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Literacy First Charter Schools

"The tree of knowledge begins with literacy."

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Literacy First Charter Schools

"The tree of knowledge begins with literacy."

OUR MISSION

LITERACY:
the process of being educated, cultured, and having skilled abilities in multiple disciplines

Literacy First Charter Schools exists to
nurture the whole child from kindergarten through high school graduation by
igniting a passion for comprehensive L I T E R A C Y and
equipping each child to wholeheartedly participate in their community.

OUR VISION

Literacy First views education as a process, not a product, which enables students to go from learning to read, to reading to learn.

LFCS desires to shape

L Literate, life-long learners
I Independent thinkers
T Technologically literate citizens
E Enthusiastic and highly qualified teachers
R Reliable assessments that provide students a productive educational experience
A Aspiring leaders who positively impact their community
C Community that understands and supports the mission of LFCS
Y Yearly fiscal sound budget

OUR VALUES

NURTURE

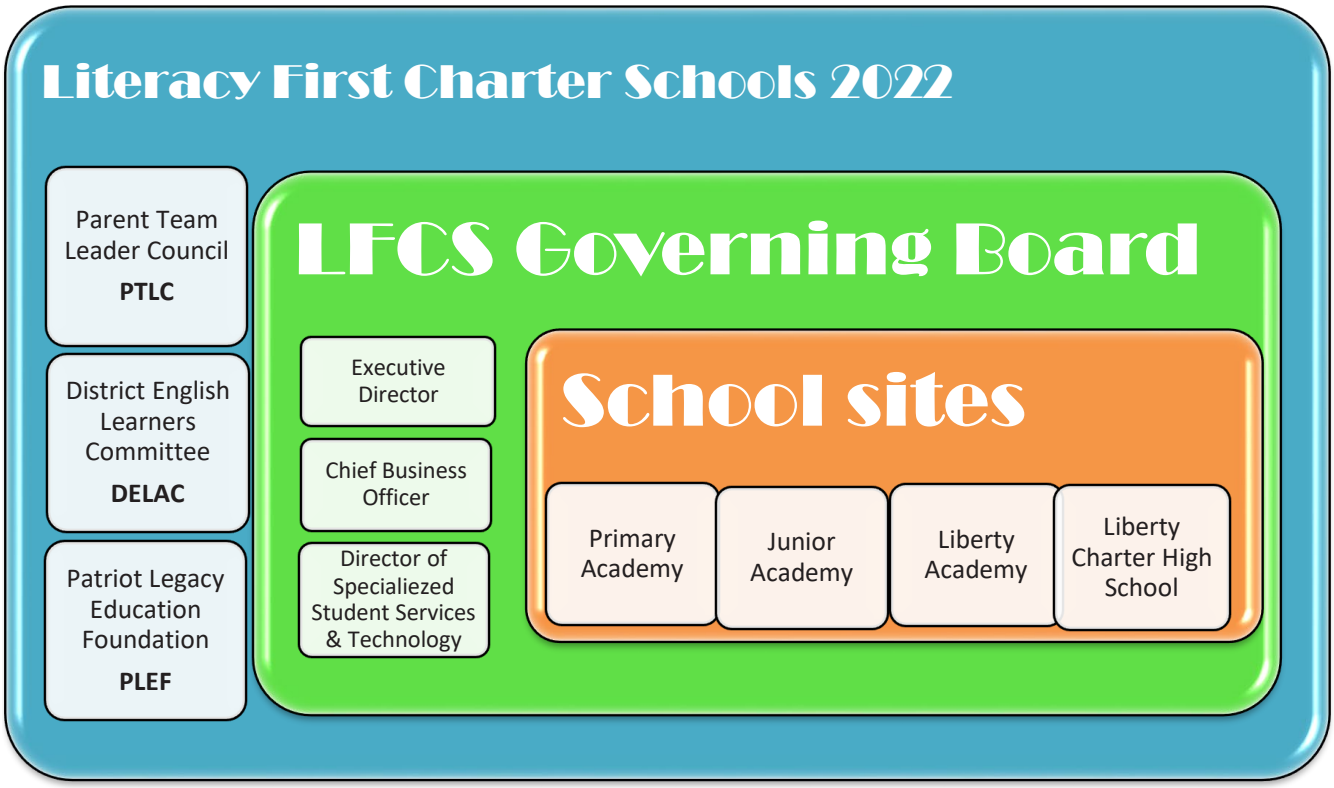
All children will be known, recognized for their unique and creative nature and be comfortable to take risks.
All staff will be invested in the success of each student through continuous professional development
All parents will be recognized as invaluable resources

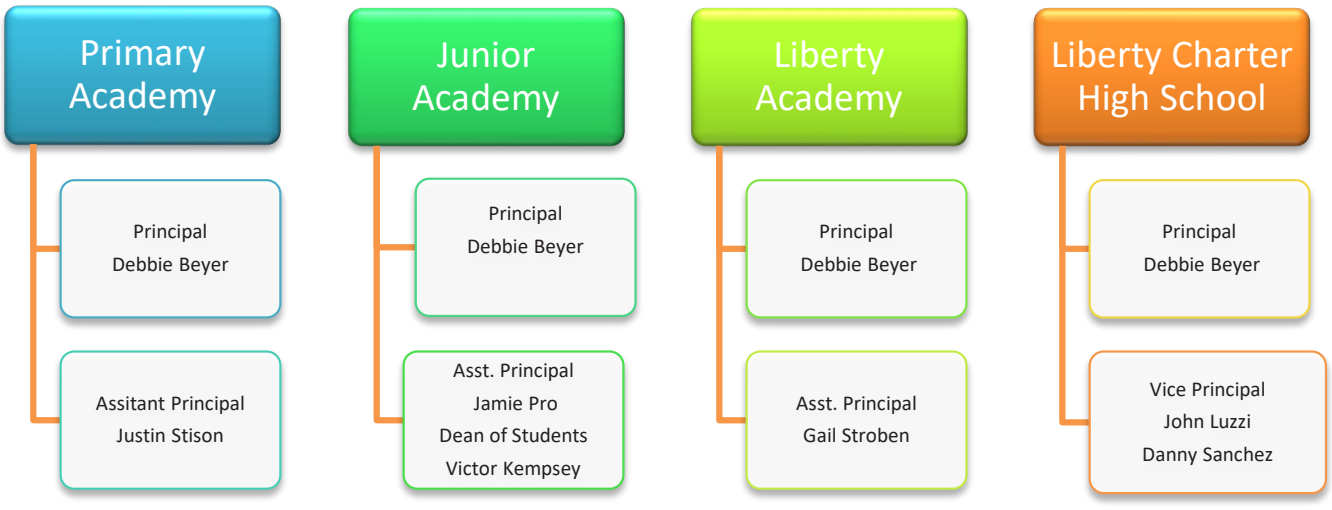
IGNITE

All children will be cultured, and literate in a wide-range of subjects
All staff will have an enthusiasm for teaching using research proven methods where student success is expected
All parents will be enthusiastically drawn into the school environment

EQUIP

All children will be self-directed, life-long learners and innovative leaders
All staff will encourage students to be productive, independent, values-conscious thinkers
All families will serve as links to the community where students can become informed participants in the democratic process





Affiliation

LFCS is a public school that operates as a charter school authorized by the San Diego County Board of Education. LFCS operates with its own school board and is directly funded.

- *Schedule*

Primary/Liberty Academies	8:00 - 3:15
Kindergarten	
AM Session	8:00 - 11:20
PM Session	11:55 - 3:15
Junior Academy	8:10 - 3:25

- *Before and After School Pick-up*
  Supervision does not occur at any campus before 7:30. Students are not allowed on campus before 7:30 unless they are accompanied by an adult. At the end of the school day, students will be escorted to the appropriate location by their teacher. Parents are asked to come to the assigned area and follow the traffic flow in order to pick up their children. Any student remaining on campus after the traffic pick-up is finished must report to the after school care and parents will be charged for this service. No student may remain anywhere on campus unattended.

- *Lunch Program*
  Lunch and breakfast will be provided for all students. Each campus will have a specific breakfast session. Breakfast items will be available during this time. Students may also want to bring a mid-morning snack, instead of the school provided breakfast option. Classroom teachers will do a lunch count in the morning. Students will need to indicate that they will be eating a school provided lunch at that time.

- *Extended Care Program*
  An after school care program is provided for students whose parents work and are not able to pick up their child by the end of the school day. In order to maintain our low rate, extended care is not available to parents who are not working. The hours of operation are 11:45 p.m. –5:30 p.m. There is no morning care available for any students, including those Kindergarten students in the PM Kindergarten program. Information and applications for this program are available in the school office. There is a fee for this service. Children will be checked into the extended care program at 3:40 p.m. for the Primary and Liberty Campuses and at 3:45 p.m. at the Junior Campus.

  Students must be picked up by 5:30 P.M. Any student picked up 10 minutes or more after 5:30 on two occasions may not be able to continue to use the service. Any student who is picked up past 5:30 at all on ten occasions may not be able to continue to use the service.

- *Field Trips – Extra Curricular Activities*
  Field Trips – Field trips are an important part of the curriculum and are arranged by the individual teacher. No student will be permitted to go on a field trip without written permission (signed and submitted to the office before school begins). Notification of field trips will be sent home several days prior to the trip. ***Adults serving as supervisors and/or drivers may not bring preschool children. Adults are expected to wear modest clothing that is suitable for the type of field trip being taken. Field trips that require students to dress formally, also require parents to do so. Shorts and t-shirts are not appropriate for a fine arts field trip.***

Car Regulations

1. The legal responsibility for the safety of each student being transported in a vehicle rests with the registered owner of the vehicle. Proof of adequate amount of insurance and a valid driver's license must be presented prior to approval for driving.

2. The vehicle owner/driver must complete the Field Trip Registration Form for Drivers prior to the activity or field trip.

3. The vehicle owner/driver must follow the plan and prescribed route given by the teacher.

4. The number of students in a vehicle shall not exceed the number of seat belts available. Seat belts must be worn and students who are not 8 years old or 4 foot 9 inches tall must be in booster seats. No student may sit in the front seat of the vehicle if it is equipped with passenger side air bags.

Extra Curricular Activities – All extra curricular activities must be approved by school administration before student participation. The activities must have approved adult supervision at all times. Activities requiring driving must have Driver Registration Forms for each driver filed in the school office prior to the activity.

ATTENDANCE POLICY

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

Excused Absences for Classroom Based Attendance

Absence from school shall be excused only for health reasons, family emergencies and justifiable personal reasons, as permitted by law or LFCS policy. In the event of an absence, the parent/guardian should contact the office as soon as possible. Three or more consecutive days absent must be accompanied by a doctor's note upon return.

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

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

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

1. Appearance in court;
2. Attendance at a funeral;
3. Observation of a holiday or ceremony of his/her religion;
4. Attendance at religious retreats for no more than four hours during a semester.

Method of Verification

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

1. Signed, written note from parent/guardian, parent representative;
2. Conversation, in person or by telephone, between the verifying employee and the student's parent/guardian or parent representative. The employee shall subsequently record the following:
   a. Name of student;
   b. Name of parent/guardian or parent representative;
   c. Name of verifying employee;
   d. Date or dates of absence; and
   e. Reason for absence.
3. Visit to the student's home by the verifying employee, or any other reasonable method, which establishes the fact that the student was absent for the reasons stated. A written recording shall be made, including information outlined above.
4. Healthcare provider verification
   a. When excusing students for confidential medical services or verifying such appointments, LFCS staff shall not ask the purpose of such appointments but may contact a medical office to confirm the time of the appointment.
   b. A healthcare provider's note of illness will be accepted for any reported absence. When a student has had 14 absences in the school year for illnesses verified by methods listed in #1-#3 above without a healthcare provider's note, any further absences for illness must be verified by a healthcare provider. If a medical note is not provided after 14 days, then the student will be referred to SART.

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

Unverified Absences/Truancy

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

In addition, students shall be classified as a chronic truant if the student is absent from school without a valid excuse for 10 percent or more of the school days in one school, from the date of enrollment to the current date.

Truancy Process:

1. Two (2) consecutive unverified absences will result in a call home to the parent/guardian by the Principal or designee. The student's classroom teacher may also call home.
2. A call home will also be made on the third (3rd) unverified absence, regardless of when it occurs, by Principal or designee. In addition, the student's classroom teacher may also call home and/or LFCS may send the parent an e-mail notification. In addition, upon reaching three (3) unverified absences in a school year, the parent/guardian will receive "Truancy Letter #1" from the LFCS. This letter must be signed by the parent/guardian and returned to LFCS. This letter shall also be accompanied by a copy of this Attendance Policy.

3. Upon reaching seven (7) unverified absences, the parent/guardian will receive "Truancy Letter #2 – Conference Request," and a parent/guardian conference will be scheduled with the Principal and classroom teacher to review the student's records and develop an intervention plan/contract. The parent may be asked to sign an attendance contract during this meeting. In addition, LFCS will consult with a school counselor regarding the appropriateness of a home visitation and/or case management.
4. Upon reaching ten (10) unverified absences, the student will be referred to a Student Success Team (SST) and the School Attendance Review Team (SART). In addition, the parent/guardian will receive a "Habitual Truancy Re-classification Letter #3," and will be asked/invited to attend an evening assembly for parents/guardians of chronically absent students.
5. The SART panel will be composed of the Executive Director and at least two certificated employees of LFCS who are not teachers of the student. The SART panel will discuss the absence problem with the Parent/Guardian to work on solutions, develop strategies, discuss appropriate support services for the student and his/her family, and establish a plan to resolve the attendance issue.
   a. The SART panel shall direct the parent/guardian that no further unverified absences or tardies can be tolerated.
   b. The parent shall be required to sign a contract formalizing the agreement by the parents to improve the child's attendance or face additional administrative action. The contract will identify the corrective actions required in the future, and indicate that the SART panel shall have the authority to order one or more of the following consequences for non-compliance with the terms of the contract:
      i. Parent/guardian to attend school with the child for one day
      ii. Student retention
      iii. After school detention program
      iv. Required school counseling
      v. Loss of field trip privileges
      vi. Loss of school event privileges
      vii. Required remediation plan as set by the SART
      viii. Notification to the District Attorney
   c. The SART panel may discuss other school placement options.
   d. Notice of action recommended by the SART will be provided in writing to the parent/guardian.
6. If the conditions of the SART contract are not met, the student may incur additional administrative action up to and including disenrollment from the school and notification of the disenrollment sent to the student's district of residence.
7. For all communications set forth in this process, LFCS will use the contact information provided by the parent/guardian in the registration packet. It is the parent's or guardian's responsibility to update LFCS with any new contact information.
8. If student is absent ten (10) or more consecutive school days without a verified excuse and parent/guardian cannot be reached at the number or address provided in the registration packet and does not otherwise respond to LFCS's communication attempts, as set forth above, the student will be in violation of the SART contract, and the SART panel will recommend that the student be deemed to have voluntarily disenrolled and notification of the disenrollment be sent to the student's district of residence.

Parent failure or refusal to participate in the process does not prevent LFCS from moving forward with its procedures.

Frequently Asked Questions (FAQ) For Parents:

1) **How do I report absences?**
   Each and every absence must be reported **to the front office** of your student's school. It is best if you call the school as soon as you know your child will be absent. You may have your child bring a note to give the office.
   It is great when you communicate absences with your child's teacher, however in order for the absences to be reported you **must** communicate with the front office.
2) **What does truancy mean?**
   Truancies are unverified absences by law. State law defines a truant as a student who has had at least 3 full or partial days of unverified absences including unverified tardies over 30 minutes, in one school year.
3) **How long do I have to clear my child's absence?**
   It is preferred that parents call the school as soon as they know their child will be absent, but parents have **5 school days** to clear the unverified absence before it is recorded as a truancy.
4) **Can I get these truancy codes removed after 5 days?**
   Absences after the 5 day limit has passed cannot be corrected.
5) **Are tardies considered truancies?**
   There are two different kinds of tardies. The first type of tardy is coded **D** on your child's attendance, it means that they are less than 30 minutes late. **D** tardies are not considered a truancy. The second type is a **G** tardy, it means that your child was more than 30 minutes late and was unverified. A **G** tardy is considered to be a truancy. Tardies that are verified will not count against your child in regards to truancy.
6) **Can a student attend an after-school event if they did not attend school that day?**
   Generally speaking, if a student is absent from school, then they are not allowed to attend an after-school event for that day. Athletic events will follow the coach's policy.

SCHOOL EXPECTATIONS

- *Tardies*

  Primary/Liberty Academies
  Students will be considered tardy @ 8:01 a.m. Tardies are recorded and will affect a student's academic progress and opportunities according to their grade level and their specific procedures. Students should be in line with their class in the morning. All tardies are reflected in a student's attendance record, including excused tardies. *After 5 tardies, students may be required to make up missed time at recess or after school.*

  Junior Academy
  Students will be considered tardy @ 8:11 a.m. Tardies are recorded and will affect a student's academic progress and opportunities according to their grade level and their specific procedures. Students should be in line with their class in the morning. All tardies are reflected in a student's attendance record, including excused tardies. *After 5 tardies, students may be required to make up missed time at recess or after school.*

  Students arriving to school tardy must go to the office to check in and receive an admit card to go to class. Continual absences or tardies can result in a referral to the School Attendance Review Team (SART) or a behavior support contract.

- *Student Illness*
  In case of illness students report to the teacher who in turn refers them to the office. Only the school office personnel may contact the parents and request a student be taken home. For security reasons, parents must sign a student out in the office before taking a student off campus.

- *Medication Policy*
  No medication of any kind may be furnished to students by the school or administered by school personnel without written consent from the referring physician and parent/guardian stating the student's name, name of medication and dosage. All prescription medication must have a Doctor's note indicating the name of medication and dosage. (This includes inhalers and pain relievers for braces, headaches, etc.) A log will be kept in the office of medication given and dosage. A form must be obtained from the office for the prescribing doctor to fill out, and this must be updated each year.

- *Leaving Campus*
  Parents/guardians needing to pick up their child during school hours must report to the school office and sign their child out. ***Parents may not go directly to the classroom.*** Students will be released to the individuals who have been listed on the emergency release cards filed in the office, only.

Parent Notices

- *Campus Visitations*
  We welcome and encourage parents and guardians to come and visit our campuses. Visiting or volunteering parents must first sign in at the school office. Staff will direct as to the most current method of signing in. If a parent wishes to make a formal observation visit, out of courtesy, the classroom teacher should be given a 24 hour prior notice.

- *Off Campus Appointments*
  Parents are encouraged to schedule their child's medical/dental appointments outside the regular school hours. A student arriving late or leaving early must be signed in/out by a parent/guardian.

- *Family Trips*
  Parents needing to take their child from school for a family related trip need to contact the school office at ***least one week*** prior to the absence to obtain an Independent Study Contract.

- *Independent Study Contracts*
  If an absence is known in advance then the student may request an Independent Study Contract (ISC) in order to keep up with the class for the days that they are absent. ISCs need to be requested through the main office ***at least one week*** prior to the student being absent. The ISC needs to be completed and returned to the office within one week of the student returning to class in order for the student to receive credit for that work. The contract needs to be arranged through the office and needs to be signed by all parties involved, teacher, student, and parent before the date of absence. Contracts must be approved by the administration.

Dresscode Guidelines

See pages 26-28 for the tear-out parent guide.

General:

Students must adhere strictly to prescribed dress policy. Attire is to be clean, neat and in good repair. Students should be in prescribed dress at all times (Dress-up days excepted). Unhemmed skirts, pants or shorts are inappropriate. Literacy First uses Anesi Uniforms as the

prescribed dress provider (www.anesiuniforms.com). While clothing does not have to be purchased from Anesi, it must look **identical** to the design of Anesi Uniforms. **All students must have a red polo with the LFCS logo provided by Anesi for a field trip. All outerwear on a field trip must be navy blue w/LFCS logo or bulldog logo, no athletic outerwear. There are no exceptions to this policy. It is recommended that these items are ordered early, so you are prepared on the first field trip.**

Hair: Hair styles should be in good taste; neat, well-groomed and a natural hair color. Hair should be kept out of a student's face with the eyes being visible. It is recommended that students with long hair keep it tied back. Hair styles are subject to administrative approval.
Outerwear: Sweaters and jackets must be solid navy only. Outerwear on fieldtrips must be navy w/ LFCS logo or bulldog logo, no athletic outerwear. No stripes, patterns, or designs.
Shoes: Closed toed shoes are to be worn. High-heeled shoes/boots are not school appropriate, and are not allowed. Crocs are not allowed to be worn at school.
Hats and Visors: Hats and visors may be worn on the playground only. All hats must be the official LFCS hats only, no other hats are allowed.
Polos: Polos are to be solid in color. Peter Pan and Oxford shirts are no longer prescribed dress. Puffed sleeves, yokes, lace ruffles are not acceptable.

K-3 – hunter green, red, navy, white, maroon
4-8 maroon, baby blue, yellow

Pants, Shorts, and Capris: May be navy or khaki. (Khaki color must match Anesi dark khaki color.) No cargo pants or cargo shorts are to be worn. Pants must be the correct size, not oversized, baggy, or too tight, and must be worn at the waist.
Accessories: Belts, ties, socks of any kind, leggings or tights must be only solid polo shirt colors. School uniforms must be worn over leggings and tights. (Exception: Black leggings and socks are permissible.) Hand stockings are not allowed. All hair accessories, including hair bows, must be only solid polo shirt colors. (Exception: Hair accessories may also be black, or red, white, and blue with only those 3 colors being present together.) Scarves and gloves may only be worn when it is cold. Socks may have a brand logo on them as long as the logo is no bigger than two inches in length. Socks may not go above the knee level.
Leggings: Leggings may be worn under skirts and dresses only. Jeggings and stretchy pants are neither leggings nor pants even if they have pockets. Jeggings and stretchy pants ads not uniform.
Piercings: All piercings must be modest. All visible piercings must be located on the ear.

Clarifications:

- Tanks, camis, and other shirts worn under the polo shirt may not be visible. They are to be tucked in. If the shirt sleeve can be seen, it must be a polo color, it doesn't have match the polo being worn, but it must be one of the polo colors. Black and grey long sleeve shirts are not allowed.
- At no time should underclothing or bare skin be visible.
- Skirts, jumpers, and shorts must be no shorter than 3 inches above the knee in length.
- Skirts and jumpers are to be navy, khaki, or approved LFCS plaid available through Anesi.
- Heavy make-up is inappropriate and subject to administrative approval.
- Acrylic/fake nails are not school appropriate.
- Excessive accessorizing is inappropriate. Jewelry must be in a style that does not distract from the learning. Administration discretion will be used to determine the amount of distraction such an accessory may be/is causing.
- Body piercings and tattoos are not permissible.
- Clothes must be form fitting, not too tight/small or too loose/big. Subject to administrative discretion.

Dress-up Days:
On all half day Fridays students may wear regular well-maintained blue jeans, jeans skirts, jeans shorts or jeans capris and any school spirit shirt.
On full day Fridays students may wear any school spirit shirt as well; however, prescribed dress bottoms must be worn.

Consequences:
1st offense – Teacher will record the name of student out of dress code, and the student receives a warning.

2nd offense – Student is sent to the office and parents will be notified to bring appropriate dress.

3rd offense – Student is sent home for the day. Repeat offenses can result in suspension.

Behavior Guidelines

- *Discipline Policy*
  The discipline policy will not be discriminatory, arbitrary, or capricious, and will follow the general principles of due process. The policy will be adapted as needed in regard to the discipline of a student with special needs as determined by the provisions of the IDEA. The discipline policy will include the students' rights and responsibilities and the school's suspension and expulsion policies as outlined below. This will be made available to all students and their parents.

Students

Rights
- To attend a safe and orderly school
- To be treated with respect by all students and personnel
- To receive instruction on a daily basis that will be the base for pursuit of higher education
- To receive personal guidance, encouragement, and special assistance as necessary
- To receive ongoing assessments of progress

Responsibilities
- To abide by all rules of behavior and conduct
- To treat all persons, students and school personnel, with respect
- To attend school on a regular basis
- To make an honest effort to perform all classroom work assigned
- To participate in all assessments measures (i.e. tests)

Students who do not live up to their responsibilities and who violate the school rules, may expect consequences for their behavior. Consequences may include, but are not limited to, the following:

1. Warning
2. Loss of Privileges
3. Isolation within the classroom or in other supervised area
4. Notices to parents by telephone or letter
5. Request for parent conference
6. Suspension
7. Expulsion

A student will be provided schoolwork, if requested, for a suspension of two (2) or more school days.

Upon the request of a parent, a legal guardian or other person holding the right to make an education decision for the pupil, or the affected pupil, a teacher shall provide to a pupil in any grades 1-12, inclusive, who have been suspended from school for two (2) or more schooldays, the homework that the pupil would otherwise have been assigned.

If a homework assignment that is requested and turned into the teacher by the pupil either upon the pupils return to school from suspension or within the timeframe originally prescribed by the teacher, whichever is later, is not graded before the end of the academic term, that assignment shall not be included in the calculation of the pupil's overall grade in class.

- *Playground Procedures*
  Students are to:
  - Stay in assigned play areas.
  - Follow directions of the playground supervisors and answer whistle/bell promptly.
  - Use equipment appropriately.
  - Show respect for yard supervisors at all times.
  - Observe game procedures, play fair, and respect one another.
  - Be in control and use only appropriate and acceptable language.
  - Keep hands and feet to yourself at all times.
  - Dangerous games are prohibited at all grade levels.
  - Snacks must be eaten and finished in the assigned area, and all trash thrown into trash cans.
  - No balls, jump ropes, chairs, etc. may be taken onto the jungle gym area.

  When the whistle blows to end recess all playing stops, students freeze. After a second whistle, students walk quietly to the appropriate area. Students follow their teachers to the classroom quietly and in order.

  Students are not allowed in buildings to use the restroom during recess unless given a restroom pass by the playground supervisors. Students will be aware of the appropriate restroom to use during lunch and recess time. Screaming, yelling, loitering, or playing around in the restroom is not permitted.

- *Lunch Procedures*
  - Eat in assigned lunch areas.
  - Follow directions of the lunch supervisors, answer promptly, and show respect at all times.
  - Stay seated at all times, raise hand for permission to leave tables.
  - Be in control and use only appropriate and acceptable language.
  - Keep hands and feet to yourself at all times.
  - All students must eat their own lunch and finish in the assigned area.
  - All trash must be thrown into trash cans before student is released to playground area.
  - Students must be released by the lunch supervisor.
  - Empty lunch boxes need to be put in designated area before playing on the playground.

- *Bathroom Procedures*
  The teacher will explain the bathroom procedure for each grade level when using the restroom within classrooms. Along with teacher explained procedure, all students are expected to:
  - Go directly to the restroom and return to playground or class in a timely manner.
  - Keep the restroom area clean by flushing toilets and throwing trash into the trash can.
  - Screaming, yelling, loitering, or playing around in the restroom is not permitted.
  - Report any problems in the restrooms to their teacher or yard duty supervisor immediately.

- **Toys:** Toys, games, and any item that is being used as a toy or game is not allowed at school. Such items will be confiscated. Exceptions to this sort of item at school would be only if such items are specifically given permission by the teacher for academic purpose or a specific school activity. Fidget Spinners are considered toys. For that reason, the only time they are allowed to be used at school is when the classroom teacher gives permission for them to be used for “academic purpose” to help students focus on instruction during class. Fidget spinners and slime are not allowed on the playground.

- **Selling on Campus:** Students are not permitted to bring things to sell. All business on campus must be school approved.

- **Unauthorized Areas:** Students are not permitted to go into unauthorized areas of the school or classrooms without staff supervision.

- **Public Displays of Affection:** LFCS expects all students to treat each other formally as school is a formal setting. While on school grounds and during school activities, students must refrain from public displays of affection such as but not limited to holding hands, sitting in each other's lap, having arms around one another, leaning on one another, extended full frontal hugs, non friendship hugs, kissing, or other conduct of a sexual nature.

- **Candy and gum:** Candy and gum are disallowed at school unless given by staff. Candy or gum brought to school will be confiscated. Should a student repeatedly violate this policy, school disciplinary action may be taken that could include suspension.

SUICIDE PREVENTION POLICY

Literacy First's Comprehensive School Suicide Prevention Policy can be viewed at any of our school offices. Information about suicide prevention can be found on our school website. www.lfcsinc.org

HARASSMENT POLICY

Literacy First Charter Schools is committed to providing a learning environment that is free from harassment of any kind. Harassment of any student by another student, employee, or teacher is prohibited. The school will treat allegations of harassment seriously and will review and investigate such allegations in a prompt, confidential and thorough manner. A charge of harassment shall not, in itself, create the presumption of wrongdoing. However, substantiated acts of harassment will result in disciplinary action, up to and including dismissal. Students found to have filed false or frivolous charges will also be subject to disciplinary action, up to and including dismissal.

Harassment occurs when an individual is subjected to treatment or a school environment that is hostile or intimidating because of the individual's race, creed, color, national origin, physical disability, or sex. Harassment can occur any time during school hours or during school related activities and also on social media if the harassment impacts the students at school. It includes, but is not limited to, any or all of the following:

Bullying

A decision to hurt another resulting in repeated hurtful acts within a power imbalance where the aggressor finds enjoyment through the unjust and hurtful use of power while the target experiences a sense of oppression. The motives for bullying can be, but are not limited to, bias and/or hate. Bullying acts can be physical, verbal, psychological, sexual, direct, and/or indirect.

Verbal Harassment

Any written or verbal language or physical gesture directed at an administrator, teacher, staff member, or a student that is insolent, demeaning, abusive or implicitly or explicitly implies a threat of bodily harm is totally unacceptable and shall be deemed harassment and will be dealt with as such.

Physical Harassment

Unwanted physical touching, contact, assault deliberately impeding or blocking movements, or any intimidating interference with normal work or movement.

Visual Harassment

Derogatory, demeaning, or inflammatory posters, cartoons, written words, drawings or gestures.

Sexual Harassment
Includes unwelcome sexual advances, and other verbal or physical conduct of a sexual nature when any or all of the following occurs:

1. Submission to such conduct is made either explicitly or implicitly a term or condition of a student's academic status or progress.
2. Submission to or rejection of such conduct by a student is used as the basis of academic decisions affecting the individual.
3. Such conduct has the purpose or effect of unreasonably interfering with the individual's academic performance or creating an intimidating, hostile or offensive educational environment.

It is the responsibility of Literacy First Charter Schools to:

1. Implement this policy through regular meetings with all administrators, ensuring that they understand the policy and its importance;
2. Make all faculty, staff, students, and parents aware of this policy and the commitment of the school toward its strict enforcement;
3. Remain watchful for conditions that create or may lead to a hostile or offensive school environment;
4. Establish practices designed to create a school environment free from discrimination, intimidation, or harassment.

It is the responsibility of the student to:

1. Conduct herself/himself in a manner which contributes to a positive school environment;
2. Avoid any activity that may be considered discriminatory, intimidating, or harassing;
3. Consider immediately informing anyone harassing him/her that the behavior is offensive and unwelcome;
4. Report all incidents of discrimination or harassment to the Principal;
5. If informed he/she is perceived as engaging in discriminatory, intimidating, harassing or unwelcome conduct, to discontinue that conduct immediately.

Complaint filing and investigation procedures

The following procedures must be followed for filing and investigating a harassment claim:

1. The student may first choose to tell the individual causing the harassment that his/her conduct is offensive and must stop. If the objectionable behavior does not cease immediately, the student must report the harassment to the Principal.
2. The student alleging harassment will be asked to complete a formal, written complaint. The claim will be investigated thoroughly, involving only the necessary parties. Confidentiality will be maintained as much as possible.
3. The investigation will include a meeting with the person alleged to have harassed, sharing with that person the nature of the allegations as well as the name of the person bringing the allegations. If appropriate, the alleged harasser will be placed on administrative leave during the course of the investigation.

4. Once the facts of the case have been gathered, the Principal, in consultation with the Superintendent, will decide what, if any, disciplinary action is warranted. The disciplinary action will relate to the nature, context, and seriousness of the harassment and can include all disciplinary actions up to and including immediate expulsion or termination.
5. If the complaint is against a non-employee or non-student, such as a parent, volunteer, or vendor, the school will take steps, within its power, to investigate and eliminate the problem.

Technology Guidelines

This policy is for management and usage of computer resources owned and operated by Literacy First Charter School. The policy indicates what privileges and responsibilities are characteristic of acceptable computer usage. **Violators of computer resources use policies will lose computer access privileges.** ***Families will be held financially responsible for the loss of or damage to school-issued laptop computers.***

Guiding Principles for Responsible Computer Usage

1. Users assume an affirmative obligation to seek answers from appropriate computer personnel for any questions concerning the ethical or legal use of computer facilities.
2. Unless noted to the contrary, data files should be considered private and confidential.
3. Users are responsible for knowing regulations concerned with copying software and may not use the school's equipment, materials or software to violate the terms of any software license agreement. Duplication of computer materials and software without proper authorization from the holder of the copyright is prohibited.
4. The school's computers, materials or software may not be used for unauthorized commercial purposes or monetary gain.
5. The school's computers may not be used to play games or transmit material via any media that is threatening, obscene, disruptive, or sexually explicit, or that could be construed as harassment or disparagement of others based on their race, national origin, sex, sexual orientation, age, disability, religion or political beliefs.
6. Users may not use the electronic information services to plagiarize another's work. Credit is to be given to the person(s) who created the article or idea.
7. Users may not vandalize computer resources or the electronic information services in any form. Vandalism includes uploading, downloading, or creating computer viruses and/or any malicious attempt to harm or destroy school equipment, electronic information services or the data of another user.
8. Literacy First Charter School reserves the right to monitor computer and/or electronic information services activity in any form seen fit to maintain the integrity of the computer equipment, the school's network services and/or the Internet web site.
9. Students are to use the computers in the manner that they are instructed to by staff. Using the computers for any other reason may result in disciplinary action.

Concerning Internet Usage
Reasonable precautions are established to prevent access to pornography, "hate groups," and other non-educational Internet sites. Such precautions include, but are not limited to, an Internet router system, which scans and limits access to Internet sites, a monitor scanning software allowing the instructor to view each student monitor from the instructor's monitor and instantly blank, lock, or deactivate the student's system. Any student intentionally attempting to or bypassing these precautions will be denied computer access. The discipline board or school officials will determine other administrative disciplinary actions. **The student and his/her parents accept responsibility for the student's on-line actions.** All other disciplinary policies of Literacy First Charter Schools apply to the use of technological resources.

Concerning General Usage
Literacy First Charter Schools will report suspected criminal activity to law enforcement authorities. Criminal activity includes, but is not limited to: defamation; obscenity; discrimination; violation of copyrights, trademark and/or licenses, and/or violation of other rights arising under the law.

Students are encouraged to remove any "personal" information stored on Literacy First Charter Schools computers. Generally, Literacy First Charter Schools will delete information left on computers/networks.

Instruction

1. The selection of electronic information services is governed by established School's instructional materials selection policies, procedures and regulations.
2. The electronic information services utilized shall support School approved curricular objectives and shall be relevant and appropriate for student's ages and abilities.
3. The School shall make every effort to provide equal access to all students throughout the School.
4. Acceptable use of electronic information services includes, but is not limited to, adherence to US copyright laws and guidelines and School's policies and regulations regarding use of copyrighted materials.
5. The School shall make every effort to protect students from any misuse or abuse as a result of School's approved electronic information services. It must be understood that it is impossible for the School to eliminate access to all controversial materials, despite monitoring.
6. Students using electronic information services shall also be informed that there can be no expectation of privacy as the School's staff reserves the right to monitor or examine all system activities to ensure their proper use.
7. All students will be required to sign the appropriate responsibility contract to be granted access to the School's network. Parents must also sign the appropriate contract giving positive parent permission for their student to have access to the School's network. Please see Receipt of Annual Notification for the required signature.
8. All Students shall receive copies of site based guidelines and receive instruction prior to utilizing electronic information services. Instruction shall include online etiquette and the legal, ethical, and practical issues of acceptable use.

   Violation of these user obligations and regulations may result in loss of electronic information access or other disciplinary action deemed appropriate for the violation.

- *School Email*
  Students have a school email account. This account is expressly for the purpose of doing school activities. Students may not communicate to one another via this email address except or unless it is expressly for educational purposes. Misuse of this privilege could result in a student's email account being deactivated. Misuse includes sending inappropriate images, messages, video or personal information or communicating with others outside the lfcsinc.org domain.
- *Electronic Devices*
  Cell phones and other electronic devices (such as wireless headphones, personal game devices, smart watches, iPads, etc…) are not permitted on campus. If a student must have a cell phone with them for after school use, the student must turn in the phone to the front office before school and they can retrieve it at the end of the day. K-6 students will turn their phones in to their classroom teacher at the beginning of the day. The school is not responsible for lost or broken phones, these should be kept at home unless absolutely needed for after school.
- *Social Media*
  Literacy First Charter Schools expects students to treat others respectfully, this includes social media. Any misuse of social media at school or at home that impacts students or the school may lead to disciplinary actions.

ACADEMIC PROGRAM

- *Curriculum*
  Literacy First Charter Schools maintain a high expectation for our educational program. Our materials are California standards based and chosen specifically to meet the needs of a varying population of children. A complete listing of school curriculum is located on the school website: www.lfcsinc.org.
- *Yearly Assessments*
  Our California Assessment of Student Performance and Progress takes place in spring every school year. If you are interested in having your child opt out of the testing, please contact your site administrator.
- *Calendar*
  The LFCS calendar, longer school days and longer school year, is integral to the LFCS rigorous academic program.
- *Report Cards*
  Report cards are issued triennially. The purpose of the report card is to give the parent and the student an indication of the progress being made.
- *Honor Roll*
  Students in grades 6-8 who achieve a 3.5 G.P.A. or better in the four core subjects and P.E. will be awarded honor roll triennially. G.P.A. breakdown: A+ and A = 4.0, A- = 3.7, B+ = 3.4, B = 3.0, B- = 2.7, C+ = 2.4, C = 2.0.
- *Parent Teacher Conference*
  Parent teacher conferences occur at the end of each trimester. First trimester conferences are mandatory in grades K-6.
- *Parent Involvement*
  Parents are encouraged to be actively involved in their student's classroom or school community according to the LFCS Charter and a minimum of 40 hours per year is encouraged. Teachers will have specific tasks. Additionally, our PTLC is eager to recruit willing parents. Events throughout the year also provide opportunities for parent involvement.

- *Student Services*
  Students with special needs:
  The teachers within each school continuously review individual student needs. Student progress is then carefully monitored. Any student receiving classroom modifications will be placed on an RtI.

SPECIAL EDUCATION SERVICES

Federal and state laws require public school districts to provide a "free and appropriate public education" for "disabled children". Both federal and state legislation mandate time lines for referral, assessment, certification, placement, and provision of appropriate services to all students with exceptional needs. If a student's needs cannot be met with curriculum modifications, a referral to a Special Education Department is made through the Student Study Team. The team assures all areas of suspected disability are assessed. A full range of special education programs is available for eligible Literacy First Charter Schools students. The continuum for program placement is illustrated by the figure shown below.

Regular Program

MTSS (Multiple Tiered Systems of Support):
Response to Intervention
Regular Programs with Modifications
Special Materials and Services provided the Teacher

Regular Program with Designated Instructional Services:
Including but not limited to: Speech and Language Pathology; Occupational and Physical Therapy; Nursing Services; Audiological Services; Visually Handicapped Services; Orientation and Mobility; Home and Hospital;

Resource Specialist Program

Non-Public and State Schools

An Individual Educational Program (IEP) is written for each special education student. The program is developed with participation of the student's parent or guardian who must approve the program. All special education teachers must be certified by the state for the specific instruction or services they provide to students with disabilities.

DISASTER PREPAREDNESS

- *Drills*
  Fire and disaster preparedness drills are practiced at regular intervals. Exit routes are posted in each classroom and children are instructed in the manner in which to behave should this occur. A disaster preparedness plan has been developed and is on file in the school office.

- *Student Release*
  In the event of a fire or disaster students will only be released to individuals indicated on the emergency release cards filled out by the parent/guardian. Parent or guardians picking up students must sign them out with school personnel before leaving the premises.

- *Student Behavior*
  All students are expected to:
  - Follow directions that the classroom teacher has previously instructed the class to do.
  - Walk silently in an orderly manner to the assigned area of evacuation where attendance will be taken.
  - Follow additional instructions given by the teacher or emergency personnel.
  - No student may leave the evacuation area unless released by school personnel.
  - Screaming, yelling, or playing around is not permitted at any time.

LITERACY FIRST CHARTER SCHOOLS
BEHAVIOR CODE

Campus/Classroom Disruptions (See 7th and 8th grade Behavior Expectations) Students are expected to follow rules established by teachers for acceptable campus/classroom behavior, this includes disrespectfulness.	**1st offense** – Student sent to office, possible referral, parent contact, apology **2nd offense** – Parent conference, possible suspension **3rd offense** – Parent conference, possible suspension
Cheating/Attempting to Cheat Students are expected to do their own work on all school assignments and tests. Cheating is considered a misrepresentation of tests or work in an attempt to deceive.	**1st offense** – Conference with student and teacher, apology, no credit on assignment or test, parent contact **2nd offense** - Student sent to office, possible referral, no credit on assignment or test, parent contact, possible suspension **3rd offense** – Suspension from school
Dangerous Objects/Weapons Any object or device, which in the judgment of a school official could be used as a weapon, will be confiscated and disciplinary action will be taken.	**Administrative Action:** • Confiscation of weapon/dangerous object • Suspension/ parent conference/ police contact • Expulsion • Any combination of the above
Deception Deception is the act of, but not limited to, lying, committing a dishonest act, forgery, falsifying or altering school documents and providing false identification.	**1st offense** – Student sent to office, possible referral, parent contact, apology **2nd offense** – Parent conference, apology, possible suspension **3rd offense** – Parent conference, possible suspension
Defiance of Authority Defiance refers to the refusal by a student to follow the directions of a school employee. This includes, but is not limited to, refusal to give legal name, accompany the employee to the office, or give accurate, truthful information.	**1st offense** – Student sent to office, parent contact, possible referral, apology, possible suspension **2nd offense** – Parent conference and possible suspension. **3rd offense** – Possible suspension
Destruction of Property/Vandalism Vandalism is the intentional damaging or destruction of public or private property. This includes but in not limited to writing in textbooks and on desk counters or table tops, graffiti or tagging and breaking windows.	**1st offense** – Student is sent to the office, parent contact, restitution must be made, possible suspension **2nd offense** – Parent conference and restitution, possible suspension **3rd offense** – Parent conference, restitution and suspension
Drugs and Alcohol California law states that the governing body of any school may suspend or expel a student whenever it is established that the student has, on school grounds or elsewhere, used, sold, or been in possession of drugs or alcohol.	**Administrative Action:** • Confiscation of drugs/alcohol • Suspension/ parent conference/ police contact • Expulsion • Any combination of the above

Physical force, verbal or physical threat This includes the use of physical force against another person or threatening to cause injury to another person.	**Administrative Action:** • Parent contact/apology • Referral • Suspension • Expulsion • Any combination of the above
Harassment/Intimidation/Bullying Verbal/sexual harassment can cause embarrassment, feeling of powerlessness, loss of self-confidence, reduce ability to perform schoolwork, and increase absenteeism or tardiness. Harassment or intimidation would include but not be limited to disrespectful remarks which may be related to gender, culture, ethnic background or other expressions of intolerance. This includes harassment committed by means of an electronic act directed specifically toward a pupil or school personnel.	**1st offense** – Student sent to office, possible referral, parent conference, apology, possible suspension **2nd offense** – Parent conference, apology, possible suspension **3rd offense** – Parent conference, suspension, possible expulsion
Obscene acts, profanity or vulgarity Obscene acts, profanity, obscene or pornographic material, or vulgarity are not allowed on campus or at school sponsored events.	**1st offense** – Student sent to office, possible referral, parent contact, apology, possible suspension **2nd offense** – Parent conference and possible suspension
Skateboards, rollerblades and wheeled shoes To ensure the safety of all students and to protect property, skateboards, rollerblades and wheeled shoes may not be used during school hours.	**1st offense** – Confiscated, parent contact, returned at the end of the day **2nd offense** – Confiscated, parent contact, returned to parent
Stealing/Theft Possession of Stolen Property Theft is defined as taking property without permission. Property is defined as anything that belongs to another person or the school. It does not matter whose property or what the property is; it is still classified as theft. Also, it does not matter if the property is ultimately returned. The initial act constitutes stealing or theft.	**1st offense** – Student sent to office, possible referral, parent conference, apology, return of property, possible suspension **2nd offense** – Parent conference, return of property, possible suspension **3rd offense** – Parent conference, return of property, suspension, possible expulsion
Personal Property Cell phones, cameras, ipods, personal game devices, radios, tablets, electronic readers, recording devices, etc. may not be used during school hours.	**1st offense** – Confiscated, parent contact, returned at the end of the day **2nd offense** – Confiscated, parent contact, returned to parent **3rd offense** – Suspension

LITERACY FIRST CHARTER SCHOOLS

UNIFORM COMPLAINT PROCEDURE FORM

Last Name: _____ First Name/MI: _____

Student Name (if applicable): _____ Grade: _____ Date of Birth: _____

Street Address/Apt. #: _____

City: _____ State: _____ Zip Code: _____

Home Phone: _____ Cell Phone: _____ Work Phone: _____

School/Office of Alleged Violation: _____

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

- ☐ Adult Education
- ☐ Career/Technical Education
- ☐ Child Development Programs
- ☐ Consolidated Categorical Programs
- ☐ Migrant and Indian Education
- ☐ Pupil Fees
- ☐ Nutrition Services
- ☐ Special Education
- ☐ Local Control Funding Formula

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

- ☐ Age
- ☐ Ancestry
- ☐ Color
- ☐ Disability (Mental or Physical)
- ☐ Ethnic Group Identification
- ☐ Gender / Gender Expression / Gender Identity
- ☐ Genetic Information
- ☐ National Origin
- ☐ Race or Ethnicity
- ☐ Religion
- ☐ Sex (Actual or Perceived)
- ☐ Sexual Orientation (Actual or Perceived)
- ☐ Based on association with a person or group with one or more of these actual or perceived characteristics

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

_____

_____

_____

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_____

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

_____

_____

_____

_____

_____

_____

_____

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

   I have attached supporting documents. ☐ Yes ☐ No

Signature: _____ Date: _____

Mail complaint and any relevant documents to:

Steve Robinson
Chief Business Officer
698 W. Main St.
El Cajon, CA 92020
619.579.7233

Sample Form

CALIFORNIA CHARTER SCHOOLS ASSOCIATION
JOINT POWERS AUTHORITY

INFORMED CONSENT AND ACKNOWLEDGMENT FOR ATHLETIC ACTIVITIES

The undersigned has read and understands the material contained in this form and hereby authorizes **(Student Name)** to participate in **(insert specific athletic activity or activities) while enrolled at LFCS or any LFCS School.**

By their very nature, athletic activities can put students in situations in which **SERIOUS**, **CATASTROPHIC** and perhaps **FATAL** injuries may occur. These injuries could include, but are not limited to the following:

Sprains/strains	**Disfigurement**
Fractures	**Head injuries**
Cuts/abrasions	**Loss of eyesight**
Unconsciousness	**Death**
Paralysis	

Students and parents must assess the risks involved in such participation and make their choice to participate in spite of those risks. No amount of instruction, precaution or supervision will eliminate all risk of injury. Although the school may suggest or recommend the use of certain equipment to be purchased by the students, the school does not guarantee that such equipment will be free from defects or protect the student from injury. By granting permission for your son/daughter to participate in athletic activities, you, the parent/legal guardian, acknowledge that such risk exists and assume these risks.

Participation by your child is voluntary and is not required by the school.

The undersigned has read and hereby agrees to hold **LFCS Inc., or any LFCS School** its employees, agents, volunteers and/or sponsors and any other person, firm or corporation charged or chargeable with responsibility or liability, free and harmless from any and all claims, demands, damages, costs, expenses, loss of services, action and causes of action resulting from the use of facilities, equipment and participation by my son/daughter in the above named athletic activity, to the fullest extent of the law.

Parent/Legal Guardian (Print Name)	**Parent/Legal Guardian (signature)**	**Date**

Student (Print Name)	**Student (signature)**	**Date**

DISCLAIMER: This material is for informational purposes only. It is not intended to give specific legal or risk management advice, nor are any suggested checklists or actions plans intended to include or address all possible risk management exposures or solutions. You are encouraged to retain your own expert consultants and legal advisors in order to develop a risk management plan specific to your Charter School.

LITERACY FIRST
CHARTER SCHOOLS

GRADES K-8 POLO COLORS

WHITE

NAVY BLUE

HUNTER GREEN

MAROON

RED

BOTTOMS

Skirt, Skort or Jumper

NAVY BLUE KHAKI

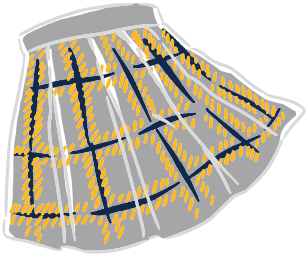
Shorts, Pants or Capris

NAVY BLUE KHAKI

GRADES 4-8: Additional Polo + Skirt Colors

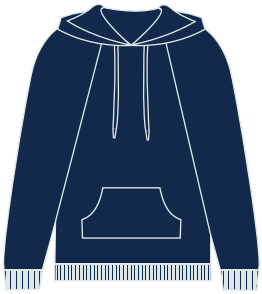
YELLOW

BABY BLUE



PLAID

OUTERWEAR



SOLID NAVY

ACCESSORIES

Belts, ties, knee-high socks, leggings, long sleeve shirts worn under polos or tights must be only polo shirt solid colors. (Exception: Black leggings are permissible.)

HATS

Hats may be worn on the playground only. They may not have any inappropriate logos or designs.

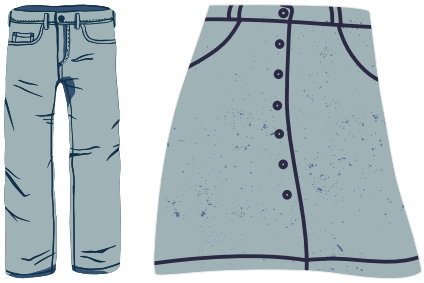
FIELD TRIP

Red Logo Polo

Navy Logo Sweatshirt

HALF DAY FRIDAYS

Jean Pants, Shorts, Capris, Skorts or Skirts ✚ **Any LFCS Spirit Shirt**



Blue only & well maintained

**Attire is to be clean, neat and in good repair. Students should be in prescribed dress at all times (Dress-up days excepted). Literacy First uses Anesi Uniforms (www.anesiuniforms.com) as the prescribed dress provider. While clothing does not have to be purchased from Anesi it must look identical to the design of Anesi Uniforms.*

Hair: Hair styles should be in good taste; neat, well groomed and a natural color. Hair should be kept out of student's face with the eyes being visible. Hair styles are subject to administrative approval. Hair must be a natural color.

Shoes: Closed-toed shoes are to be worn. Crocs are not allowed to be worn at school.

Field Trip: Students must wear a red logo polo. If outerwear is needed, it must be a navy logo jacket. There are no exceptions to this policy. Order these early, so you are prepared on the first field trip.

Other: Underclothing or bare skin may not be visible. Body piercing and tattoos are not permissible. Heavy makeup or excessive accessorizing is inappropriate. Jewelry must not distract from learning