

STUDENT/PARENT HANDBOOK



Olive Grove
Charter School

Olive Grove Charter Schools, Inc.

www.OliveGroveCharter.com

Olive Grove Charter Schools, Inc.

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San Luis Obispo Learning Center

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Phone: (805) 548-2331



Lompoc Learning Center

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Mission, Vision & Purpose

Olive Grove Charter Schools, Inc. Mission Statement

Olive Grove Produces **IDEAL** Students:

I = Informed Critical Thinkers

D = Dedicated and Responsible Citizens

E = Effective Communicators

A = Able Technology Users

L = Learners, Motivated and Self-Directed

The mission of Olive Grove Charter Schools, Inc. is to plan, monitor, and assist in the education of students K-12 in a home or blended school learning environment enabling them to speak, read, write, use technology, and calculate effectively to become self-motivated, competent, and life-long learners. The Olive Grove Charter Schools will provide students with the necessary resources to achieve success and meet state standards in core academic subjects appropriate to their level. Additionally, students will become career/college ready upon completion of the program. This will be achieved in a collaborative effort with parents as primary deliverers of the educational program, certificated teachers and the community.

Vision & Purpose

We the Community and Staff of the Olive Grove Charter Schools Believe:

- Every student can learn and be successful.
- Every student can benefit from participating in a balanced curriculum of academics, technological application, arts, and physical education.
- Education is a shared responsibility requiring the active collaboration of all stakeholders.
- A successful learning environment is dependent upon respect, integrity, and equity.
- A safe and clean environment is essential for effective learning.
- Continuous fiscal solvency is critical to the success of the school.

Admissions Policy

Olive Grove Charter Schools, Inc. (“OGCS” or “the Charter School”) will be nonsectarian in its programs, admission policies, and all other operations, and will not charge tuition nor discriminate against any student based upon any of the characteristics listed in Education Code Section 220.

OGCS shall admit all pupils who reside in the State of California who wish to attend the Charter School subject to the provisions set forth below. No test or assessment shall be administered to students prior to acceptance and enrollment into the school. OGCS will comply with all laws establishing minimum and maximum age for public school attendance in charter schools.

Admission preference will be given (1) to siblings of OGCS students and (2) to students who reside in the District.

The Olive Grove Charter Schools will enroll a diverse student population who understand and value the OGCS mission and are committed to the OGCS operational philosophy. Prospective students and their parents or guardians will be briefed regarding the Charter School's instructional philosophy and will be given a copy or summary of the Charter School's guidelines.

Admission to the Charter School will require an initial interview. Each child will be assessed to determine his or her level of academic skills following enrollment. Admission to OGCS will require parents, as primary deliverers of the education program, to attend an informational meeting before enrolling. It is essential that parents or guardians or a responsible adult designee be available to instruct, facilitate, monitor, review, and hold the student accountable for his or her work on a daily basis. The enrollment process will include an agreement signed by the parent, student, Charter School teacher, and any person designated by the parent to teach their child. This agreement will include goals, objectives, guidelines, and reason(s) for dismissal to be followed for the time period specified in the contract.

Pursuant to Education Code section 51745, special education students who wish to enroll in the Charter School must have an IEP that clearly states that participation in an independent study (home study) program is an appropriate placement for that student (Ed. Code section 51745(c)).

If, prior to the beginning of a school year, the number of admissible applicants exceeds capacity, there shall be a random public drawing for new students with priority given to those already attending or those with siblings attending. At the conclusion of the public random drawing, all students who were not granted admission due to over-capacity shall be given the option to put their name on a wait list according to their draw in the lottery. This wait list will allow students the option of enrollment in the case of an opening during the current school year. In no circumstance will a wait list carry over to the following school year. Upon confirmation that a student has secured a spot at the Charter School, parents must complete and submit an application form.

Family Educational Rights and Privacy Act (FERPA)

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

1. The right to inspect and review the student's education records within 45 days after the day the Olive Grove Charter Schools, Inc. receives a request for access.

Parents or eligible students should submit to the school registrar a written request that identifies the records they wish to inspect. The school registrar will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

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

Parents or eligible students who wish to ask Olive Grove Charter Schools, Inc. to amend a record should write the school principal, clearly identify the part of the record they want changed and specify why it should be changed. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

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

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

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

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

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

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

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

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

FERPA Directory Information

The *Family Educational Rights and Privacy Act* (FERPA), a Federal law, requires that Olive Grove Charter Schools, Inc., with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child’s education records. However, OGCS may disclose appropriately designated “directory information” without written consent, unless you have advised the District to the contrary in accordance with District procedures. The primary purpose of directory information is to allow the OGCS to include this type of information from your child’s education records in certain school publications. Examples include:

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

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

without their prior written consent.¹

If you do not wish OGCS to disclose directory information from your child's education records without your prior written consent, you must notify the District in writing.

OGCS has designated the following information as directory information:

-Student's name

-Address

-Telephone listing

-Electronic mail address

-Photograph

-Date and place of birth

-Major field of study

-Dates of attendance

-Grade level

-Degrees, honors, and awards

¹These laws are: Section 9528 of the Elementary and Secondary Education Act (20 U.S.C. § 7908) and 10 U.S.C. § 503(c).

Every Student Succeeds Act (ESSA)

The Every Student Succeeds Act (ESSA) was signed by President Obama on December 10, 2015 and represents good news for our nation's schools. This bipartisan measure reauthorizes the 50-year-old Elementary and Secondary Education Act (ESEA), the nation's national education law and longstanding commitment to equal opportunity for all students.

The new law builds on key areas of progress in recent years, made possible by the efforts of educators, communities, parents, and students across the country. For example, today, high school graduation rates are at all-time highs. Dropout rates are at historic lows. And more students are going to college than ever before. These achievements provide a firm foundation for further work to expand educational opportunity and improve student outcomes under ESSA.

The previous version of the law, the No Child Left Behind (NCLB) Act, was enacted in 2002. NCLB represented a significant step forward for our nation's children in many respects, particularly as it shined a light on where students were making progress and where they needed additional support, regardless of race, income, zip code, disability, home language, or background. The law was scheduled for revision in 2007, and, over time, NCLB's prescriptive requirements became increasingly unworkable for schools and educators. Recognizing this fact, in 2010, the Obama administration joined a call from educators and families to create a better law that focused on the clear goal of fully preparing all students for success in college and careers.

ESSA includes provisions that will help to ensure success for students and schools. Below are just a few. The law:

- Advances equity by upholding critical protections for America's disadvantaged and high-need students.
- Requires—for the first time—that all students in America be taught to high academic standards that will prepare them to succeed in college and careers.
- Ensures that vital information is provided to educators, families, students, and communities through annual statewide assessments that measure students' progress toward those high standards.
- Helps to support and grow local innovations—including evidence-based and place-based interventions developed by local leaders and educators—consistent with our [Investing in Innovation](#) and [Promise Neighborhoods](#).
- Sustains and expands this administration's historic investments in increasing access to high-quality [preschool](#).
- Maintains an expectation that there will be accountability and action to effect positive change in our lowest-performing schools, where groups of students are not making progress, and where graduation rates are low over extended periods of time.

For more information, please visit www.ed.gov/essa.

Independent Study Policy

The Governing Board authorizes independent study as an optional alternative instructional strategy by which students may reach curriculum objectives and fulfill graduation requirements. Independent study shall offer a means of individualizing the educational plan for students whose needs may be met best through study outside of the regular classroom setting.

Olive Grove Charter School's independent study options shall be substantially equivalent in quality and quantity to classroom instruction, thus enabling students enrolled in independent study to complete the charter school's adopted course of study within the customary time frame.

The Director or designee shall ensure that a written independent study agreement, as prescribed by law, exists for each participating student. (Educational Code 51747)

No student shall be required to participate in independent study. All students shall have the alternative of classroom instruction through the resident district or county office of education. (Education Code 51747)

No individual with exceptional needs, as defined in Section 56026, may participate in independent study, unless his or her individualized education program developed pursuant to Article 3 (commencing with Section 56310) of Chapter 4 of Part 30 specifically provides for that participation. (Education Code 51745)

Students 19 years of age or older must not have dropped out of any charter school since their 19th birthday in order to participate in independent study as a part of K-12 apportionment. (Education Code 46300.1)

Each student's independent study shall be coordinated, evaluated and carried out under the general supervision of a certificated employee. (education Code 51747.5)

The Director shall report to the Board the number of pupils by category, the ADA generated by the pupils, the number of successful graduates and a description of the pupils' performance which the Board may specify.

The curriculum and methods of study specified in the written independent study agreement shall be consistent with the Board's policies, administrative regulations and procedures for curriculum and instruction. (Code of Regulations, title 5, Section 11702)

A written independent study agreement shall be executed for each participating student. Each agreement shall be signed and in effect prior to the start of reporting attendance (ADA) prior to that agreement.

The agreement shall include, but not to be limited to, all of the following (Education Code 51747):

1. The manner, frequency, times and places for submitting the student's assignments and for

reporting his/her progress.

2. The objectives and methods of study for the student's work.
3. The specific resources, including materials and staff, which will be made available to the student.
4. The method used to evaluate the student's work.
5. Olive Grove Charter School's independent study policy describing the maximum length of time allowed between an assignment and its completion and the number of missed assignments which will trigger an evaluation of whether the student should be allowed to continue in independent study.
6. The beginning and ending dates for the student's participation in independent study under the agreement. No independent study agreement shall be valid for any period longer than one year.
7. A statement that independent study is an optional educational alternative in which no student may be required to participate.
8. The signatures of the student, student's parent, guardian or caretaker, if the student is less than 18 years of age, certificated employee of Olive Grove Charter School who is responsible for general supervision of independent study, and any person who has direct responsibility for providing assistance to the student.

The Board recognizes that independent study may be used as an option to encourage students to remain in school. Teachers should carefully set the duration of independent study assignments, within the limits specified by the Board in order to help identify students falling behind in their work or in danger of failing or dropping out of school.

To foster each student's success in independent study, the Board establishes the following maximum lengths of time which may elapse between the time an assignment is made and date by which the student must complete the assigned work be as follows:

1. For students in all types of independent study, the maximum length of time that may elapse between the time an assignment is made and the date by which the student must complete the assigned work shall be as follows:
 - a. Ten days for students in TK-3.
 - b. Ten days for students in 4-8.
 - c. Fifteen days for students in 9-12.

When special or extenuating circumstances justify a longer time for individual students, the Director or designee may approve a period not to exceed eight weeks.

2. When any pupil or student fails to complete three consecutive independent study assignments during any period of 20 school days, or misses two appointments without valid reasons, the Director or designee shall conduct an evaluation to determine whether the pupil or student should be allowed to continue in independent study. A written record of the findings of any evaluation conducted pursuant to this policy shall be maintained in the pupil's or student's permanent record. (Education code 51747)

High School Graduation Requirements

Students must be enrolled in forty-two (42) semester courses (equaling 210 semester units of credit) to successfully graduate from Olive Grove Charter School. Students shall satisfactorily complete a curriculum of not less than 210 semester units of credit, which satisfies the following criteria.

- 1) English/ language arts- 40 credits. Students must be enrolled in eight (8) semesters (or equivalent) of integrated courses combining instruction in listening, speaking, writing, reading, and the study of literature.
- 2) Mathematics- 20 credits. Students must be enrolled in a minimum of four (4) semesters (or equivalent) of Mathematics coursework. Students must successfully complete Algebra 1. UC/CSU bound students must have a minimum of 30 credits of college-prep mathematics.
- 3) Social Studies- 30 credits. Students must be enrolled in a minimum of six (6) semesters (or equivalent) of Social Studies coursework. These credits must include 10 credits in US History, 10 credits in World History, 5 credits in United States Government, and 5 credits in Economics.
- 4) Science- 20 credits. Students must be enrolled in a minimum of four (4) semesters (or equivalent) of Science coursework. These must include 10 credits in Physical Science and 10 credits in Life Science. UC/CSU bound students must have a minimum of 10 credits of college-prep Biology and a minimum of 10 credits of college-prep Chemistry or Physics.
- 5) Physical Education- 20 credits. Students must be enrolled in a minimum of four (4) semesters (or equivalent) of Physical Education activities.
- 6) Language other than English and/or Visual/Performing Arts- 10 credits. Students must be enrolled in a minimum of two (2) semesters (or equivalent) of a Fine Art or Foreign Language coursework. UC/CSU bound students must have 20 credits of Language other than English and 10 credits of Visual/Performing Arts.
- 7) Health Education- 5 credits. Students must be enrolled in a minimum of one (1) semester (or equivalent) of health coursework.
- 8) Technology/ Vocation/ Life Skills- 10 credits. Students must be enrolled in a minimum of two (2) semesters (or equivalent) of Technology/ Vocation/ Life Skills coursework.
- 9) Electives- 55 credits. Students must be enrolled in eleven (11) semesters (or equivalent) of Elective coursework.

Academic Probation Policy

When any pupil or student fails to complete three consecutive independent study assignments during any period of 20 school days, or misses two appointments without valid reasons, the LC Director or designee shall conduct an evaluation to determine whether the pupil or student should be allowed to continue in independent study. A written record of the findings of any evaluation conducted pursuant to this policy shall be maintained in the pupil's or student's permanent record. (Education Code 51747) [OGCS Independent Study Policy]

Action 1:	Verbal Warning by Advisor	Letter #1
Action 2:	Notice & Director Intervention	Letter #2
Action 3:	Counselor Intervention	Letter #3
Action 4:	Dismissal/Referred Back to District	Letter #4

ACTION 1: Verbal Warning and Letter #1:

1 unexcused absence from weekly appointment
and/or

1 week of failure to complete 80% or more of the weekly assignments

- Advisor will give a verbal warning to parent/guardian and student regarding the importance of regular attendance and progress, as laid out in the Master Agreement.
- Advisor will begin the Academic Probation Intervention Meetings Form - Action 1: Verbal Warning and provide copy to family.
- Advisor will update share Letter #1/tracker.

ACTION 2: Notice of Academic Probation & Director Intervention & Letter #2:

2 consecutive unexcused absences or 3 nonconsecutive absences from weekly appointments
and/or

2 weeks of failure to complete 80% or more of the weekly assignments

- Advisor will schedule an Intervention Meeting with the LC Director, Parent/Guardian, Advisor, Education Specialist, and Student to discuss Interventions and complete Action 2 of the Academic Probation Intervention Meetings Form and provide copy to the family.
- Advisor will update tracker for Letter #2.

ACTION 3: Counselor Intervention and Letter #3:

3 consecutive unexcused absences or 4 nonconsecutive absences from weekly appointments
and/or

3 weeks of failure to complete 80% or more of the weekly assignments

- Advisor is to notify Counselor and LC Director of offenses and request a Counselor Intervention Meeting.
- Counselor should discuss interventions to create a successful school placement at OGCS and complete Action 3 of the Academic Probation Intervention Meetings Form and provide copy to family.
- Advisor will update tracker for Letter #3.

The LC Director or designee shall conduct an evaluation to determine whether the pupil or student should be allowed to continue in independent study. A written record of the findings of any evaluation conducted pursuant to this policy shall be maintained in the pupil's or student's permanent record.

ACTION 4: Referred Back to the District and Letter #4:

Next unexcused absence from weekly appointment
and/or

Next week of failure to complete 80% or more of the weekly assignments

Refer student back to district

- Advisor is to notify LC Director of offenses and request that the student be Referred Back to the District.
- LC Director will contact parent/guardian and student to set up a meeting to discuss referral and initiate withdrawal form.
- LC Director will begin the Withdrawal Process.
- Advisor will update tracker & send Letter #4.

Notes:

- A) No pupil shall be involuntarily removed by the charter school for any reason unless the parent or guardian of the pupil has been provided written notice of intent to remove the pupil no less than five schooldays before the effective date of the action. This written notice shall inform him or her of the pupil's right to request a hearing adjudicated by a neutral officer before the effective date of the action. (Education Code 47605)**
- B) In the event that a pupil is referred back to their district of residence, the pupil will be ineligible for re-enrollment at any Olive Grove Charter School for the remainder of the calendar school year.**

Dress Code

The student and the parent/guardian shall be informed about dress and grooming standards at enrollment or at the beginning of each school year and whenever these guidelines are revised. A student who violates these guidelines shall be subject to appropriate disciplinary action up to and including dismissal from the program.

School dress must not cause health, safety, discipline and/or instructional problems. A student may be requested to return home and change at the discretion of the site lead teacher. The wearing of clothing, insignia, symbols, and gang-related apparel that may promote the use of any controlled substance will not be permitted. Any items that feature offensive and/or vulgar words, pictures, or drawings, or which include phrases of a sexual nature, or phrases that have derogatory language regarding a person's disability is unacceptable and will not be permitted. The wearing of clothing that is unduly revealing, or attire which detracts in any way from the educational mission of the school, is unacceptable.

1. All dress must be modest, neat, and clean.
2. Hair must be clean.
3. Shoes must be worn at all times.
4. All students may wear trousers and pants of any type as long as waist size and inseam measures match the student's measured waist and inseam size. Baggy pants that allow underwear to show are not allowed.
5. No exposed midriffs (stomach showing) or low-cut tops (no cleavage).
6. Length of shorts and skirts: Try this when buying shorts or skirts for school. When your student is standing, hands at sides, the tip of the longest finger should touch the material of the shorts or skirt. If the fingertip touches the skin on the leg, the clothing is too short for school wear.
7. Beach, swimwear and/or bare feet are unacceptable as are halter and tube tops. Tank top straps must be at least three inches wide. Spaghetti straps may be worn if a shirt is worn over or underneath.

Plagiarism Policy

OGCS believes in academic integrity. Students are expected to submit original work for all assignments.

Plagiarism: Directly copying the work or ideas of another student or from an electronic or print source.

Ways to avoid plagiarism

Quote: Using quotation marks to include a piece of text.

Paraphrase: rephrasing the original text in your own words.

Summary: pulling out important information to put in your own words.

Examples

Original Text	The cowbird, as well as other species of birds, lays its eggs in another bird's nest and thus avoids hatching and raising its own young.
Quote <i>Must use quotation marks</i>	Paragraph three explains, “the cowbird, as well as other species of birds, lays its eggs in another bird’s nest and thus avoids hatching and raising its own young.”
Paraphrase	Certain birds, including the cowbird, do not hatch and raise their own offspring but rather pass on these responsibilities by laying their eggs in other birds' nests.
Summary	Cowbirds do not hatch or raise their own young.

Plagiarism Policy

1 st offense	<ol style="list-style-type: none"> 1. Student receives 0, is notified of plagiarism and given an opportunity to re-do the assignment 2. Strongmind teacher contacts student’s advisor 3. Advisor makes a note in pathways contact log & flags director 4. Advisor notifies parent(s)
2 nd offense	<ol style="list-style-type: none"> 1. Student receives 0, is notified of plagiarism, and is not given an opportunity to re-do assignment 2. Strongmind teacher contacts student’s advisor 3. Advisor makes a note in pathways contact log & flags director 4. Advisor notifies parent(s)
3 rd offense	<ol style="list-style-type: none"> 1. Director & advisor hold an intervention meeting with student & parent to discuss academic integrity and the severity of plagiarism. 2. All 4 parties sign the Academic Integrity Intervention document.

Student Behavior and Communication Contract

Fall 2020 Specifics:

As we start this year, we are all working from home. When meeting with staff virtually in one-on one-meetings or in Live Session with other students please remember:

- Have your cameras on for better communication.
- Follow dress code rules. Clothing should be appropriate and follow the in-person rules in the handbook.
- When meeting in group sessions, please mute yourself when you are not speaking.
- Students must treat other students, parents, and staff with kindness and respect. Any conflict should be reported to the advisor immediately.
- When communicating with Olive Grove staff and students over the phone or email, and in Google Hangouts, language and tone need to be professional. All phone calls are recorded, and text messages are monitored to protect the students and staff members at Olive Grove.

During normal operations:

Working at the Learning Center is a privilege granted to all students. Given the amount of support the Learning Centers provide, students who spend more time at the center have proven to be more successful in completing work and improving their grades. The following rules are put in place to maintain a positive, productive, and safe Learning Center:

- Sign in and out at the front desk.
- Any time you leave the center, you must sign out and back in when you return.
- When a student leaves the center, they must wait in the lobby to be picked up or leave the center and not linger in outdoor spaces around the building.
- When not attending an advisor meeting, students should report to the tutoring center to work. If the tutoring center is full, they may work at a desk near their advisor.
- When working in the center, students should work quietly and not distract other students. Maintain an atmosphere conducive to learning for all students.
- Lab classrooms are only available when class is in session or if a student gains permission from an advisor.
- When inside or outside of the center, students must use appropriate language and volume.
- Trash must be placed in trash cans and not be left in stairways or around the center.
- When using the community restrooms, students should enter one at a time. Students must be respectful of the shared facility and clean up after themselves.
- When in the center, students must treat other students, parents, and staff with kindness and respect. Any conflict must be reported to the advisor immediately.
- When communicating with Olive Grove staff over the phone or email, language and tone need to be professional. All phone calls are recorded, and text messages are monitored to protect the students and staff members at Olive Grove.

- If cell phones are observed by staff as becoming a distraction, staff may ask students to turn in their phones until they leave the center.
- The use/possession of tobacco, alcohol, or drugs is prohibited. Students may not come to the center under the influence. Students who appear to be under the influence will have their parent(s) called to be picked up immediately.
- Dangerous and/or concealed weapons are forbidden on school premises unless carried by law enforcement officers. If a weapon is discovered, it will be immediately confiscated, and the student may be suspended or expelled. If necessary, appropriate law enforcement will be called.

If any of the above rules are broken, the student will lose their privilege to work at the center for the rest of the semester. To work in the center again, a meeting will be held by the director to evaluate if the student will be allowed back the next semester.

Mental Health Resources

If students are experiencing a mental health crisis, families are urged to use the resources below or contact their Advisor or School Counselor to inquire about school-based resources.

Crisis Text Line

Text HOME to 741741

Free 24/7 support at your fingertips, from anywhere in the USA, anytime, about any type of crisis.

<https://www.crisistextline.org/>

National Suicide Prevention Hotline

(800) 273-TALK (800-273-8255)

<https://suicidepreventionlifeline.org/>

Counselors are available 24 hours a day for referrals.

Suicide Prevention Resource Center

<https://www.sprc.org/>

National Alliance on Mental Illness (NAMI)

1-800-950-NAMI (6264) or

info@nami.org

Helpline staff and volunteers are prepared to answer your questions about mental health issues.

StopBullying.gov

<https://www.stopbullying.gov/>

Bullying and cyberbullying resources for students, parents, and educators.

Human Trafficking Prevention Resources

Section 49381 of the Education Code requires a charter school to identify and implement methods of informing parents and guardians of students in grades 6 to 12 of human trafficking prevention resources.

Human trafficking is a form of modern-day slavery where a person is forced or coerced to perform services or labor against his/her will. Children as young as 9 may be at risk. "Traffickers may target minor victims through social media websites, telephone chat-lines, afterschool programs, at shopping malls and bus depots, in clubs, or through friends or acquaintances..." (US Department of Education "Human Trafficking of Children in the United States A Fact Sheet for Schools")

For statistics, information, and prevention resources, please view the US Department of Education's [Human Trafficking of Children in the United States A Fact Sheet for Schools](#). We also recommend the [National Human Trafficking Hotline](#) website. Their [Safety Planning](#) page has a wealth of information including potential red flags for human trafficking situations, safety tips, online safety, and safety apps.

Uniform Complaint Policy and Procedures

Scope

Olive Grove Charter School, Inc.'s ("OGCS" or "School") policy is to maintain a positive and productive working and educational environment. OGCS is the local agency primarily responsible for compliance with federal and state laws and regulations governing educational programs. Pursuant to this policy, persons responsible for conducting investigations shall be knowledgeable about the laws and programs which they are assigned to investigate. This complaint procedure is adopted to provide a uniform system of complaint processing for the following types of complaints:

- 1) Complaints of unlawful discrimination, harassment, intimidation or bullying against any protected group, including actual or perceived discrimination, on the basis of the actual or perceived characteristics of age, ancestry, color, disability, ethnic group identification, gender expression, gender identity, gender, genetic information, nationality, national origin, race or ethnicity, religion, sex, or sexual orientation, or on the basis of a person's association with a person or group with one or more of these actual or perceived characteristics in any OGCS program or activity.
- 2) Complaints of violations of state or federal law and regulations governing the following programs including but not limited to: Adult Education Programs, Consolidated Categorical Aid Programs, Migrant Education, Career Technical and Technical Education and Career Technical and Technical Training Programs, Child Care and Development Programs, Child Nutrition Programs, and Special Education Programs.
- 3) A complaint may also be filed alleging that a pupil enrolled in a public school was required to pay a pupil fee for participation in an educational activity as those terms are defined below.
 - a. "Educational activity" means an activity offered by a school, school district, charter school or county office of education that constitutes an integral fundamental part of elementary and secondary education, including, but not limited to, curricular and extracurricular activities.
 - b. "Pupil fee" means a fee, deposit or other charge imposed on pupils, or a pupil's parents or guardians, in violation of Section 49011 of the Education Code and Section 5 of Article IX of the California Constitution, which require educational activities to be provided free of charge to all pupils without regard to their families' ability or willingness to pay fees or request special waivers, as provided for in *Hartzell v. Connell* (1984) 35 Cal.3d 899. A pupil fee includes, but is not limited to, all of the following:
 - i. A fee charged to a pupil as a condition for registering for school or classes, or as a condition for participation in a class or an extracurricular activity, regardless of whether the class or activity is elective or compulsory or is for credit.
 - ii. A security deposit, or other payment, that a pupil is required to make to obtain a lock, locker, book, class apparatus, musical instrument, uniform or other materials or equipment.

- iii. A purchase that a pupil is required to make to obtain materials, supplies, equipment or uniforms associated with an educational activity.
 - c. A pupil fees complaint may be filed anonymously if the complaint provides evidence or information leading to evidence to support an allegation of noncompliance with laws relating to pupil fees.
 - d. If OGCS finds merit in a pupil fees complaint OGCS shall provide a remedy to all affected pupils, parents, and guardians that, where applicable, includes reasonable efforts by OGCS to ensure full reimbursement to all affected pupils, parents, and guardians, subject to procedures established through regulations adopted by the state board.
 - e. Nothing in this section shall be interpreted to prohibit solicitation of voluntary donations of funds or property, voluntary participation in fundraising activities, or school districts, school, and other entities from providing pupils prizes or other recognition for voluntarily participating in fundraising activities.
- 4) Complaints of noncompliance with the requirements governing the Local Control Funding Formula or Sections 47606.5 and 47607.3 of the Education Code, as applicable.

Complaints regarding employee discipline and/or dismissal shall not be governed by this policy. Instead, employment-related complaints will be resolved in accordance with the OGCS Employee Handbook and/or applicable Board Policies.

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

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

Compliance Officers

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

Meg Rydman, Executive Director
 2353 South Broadway, Upstairs
 Santa Maria, CA 93454
 (805) 623-1111

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

Should a complaint be filed against the Director, the compliance officer for that case shall be the Chair of OGCS Board of Directors.

Notifications

The Director or designee shall annually provide written notification of OGCS's uniform complaint procedures to employees, students, parents and/or guardians, advisory committees, private school officials and other interested parties (e.g., Adult Education).

The annual notice shall be in English, and when necessary, in the primary language, pursuant to section 48985 of the Education Code if fifteen (15) percent or more of the pupils enrolled in OGCS speak a single primary language other than English.

The Director or designee shall make available copies of OGCS's uniform complaint procedures free of charge.

The annual notice shall include the following:

- (a) A statement that OGCS is primarily responsible for compliance with federal and state laws and regulations.
- (b) A statement that a pupil enrolled in a public school shall not be required to pay a pupil fee for participation in an educational activity.
- (c) A statement identifying the responsible staff member, position, or unit designated to receive complaints.
- (d) A statement that the complainant has a right to appeal OGCS's decision to the CDE by filing a written appeal within 15 days of receiving OGCS's decision.
- (e) A statement advising the complainant of any civil law remedies that may be available under state or federal discrimination, harassment, intimidation or bullying laws, if applicable, and of the appeal pursuant to Education Code § 262.3.
- (f) A statement that copies of the local educational agency complaint procedures shall be available free of charge.

Procedures

OGCS encourages complainants to first address the issue with the other party directly using conflict resolution skills when possible. However, in situations where informal complaint resolution is either impractical or unsuccessful, the following procedures shall be used to address all complaints which allege that OGCS has violated federal or state laws or regulations governing educational programs. Compliance officers shall maintain a record of each complaint and subsequent related actions.

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

- Step 1: Filing of Complaint

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

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

Pupil fee complaints shall be filed not later than one (1) year from the date the alleged violation occurred.

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

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

- Step 2: Mediation

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

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

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

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

- Step 3: Investigation of Complaint

The compliance officer is encouraged to hold an investigative meeting within five (5) days of receiving the complaint or an unsuccessful attempt to mediate the complaint. This meeting shall provide an

opportunity for the complainant and/or his/her representative to repeat the complaint orally.

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

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

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

- Step 4: Response

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

- Step 5: Final Written Decision

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

The decision shall include:

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

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

Appeals to the California Department of Education

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

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

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

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

Civil Law Remedies

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

Acknowledgement of OGCS Student/Parent Handbook

I acknowledge that I have received the Olive Grove Charter Schools, Inc. Student/Parent Handbook. I have read the Handbook and understand the contents of the Handbook. I agree to abide by all of the School's policies.

Student's Name: _____

Student's Signature: _____

Date: _____

I acknowledge that I have received the Olive Grove Charter Schools, Inc. Student/Parent Handbook. I have read the Handbook and understand the contents of the Handbook. I agree to abide by all of the School's policies.

Parent's Name: _____

Parent's Signature: _____

Date: _____

