or Expulsion, |
| | | Conference, Suspension, Formal | Police Report, Restitution |
| Extortion/Robbery (EC 48900 e) | Maximum | Suspension, Formal Reprimand | Suspension, Formal |
| | * | or Expulsion, Police Report, | Reprimand or Expulsion, |
| | | Restitution | Police Report, Restitution |
| Fighting/Assault/Threats (EC 48900 a(2), PC 241, 243, 245, 220) | Minimum | Informal/Formal Conference, In- | Formal Conference, In- |
| | | House | house |
| | | Suspension, Recess limitations, | Suspension, Suspension |
| | Maximum | Suspension | |
| | | Suspension or Expulsion, Formal | Expulsion/Police Report |
| | | Reprimand, Police Report | |
| Forgery (EC 35291, 48900) | Minimum | Informal/Formal conference, | In-House Suspension, |
| | * | Parent Conference, Community | Suspension, Community |
| | | Service, Community Service | Service |
| | Maximum | In-House Suspension, | |
| | | Community Service | Suspension, Expulsion, |
| | | | Police Report |
| Gambling (EC 48900) | Minimum | Informal Conf., In-house | *Formal Conference, In- |
| | * | Suspension, Recess restrictions | house Suspension |
| | | Suspension from School | |
| | Maximum | | Suspension from School |
| Gang Behavior/Attire (EC 35183, 35294.1) | Minimum | Notification of Parent, | Formal Conference with |
| | | Confiscate Materials | Parent and |
| | Maximum | | Student/Suspension |
| | | Suspension | Formal |
| | | | Reprimand/Expulsion, |
| | | | Police Report |
| Harassment/Intimidation (EC 48900 a,o,u, 48900.4) | Minimum | Warnings, Recess Restrictions, In- | Formal Conference, In- |
| | | House Suspension, Non- | House |
| | | Privileged, Parent Conference, | Suspension, Suspension, |
| | | Community Service | Police Report |
| | Maximum | Suspension/Formal | Formal |
| | | Reprimand/Expulsion, Police | Reprimand/Expulsion, |
| | | Report | Police |

| OFFENSE | RANGE | FIRST OCCURRENCE | REPEATED OCCURRENCE |
|--|---------------|--|--|
| | | | Report |
| Hate Crimes/Violence (EC 48900.3, 48900 t) | Minimu m * | Formal Conference, Suspension, Police Report, Formal Reprimand | Formal Conference, Suspension, Formal Reprimand or Expulsion, Police Report |
| | Maximu m * | Formal Reprimand or Expulsion, Police Report | Formal Reprimand, Expulsion, Police Report |
| Hazing (EC 32050, 32051, 48900 a) | Minimu m * | Informal Conference, Recess Restrictions, In-home Suspension, Non-Privileged, Parent Conference, Community Service | K-3 In-House Suspension, Detention 4-8 Suspension |
| | Maximu m | K-3 In-house Suspension, 4-8 Suspension | Formal Reprimand, Expulsion |
| Leaving Campus/Class Without Proper Authorization (EC 35291, 48900) | Minimu m | Informal/Formal Conference, Warning | In-House Suspension |
| | Maximu m | In-House Suspension, Recess Detention, Community Svc | Suspension, Community Service |
| Physical Contact (EC 48900 a(2), PC 241, 243, 245, 220) | Minimu m | Informal/Formal Conference, In- House Suspension, Recess Restrictions, Suspension | Formal Conference, In- house Suspension, Suspension Expulsion/Police Report |
| | Maximu m | Suspension or Expulsion, Formal Reprimand, Police Report | |
| Profanity/Obsce ne Acts Immoral Acts/Verbal Abuse (EC 48900 i) | Minimu m | Warnings, Recess Detention, In- House Suspension, Non- Privileged, Parent Conference, Community Service | * In-House Suspension, Community Service , Formal Reprimand, Suspension |
| | Maximu m | Suspension, Formal Reprimand | Suspension, Expulsion |

| OFFENSE | RANGE | FIRST OCCURRENCE | REPEATED OCCURRENCE |
|---|--------------|---|--|
| Sexual Harassment (EC 212.5, BP, AR 5145.7 a-f, 48900.2) | Minimum | Title IX Report, Warnings, Recess Restrictions, In-House Suspension, Non-Privileged, Parent Conference, Community Service | Suspension/Title IX, Police Report |
| | Maximum | Suspension, Formal Reprimand, Expulsion, Title IX Report | Formal Reprimand, Expulsion, Title IX Report, Police Report |
| Smoking/Tobacco Products (EC 48900 h, EC 51260) | Minimum | In-House Suspension and Notification of Parent | In-House Suspension, Police Report |
| | Maximum | Suspension | Suspension, Police Report |
| Theft (EC 48900 e) | Minimum * | Recess Restrictions, In-House Suspension, Formal Conference, Suspension, Restitution, Police Report | In-House Suspension, Formal Reprimand Police Report, Restitution |
| | Maximum * | In-house suspension, Suspension, Formal Reprimand or Expulsion, Restitution, Police Report | Suspension, Formal Reprimand or Expulsion, Police Report, Restitution |
| Unexcused Absence/Truancy (EC48260, 48200) | Minimum | Director Letter, Community Service | Home Visits, Principal Letter, Truancy Letters, SART |
| | Maximum | Recess Detention, In-House Suspension | Refer to Child Welfare & Attendance (CWA); SARB; CWA refer to Dist. Atty |
| Weapons/Injurious Objects Replica Firearm (EC 48900 b, m) | Minimum * | In-House Suspension, Community Service , Police Report (Optional), Formal Conference | Suspension, Formal Reprimand or Expulsion, Police Report (Optional) |
| | Maximum * | Suspension, Formal Reprimand or Expulsion, Police Report (brandishing knife or gun) | Suspension, Formal Reprimand or Expulsion, Police Report (Optional) |

* Depends on Grade Level. Harsher consequences set for 6th-8th grade offenses.

The State of California has outlined suspension and expulsion:

SECTION 1.

(a) It is the intent of the Legislature to provide teachers and school administrators with the means to foster safe and supportive learning environments for all children in California.

(b) It is further the intent of the Legislature to ensure that pupils who transfer between multiple classrooms, taught by multiple teachers, be allowed to attend all remaining classes from which they have not been removed for disciplinary reasons.

SEC. 2.

Section 48900 of the Education Code is amended to read:

48900.

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

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

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

(b) Possessed, sold, or otherwise furnished a firearm, knife, explosive, or other dangerous object, unless, in the case of possession of an object of this type, the pupil had obtained written permission to possess the item from a certificated school employee, which is concurred in by the principal or the designee of the principal.

(c) Unlawfully possessed, used, sold, or otherwise furnished, or been under the influence of, a controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the Health and Safety Code, an alcoholic beverage, or an intoxicant of any kind.

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

(e) Committed or attempted to commit robbery or extortion.

(f) Caused or attempted to cause damage to school property or private property.

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

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

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

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

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

(2) Except as provided in Section 48910, a pupil enrolled in kindergarten or any of grades 1 to 3, inclusive, shall not be suspended for any of the acts enumerated in paragraph (1) and those acts shall not constitute grounds for a pupil enrolled in kindergarten or any of grades 1 to 12, inclusive, to be recommended for expulsion. This paragraph is inoperative on July 1, 2019.

(3) Except as provided in Section 48910, commencing July 1, 2019, a pupil enrolled in kindergarten or any of grades 1 to 5, inclusive, shall not be suspended for any of the acts specified in paragraph (1) and those acts shall not constitute grounds for a pupil enrolled in kindergarten or any of grades 1 to 12, inclusive, to be recommended for expulsion.

(4) Except as provided in Section 48910, commencing July 1, 2019, a pupil enrolled in any of grades 6 to 8, inclusive, shall not be suspended for any of the acts specified in paragraph (1). This paragraph is inoperative on July 1, 2023.

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

(m) Possessed an imitation firearm. As used in this section, "imitation firearm" means a replica of a firearm that is so substantially similar in physical properties to an existing firearm as to lead a reasonable person to conclude that the replica is a firearm.

(n) Committed or attempted to commit a sexual assault as defined in Section 261, 266c, 286, 288, 288a, or 289 of the Penal Code or committed a sexual battery as defined in Section 243.4 of the Penal Code.

(o) Harassed, threatened, or intimidated a pupil who is a complaining witness or a witness in a school disciplinary proceeding for purposes of either preventing that pupil from being a witness or retaliating against that pupil for being a witness, or both.

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

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

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

(1) "Bullying" means any severe or pervasive physical or verbal act or conduct, including communications made in writing or by means of an electronic act, and including one or more acts committed by a pupil or group of pupils as defined in Section 48900.2, 48900.3, or 48900.4, directed toward one or more pupils that has or can be reasonably predicted to have the effect of one or more of the following:

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

(B) Causing a reasonable pupil to experience a substantially detrimental effect on his or her physical or mental health.

(C) Causing a reasonable pupil to experience substantial interference with his or her academic performance.

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

(2) (A) “Electronic act” means the creation or transmission originated on or off the schoolsite, by means of an electronic device, including, but not limited to, a telephone, wireless telephone, or other wireless communication device, computer, or pager, of a communication, including, but not limited to, any of the following:

(i) A message, text, sound, video, or image.

(ii) A post on a social network Internet Web site, including, but not limited to:

(I) Posting to or creating a burn page. “Burn page” means an Internet Web site created for the purpose of having one or more of the effects listed in paragraph (1).

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

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

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

(II) For purposes of this clause, “cyber sexual bullying” means the dissemination of, or the solicitation or incitement to disseminate, a photograph or other visual recording by a pupil to another pupil or to school personnel by means of an electronic act that has or can be reasonably predicted to have one or more of the effects described in subparagraphs (A) to (D), inclusive, of paragraph (1). A photograph or other visual recording, as described above, shall include the depiction of a nude, semi-nude, or sexually explicit photograph or other visual recording of a minor where the minor is identifiable from the photograph, visual recording, or other electronic act.

(III) For purposes of this clause, “cyber sexual bullying” does not include a depiction, portrayal, or image that has any serious literary, artistic, educational, political, or scientific value or that involves athletic events or school-sanctioned activities.

(B) Notwithstanding paragraph (1) and subparagraph (A), an electronic act shall not constitute pervasive conduct solely on the basis that it has been transmitted on the Internet or is currently posted on the Internet.

(3) “Reasonable pupil” means a pupil, including, but not limited to, an exceptional needs pupil, who exercises average care, skill, and judgment in conduct for a person of his or her age, or for a person of his or her age with his or her exceptional needs.

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

(1) While on school grounds.

(2) While going to or coming from school.

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

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

(t) A pupil who aids or abets, as defined in Section 31 of the Penal Code, the infliction or attempted infliction of physical injury to another person may be subject to suspension, but not expulsion, pursuant to this section, except that a pupil who has been adjudged by a juvenile court to have committed, as an aider and abettor, a crime of physical violence in which the victim suffered great bodily injury or serious bodily injury shall be subject to discipline pursuant to subdivision (a).

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

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

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

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

Additional Creekside Charter Consequence Criteria:

For offenses not included in the chart above, the administrator or designee will utilize one or more of the following disciplinary measures depending on the nature of the offense:

- conference with pupil
- recess restriction
- parent conference
- community service
- notification of parent by telephone, letter or home visit
- detention, class suspension, in-house supervision
- suspension
- expulsion

Disciplinary Actions

Non-Privileged/Eligibility Status- A student is unable to participate in non-instructional assemblies, reward activities, field trips, classroom activities, am skiing and after school sports/special activities.

Community Service - A student may perform community service on school grounds during non-school hours. Such service may include, but is not limited to, outdoor beautification, campus betterment, and teacher or peer assistance programs. (EC 48900.6, AR 5144 a)

In-house Suspension*-- Disruptive or disrespectful behavior will not be tolerated at Creekside Charter School. In such a case, the student is removed from one or more classes, but remains at

school. In-House Suspension requires students to remain in the office or other designated area. Students are not allowed to participate with their class for academic or social purposes while on in-house suspension.

Suspension From School* - At Home Suspension requires that students remain off campus for the duration of the suspension. Parents and students are notified of suspension duration and due process procedures. In addition, students will be placed on the “non-privileged” list for each type of suspension including but not limited to the following violations of the Ed Code:

- Fighting
- Defiant behavior toward an adult
- Possession of knives, weapons, or sharp instruments (or look-a-like weapons)
- Possession of cigarettes, matches or lighters
- Theft or vandalism
- Threats or harassment (both physical and verbal)
- Sexual harassment
- Hate crimes, or
- Health code violations
- Bullying, including electronic
- Selling or arranging to sell prescription drugs
- Obscene acts or vulgarity.

* Students who are suspended from school may not return after school hours or on Fridays to attend extra-curricular events during their suspension, nor are they allowed to participate in any Enrichment activities.

[Due Process for Suspension/Expulsion](#)

The above section has explained the major disciplinary problem areas and the actions that will result for those students who make inappropriate choices. All students are entitled to due process as allowed by CA Charter Law. This means there are certain procedures, which school officials must follow prior to taking appropriate disciplinary action. There are also procedures which students must follow if they do not agree with the school's actions or wish to file a complaint.

Hopefully, students will never be in a situation where they need the protection of due process. If, however, a student does become involved in a situation in which a suspension or expulsion might result, both the student and his/her parents will be given a more detailed description of the due process procedures and will receive instruction regarding the procedure. The following summary is only to acquaint students and parents that such a procedure exists.

Disruptive or disrespectful behavior will not be tolerated at Creekside Charter School. In-house or At-home Suspension and non-privileged status may occur on the first offense for the following Education Code violations. 1) Fighting, 2) Defiant behavior toward an adult, 3) Possession of knives, weapons, or sharp instruments (or look-a-like weapons), 4) Possession of cigarettes, matches or lighters, 5) Theft or vandalism, 6) Threats or harassment (both physical

and verbal), 7) Sexual harassment, 8) Hate crimes, or 9) Health code violations. 10) Bullying, including electronic, 11) Selling or arranging to sell prescription drugs, 12) Obscene acts or vulgarity.

The school Executive Director or designee has the right to suspend a student for a period of up to five days. In cases of this type, an informal hearing between the principal or his/her designee, the student and any other appropriate persons will be conducted. If, after the hearing is completed the principal or designee decides that a suspension is necessary, it will become effective immediately. The Executive Director or designee will attempt to notify parents by telephone, and will send a copy of the suspension notice to the parents.

The Executive Director or designee has the right to recommend to the CCM Board that a student would be expelled (expulsion).

Education and School Records Policy

DEFINITIONS

Education Record

An education record is any information recorded in any way, including, but not limited to, handwriting, print, computer media, video or audio tape, film, microfilm, and microfiche containing information directly relating to a student that is maintained by Creekside Charter School or by a party acting for CREEKSIDE CHARTER. Such information includes, but is not limited to:

- Date and place of birth; parent and/or guardian's address, mother's maiden name and where the parties may be contacted for emergency purposes;
- Grades, test scores, courses taken, academic specializations and school activities;
- Special education records;
- Disciplinary records;
- Medical and health records;
- Attendance records and records of past schools attended;
- Personal information such as, but not limited to, a student's name, the name of a student's
 - parent or other family member, student identification numbers, social security numbers, photographs, biometric record or any other type of information that aids in identification of a student.
- An education record does not include any of the following:
 - Records of instructional, supervisory, and administrative personnel and educational personnel ancillary thereto which are in the sole possession of the maker thereof and which are not accessible or revealed to any other person except a substitute;
 - Records maintained by a law enforcement unit of CREEKSIDE CHARTER that were created by that law enforcement unit for the purpose of law enforcement;

- In the case of a person who is employed by CREEKSIDE CHARTER but who is not in attendance at such agency
- or institution, records made and maintained in the normal course of business, relate exclusively to the individual in that individual's capacity as an employee; and are not available for use for any other purpose;
- Records of a student who is 18 years of age or older, or is attending an institution of postsecondary education, that are: a) made or maintained by a physician, psychiatrist, psychologist, or other recognized professional or paraprofessional acting in his or her professional capacity or assisting in a paraprofessional capacity; b) made, maintained, or used only in connection with treatment of the student; and c) disclosed only to individuals providing the treatment. For the purpose of this definition, "treatment" does not include remedial educational activities or activities that are part of the program of instruction at CREEKSIDE CHARTER;
- Records that only contain information about an individual after he or she is no longer a student at Creekside charter

Personally identifiable information is information about a student that is contained in his or her education records that cannot be disclosed without compliance with the requirements of FERPA. Personally identifiable information includes, but is not limited to: a student's name; the name of a student's parent or other family member; the address of a student or student's family; a personal identifier, such as the student's Social Security number, student number or biometric record; other indirect identifiers, such as the student's date of birth, place of birth, and mother's maiden name; other information that, alone or in combinations, is linked or linkable to a specific student that would allow a reasonable person in the school community, who does not have personal knowledge of the relevant circumstances, to identify the student with reasonable certainty; or information requested by a person who the CREEKSIDE CHARTER reasonably believes knows the identity of the student to whom the education record relates.

Directory Information

CREEKSIDE CHARTER does not currently have a Directory that is shared with other families. However, when teachers and parents are making attempts to organize special events Directory Information is sometimes shared or if families choose they may share on Parentsquare. CREEKSIDE CHARTER may disclose the personally identifiable information that it has designated as directory information, consistent with the terms of CREEKSIDE CHARTER' annual notice provided pursuant to the Family Educational Rights and Privacy Act of 2001 (20 U.S.C. § 1232g) ("FERPA"). CREEKSIDE CHARTER has designated the following information as directory information:

- Student's name
- Student's address
- Parent/guardian's address

- Telephone listing
- Student's electronic mail address
- Parent/guardian's electronic mail address

A school official is a person employed by CREEKSIDE CHARTER 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 Board of Directors of CREEKSIDE CHARTER. A school official also may include a volunteer or an independent contractor outside of CREEKSIDE CHARTER who performs an institutional service or function for which CREEKSIDE CHARTER would otherwise use its own employees and who is under the direct control of CREEKSIDE CHARTER 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.

Legitimate Educational Interest

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.

Disclosure of Directory Information

At the beginning of each year, CREEKSIDE CHARTER shall provide parents and eligible students with a notice containing the following information: 1) The type of personally identifiable information it designates as directory information; 2) The parent's or eligible student's right to request that CREEKSIDE CHARTER not release "directory information" without obtaining prior written consent from parent or eligible student; and 3) The period of time within which a parent or eligible student may notify CREEKSIDE CHARTER in writing of the categories of "directory information" that it may not disclose without the parent or eligible student's prior written consent. At Creekside Charter you will see this notice in our online registration process.

ANNUAL NOTIFICATION TO PARENTS AND ELIGIBLE STUDENTS

At the beginning of each school year, in addition to the notice required for directory information, CREEKSIDE CHARTER shall provide parents and eligible students with a notice of their rights under the FERPA. The notice shall inform the parents and eligible students that they have the right to:

- Inspect and review the student's education records; seek amendment of the student's education records that the parent or eligible student believes to be inaccurate, misleading or otherwise in violation of the student's privacy right. Consent to disclosures of personally

identifiable information contained in the student's education records, except to the extent that disclosure is permitted without prior written consent pursuant to FERPA; and File with the U.S. Department of Education a complaint concerning alleged failures by CREEKSIDE CHARTER to comply with the requirements of FERPA and its promulgated regulations. Request that CREEKSIDE CHARTER not release student names, addresses and telephone listings to military recruiters or institutions of higher education without prior written parental consent.

The notice must also include the following:

- The procedure for exercising the right to inspect and review educational records;
- The procedure for requesting amendment of records;
- A statement that CREEKSIDE CHARTER forwards education records to other agencies or institutions that have requested the records and in which the student seeks or intends to enroll;
- The criteria for determining who constitutes a school official and what constitutes a legitimate educational interest.

PARENTAL AND ELIGIBLE STUDENT RIGHTS RELATING TO EDUCATION RECORDS

Parents and eligible students have the right to review the student's education records. In order to do so, parents and eligible students shall submit a request to review education records in writing to the Executive Director. Within five (5) business days, CREEKSIDE CHARTER shall comply with the request.

Copies of Education Records

CREEKSIDE CHARTER will provide copies of requested documents within five (5) business days of a written request for copies.

Request for Amendment to Education Records

Following the inspection and review of a student's education record, a parent or eligible student may file a written request with the Executive Director to correct or remove any information in the student's education record that is any of the following:

- Inaccurate;
- An unsubstantiated personal conclusion or inference;
- A conclusion or inference outside of the observer's area of competence;
- Not based on the personal observation of a named person with the time and place of the observation noted;
- Misleading; or
- In violation of the privacy rights of the student.

CREEKSIDE CHARTER will respond within thirty (30) days of the receipt of the request to amend. CREEKSIDE CHARTER's response will be in writing and if the request for amendment is denied, CREEKSIDE CHARTER will set forth the reason for the denial and inform the parent or eligible student of his or her right to a hearing challenging the content of the education record. If the Executive Director sustains any or all of the allegations, he or she must order the correction or the removal and destruction of the information. The Executive Director or Executive Director's designee must then inform the parent or eligible student of the amendment in writing.

However, the Executive Director shall not order a pupil's grade to be changed, unless the teacher who determined the grade is, to the extent practicable, given an opportunity to state orally, in writing, or both, the reasons for which the grade was given and is, to the extent practicable, included in all discussions relating to the changing of the grade

Hearing to Challenge Education Record

If CREEKSIDE CHARTER denies a parent or eligible student's request to amend an education record, the parent or eligible student may request in writing that he/she be given the opportunity for a hearing to challenge the content of the student's education records on the grounds that the information contained in the education records is inaccurate, misleading or in violation of the privacy rights of the student.

The Executive Director or the Board Chair may convene a hearing panel to assist in making determinations regarding educational record challenges provided that the parent has given written consent to release information from the pupil's records to the members of the panel convened. The hearing panel shall consist of the following persons:

- (1) The Executive Director of a public school other than the public school at which the record is on file;
- (2) A certificated employee; and
- (3) A parent appointed by the Executive Director or by the Board of Directors, depending upon who convenes the panel.

The hearing to challenge the education record shall be held within thirty (30) days of the date of the request for a hearing, notice of the date, time and place of the hearing will be sent by CREEKSIDE CHARTER to the parent or eligible student no later than twenty (20) days before the hearing.

The hearing will be conducted by the Executive Director or his/her designee, who shall not be required to use formal rules of evidence or procedure. The parent or eligible student will be given a full and fair opportunity to present evidence relevant to the issues relating to the challenge to the education record. The parent or eligible student may also, at his/her own expense, be assisted or represented by one or more individuals of his/her choice, including an attorney. The decision of the Executive Director or his/her designee will be based solely on

the evidence presented at the hearing and is final. Within thirty (30) days after the conclusion of the hearing, CREEKSIDE CHARTER' decision regarding the challenge will be made in writing and will include a summary of the evidence and the reasons for the decision.

If, as a result of the hearing, the CREEKSIDE CHARTER decides that the information is inaccurate, misleading or otherwise in violation of the privacy rights of the student, it will amend the record accordingly and inform the parent or eligible student of the amendment in writing.

If, as a result of the hearing, CREEKSIDE CHARTER decides that the information in the education record is not inaccurate, misleading or otherwise in violation of the privacy rights of the student, it shall inform the parent or eligible student of the right to place a statement in the record commenting on the contested

information in the record or stating why he/she disagrees with the decision of CREEKSIDE CHARTER, or both. If CREEKSIDE CHARTER places a statement by the parent or eligible student in the education records of a student, it will maintain the statement with the contested part of the record for as long as the record is maintained and disclose the statement whenever it discloses the portion of the record to which the statement relates.

DISCLOSURE OF EDUCATION RECORDS AND DIRECTORY INFORMATION

CREEKSIDE CHARTER must have a signed and dated written consent from the parent or eligible student before releasing any non- directory information from a student's education record except as provided below. The written permission must specify the records that may be disclosed, the purpose of the disclosure and the party or class of parties to whom the disclosure may be made. When disclosure is made pursuant to written permission, the parent or eligible student may request a copy of the disclosed records. Signed and dated written consent may include a record and signature in electronic form if it identifies and authenticates a particular person as the source of the electronic consent and indicates such person's approval of the information contained in the electronic consent. CREEKSIDE CHARTER will only disclose personally identifiable information on the condition that the receiving party not disclose the information to any party without the prior written consent of the parent or eligible student and that the receiving party use the information for the purposes for which the disclosure was made. This restriction does not apply to disclosures that fall within the disclosure exceptions listed below. CREEKSIDE CHARTER must maintain the appropriate records related to these disclosure exceptions, as described below. Except for disclosures pursuant to a judicial order or lawfully issued subpoena, or directory information or to parents or eligible students, the CREEKSIDE CHARTER will inform a receiving party of the requirement that the party not disclose the information to any other party without the prior written consent of the parent or eligible student and that the receiving party use it for the purpose for which the disclosure was made.

CREEKSIDE CHARTER will disclose education records, without prior written consent of the parent or eligible student, to the following parties:

- School employees who have a legitimate educational interest as defined by 34 C.F.R. Part 99;
- Other schools to which a student seeks or intends to enroll so long as the disclosure is for purposes related to the student's enrollment or transfer. CREEKSIDE CHARTER will make a reasonable attempt to notify the parent or eligible student of the request for records at his/her last known address, unless the disclosure is initiated by the parent or eligible student. Additionally, CREEKSIDE CHARTER will give the parent or eligible student, upon request, a copy of the record that was disclosed and give the parent or eligible student, upon request, an opportunity for hearing pursuant to Section (IV)(3) above;
- Certain government officials listed in 20 U.S.C. § 1232g(b)(1) in order to carry out lawful functions;
- Appropriate parties in connection with a student's application for, or receipt of, financial aid if it is necessary to determine eligibility, amount of aid, conditions for aid or enforcing the terms and conditions of the aid;
- Organizations conducting certain studies for the CREEKSIDE CHARTER in accordance with 20 U.S.C. § 1232g(b)(1)(F);
- Accrediting organizations in order to carry out their accrediting functions;
- Parents of a dependent student as defined in section 152 of the Internal Revenue Code of 1986;
- Individuals or entities, in compliance with a judicial order or lawfully issued subpoena. Subject to the exceptions found in 34 C.F.R. 99.31(a)(9)(i), reasonable effort must be made to notify the parent or eligible student of the order or subpoena in advance of compliance, so that the parent or eligible student may seek a protective order;
- Persons who need to know in cases of health and safety emergencies;
- State and local authorities, within a juvenile justice system, pursuant to specific State law;
- A victim of an alleged perpetrator of a crime of violence or a non-forcible sex offense. The disclosure may only include final results of the disciplinary proceedings conducted by CREEKSIDE CHARTER with respect to that alleged crime or offense. CREEKSIDE CHARTER may disclose the final results of the disciplinary proceeding, regardless of whether CREEKSIDE CHARTER concluded a violation was committed.

RECORD KEEPING REQUIREMENTS

CREEKSIDE CHARTER will maintain a record of each request for access to and each disclosure of personally identifiable information from the education records of each student for as long as the records are maintained. For each request, the record must include the following

information: the parties who have requested or received the information and the legitimate interests the parties had in requesting or obtaining the information.

For disclosures of personally identifiable information to institutions that make disclosures of the information on behalf of CREEKSIDE CHARTER in accordance with 34 C.F.R. 99.33(b), the record must include the names of the additional parties to which the receiving party may disclose the information on behalf of CREEKSIDE CHARTER and the legitimate interests that each of the additional parties has in requesting or obtaining the information.

These record keeping requirements do not apply to requests from or disclosure to parents and eligible students, CREEKSIDE CHARTER officials with a legitimate purpose of inspecting the records, a party with written consent from the parent or eligible student, a party seeking directory information, or a party seeking or receiving the records as directed by a court order or subpoena.

The records relating to disclosures of personally identifiable student information may be inspected by parents and eligible students, CREEKSIDE CHARTER officials (or their assistants) responsible for the custody of the records, and parties authorized by regulations for the purpose of auditing the recordkeeping procedures of CREEKSIDE CHARTER.

Student cumulative records may not be removed from the premises of CREEKSIDE CHARTER, unless the individual removing the record has a legitimate educational interest, and is authorized by the Executive Director, or by a majority of a quorum of the Board of Directors at a duly agendaized meeting. Employees who remove student cumulative records or other student records from the CREEKSIDE CHARTER premises without a legitimate educational interest and authorization may be subject to discipline. Employees are permitted to take student work-product, or other appropriate student records, off premises without authorization for legitimate academic purposes (e.g. grading work-product, assigning credit, reviewing materials for classroom discussion, etc.).

[Special Education Services for Students](#)

In accordance with state and federal mandates, CREEKSIDE CHARTER serves students with disabilities. Every student is entitled to a free appropriate public education and placement in the least restrictive environment. CREEKSIDE CHARTER actively works with families to be sure that students receive all the educational benefits for which they are entitled.

CREEKSIDE CHARTER serves students with Individualized Educational Plans (IEP) and Section 504 plans. Parents who suspect their children have disabilities should contact CREEKSIDE CHARTER and ask for assistance.

Child Find

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

Governing Board Meetings

CREEKSIDE CHARTER’s Governing Board is the governing body of the not for profit organization that oversees CREEKSIDE CHARTER. The Board’s role is to ensure that the CREEKSIDE CHARTER are implementing their programs efficiently, that they are fiscally sound and viable, and to hold the Executive Director and school staff accountable for implementing the charters. The role of the governing board is less about day-to-day operations at the site level and more about oversight and accountability. Specifically, the Board is fully responsible for the operation and fiscal affairs of all CREEKSIDE CHARTER including, but not limited to, the following:

- approving and monitoring the implementation of general policies of CREEKSIDE CHARTER;
- approving and monitoring the school’s annual budget and budget revisions;
- hiring and conducting ongoing evaluations of the Executive Director;
- executing all applicable responsibilities provided for in the California Corporations Code;
- approving the school calendar and schedule of Board meetings;
- reviewing requests for out of state or overnight field trips;
- participating in the dispute resolution procedure and complaint procedures as applicable;
- approving charter amendments as necessary and submit material revisions as necessary for Granting Agency consideration; approving annual fiscal audit and performance report;
- appointing an administrative panel or act as a hearing body and take action on recommended student expulsions;
- hiring auditors;
- approving check registry;
- conducting strategic planning.

Nondiscrimination Statement

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

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

CREEKSIDE CHARTER is committed to providing a work and educational atmosphere that is free of unlawful harassment under Title IX of the Education Amendments of 1972 (sex); Titles IV, VI, and VII of the Civil Rights Act of 1964 (race, color, or national origin); The Age Discrimination in Employment Act of 1967; The Age Discrimination Act of 1975; the IDEIA; and Section 504 and Title II of the ADA (mental or physical disability). CREEKSIDE CHARTER also prohibits sexual harassment, including cyber sexual bullying, and harassment based upon pregnancy, childbirth or related medical conditions, race, religion, religious affiliation, creed, color, gender, gender identity, gender expression, national origin or ancestry, physical or mental disability, medical condition, marital status, age, sexual orientation, or any other basis protected by federal, state, local law, ordinance or regulation. CREEKSIDE CHARTER does not condone or tolerate harassment of any type, including discrimination, intimidation, or bullying, including cyber sexual bullying, by any employee, independent contractor or other person with which CREEKSIDE CHARTER does business, or any other individual, student, or volunteer. This applies to all employees, students, or volunteers and relationships, regardless of position or gender. CREEKSIDE CHARTER will promptly and thoroughly investigate any complaint of harassment and take appropriate corrective action, if warranted. Inquiries, complaints, or grievances regarding harassment as described in this section, above, should be directed to the CREEKSIDE CHARTER Uniform Complaint Procedures (“UCP”) Compliance Officer: Jeff Kraunz 530-581-1036 x 201

Prohibited Unlawful Harassment

Verbal conduct such as epithets, derogatory jokes or comments or slurs

Physical conduct including assault, unwanted touching, intentionally blocking normal movement or interfering with work because of sex, race or any other protected basis

Retaliation for reporting or threatening to report harassment

Deferential or preferential treatment based on any of the protected classes above

Please See Sexual Harassment Policy at creeksidesquaw.org/governance

[Prohibited Unlawful Harassment under Title IX](#)

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

[Uniform Complaint Procedure](#)

Please see UCF on governance website. Creeksidesquaw.org

[Homeless Student Policy](#)

Please see Homeless Student Policy on governance website. Creeksidesquaw.org

[Suicide Prevention Policy](#)

Please see Homeless Student Policy on governance website. Creeksidesquaw.org

ACKNOWLEDGEMENT

All families will be sent this Student and Parent Handbook via parentsquare within the first week of enrollment or the beginning of the school year. Creekside tracks delivery of the handbook to ensure families receive their copy of the handbook. The provisions in the handbook are designed to provide parents and students with information and guidance as to the procedures and rules of the school. The provisions are not a contract and impose no obligation on the school. The contents of the handbook may be changed as necessary at the school's discretion and, if changed, written notification of such changes will be provided to parents and students.

Parents will be asked to sign acknowledgement of the handbook at our back to school master agreement meetings.