



Parent and Student Handbook  
2020 -2021 School Year

Policy # 6000-7

Approved by the Empower Board of Trustees  
November 12, 2020

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**THE EMPOWER LANGUAGE ACADEMY TEAM**

**ADMINISTRATION & EDUCATIONAL TEAM**

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**BOARD OF DIRECTORS**

Name	Position	Area of Expertise	Current Term Expires
Steven Baratte	Board Chair	Communications	June 2021
Cristina Metcalf	Board Secretary	Education	December 2021
Anna Viettry	Board Treasurer	Financial Planning	June 2022
Conni Campbell	Trustee	Education	June 2022

**HOW DO I CONTACT THE BOARD?**

- Leave a letter to the Board in the drop-box located at the school office.
- Send an email to the Board at [board@empowercharter.org](mailto:board@empowercharter.org)
- Attend Board Meetings. Meetings and agendas are posted online, and announced in the school newsletter.

**ONGOING COMMUNICATIONS ABOUT 2020-21 SCHOOL YEAR**

Empower Language Academy (“Empower”) is committed to providing a high-quality education to all students during the COVID-19 public health crisis. Empower has developed plans to deliver distance learning this school year and phase-in in-person instruction in accordance with local and state public health guidance and law. Throughout the year, Empower will also share with families

our health and safety policies concerning campus reopening and operations. Health and safety policies and campus protocols will be based on the federal, state, and local health orders and guidance in place at the time. Empower will share these policies, changes to these policies, and important updates about school operations with families on an ongoing basis throughout the school year by e-mail and phone. The Executive Director or her designee may adjust the implementation of the policies herein to account for the COVID-19 pandemic in adherence to applicable law.

## SCHOOL PHILOSOPHY

Empower Language Academy is operated by the nonprofit 501c3, Empower Charter School.

### VISION

We will empower a generation of creative thinkers and effective communicators who lead healthy and fit lifestyles.

### MISSION

Our caring school community will provide students from all backgrounds with an educational experience that honors multilingualism, critical thinking, and fitness. Our students will explore and question in a writing-centered, creative, and collaborative learning environment.

### CURRICULUM

Empower offers a dual language Spanish program that is inquiry-based, which leads to high levels of student engagement. Teachers create thematic units aligned to state standards that integrate the arts, technology, and health. Students participate in a robust fitness program every full school day. Our school also teaches character and leadership development.

### CHARACTERISTICS OF DUAL IMMERSION EDUCATION

The dual language immersion program promotes bilingualism and bi-literacy in English and Spanish and prepares students to excel in the global marketplace. Our goal is for students to attain fluency and literacy in both English and Spanish and become proficient in academic standards. Students learn to think, speak, read, and write in both languages and develop positive cross-cultural relationships.

Empower's dual language program begins with a greater amount of Spanish in the early years in order to provide a solid foundation for future academics. This program is modeled after similar programs throughout the United States and Canada with proven success.

The percentage of Spanish and English instruction is as follows:

<u>Grade</u>	<u>Spanish</u>	<u>English</u>
K-1st	80%	20%
2	70%	30%
3	60%	40%
4-6th	50%	50%

### PARENT INVOLVEMENT

Every family is encouraged to volunteer 10 hours per academic year. Volunteering is not mandatory and will not impact a student's admission or continued enrollment. Volunteer activities may include copying, grading, filing, chaperoning, teaching/demonstrating, assisting, repairing, painting, or sharing of special talents. Such service may take place during the school day, evenings, or even on weekends. Please consult your child's teacher or office staff for available opportunities. Families are responsible for recording their service hours in the school office. Parent volunteers are required to follow the Volunteer Code of Conduct, and comply with any TB testing or other background screening requirements as determined by the Empower Board of Trustees.

## **CLASSROOM VISITS/VOLUNTEER HOURS**

### PROCEDURES FOR CLASSROOM OBSERVATION

1. Classroom observations must be planned in advance so as to not create conflict with the teacher and student schedule. Therefore, please arrange a mutually agreed upon date and time with the Executive Director and teacher by making a written request at least 48 hours in advance of the requested observation.
2. Observations are limited to twice per month for no longer than sixty (60) minutes per visit in order to avoid distraction and/or disruption to the teacher and classroom schedule. However, under certain circumstances, such as evaluation, upcoming IEP meeting, crisis intervention etc., a parent/guardian or provider may request additional observations. Under these circumstances, the Executive Director will use his or her discretion to approve or decline such requests.
3. Formal classroom observations do not include times when parents/guardians are invited to school for a special event or presentation, to serve as a volunteer, or to enjoy lunch with their student.
4. The Executive Director reserves the right to decline any request for a classroom observation or to terminate a classroom observation if it is determined that such an observation would or has caused undue disruption in the educational process.
5. For security reasons, all visitors are required to sign in at the school office, wear a visitor's badge, and indicate the name of the teacher and destination before proceeding to the classroom. All visitors are asked to sign out when leaving the school.
6. To protect the learning environment, only one parent/guardian or outside provider may be in the classroom during an observation. Any additional observer must be approved by the Executive Director and observers who are not a student's parent/guardian must have written consent from the observed student's parent/guardian describing the reason for the observation.
7. Out of respect for the teaching environment, parents/guardians may not bring younger siblings or other children while observing in the classroom and may not utilize any electronic equipment such as cell phones while in the classroom. Observers should not disrupt the learning environment by engaging students or the teacher in conversation. A follow-up meeting may be scheduled as needed to answer questions or concerns.
8. During any observation, the Executive Director or his/her designee may be present in the classroom as well.
9. Parents/guardians or outside providers that disagree with any decision of the Executive Director regarding classroom observations have the right to challenge the decision with the School Board of Trustees at the next scheduled Board meeting. The Board's decision shall be final.

10. No electronic listening or recording device (including video) may be used in a classroom or learning space without the teacher and Executive Director's permission. (Education Code section 51512; Education Code section 43503(d)(2).)

## **ARRIVAL AND DEPARTURE FROM SCHOOL**

- **Students are not allowed on school grounds before 7:00 A.M.** They must be in class by 8:15 A.M.
- A child arriving to school after 8:15 A.M. is considered tardy.
- All parents and visitors must sign in, in the office, when arriving on campus and wear a visitor's badge if they plan to remain on campus.
- Children over 12 months of age and who are walking will not be allowed on campus during school hours with the exception of any awards assembly or school event. **Parents must supervise their children during these times and may not allow them to run around and/or play on the playground equipment.**
- Any student leaving the school grounds before dismissal must be signed out by the parent or authorized adult. Please minimize classroom interruptions by making doctor appointments after dismissal.
- No skates, rollerblades, shoes with wheels (i.e. Heeley's), skateboards, or scooters may be ridden to school or on the school grounds.
- If you would like to authorize your 5<sup>th</sup> or 6<sup>th</sup> grader to ride their bicycle to school, please see the Executive Director for requirements.

## **ATTENDANCE PROCEDURES & POLICY**

At Empower, attendance is a priority because it is crucial to your child's academic success. Empower is a school of choice. Families who actively choose to enroll their children in the Empower have opted for an educational program that focuses on hands-on, inquiry-based learning, a dual language Spanish program, and a fitness program. This cannot be duplicated outside the classroom environment, which makes your child's daily attendance even more critical for success.

Absence from school hurts not only the student, but also the class. The success of the Empower environment relies partly upon the strength of the learning community that is developed. When the student is not in school, (s)he is missing out on critical classroom experiences, and the student's classmates are missing out on her/his contributions to the classroom community.

All portions of the school day are equally important to the student's growth and mastery of learning. When students are late to school, they create classroom interruptions, which in turn result in an unsettling experience and loss of learning for the student and her/his classmates. Early departures can also adversely impact the student's success and ability to be a contributing member of the learning community.

Finally, California is a compulsory education state. State law requires parents/guardians of children ages 6 to 18 to send their children to school. Parents who fail to meet this obligation may cause their student to be classified as truant.



Empower acknowledges the need for family time and for times of rest and rejuvenation. The administrative team has taken this into account in planning the school calendar and has included well-considered break times throughout the year. Please refer to the school calendar as a planning guide so that your child is able to be in school each day and receive the maximum benefits of regular participation in his/her classroom.

If a family circumstance arises which impacts your child's ability to be at school, please let your child's teacher or Administrative Assistant know so we can set up an independent study contract. Independent study contracts can be set up for one or more days missed, but need to be arranged in advance. Setting up the independent study contract helps ensure your child keeps up with the learning and also helps the school with funding for attendance. Independent Study Contracts are described in further detail below.

Whether the absence is excused or unexcused, the State only provides daily funding to the school if a student is actually at school or an Independent Study Contract was arranged.

### **LATE ARRIVALS**

Students arriving to school after 8:15 A.M. must report to the Main Office and obtain a late pass prior to going to class. Students will not be allowed in the classroom without this pass. Parents of students of grades Kindergarten – Third Grade should accompany their students to the Main Office to obtain a late pass. Please support your children by arriving to school on time and establish promptness in their daily schedules.

### **EARLY SIGN-OUT PROCEDURE**

Students will be allowed to leave school only with a parent or legal guardian, or with another person designated in advance by a parent or legal guardian. Any person picking up a student early must sign a log at the Main Office. The school will not accept notes or telephone calls to request early dismissal. Please make every effort to schedule appointments after 2:45 P.M.

### **MEDICAL APPOINTMENT**

Parents should schedule children's medical appointments after school whenever possible to minimize the students' time away from school. If appointments are made during the school day, parents must come to the Main Office and sign-out their child. Students should remain in school before and after all appointments.

### **Reporting Absences**

- All absences and late arrivals must be verified by a parent/guardian within 3 school days of the last day of the student's absence. Absences remaining unverified after 3 school days will be recorded as unexcused.
- The following methods may be used to verify absences:
  - Phone
  - Written note from parent/guardian
  - Email from parent/guardian

- The information below must be included during verification:
  - Notification date
  - Student's full name
  - Teacher's name and grade
  - Date(s) of absence
  - Reason for absence
  - Name and relationship of the person notifying the school.
- Each day, the school will attempt to verify unresolved absences with a phone call to contact parents/guardians. It is the responsibility of the parents/guardians to contact the school as outlined above.
- When arriving late or departing early, the parent/guardian signs in through the school office and obtains a tardy slip to admit the child to class or an early release slip to indicate to the teacher that you have already signed the child out for the day. Once the child has been signed in, the child may proceed to class. To limit classroom disruption, once a child has been signed out, an office staff member will send for your student to meet you at the office.
- Students must be signed out by a parent or guardian or by a responsible adult who has been pre-designated by the student's parent/guardian. Empower cannot allow children the liberty to leave campus during the instructional day without properly designated adult accompaniment.

### **Excused Absences**

The Executive Director or his/her designee is responsible for determining whether an absence is excused or unexcused. Absence from school may be excused only for health reasons, family emergencies, and justifiable personal reasons, as permitted by law. The following are examples of excused absences:

- Student illness: A child is too ill to attend school if he or she has a contagious condition, a temperature of over 100, symptoms of vomiting or diarrhea, or written orders from a doctor to stay at home. If the child is ill three or more consecutive days the school will require a note from a physician documenting the child's illness and the necessity of having the child stay home from school. Illness of other family members does not result in an excused absence for the student.
- Health/medical quarantine as may be designated by the school, county health department or medical professional.
- Medical appointments or services lasting all day.
- Attending the funeral of an immediate family member to include the student's parent or legal guardian, sibling, grandparent, or any relative living in the household of the student. In such circumstances, one day is allowed; or three days are allowed for

travel outside of California. The Executive Director or designee may use their discretion to extend the length of an excused absence for bereavement.

- Spending time with a member of the student's immediate family, who is an active duty member of the uniformed services and has been called to duty for, is on leave from, or has immediately returned from, deployment to a combat zone or combat support position. Absences granted pursuant to this paragraph shall be granted for a period of time to be determined at the discretion of the Executive Director or designee.
  - Attending the pupil's naturalization ceremony to become a United States citizen.
  - Upon request by the parent/guardian and the approval of the Executive Director or designee, justifiable personal reasons including but not limited to:
    - appearance in court by student
    - attendance at a funeral service
    - observation of a holiday or ceremony of his/her religion.
- Excused tardies are only designated for medical appointments that cannot be scheduled outside of school hours.

All other absences or late arrivals are classified as unexcused even if the parent notifies the school, unless otherwise classified by the Executive Director or designee.

In the event an absence from school cannot be avoided, the best course of action is to stay in close communication with your child's teachers, and provide an opportunity for the child to make up any missed assignments.

### **Contracts - Independent Study**

Independent Study Contracts may be used if the student will miss at least 1 school day to allow the student to continue his/her education. Requests to accommodate students through independent study are approved on an individual basis by the Executive Director or designee.

- Extended educational experiences: To ensure that the student receives attendance and academic credit, the parent/guardian must confer with the student's teacher to receive the work assigned at least one day prior to the absence.
- Serious injury or illness: The Executive Director or designee may request verification of students' condition by a physician. Students with mental health conditions must present verification from a physician and a treatment plan from their therapist. In such cases of medically related extended absence, the Executive Director or designee may meet with the parent(s)/guardian(s) to determine the appropriateness of long-term individualized assignments.

### **ILLNESS AND INJURY**

Students should not come to school when ill. If a student becomes ill or is injured while at school, Empower Parent/Student Handbook 2020-21

a parent will be contacted to pick up the student. It is important that parents pick up their sick or injured child immediately for the care and comfort of the child and to maintain the health of other students.

The following symptoms are valid reasons to keep students at home:

- High Fever
- Nausea and Vomiting
- Evidence of a Communicable Disease
- Severe headache or severe stomach ache
- Spasms or Convulsions
- Any severe accident including deep cuts or bleeding
- Persistent Coughs
- Rash

### **Verification of Illness**

The statewide average absence rate for typical childhood illness is 5 days per school year. Anytime a child has a doctor's appointment and/or documentation that requires the child to stay home from school, documentation must be provided to the school office within three school days.

These absences will be recorded as "excused" and will be taken into account when reviewing the child's total attendance record.

Students who are ill in excess of school guidelines may be required to bring verification of illness from a medical professional on their return to school. If the child is under the regular care of a physician for a serious or chronic condition, or is directed to stay home by a medical professional verification is to be provided to the school office at the time of the absence. Absences for excessive illnesses that are not verified with official documentation will be marked unexcused and may subject the student and/or parents to School Attendance Review Team (SART).

### **Chronic Illness**

Personal illness which reoccurs on a frequent basis will require a doctor's certification.

If your child has a diagnosed chronic illness, you must provide a physician's authorization in order for these recurrent absences to be excused. Such authorization requires the treating physician to verify the diagnosis and list symptoms that would require the child to stay home from school but not necessitate an office visit. With this authorization, the parent may send a note when the child returns to school listing one or more of the symptoms identified by the physician's report. These absences will be considered excused. Please contact the school office for additional assistance.

### **Excessive Absence/Truancy Notification**

While Empower maintains high expectations for student attendance, we also recognize that students may miss a few days/hours during the school year due to illness or family emergencies.

For this reason, Empower has established guidelines for satisfactory student attendance. In the event that students fall short of these guidelines, written attendance letters will be sent to the student's parent/guardian.

These letters are to reinforce the parent/guardian's awareness of potential attendance problems and represent the first steps in the attendance review process. Subsequent portions of this process may include mandatory SART meetings, development of an attendance action plan, and attendance contracts. Please note that the school will take extenuating/emergency family circumstances into account when interacting with the SART.

### **Attendance guidelines have been established as follows:**

#### **Unexcused Absences**

An unexcused absence is an absence or tardy more than 30 minutes that is not defined as an excused absence.

- If a student incurs 3 unexcused absences, the parent/guardian will receive a letter documenting the child's attendance issues. An appointment or other form of contact will be made with the child's teacher to identify the cause of such absences and to discuss how the school can work with the family to support the child's success in school, including regular attendance.
- Upon incurring the 5th unexcused absence, the parent/guardian will receive a second letter documenting the child's attendance and an appointment with SART will be scheduled to discuss the child's continued absence and develop an attendance improvement plan for the student.
- Upon incurring the 7th unexcused absence, the parent/guardian will receive a phone call setting up a meeting with SART. At the meeting, a third letter documenting the child's attendance will be given. An attendance contract will be given as well.
- Upon incurring the 10th unexcused absence, the parent/guardian will receive the SART violation letter. Empower may implement other disciplinary measures for a student incurring 10 unexcused absences.

#### **Total Absences (excused and unexcused)**

- Once a student incurs 5 total absences, an initial letter will be sent to parents/guardians alerting them to their child's attendance record. The letter will request that parents/guardians contact their child's teacher to discuss the reason for these absences and to develop a plan for attendance improvement.
- After incurring 10 total absences, a second letter will be sent to parents/guardians requiring a meeting with the SART. A plan will be established to improve the student's attendance, and any subsequent absences for illness will require a doctor's verification.

The Executive Director or designee can, at any time, request consultation and intervention by the SART for habitual absence or truancy issues.

### **Excessive Late Arrivals or Early Departures**

As indicated throughout this document, attendance is an issue Empower takes very seriously. Students who are regularly arriving late to school or leaving early are also at risk of poor academic performance. For students who are habitually missing a portion of the instructional day, notification letters will be sent as outlined above, following the thresholds outlined below:

- Students incurring 6 tardies will receive an attendance update letter.
- Students incurring 9 tardies will receive a letter requesting a meeting with the child's teacher. An attendance improvement plan will be discussed.
- Students incurring the 12th tardy will generate the need for a review of parents' attempts to implement the attendance improvement plan as agreed by parents, teacher and Executive Director. Upon recommendation of the Executive Director, Empower's SART will become involved in the review of student attendance, which may include a meeting with the student's parents/guardians.
- Subsequent attendance issues may be referred to Empower's SART.

Families are also reminded that the Empower curriculum embraces a wide variety of integral subject matter and teachers spend a significant amount of time to ensure that all portions of the school day are equally important to the student's growth and mastery of learning. When a student leaves early, the student is missing out on integral learning experiences, which adversely impact the student's success and her/his ability to be a contributing member of the learning community.

Accordingly, if a student develops patterns of early departure, parents will be scheduled to meet with the teacher, Executive Director, and the SART to develop an attendance improvement plan.

Again, our goal is to have your child in school for each full day of instruction.

### **Students Classified as Truant.**

Truant students and their parents are in violation of California law and may be subject to prosecution and other penalties. When school attendance is a problem, parents may be requested to accompany their child to school and attend classes with the child as a part of the student's attendance improvement plan. Parent participation in the child's classroom can reinforce understanding of what the child is missing each day that the child is not in school.

When a student is truant or has excessive absences, the parents and the child may also be required to meet with Empower's School Attendance Review Team (SART). This Review Team is appointed by the Executive Director and may include the Executive Director (or designee), a credentialed teacher, and attendance clerk. The purpose of the meeting is to discuss the child's

attendance record and to consider options for the child's regular participation in an educational program.

First and foremost, Empower's goal is to educate children. We, and our students, cannot be successful in this endeavor if children are not in class on a regular basis.

### **Options for Students Unable to Attend School**

Students who are unable to attend school for an extended period of time due to serious injury or illness may be eligible to receive independent study contracts during the period of absence.

Children who are absent due to shorter term illness should rest and recuperate so that they may return to school as soon as they are able. When reasonable, parents are encouraged to work with teachers to support the student's completion of missed work within a practical period of time. An independent study contract may be arranged.

While families are asked to arrange for vacations and non-medical absences during school breaks, holidays, and other non-school periods, if you know your child must be absent, please contact the teacher or office Administrative Assistant in advance for assistance in obtaining makeup schoolwork for your child and arranging an independent study contract.

If your child is regularly unable to attend school or participate in scheduled classroom activities for reasons that are not health related, a conference should be scheduled between the parent and Executive Director to determine if Empower is the most appropriate academic placement for your student.

### **Dis-enrolling Students**

A student is dis-enrolled when a parent/guardian notifies the school that their child is no longer attending the school or if an official request for transfer is made by another school.

When students are not dis-enrolled as described above but stop attending, the office staff will take the usual steps outlined above to verify the absences. After 10 days of consecutive unverified absences and no communication from the parent/guardian, Empower may remove the student from the school roster and dis-enroll the student in accordance with the following:

Empower will provide the parent/guardian with notice, at least 5 days prior to the effective date of dis-enrollment, of (1) the school's intent to remove or dis-enroll the student on a stated effective date and (2) the parent/guardian's right to request a hearing on the matter and to receive further written notice of the grounds for dis-enrollment. A parent/guardian must request the notice and hearing prior to the effective date of dis-enrollment. Unless the notice and hearing rights are requested and invoked by the parent/guardian, the student will be removed from the school roster and dis-enrolled on the specified effective date.



## HEALTH AND SAFETY

### ACCIDENTS

In the case of most minor scrapes and falls, a capable and caring staff member will treat students. Should the injury be determined to be serious, parents and/or those designated on the emergency cards will be notified as soon as possible. Emergency medical services will be summoned as necessary.

### CAMPUS SECURITY

Empower students must remain on the school grounds during the day. This includes the lunch period. Empower students should not enter unsupervised areas.

### CHILD ABUSE

In accordance with California State Law, our staff is obligated, under penalty of a fine or jail term, to report the reasonable suspicion of physical abuse, emotional abuse, emotional deprivation, physical neglect, inadequate supervision, sexual abuse, or exploitation.

### CONTAGIOUS DISEASES

The following communicable diseases **must be reported to the school office**: chicken pox, pink eye, strep throat, measles, and lice. Please contact the school within 24 hours of diagnosis so that appropriate measures may be considered. Students must be cleared through the office before returning to class. Empower will continue to communicate with families about school protocols concerning COVID-19.

### EMERGENCY SITUATIONS

State regulations require us to have valid emergency numbers on file for every student. Please make certain the office has a current phone listing for you and at least two emergency numbers in the event that you cannot be reached. Should any change occur, please notify the school office immediately of new telephone numbers.

Empower is committed to maintaining a safe and secure campus for all of its pupils and staff and has a comprehensive School Safety Plan which outlines and describes the school's policies for ensuring the security of the physical campus, responding appropriately to emergencies, and creating a safe and orderly environment that allows for learning. The School Safety Plan is available upon request at the school's main office.

### HARASSMENT POLICY

In accordance with the laws of the State of California, Empower is committed to provide an environment free from harassment of any form. Harassment of any student by any other student, parent, or school employee is prohibited. The school will respond to allegations of harassment seriously and will review and investigate such allegations in a prompt, confidential, and thorough manner.

### ILLNESS

Empower believes that it is not in the best interest of ill children to be sent home alone. If a child



is determined to be too ill to remain at school, the office staff will notify the parents or designated emergency contact to pick up the child at school and transport him/her home.

## **IMMUNIZATION AND HEALTH REQUIREMENT**

Each student is required to submit a Record of Immunizations in order to comply with State law. Currently an immunization record must be submitted showing the individual shots and dates they were given.

Children entering kindergarten and transitional kindergarten should have:

- 5 DTaP - 4 doses meet requirement if at least one was given on or after the 4th birthday
- 4 Polio - 3 doses meet requirement if at least one was given on or after the 4th birthday
- 3 Hep B
- 2 MMR (1st dose on or after 1st birthday)
- 1 Varicella

## **PHYSICAL EXAM**

California's Child Health and Disability Prevention (CHDP) program mandates that every child have a physical examination on file. This must be completed during the kindergarten year. Parents/guardians needing assistance meeting the requirements can call 800-675-2229. You are encouraged to complete this exam at kindergarten entry to make sure your child is healthy and ready to learn.

## **K-1 DENTAL EXAM (OHA)**

Effective January 1, 2007, an Oral Health Assessment (dental examination) by a licensed California dental health professional is required for children entering public school for the first time (at kindergarten or first grade). The Oral Health Assessment must be completed and returned to the school by May 31 of that first school year. Assessments done 12 months prior to school entry also meet this requirement. Obtain the form from the school or your dental health provider to complete.

Parents/guardians may sign a waiver of this requirement, which is found on the OHA form available at the school. There is no penalty or exclusion if this requirement is not met. The parent/guardian can call 800-675-2229 for assistance in finding a provider for the Oral Health Assessment.

## **MEDICATION**

Any medication brought to school must be in original containers and accompanied by a note from the student's physician, complete with instructions for administering the medication. The note should include the name of the medication, method, amount, and time schedules by which the medication should be taken. There must also be a note from a parent consenting to the school assisting the administration of the medication and providing a release for school personnel to consult with the student's physician if questions arise. All notes must be updated at least annually, and more frequently if the medication dosage, frequency of administration, or reason for assistance in administration changes. The student must come to the Main Office to take the medication at the appropriate time. There is an *Authorization for Medication Administration*

form available in the Main Office.

Parents are to provide the necessary medication in the detailed pharmacy container with the student's full name clearly labeled. Any over-the-counter medication must be in the original packaging and clearly labeled with the student's full name. All medications must be kept in the office. *Students are not to be in possession of any medication while on campus.*

The school should also be notified if a student is on any regular medication regardless of whether it is administered at school.

\*Cough drops, medicated or non-medicated are not allowed on school campus.

\*Parents may come to the school office to administer medication.

### **STUDENT OFFICE USE**

- During class time, students must have a hall pass from their teachers to be admitted to the Main Office. Note that the office telephone is for emergency use only. If parents call the School to relay a message to his/her child, they should generally expect to leave a message with the Office Staff and it will be delivered to the child.

### **ACCESS TO MENTAL HEALTH SERVICES**

In accordance with AB 2022 (2018), Empower wants to ensure that parents, guardians, and students are informed about resources available for anyone who believes they are in a mental health crisis. We also encourage parents/guardians and students to talk with any adult in the school if they are concerned about other students and possible mental health needs. Take all threats of suicide seriously.

#### National Resources

- National Suicide Prevention Lifeline: 1-800-273-8255
- Crisis Text Line: Text TALK to 74171
- Call 911

#### School/Community Resources

- San Diego County Mental Health Services Access and Crisis line: 1-888-724-7240
- San Diego County Behavioral Health Services:  
<https://www.sandiegocounty.gov/hhsa/programs/bhs>
- 2-1-1 San Diego: Dial 2-1-1 to access a hotline that provides information about community, health, social and disaster services
- National Alliance of Mental Illness San Diego (NAMI) Helpline: (800) 523-5933 or (619) 543-1434
- For more information about school-based mental health services and student eligibility please contact our Assistant Principal, Margarita Morales at [mmorales@empowercharter.org](mailto:mmorales@empowercharter.org) or call 858-292-1304.

### **ADDITIONAL STATE RESOURCES: BULLYING & HUMAN TRAFFICKING**

**PREVENTION:**

To access more resources that provide support to youth who have been subject to discrimination, harassment, intimidation, or bullying please visit the CDE Safe School Website:

<https://www.cde.ca.gov/ls/ss/sc/bullyingprev.asp>.

The CDE has provided resources for youth who have been affected by gangs, gun violence, and psychological trauma caused by violence at home, at school, and in the community at the following website: <https://www.cde.ca.gov/ls/ss/sa/>.

Please the following resources focused on human trafficking prevention:

- <https://www.cde.ca.gov/ls/ss/vp/commsexexploitationchild.asp>
- <https://www.sdcca.org/preventing/human-trafficking/>

**ACADEMIC PROGRAM**

At Empower, we believe homework is an essential part of the education process. Homework contributes toward building responsibility, self-discipline, and lifelong learning habits. Homework is not new learning! It is the intention of the Empower staff to assign relevant challenging and meaningful homework assignments that reinforce classroom learning objectives. As appropriate, homework grades are modified based on students’ individual needs (i.e. IEP, 504 Plans).

Furthermore, we feel that the responsibilities for homework are shared jointly among teacher, parents, and students. Parents please make sure that your child has a quiet place to complete homework without any interruptions. Students in third grade and above are asked to write their homework down in their agendas.

The main purposes generally associated with homework are as follows:

- To give students a chance to review and practice what they have learned
- To allow for more in-depth exploration of topics than is possible during class time
- To help students develop time management, study, and organizational skills
- To provide parents with insights into what is being taught in the classroom and the progress of their children

**HOMEWORK TIME**

Actual time required to complete assignments will vary with each students’ study habits, academic skills, and course load. Students who do not finish classroom work may be asked to complete it at home, which could increase homework time. If your child is spending an inordinate amount of time on homework, parent(s) should contact their child’s teachers. The following represents a suggested guide.

Grade	Suggested Time Schedule for Homework	PLUS	Recreational Reading
K	10-15 minutes	+	10-15 minutes
1	10-20 minutes	+	10-20 minutes
2	15-25 minutes	+	15-25 minutes

3	20-30 minutes	+	20-30 minutes
4	20-30 minutes	+	20-30 minutes
5	30-40 minutes	+	20-30 minutes
6	30-40 minutes	+	20-30 minutes

## **REPORT CARDS**

Report cards are issued at the end of every trimester. The first two are given to parents during Parent Conferences, and the third is sent home on the last day of school with students. Report cards will include academic performance goals, study habits, citizenship, and teacher comments.

## **PARENT/TEACHER CONFERENCES**

Parent teacher conferences where parents are given a detailed assessment of their child's performance are held twice a year. During these conferences, parents have the opportunity to share their expectations, ask questions, and share any concerns they have about their child. Goals are established for the child (or by the child in collaboration with the teacher and parent in upper grades) and the teacher shares specific data regarding the child's academic and social skills. Throughout the school year, parents are always welcome to contact teachers to arrange a conference. Teachers may request a parent conference at any time as well. Please call the school or email teachers to set up a meeting.

## **PROMOTION/RETENTION**

When a students' grades and test scores fall below the set standards, the teacher and administrator meets with parents to discuss recommendation for promotion or retention. The school will make every attempt to consult and work with parents to help support students' academic challenges throughout the year.

## **TESTING**

Students at Empower are tested yearly using school and state-mandated assessments to measure student progress in the areas of reading, language and math. The following tests are administrated over the course of the year, with parents notified of their results:

### School

- Benchmark Tests in Language Arts and Math
- Student Oral Language Observation Matrix
- Running Records (assesses reading performance as a child reads from a book)
- Common Core MAPs assessment in Reading and Math

### State

- California Assessment of Student Performance and Progress (CASSP) – Math and Language Arts (Grades 3-8)
- California Science Test (CAST) Science (grade 5 only)
- English Language Proficiency Assessments for California (ELPAC)– English Learners K-6
- California Physical Fitness Test (5<sup>th</sup> grade only)

## **STUDENT WORK AND ORGANIZATION**

Students should always strive to do their best on all of their work, at home and at school.

**TEACHER ... PARENTS COMMUNICATOR FOLDERS**

- Students in grades Kindergarten – 1st grade receive a communication folder where teachers will place school and classroom news. On the left hand side of the sheet, it is labeled “Return to School.” Papers requiring a parent signature or response will be placed on this side.
- The right hand side is labeled “Keep at Home,” these papers do not need to be returned and are for parents to be informed of upcoming events or student(s) progress.

**STUDENT AGENDA**

- Students in 2nd - 6th grade receive student agendas where they will write their homework down on a daily basis. These agendas are designed to help students learn to **organize** their assignments for each class every day. Some grade levels require parent signatures in student agendas to confirm that a parent has reviewed homework assignments. Grade levels requiring parent signatures will inform parents at Back to School Night.

**MAKE-UP CLASS WORK AND HOMEWORK POLICY**

If a student is absent it is his/her responsibility and expectation to make up missed work due to any type of absence regardless of the reason. Parents should call the office to ask for missed work. After asking for the homework, **please allow at least twenty-four (24) hours for teachers to respond** to requests. Please call first to check if the homework is ready. When ready, parents may pick up the assignments at the office. Any work not made up will count against the student’s grade.

**PHYSICAL EDUCATION EXCUSES**

Students are expected to participate in P.E. every day. A student may be excused from an activity if a parent has written and signed an excuse explaining the illness/injury. This excuse is valid for *no more than three consecutive days*. **To be excused for a period longer than three days, a written statement from the doctor is required.**

## DRESS CODE

Pride in one's appearance is important to fostering good self-esteem and a positive attitude toward school and others. Therefore, the students at Empower are expected to attend school in a clean and well-presented manner, wearing clothing consistent with the dress code policy. Parent adherence to the policy is important in fostering student responsibility, self-respect, and a sense of community. Parents' consistent support of the charter rules and philosophy is very important.

Students must adhere to the school's dress code policy as follows:

### TOPS:

- Green, Light Blue, Navy Blue, Royal Blue or White
- Solid colored shirts, with sleeves and collars, for both boys and girls
- Turtlenecks, sweaters, sweatshirts, and vests may be worn if they are green, navy blue, black, or white.
- Empower spirit shirts and sweatshirts may be worn on Friday and are encouraged on field trips.
- As long as shirts meet the Dress Code requirements, purchasing a shirt with the school logo on it is optional.

### BOTTOMS

#### Pants/shorts/Skirts

- Shorts/skirts need to be no shorter than 2 ½ inches above the student's knee
  - Shorts or leggings should be worn underneath skirts for physical education class.
- Black or navy blue pants or shorts, appropriate for your child to participate in physical education.
- Pants/shorts may have a white line going down the side. White is the only color permitted.

### SHOES

Tennis shoes/sneakers are recommended. **All shoes must have closed toe and heel.** No dress boots, high heels/platforms, flip-flop, sandals, or dress up shoes, please.

### HAIR & GROOMING

Hair must be neatly groomed and styled in a way so that it does not interfere with the student's vision. No dying or use of colored gels on hair (temporary spray dye may be used during Spirit Week only). If earrings are worn, they must be post-style for safety reasons.

### HATS

No hats may be worn on campus. This does not apply to religious head coverings.

### PIERCINGS

Wearing jewelry in eyebrow piercing, lip piercing, or more than one nose piercing stud is not permitted.

### FREE DRESS DAYS AND SPIRIT DAYS

Throughout the school year there are certain days where students are able to participate in Spirit Days. Flyers will be sent home announcing Spirit Days and specifications. Shirts may not have spaghetti straps. Slits, tears or holes in pants or other articles of clothing are not permitted. Shoes

should follow the dress code as well, unless otherwise specified.

The Executive Director may modify this dress code at any time in consideration of student safety and promoting a healthy learning environment.

### **VIOLATION OF DRESS CODE POLICY**

A student who violates the dress code policy will receive a phone call and/or a written warning.

If available, clothing may be “loaned” to the student to help him/her adhere to the dress code. “Loaners” must be returned to the office at the end of the school day.

Students will not be barred from educational activities for violating this policy, but continuous violation of the policy may result in loss of privileges and/or meeting(s) with parents.

### **Special Note:**

If students are dressed or groomed inappropriately, the teacher will bring it to his/her attention. If the student comes again to school dressed or groomed inappropriately, parents will be notified. There are resources at the school to assist families with dress code issues. Please call the office for assistance or questions. Although it is not possible to anticipate every style, trend, or haircut, unacceptable items not addressed in the dress code policy will be dealt with on an individual basis by the administrative staff along with the student’s parent(s)/guardian(s).

### **HYGIENE**

Personal hygiene is important for all students. Being clean and neat helps student(s) stay healthy, feel better, and work better at school.

The California Department of Public Health recommends that children with lice be allowed to remain until the end of the school day. This department also recommends against classroom or school wide notification, unless deemed necessary by the Executive Director. The Executive Director or designee may or may not allow a child with nits and/or lice to remain until the end of the school day. The decision is made on a case-by-case basis.

All children with lice or nits will be required to be picked up by the end of the school day.

If head lice become a persistent or reoccurring problem, clearance from the health department or other measures to address the situation may be necessary.



## STUDENT DISCIPLINE POLICY

Empower believes that one of the major functions of education is the preparation of youth for responsible citizenship. Empower fosters a learning environment that reinforces self-discipline and the acceptance of personal responsibility. This policy has also been developed so teachers have guidelines and the support they need to teach efficiently. Finally, the school disciplinary policy provides parents with the knowledge that their student(s) will be treated fairly.

### **The policy works to ensure that:**

- A safe and productive learning environment will be maintained for all individuals at school and at school related activities.
- Conflicts will be handled without the use of violence or threats of violence and with respect for the rights of all.
- Students and staff will be expected to be on task at all times while in the classroom or at other learning activities.

Discipline includes but is not limited to advising and counseling students, conferring with parents/guardians, detention during and after school hours, use of alternative educational environments, suspension and expulsion. This policy shall be enforced fairly, uniformly, and consistently without regard to any protected basis or characteristic, actual or perceived, including sex, ethnic group, religion, sexual orientation, color, race, national origin and physical or mental disability.

## **BEHAVIOR CODE**

### **Acceptable student behavior includes:**

- Respect for self, all fellow students, all faculty, and all visitors to the school
- Courtesy in speech and manner
- Cooperation with all teacher, class, and school policies
- Self-control in dealing with others
- Concern for the safety and well-being of others
- Acceptance of responsibility for academic learning

### **The following behaviors are prohibited at school, at any school-sponsored activity or event (including but not limited to festivals, dances, fieldtrips), or while on a bus:**

- Behavior that interferes with learning, including disrespect and failure to follow reasonable directions
- Damaging school property or the property of others
- Damaging or setting off a fire alarm (except in cases of fire on school premises).
- Dishonesty
- Distribution, use, access, upload, or download of vulgar, obscene, or threatening materials and/or graphics
- Fighting and/or play fighting



- Leaving a class or the school without permission
- Physical contact that is inappropriate
- Possessing or using tobacco or any smoking paraphernalia
- Possessing, using, selling, buying, giving away, bartering or exchanging any alcoholic beverage or illegal drug
- The misuse of technology (refer to Empower Student Internet Agreement).
- The sale, give-away, barter, exchange or distribution of any food, non-prescription or prescription drugs, materials, substances, toys, or other personal belongings without the consent of the Executive Director or the Executive Director's designee.
- Theft
- Littering
- Using inappropriate language, whether written or spoken
- Verbally or physically abusing teachers, administrators, students, or any other person, including but not limited to, acts of sexual harassment, threats, or intimidation
- Bus misconduct [for field trips/school sponsored trips]

## **BULLYING & CYBERBULLYING**

Empower will not tolerate bullying or any behavior that infringes on the safety of any student. A student shall not intimidate or harass another student through words or actions for any reason including race, religion, personal appearance, and sexual preference such that the actions substantially interferes with a student's educational experience; creates an intimidating or threatening educational environment; or disrupts the orderly operation of the school, and/or the overall educational environment.

**Definition:** Bullying can be defined as aggressive behavior that involves an imbalance of real or perceived physical or psychological power among those involved. Typically, the behavior is repeated over time and includes the use of hurtful words and/or acts.

Indicators of Bullying Behavior: Bullying behaviors may include, but are not necessarily limited to, the following:

- Verbal – Hurtful name-calling, teasing, gossiping, making threats, making rude noises, or spreading hurtful rumors.
- Nonverbal – Posturing, making gang signs, leering, staring, stalking, excluding, destroying property, using graffiti or graphic images, or exhibiting inappropriate and/or threatening, gestures or actions.
- Physical – Hitting, punching, pushing, shoving, poking, kicking, tripping, strangling, hair pulling, fighting, beating, biting, spitting, or destroying property.

- Emotional/Psychological – Rejecting, terrorizing, extorting, defaming, intimidating, humiliating, blackmailing, manipulating friendships, isolating, ostracizing, using peer pressure, or rating or ranking personal characteristics.
- Cyber Bullying – Any bullying, harassment or intimidation when such is accomplished utilizing electronic communication media or electronic signaling devices. Such media includes, but shall not be limited to, e-mail messages, text messages, instant messages, social networking sites; internet based video sites and postings of blogs.

Empower reserves the right to regulate, review, investigate and discipline students for bullying, harassment, intimidation and/or cyberbullying, or any other disciplinary violations when such activities threaten violence against another student, are related to school activities, or otherwise disrupt the learning environment or orderly conduct of the school, school business or school activities even if such activities occur after school hours and/or off campus.

Empower expects student and/or staff to immediately report incidents of bullying to a teacher, Executive Director, or other staff member. Students may also request that their name be kept in confidence to the extent allowed by law. Staff members are expected to immediately intervene when they see a bullying incident occur.

Each complaint of bullying shall be promptly investigated and addressed by Empower. Depending on the nature of the bullying complaint, the complaint may be investigated through Empower's Uniform Complaint Procedures policy.

To prevent bullying on campus, Empower will provide training in bullying prevention and intervention strategies to staff and students. Empower may provide students with instruction in the classroom or other school settings that promotes communication, social skills, and assertiveness skills.

### *What is Cyberbullying?*

Cyberbullying is bullying that takes place using electronic communication technology such as cell phones, computers, and tablets, as well as communication tools including social media sites, e-mail, web applications, and text messages. In some cases, cyberbullying is a single child sending a hurtful text to another child. But it can also be a group of students posting hurtful things about another student on a social media website. Examples of cyberbullying include:

- Sending mean emails, texts or instant messages to students.
- Threatening or intimidating another student online or in a text message.
- Posting hurtful statements about a student on social media platforms.

- Pretending to be another person by creating a fake online profile.
- Taking an embarrassing or sexually explicit photo of a student and/or sharing it without permission.
- Sending repetitive neutral messages to someone a student in a harassing manner.

Victims of cyberbullying may experience many of the same effects as children who are bullied in person, such as impacted academic performance, low self-esteem, or depression. However cyberbullying can seem more extreme to its victims for several reasons:

- Cyberbullying can be harsher. Often kids say things online that they wouldn't say in person.
- Cyberbullying can have a greater impact on children as they can receive bullying communications at home. Being bullied at home can take away the place children feel most safe.
- Cyberbullying's impact can be devastating due to how easy it is to share bullying communications. Children are able to send emails or make posts on social media about a student and it can be easily shared with classmates and a larger public audience.

Empower can discipline students for any acts that occur *on-campus* (e.g., student sends bullying texts to another student during school hours). A student may also be disciplined for *off-campus* cyberbullying if it meets the definition of bullying above and substantially disrupts another student's instructional environment. For example, a student who uses a home computer to post insulting statements about another student on a social media website is engaging in cyberbullying. As a result, the target student may be subject to additional harassment at school, making it more difficult for him/her to participate in educational activities. Any student who makes that kind of post will be subject to disciplinary action, as well as any other students who are responsible for harassing the target student.

Empower recognizes students' First Amendment rights and will consult with legal counsel if they have questions about the school's ability to discipline a student for actions conducted off-campus.

### *Parent Interactions with Staff*

Empower benefits from volunteer support of our parent community. This support takes many forms, including helpful parent feedback. Empower expects that parents/guardians will communicate with staff in a respectful and non-harassing manner. If parents/guardians direct harassing, malicious, obscene, threatening, or intimidating communications towards any member

of the Empower community (e.g., staff, parents, and students), they may have their electronic and/or telephonic access to school staff and Empower social media accounts (e.g., Facebook groups and pages) restricted at the discretion of the Executive Director or designee.

### *Cyberbullying Prevention Resources*

- Parents are encouraged to provide guidance to children on appropriate behavior using technology, which may include:
  - Never give out personal information online, whether in instant message profiles, chat rooms, blogs, social media sites, or personal websites.
  - Never tell anyone but your parents your password, even friends.
  - If someone sends a mean or threatening message, don't respond. Save it or print it out and show it to an adult.
  - Don't put anything online that you wouldn't want your classmates to see, even in email.
  - Don't send messages or make posts when you're angry. Before clicking "send," ask yourself how you would feel if you received the message.
  - Help other students who are bullied online by not joining in and showing bullying messages to an adult.
  - Always be as polite online as you are in person.
- Know the sites your children visit and their online activities. Ask where they're going, what they're doing, and who they're doing it with.
- Learn about the sites and applications your children use, so you can better monitor their use.
- Discuss cyberbullying with your children and ask if they have ever experienced it or seen it happen to someone.
- For older students who have social media accounts, ask for their passwords, and if necessary tell them you'll only use them in case of emergency.
- For older students who have social media students, ask to "friend" or "follow" your kids on social media sites or ask another trusted adult to do so.
- Tell your children that you won't blame them if they are cyberbullied. Emphasize that you won't take away their computer privileges—this is one of the main reasons students don't tell adults when they are cyberbullied.

The following are links to websites that feature additional information and resources, which may be helpful to our families:

- National Crime Prevention Council: <http://www.ncpc.org/topics/cyberbullying/stop-cyberbullying>

- StopBullying.Gov: <https://www.stopbullying.gov/cyberbullying/index.html>
- Cyberbullying Research Center: <http://cyberbullying.org/resources>
- CyberBullyHelp: <http://cyberbullyhelp.com/>
- Safe Kids - <http://www.safekids.com/>
- AThinOnline.Org: <http://www.athinline.org/>

### *Reporting Cyberbullying*

Students are expected to immediately report incidents of bullying—including cyberbullying—to a teacher, Executive Director, or other staff person. Empower staff should immediately report any instances of cyberbullying to the Executive Director. The Executive Director is responsible for investigating incidents of cyberbullying, notifying parents/legal guardians, and issuing discipline consistent with Empower’s policies. Parents and students can rely on Empower staff to promptly investigate each complaint in a thorough and confidential manner. Empower may discipline students who commit a prohibited act of cyberbullying following the procedures laid out in the charter and disciplinary policies.

If any student who believes he/she was cyberbullied by another student, or the parent of the complainant student, feels that appropriate resolution of the investigation or complaint has not been reached, the student or the parent should contact the Executive Director. Empower prohibits retaliatory behavior against any complainant or any participant in the complaint process.

If cyberbullying is of a very serious nature, such as threats of physical violence or sharing explicit photographs of another student, staff must immediately inform the Executive Director. The Executive Director or his/her designee is responsible for notifying law enforcement in response to these serious incidents.

### **POSITIVE DISCIPLINE MODEL**

Empower staff and teachers will use positive discipline methods to create a caring school community and teach students effective behavior management skills. The positive discipline model is based on the work of Jane Nelsen, Ed.D and author of *Positive Discipline*. According to Dr. Nelsen, there are five criteria to ensure positive discipline is in place.

1. Helps children feel a sense of connection. (Belonging and significance)
2. Is mutually respectful and encouraging. (Kind and firm at the same time.)
3. Is effective long-term. (Considers what the child is thinking, feeling, learning, and deciding)

about himself and his world – and what to do in the future to survive or to thrive.)

4. Teaches important social and life skills. (Respect, concern for others, problem solving, and cooperation as well as the skills to contribute to the home, school or larger community.)

5. Invites children to discover how capable they are. (Encourages the constructive use of personal power and autonomy.)

Teachers at Empower will create safe, inclusive learning environments that foster a sense of belonging and significance. Weekly class meetings will also help children feel ownership of their classroom because their thoughts and feelings will be regularly heard and valued. Class meetings will also incorporate character building activities to teach children about showing respect, cooperation, concern for others and problem solving skills. All teachers will be warm, yet uphold school wide expectations for behavior at Empower. When dealing with a situation, teachers will prompt students to think about and reflect on their choices. When students evaluate their behavior and feel like they have a voice, they are empowered to make better decisions and learn from their mistakes.

Empower has developed a process for handling student misbehavior in general. Strategies may include, but are not limited to, the following:

- Individual conversation with the classroom teacher about behavior and consequences;
- Relocating the student's desk to a different part of the classroom;
- Assigning different or additional work appropriate to the infraction;
- Utilizing a peer mediation or student conflict resolution program;
- Restorative justice procedures;
- Utilizing a written referral framework;
- Designating selected classrooms and teachers as places for “time out;”
- Referring students to the Executive Director or a designee;
- Contacting parents/guardians; and/or
- Requiring the student to attend before/after school detention.

All Empower employees will report unmanageable or unusual behavior of students to the Executive Director as soon as possible. The Executive Director shall investigate the report and exercise his or her discretion for purposes of notification of parents, legal guardians, law enforcement, or local child protection services.

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

In accordance with AB 2657 (2018), Empower will only use behavioral restraints, which includes physical and mechanical restraints, or seclusion, only to control behavior that poses a clear and present danger of serious physical harm to the pupil or others that cannot be immediately

prevented by a response that is less restrictive, and if other specified conditions set forth in the law are met. Empower shall not use behavioral restraint or seclusion in certain circumstances as prohibited by AB 2657 (2018), including, but not limited to, using seclusion or a behavioral restraint for the purpose of coercion, discipline, convenience, or retaliation, and would prohibit the use of certain restraint and seclusion techniques.

**SUSPENSION/EXPULSION**

1. Grounds for Suspension and Expulsion of Students

Empower prefers to use research-based practices like participation in a Restorative Justice process and/or other logical consequences when the Executive Director or designee determines the situation allows for this approach.

While suspension and expulsion are to be regarded as a last resort, a student may be suspended or expelled for prohibited misconduct if the act is related to school activity or school attendance occurring at the school or at any other school or a school sponsored event at any time including but not limited to: a) while on school grounds; b) while going to or coming from school; c) during the lunch period, whether on or off the school campus; d) during, going to, or coming from a school-sponsored activity. Suspended or expelled students shall be excluded from all school and school-related activities unless otherwise agreed during the period of suspension or expulsion.

2. Enumerated Offenses

The chart on the following page describes the offenses that may result in suspension and expulsion (in addition to what is set forth in Empower’s charter petition). This list will be reviewed annually by the school community (parents, staff, and the governance board) and updated according to the specific needs of the Empower community.

*SUSPENSION GUIDELINES*

<i>Offense/Supplementary Information</i>	<b>Must Recommend Expulsion</b>
<p>1. <u>Assaults/Battery/Mutual Combat</u> (<i>Discretionary Suspension</i>)</p> <p>a. Attempt/threatened to cause physical injury; mutual combat</p> <ul style="list-style-type: none"> <li>▪ injury or minor injury</li> <li>▪ No malicious intent, honest misunderstanding</li> <li>▪ Resolved after counseling with student and parent</li> <li>▪ Includes verbal/written threats</li> <li>▪ 1st offense for fighting</li> <li>▪ 2nd offense for fighting</li> </ul>	



<ul style="list-style-type: none"> <li>▪ 3rd offense for fighting (mutual combat only) (<i>discretionary expulsion</i>)</li> </ul>	
<p>b. <u>Willfully caused minor injury, except in self defense</u> (<i>discretionary suspension</i>)</p> <ul style="list-style-type: none"> <li>▪ NOT mutual combat</li> <li>▪ Minor injury, no cuts or bruises</li> <li>▪ No or minor medical attention required</li> <li>▪ Willful and unlawful force or violence upon another, clear aggressor.</li> </ul>	
<p>c. <u>Willfully caused serious injuries, except in self-defense</u> (<i>discretionary suspension and expulsion</i>)</p> <ul style="list-style-type: none"> <li>▪ Can include mutual combat</li> <li>▪ Heavy bruises and/or cuts, broken bones</li> <li>▪ Medical attention required</li> <li>▪ Willful and unlawful force or violence upon another</li> </ul>	
<p>d. <u>Assault or battery on any school employee</u> (<i>discretionary suspension and expulsion</i>)</p> <ul style="list-style-type: none"> <li>▪ Must be a physical assault or battery</li> </ul>	
<p>e. <u>Sexual assault or sexual battery</u> (<i>mandatory suspension</i>)</p> <ul style="list-style-type: none"> <li>▪ Sexual battery is the unwanted touching of intimate parts for sexual gratification</li> <li>▪ Sexual assault is rape or attempted rape</li> </ul>	<p>Must recommend expulsion</p>
<p>f. <u>Aids or abets</u> (<i>discretionary suspension</i>)</p> <ul style="list-style-type: none"> <li>▪ inflicting or attempting to inflict physical injury</li> <li>▪ Not a basis for expulsion</li> </ul>	
<p>2. <u>Weapons, Explosives, Dangerous Objects, Imitation Firearms</u> (<i>mandatory suspension</i>)</p> <p>Possessed, sold, or otherwise furnished any <b>firearm, knife, explosive, imitation firearm, or other dangerous object</b> unless, in the case of possession of any such object, such students had obtained written permission from a certificated school employee with concurrence by the Executive Director or designee:</p> <ul style="list-style-type: none"> <li>a. Possessed, sold, and/or furnished a firearm <ul style="list-style-type: none"> <li>▪ Firearm (real gun, pistol, rifle, etc.)</li> </ul> </li> <li>b. Possessed, sold, and/or furnished a knife</li> <li>c. Possessed, sold, and/or furnished an explosive</li> <li>d. Possessed, sold, and/or furnished a dangerous object</li> </ul>	<p>Must recommend expulsion for 2a, 2b, 2c, 2d, 2e, 2g</p>



<ul style="list-style-type: none"> <li>▪ Possession of an imitation firearm, weapon, or other dangerous object. (M80, cherry bomb, or larger)</li> </ul> <p>e. Brandished a knife</p> <ul style="list-style-type: none"> <li>▪ Weapon with blade longer than 3 1/2" or folding knife with locking blade, or unguarded razor blade or fixed blade</li> <li>▪ Threatening another individual with a knife</li> </ul> <p>f. Possessed, sold, or furnished firecrackers or fireworks other than M80's or cherry bombs</p> <p>g. Possessed, sold or furnished imitation firearm</p>	
<p>3. <u>Controlled/Prohibited Substances (mandatory suspension)</u></p> <p>Unlawfully possessed, used, sold, or otherwise furnished, or was under the influence of any <b>controlled/prohibited substance</b> or substance in lieu of alcohol or intoxicant. Suspension may be waived by completing appropriate intervention contract.</p> <ul style="list-style-type: none"> <li>a. Possessed and/or used controlled/prohibited substance, alcohol/intoxicant</li> <li>b. Furnished or sold controlled/prohibited Substance, alcohol/intoxicant</li> <li>c. Possession of an amount for more than personal use</li> <li>d. Offered, arranged to sell, or sold Soma</li> </ul>	<p>Must recommend expulsion for 3<sup>rd</sup> offense of 3a; Must recommend expulsion for 3b, 3c, 3d.</p>
<p>4. <u>Substance in Lieu of Controlled Substances (discretionary suspension)</u></p> <p>a. Unlawfully offered, arranged, or negotiated to sell any <b>controlled substance</b> as defined in the Health and Safety Code, and then either sold, delivered or otherwise furnished to any person another liquid, substance, or material and <b>represented the liquid, substance, or materials as a controlled substance.</b></p> <p><u>Example:</u> A student sells or furnishes another student a substance claiming it to be "LSD" or "marijuana". The other student takes the substance. The substance turns out to not be what the first student claimed it was. That student provided a substance "in lieu of" the claimed substance.</p> <p>b. Delivered, furnished, and/or sold</p>	
<p>5. <u>Robbery/Extortion (includes attempts) (mandatory suspension, discretionary expulsion)</u></p> <ul style="list-style-type: none"> <li>a. Robbery or extortion <ul style="list-style-type: none"> <li>▪ Robbery is felonious taking of personal property in the possession of another against his/her will as accomplished by force or fear</li> <li>▪ Extortion is obtaining of property of another with his/her consent induced by wrongful use of force or fear</li> </ul> </li> </ul>	
<p>6. <u>Property/Damage (discretionary suspension)</u></p> <ul style="list-style-type: none"> <li>a. Attempted to cause minor damage</li> <li>b. Caused minor damage</li> <li>c. Caused major damage</li> </ul>	

<p>7. <u>Property/Theft</u> (<i>discretionary suspension</i>)</p> <p>a. Attempted to steal property</p> <p>b. Stole</p> <p>c. Receipt of stolen property</p>	
<p>8. <u>Tobacco or Nicotine Product</u> (<i>discretionary suspension</i>)</p> <p>Possessed, used, sold, or otherwise furnished a product with tobacco or nicotine. Suspension may be waived by completing appropriate forms.</p> <p>a. Possessed and/or used tobacco/nicotine product</p>	<p>Must recommend expulsion for 4<sup>th</sup> offense.</p>
<p>9. <u>Obscenity</u> (<i>discretionary suspension</i>)</p> <p>a. Committed an obscene act</p> <p>b. Engaged in habitual profanity/vulgarity</p>	
<p>10. <u>Drug Paraphernalia</u> (<i>discretionary suspension</i>)</p> <p>Had unlawful possession of, or unlawfully offered, arranged, or negotiated to sell any <u>drug paraphernalia</u>.</p> <p>a. Unlawful possession</p> <p>b. Unlawfully</p> <p>i. Offered, arranged or negotiated to sell</p>	
<p>11. <u>Sexual Harassment (Grades 4-6)</u></p> <p>a. <u>Verbal/visual</u> (<i>discretionary suspension</i>)</p> <p>Making signs and gestures and/or verbal statement that causes a negative impact</p> <p>b. <u>Physical contact</u> (<i>discretionary suspension</i>)</p> <p>Involving a physical contact of non-intimate parts of another in the act of harassment</p> <p>c. Continual verbal, visual, or physical sexual harassment (<i>mandatory suspension</i>)</p>	
<p>12. <u>Hate Violence (Grades 4-6)</u> (<i>discretionary suspension</i>)</p> <p>Incident must be motivated in part or in whole by hostility toward a person's real or perceived disability, gender, nationality, race, religion, or sexual orientation. It must be intended to cause emotional suffering, physical injury, or property damage.</p> <p>a. <u>Mutual combat</u></p> <ul style="list-style-type: none"> <li>▪ Fight motivated by racial differences, real or perceived sexual orientation, or other hate related matters</li> <li>▪ For non-hate-related mutual combat see offense number 1</li> </ul> <p>b. <u>Offensive comment, intent to harm</u></p> <ul style="list-style-type: none"> <li>▪ Example: racial slur, derogatory comment about nationality, etc.</li> </ul> <p>c. <u>Use of physical force, minor injury</u></p>	

<ul style="list-style-type: none"> <li>▪ <b>NOT</b> mutual combat</li> <li>▪ No or minor medical attention required; no cuts or bruises</li> <li>▪ Willful and unlawful force or violence upon another; clear aggressor</li> </ul> <p>d. <u>Use of physical force, serious injury</u> (<i>discretionary suspension, discretionary expulsion</i>)</p> <ul style="list-style-type: none"> <li>▪ Can include mutual combat with serious injury</li> <li>▪ Heavy bruises and/or cuts, broken bones; medical attention required</li> <li>▪ Willful and unlawful force or violence upon another; clear aggressor</li> </ul> <p>e. <u>Threat of violence</u></p> <ul style="list-style-type: none"> <li>▪ Threat must be hate-motivated</li> <li>▪ Vandalism or graffiti that is hate-motivated or conveys a racist or otherwise hateful message</li> </ul>	
<p>13. <u>Threats and Intimidation</u> (<i>discretionary suspension</i>)</p> <p>a. Witness intimidation using harassment and/or threat</p> <p>b. Threat of death or grave bodily injury against school official, or against school property damage of greater than \$1,000.</p> <p>c. Bullying (including electronic acts)</p>	
<p>14. <u>Harassment (Grades 4-6)</u> (<i>discretionary suspension</i>)</p> <p>a. Harassed, intimidated, or threatened a pupil or group of pupils or school personnel with actual or expected effect of: (1) disrupting class work; or (2) creating substantial disorder; or (3) creating an intimidating or hostile educational environment.</p>	
<p>15. <u>Hazing</u> (<i>discretionary suspension</i>)</p> <p>a. Engaged in, or attempted to engage in, hazing as defined in subdivision (b) of Section 245.6 of the Penal Code.</p>	
<p>The following mandated offenses that require expulsion recommendation:</p> <ul style="list-style-type: none"> <li>▪ Commit or attempt to commit sexual assault or sexual battery</li> <li>▪ Possessed, sold, or furnished a <u>FIREARM</u> (real, not a replica), or explosives</li> <li>▪ Brandishing a <u>KNIFE</u></li> <li>▪ Selling a controlled substance (does not include alcohol)</li> </ul>	

**HOMEWORK ACCESS DURING SUSPENSION**

In accordance with Education Code section 48913.5(a), upon the request of a parent/guardian, Empower shall provide the homework assigned to a pupil who is suspended for two or more school days that the student would have otherwise been assigned. If a homework assignment that is requested and turned into the teacher by the pupil either upon the pupil’s 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 the class.

**STUDENTS WITH DISABILITIES**

A student identified as an individual with disabilities or for whom Empower has a basis of knowledge of a suspected disability pursuant to the Individuals with Disabilities in

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

### **IN LIEU OF EXPULSION PROCESS FOR ELEMENTARY STUDENTS**

Board members have expressed a desire to have consistency in suspensions and systemic procedures to ensure that elementary school students who commit serious offenses, but are not recommended for expulsion, receive appropriate interventions to address poor conduct.

Empower has chosen to follow the Education Code rules under which the school must recommend expulsion for students who commit the following mandatory offenses at school or at a school activity off grounds:

- Commit or attempt to commit sexual assault or sexual battery
- Possessed, sold or furnished a firearm (real, not a replica)
- Possession of an explosive
- Brandishing a knife
- Selling a controlled substance (does not include alcohol)

School staff, however, have discretion to determine whether to recommend a student for expulsion if he or she commits a non-mandatory serious offense. For this process "serious offense" is defined as:

- Willfully causing serious injury, except in self defense
- Assault or battery on any school employee
- Possession, selling or furnishing an imitation firearm, knife, or dangerous object
- Possession, using, or being under the influence of a controlled/prohibited substance except for:
  - the first offense for the possession of not more than one avoirdupois ounce of marijuana
  - over-the-counter medication for use but the student for medical purposes or medication prescribed for the student by a physician
- First offense for furnishing a controlled/prohibited substance
- Possessing an amount of controlled/prohibited substance for more than personal use
- Robbery or extortion

#### **Suggested interventions include:**

- Daily parent contact
- Referral to counselor or community agency

- Individual or small group counseling
- Parent community system
- Parent education classes
- Behavior contracts or individualized behavior plans
- Tutoring or other academic interventions
- Mentoring programs
- Review of IEP for special education students
- SST meeting
- Restorative Justice process

## **MEALS ADVANCE PAYMENT POLICY**

### **PURPOSE AND APPLICATION**

The Empower Board of Trustees acknowledges that it is a steward of public money and that it is responsible for assessing and ensuring the financial viability of the charter school. It is the Board of Directors' intention in adopting this policy to implement protocols that protect the charter school's financial condition.

Unpaid school meal debt can cause significant financial strain on a small public school like Empower. The purpose of this School Meals Advance Payment Policy ("Policy") is to create a fair and transparent payment system which requires parents/guardians of Empower students to pay in advance for student meals that are purchased and/or provided by Empower ("school-provided meal") so no parent/guardian incurs unpaid meal fees. This policy creates three meal options for parents/guardians: A) a 5-meal option, B) a 10-meal option, C) a 20-meal option. As of the effective date of this Policy, parents/guardians will generally be required to purchase one of these three options. Alternatively, parents/guardians may seek to participate in an "Alternative Option" if extenuating circumstances apply, as set forth more fully below.

A student whose parent or guardian has unpaid school meal fees will not be denied a reimbursable meal of the student's choice, and will not be shamed or treated differently from other students, because of the fact that the student's parent or guardian has unpaid meal fees. Empower will not take any action directed at a student to collect unpaid school meal fees. Empower will direct all collection efforts only to the parent or guardian. School personnel and volunteers will not allow any disciplinary action against a student to result in the denial or delay of a nutritionally adequate meal.

Empower shall notify a parent or guardian of the negative balance of a student's school meal account within 10 days after the pupil's school meal account has reached a negative balance. Before sending this notification to the parent or guardian, Empower shall exhaust all options and methods to directly certify the pupil for free or reduced-price meals. If Empower is not able to directly certify the pupil, Empower shall provide the parent or guardian with a paper copy of, or an electronic link to, a household meal application with the notification and contact the parent or guardian to encourage application submission.

This Policy applies to all "Paid Status" students. This Policy does not apply to "Free Lunch" students who are approved to receive free school-provided meals. Empower provides each needy

pupil qualifying for free or reduced-price meals with at least one nutritionally adequate free or reduced-price meal during each school day.

## **OVERVIEW**

Parents/guardians generally must purchase one of the three meal options below for their child, or must arrange for a pre-approved alternative meal option with the Policy Administrator (Executive Director or designee) as set forth more fully below. Please note this requirement does not apply to all students (e.g., students who qualify for free meal benefits.) If a student requests a meal but they have no pre-purchased meals left, the student will be given a reimbursable meal, the student's account will be charged accordingly, and the parent or guardian will be notified.

Parents/guardians may purchase any meal option set forth below by filling out and submitting a school meal purchase form, together with payment, to Empower's administrative offices. The school meal purchase form is available at the main office.

Option A: 5-meal option. Parents and/or guardians may pay in advance for five (5) meals, to be used by the student at any point in the school year in which they were purchased. After the fifth meal is provided, the parent/guardian must purchase another option of meals unless the student is otherwise exempted (e.g., student becomes a recipient of free meal benefits).

Option B: 10-meal option. Parents and/or guardians may pay in advance for ten (10) meals, to be used by the student at any point in the school year in which they were purchased. After the tenth meal is provided, the parent/guardian must purchase another option of meals unless the student is otherwise exempted (e.g., student becomes a recipient of free meal benefits).

Option C: 20-meal option. Parents and/or guardians may pay in advance for twenty (20) meals, to be used by the student at any point in the school year in which they were purchased. After the twentieth meal is provided, the parent/guardian must purchase another option of meals unless the student is otherwise exempted (e.g., student becomes a recipient of free meal benefits).

Alternative Option: Parents and/or guardians may request an alternative meal option upon written agreement with the Policy Administrator. Parents/guardians must request alternative options in writing, or by scheduling a meeting with the Policy Administrator. Alternative options will only be approved if extenuating circumstances apply. It is within the Policy Administrator's discretion to approve or deny a request for an alternative meal option.

Reimbursement of Unused Meals. Pre-paid meals that are not used by the end of the school year in which they were purchased will be reimbursed to parent/guardians upon request. Parents/guardians requesting reimbursements must make a request in writing to the Policy Administrator no later than ten (10) days after the last day of school.

## **ADMINISTRATION AND OVERSIGHT**

The Executive Director or designee (the "Policy Administrator") is the person in charge of the administration of this Policy and the implementation of processes and procedures to ensure that this Policy is followed. The Policy Administrator is authorized to: (i) approve or deny alternative meal options for parents/guardians upon request, (ii) make modifications to this Policy from time to time

to ensure that it is in compliance with local, state and federal laws, (iii) annually review and, when necessary, make minor modifications or changes to this Policy's processes and procedures, and (iv) monitor compliance with this Policy.

It shall be the responsibility of the Administrator to inform employees and parents/guardians about this Policy, when applicable. All questions relating to this Policy should be directly addressed to the Policy Administrator.

## **INFORMATION FROM A TO Z**

### **AFTER SCHOOL PROGRAM**

The after-school program is aimed at helping students academically and a place where students find a variety of extracurricular activities and lessons to develop many different skills and new knowledge. For more information and an application please see the office staff.

### **AWARDS**

Empower takes great pride in recognizing and rewarding students for positive character and achievement throughout the school year. Teachers bestow Scholar of the Month Awards and Athlete of the Month Awards to those who have shown improvement, achievement, or outstanding character. Students with perfect or outstanding attendance are also recognized.

### **BIRTHDAYS**

The faculty and staff are happy to recognize student birthdays. However, because student's learning time at school is very important, birthday celebrations may not be held during instructional time. You must make arrangements with your child's teacher in advance to coordinate any celebration to occur during your child's lunch time. We would also prefer that student(s) did not bring cake/cupcakes and rather student(s) purchase a book or game that the entire class can enjoy.

### **CALENDAR**

A school calendar of events is sent home in the school newsletter. Updated information can also be found online at [www.empowercharter.org](http://www.empowercharter.org)

### **COMMUNICATION**

Excellent communication with families is of paramount importance to us. We communicate regularly in a variety of ways:

- **NEWSLETTER:** The administrative newsletter informs parents of activities taking place at Empower and in the community.
- **WEBSITE:** Please visit our website for any updates, news and information:  
**[www.empowercharter.org](http://www.empowercharter.org)**.

### **ELECTRONIC DEVICES:**

Students may bring cell phones or electronic devices to school.



Cell phones and media devices are to be turned off during the school day (7:00 A.M. to 2:45 P.M.), unless the teacher has clearly stated students may use them for educational purposes or in the event of an emergency (i.e., earthquake, fire).

Cell phones and electronic devices being used without permission of a staff member may be confiscated. A parent/guardian may pick up a device that has been confiscated.

Bringing any cell phones or electronic devices are at the risk of the student. The school is not responsible for any lost or stolen equipment.

### **EMERGENCY CARDS**

- It is very important to keep phone numbers and addresses updated on your child's emergency cards. When there has been a change to either, please let the office staff know.

### **EMERGENCY DRILLS**

- Regular emergency drills are required by law and are an important safety precaution. It is essential that when the first signal is given, students obey orders promptly and clear the building by the prescribed route as quickly as possible. Students are required to remain quiet and attentive in order to receive necessary instructions. *Consequences will be assigned to students who do not follow the directions of any staff member.*

### **FIELD TRIPS**

Students who plan to attend class trips/school field trips will need to submit permission slips provided by the classroom teacher.

Empower students will follow school rules at designated field trip locations.

- Empower students will listen and follow directions of parent volunteers, drivers and field trip coordinators during the duration of the field trip.
- Children who pose a safety concern may not be allowed to attend a field trip.

### **FORGOTTEN ITEMS/PARENT DELIVERIES**

If a child forgets an item at home, parents are NOT permitted to bring their student forgotten items into the classroom. They may drop off forgotten items (including lunch) at the main office.

### **HEALTH OFFICE**

The school health office provides emergency first aid to students for accidents or sudden illnesses occurring at school. Students must report to the health office with a teacher's note. Health office personnel will notify parents when students are ill; students are not to contact parents themselves. California State Law stipulates students enrolled in public school must have, on file, a record of immunization against polio, measles, mumps, rubella, hepatitis B, and TDaP. The school should be notified/informed of any physical condition that could have an effect upon the student's well-being and/or general health.

### **ITEMS NOT PERMITTED AT ANY TIME**



The following items are not permitted and will be confiscated.

In the case of electronic games and music players (i.e., iPod, MP3), parents must come to the office (after school) to sign for and retrieve the item.

- Permanent Markers or felt pens of any kind
- Liquid White Out
- Electronic games and music (i.e., Switch, DS, iPod, MP3)
- Aerosol/spray cans or bottles
- Hairspray
- Toys, stuffed animals
- Trading cards, Pokemon cards, etc.

## **LIBRARY**

Students take regular walking trips to the local library to check out books. Students are not permitted to check out any materials on behalf of another student. The school is not responsible for lost, stolen, or damaged library books or any late fees that the library may charge.

## **LOST AND FOUND**

Parents should be sure to have proper identification (student's first and last name) marked on articles of clothing and all personal property. The school is not responsible for lost or damaged articles. All lost items may be claimed before school, during nutrition or lunch, or after school. Stolen items should be reported immediately. All items not claimed at the end of each month will be given to charitable organizations.

## **PLAYGROUND RULES**

Recess is a privilege that is earned through making appropriate choices and following safety rules. We at Empower desire our students to have a fun and safe recess, in order for this to occur, all students will observe these rules:

- Follow adult directions the first time given
- All food should be eaten at lunch tables. Food is not allowed on the playground.
- Students should play in the designated areas as indicated by staff.
- Use appropriate language: no put-downs or rude words or actions.
- Use playground equipment in the correct manner and for its intended use.
- Use restrooms as needed, but not as play areas.
- Line up quickly when the staff asks.

## **SNACKS AND LUNCH**

Student snacks and lunches brought to school from home are kept in the classrooms or other designated storage area.

Please send a *healthy snack and lunch for your child*. Encourage your children to bring home any food they do not eat, so that you will know what they are eating. Please mark their lunches with their first and last names. All students must eat snacks and lunches in the designated eating areas. Students **MAY NOT EAT** by classrooms or walk around campus as they eat. All trash should be thrown into a trashcan.

At Empower, we promote healthy eating habits. As a school rule, we do not allow candy to be eaten on school campus. Students are not allowed to sell candy at any time before, during, or after school.

We prefer that you pack healthy snacks like fruit and avoid unhealthy snacks like chips. If you do send your child to school with chips, they should be in a snack size bag (not the large bags). Any “hot” chips like Hot Cheetos are not allowed at school and will be confiscated if brought to school.

- Snacks: All children have a morning nutrition break. Children are encouraged to bring healthy snacks to eat at this time, i.e. fruit, crackers and cheese, etc.
- Lunch: Empower provides a lunch program for all students. Lunch may be purchased, or you may bring your own healthy lunch. The school also has a free or reduced lunch program for those families who qualify under federal requirements. Please see the office staff for further information.

We ask that you review the following lunch procedures with your child

1. Lunch bags and boxes should be labeled with students’ names.
2. **Food MUST be consumed at the lunch tables. no exceptions.**
3. Playground equipment (i.e. balls, jump ropes, etc.) is not allowed at the lunch tables.
4. Students must sit at designated tables while eating.
5. Students must sit for 15 minutes at their tables before being excused – no exceptions. Students may not walk or run with food in their mouth.
6. Students must keep hands, feet, and food to themselves.
7. To be dismissed after the first 15 minutes, students need to:
  - Make sure their area is clean
  - Remain seated
  - Wait to be individually dismissed by an adult
8. Students must throw trash in the appropriate trash containers when dismissed.
9. Students must walk from the lunch area to the playground after being dismissed.

## **PETS**

No pets of any kind are allowed at school without permission from the school. Teachers may give special permission for pets to be brought to school as part of a special display or activity if approved by administration. Under no circumstance is a potentially dangerous pet to be brought to school.

## **PARENT MESSAGES**

One of our goals at Empower is to enable "teachers to teach, and students to learn." In order to accomplish that goal we are always looking for ways we can protect the valuable instructional time in the classroom from unnecessary interruptions. *Parent requests to get messages to their child or the teacher during the instructional day can have a significant impact on the teacher's ability to keep a class focused on instruction.* Therefore, we request that you help eliminate any unnecessary classroom interruptions.

- ❖ *Please do not call the office to relay messages to your child/ren unless it is an absolute emergency.*
- ❖ *Inform your children, before they leave for school in the morning, of any plans for after school that they may need to know such as:*
  - ❖ Who is picking them up after school?
  - ❖ Whom are they going to go home with?
  - ❖ Do they need to go to daycare today?
  - ❖ What are they to do if it rains?
  - ❖ Do they have their homework?

## **EMPOWER PARENT/TEACHER COMMITTEE**

The Empower Parent/Teacher Committee has two primary objectives:

1. Build a strong relationship between the faculty, staff, and parents to insure a united effort to create the best learning environment for our children.
2. Raise funds that enrich and improve the quality of the educational environment for the children of Empower.

## **PICTURES/CONSENT TO PHOTOGRAPH**

Members of the media, including newspaper photographers and television camera crews, may visit our campus during the school year to photograph and/or interview children. Parents are asked to fill out, sign, and return a permission slip so that your child may participate. Except for a media request on a controversial matter, which we would notify you separately, the permission will cover the entire school year. Your signature also permits Empower to use the photographs or interviews in our own publications and on our Internet web site for educational purposes.

## **SCHOOL SCHEDULE**

Our school office hours are 7:30 A.M. to 3:00 P.M.

Empower's instructional hours are as follows:

- 8:15 A.M. - 2:45 P.M. Monday, Tuesday, Thursday, and Friday.
- Wednesdays are an early release day: 8:15 A.M. - 12:30 P.M.

Empower's school schedule is different for each phase of re-opening and will be communicated with parents/guardians.

**SELLING THINGS AT SCHOOL**

Student(s) are not allowed to sell things like Pokemon cards, toys, Girl Scout cookies, candy bars, gum, or baseball cards to other students or teachers at school. Student(s) are also not allowed to trade or give away these things at school.

**STUDENT SUPPORT SERVICES**

Empower provides services of a Speech and Language Therapist, Occupational Therapist, an Education Specialist, and a School Psychologist for students who qualify for these services. Students experiencing academic or behavioral difficulties may be referred to the Student Success Team. This team will meet with the student, parents, teachers, and counselor to discuss strategies and design an improvement plan that will help the student become successful. Teachers or parents may refer a student to the team at any time.

**TEXTBOOKS**

Textbooks are provided for each student as used in each content area. Damaged textbooks will be charged according to the damage; full replacement price will be charged for all lost textbooks per Education Code section 48904.

**TRAFFIC**

It is quite busy during morning drop-off and afternoon pick-up with both students and vehicles.

The School will communicate its drop-off and pick-up procedures with parents/guardians during each Phase of re-opening.

**ANNUAL NOTIFICATION OF THE UNIFORM COMPLAINT PROCEDURES (UCP)  
2020-21 SCHOOL YEAR**

*For students, employees, parents/guardians, school advisory committee members, school district officials, and other interested parties.*

Empower Language Academy (“Empower”) annually notifies students, employees, parents or guardians, and other interested parties (e.g., school advisory committees) of the Uniform Complaint Procedures (“UCP”) process. Empower is primarily responsible for compliance with federal and state laws and regulations, including those related to unlawful discrimination, harassment, intimidation or bullying against any protected group, and all programs and activities that are subject to the UCP.

**Programs and Activities Subject to the UCP**

- Accommodations for Pregnant and Parenting Pupils
- Adult Education
- After School Education and Safety
- Agricultural Career Technical Education
- Education and Graduation requirements of Pupils in Foster Care, Homeless Pupils, former Juvenile Court Pupils, and Pupils of Military Families
- Regional Occupational Centers and Programs
- Reasonable Accommodation to a Lactating Pupil
- Schoolsite Councils
- School Plan for Student Achievement
- School Safety Plans
- Pupil Fees, which includes a purchase that a pupil is required to make to obtain materials, supplies, equipment or clothes associated with an educational activity
- Empower’s LCAP
- Every Student Succeeds Act
- Migrant Education
- Physical Education Instructional Minutes
- Career Technical and Technical Education; Career Technical and Technical Training
- Childcare and Development Programs
- Compensatory Education
- Consolidated Categorical Aid Programs
- Course Periods without Educational Content (grades nine through twelve)
- Complaints of Discrimination, Harassment, Intimidation and/or Bullying any protected group as identified in Education Code §§ 200 and 220 and Government Code § 11135, including any actual or perceived characteristics set forth in Penal Code § 422.55, based on sex, sexual orientation, gender, gender identity, gender expression, race or ethnicity, ethnic group identification, ancestry, nationality, national origin, religion, color, mental or physical disability, age, immigration status, 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 program or activity conducted by Empower which is funded directly by, or that received or benefits from, any state financial assistance
- Any other state or federal educational program the State Superintendent of

- State Preschool Health and Safety Issues in LEAs Exempt from Licensing
  - State Preschool
- Public Instruction or the California Department of Education or designee deems appropriate

### **1. Filing a UCP Complaint**

Generally, a UCP complaint shall be filed no later than one year from the date the alleged violation occurred. Complaints 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 the complainant first obtained knowledge of the facts of the alleged unlawful discrimination, harassment, intimidation, or bullying. For complaints relating to Local Control and Accountability Plans (LCAP), the date of the alleged violation is the date when the reviewing authority approves the LCAP or annual update that was adopted by Empower.

#### Complaints Concerning Pupil Fees

A pupil enrolled in Empower shall not be required to pay a pupil fee for participation in an educational activity. A pupil fees complaint may be filed with the principal (if any) or Executive Director or designee.

A pupil fee includes, but is not limited to, all of the following:

1. 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.
2. A security deposit, or other payment, that a pupil is required to make to obtain a lock, locker, book, class apparatus, musical instrument, clothes, or other materials or equipment.
3. A purchase that a pupil is required to make to obtain materials, supplies, equipment, or clothes associated with an educational activity.

A pupil fee or LCAP complaint may be filed anonymously (without an identifying signature) if the complainant provides evidence or information leading to evidence to support an allegation of noncompliance.

#### Designated Official

The designated official (“Responsible Employee”) to receive and investigate complaints is:

Demi Brown  
Executive Director  
6402 Linda Vista Rd  
San Diego, CA 9211

Empower will ensure that the Responsible Employee and other employees who may be assigned to investigate complaints are knowledgeable about the laws and programs at issue in the complaints for which they are responsible.

## Investigation Report and Right to Appeal

Complaints will be investigated and an Investigation Report (final written decision) will be sent to the complainant within sixty (60) days from the receipt of the complaint. This time period may be extended by written agreement of the complainant. The person responsible for investigating the complaint shall conduct and complete the investigation in accordance with Empower's UCP policies and procedures.

The complainant has a right to appeal Empower's decision concerning complaints regarding specific programs and activities subject to the UCP to the California Department of Education (CDE) by filing a written appeal within 30 days of receiving our decision. The appeal must be accompanied by a copy of the originally-filed complaint and a copy of the Investigation Report.

### **2. Empower's Responsibilities**

Empower advises complainants of the opportunity to appeal an Investigation Report of complaints regarding programs within the scope of the UCP to the CDE.

Empower advises complainants of civil law remedies, including injunctions, restraining orders, or other remedies or orders that may be available under state or federal discrimination, harassment, intimidation or bullying laws, if applicable. A complainant may pursue available civil law remedies outside of Empower's complaint procedures.

Empower provides a standardized notice with educational and graduation requirements for pupils in foster care, pupils who are homeless, pupils from military families and pupils formerly in Juvenile Court now enrolled in a school district. The following is link to a standardized notice developed by the California Foster Youth Education Task Force of the educational rights of pupils in foster care, pupils who are homeless, former juvenile court pupils now enrolled in a school district, and pupils in military families as specified in Education Code §§ 48853, 48853.5, 49069.5, 51225.1, and 51225.2: [http://www.cfyetf.org/publications\\_19\\_421458854.pdf](http://www.cfyetf.org/publications_19_421458854.pdf).

Copies of the UCP procedures shall be available free of charge.

All Empower students have a right to a free public education, regardless of immigration status or religious beliefs. For more information about this issue, we recommend families review the "Know Your Rights" immigration enforcement established by the California Attorney General and available on the California Attorney General website here: <https://oag.ca.gov/immigrant/rights>.

Empower shall inform students who are victims of hate crimes of their right to report such crimes.



## ANNUAL NOTIFICATION OF FERPA RIGHTS

This serves as the notification of rights under FERPA for Empower Language Academy (hereinafter “Empower”). The Family Educational Rights and Privacy Act (“FERPA”) affords parents and students over 18 years of age (“eligible students”) certain rights with respect to the student’s education records. Empower stores various student records, including, but not limited to, transcripts, enrollment records, disciplinary records, and immunization records.

These rights are:

- (1) The right to inspect and review the student's education records within 45 days of the day the Empower receives a request for access.

Parents or eligible students should submit written requests for access to the school (e.g., Executive Director). This written request that identifies the record(s) they wish to inspect. Empower will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected consistent with applicable law and Empower policies.

- (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 Empower to amend a record should send a written request to the school (e.g., Executive Director). The written request should clearly identify the part of the record they want changed, and specify why it should be changed. If Empower decides not to amend the record as requested by the parent or eligible student, Empower will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

- (3) The right to privacy of personally identifiable information in the student's education records, except to the extent that FERPA authorizes disclosure without consent.

FERPA permits the disclosure of personally identifiable information 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. Empower may disclose personally identifiable information from the education records of a student without obtaining prior written consent of the parents or the eligible student for limited circumstances, including, but not limited to –

- 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, attorneys, 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)(3) are met.

- 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.
  - To accrediting organizations to carry out their accrediting functions.
  - To comply with a judicial order or lawfully issued subpoena if applicable requirements are met. (§ 99.31(a)(9))
  - To appropriate officials in connection with a health or safety emergency, subject to § 99.36.
  - To an agency caseworker or other representative of a State or local child welfare agency or tribal organization who is authorized to access a student's case plan when such agency or organization is legally responsible, in accordance with State or tribal law, for the care and protection of the student in foster care placement. (20 U.S.C. § 1232g(b)(1)(L))
- (4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the School 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

Empower will not release information to third parties for immigration-enforcement purposes, except as required by law or court order. Unless Empower is providing information for a legitimate educational purpose under FERPA and the California Education Code or directory information, Empower shall notify parents or guardians and eligible students—and receive their written consent—before it releases a student's personally identifiable information.

## **SEXUAL HARASSMENT POLICY**

Empower is committed to fostering a safe and healthy learning environment that is free from sexual harassment. Sexual harassment is a form of gender discrimination in that it constitutes differential treatment on the basis of gender, gender identity or expression, or sexual orientation, and, for that reason, is a violation of state and federal laws and a violation of this policy.

Sexual harassment is a major offense which can result in the suspension or expulsion of the offending student grades four and above. Suspension or expulsion as a disciplinary consequence for sexual harassment shall not apply to students enrolled in Kindergarten and grades one through three.

Any student of Empower who believes that she or he has been a victim of sexual harassment shall bring the problem to the attention of the Executive Director so that appropriate action may be taken to resolve the problem. Empower prohibits retaliatory behavior against anyone who files a sexual harassment complaint or any participant in the complaint investigation process. Any such complainant is further advised that civil law remedies may also be available to them. Complaints will be promptly investigated in a way that respects the privacy of the parties concerned and in adherence to legal requirements. Complaints alleging unlawful discrimination, harassment, intimidation or bullying based on gender, sex, gender identity or expression, or sexual orientation are eligible to be investigated addressed pursuant to the Empower's Uniform Complaint Procedure.

The California Education Code Section 212.5 defines sexual harassment as any unwelcome sexual advances, requests for sexual advances, requests for sexual favors, or other verbal, visual, or physical conduct of a sexual nature made by someone from or in the work or educational setting, under the following conditions:

- Submission to the conduct is explicitly or implicitly made a term or a condition of an individual's employment, academic status, or progress.
- Submission to, or rejection of the conduct by the individual is used as the basis of employment or academic decisions affecting the individual.
- The conduct has the purpose or effect of having a negative impact upon the individual's work or academic performance, or of creating an intimidating, hostile, or offensive work or educational environment.
- Submission to, or rejection of, the conduct by the individual is used as the basis for any decisions affecting the individual regarding benefits and services, honors, programs, or activities available at or through the educational institution.

Sexual harassment may include, but is not limited to:

- Unwelcome verbal conduct such as suggestive, derogatory comments, sexual innuendoes, slurs, or unwanted sexual advances, invitations, or comments; pestering for dates; making threats; or spreading rumors about or rating others as to sexual activity or performance.
- Unwelcome visual conduct such as displays of sexually suggestive objects, pictures, posters, written material, cartoons, or drawings; graffiti of a sexual nature; or use of obscene gestures.

- Unwelcome physical conduct such as unwanted touching, pinching, kissing, patting, hugging, blocking of normal movement, assault; or interference with work or study directed at an individual because of the individual's sex, sexual orientation, or gender.
- Threats and demands or pressure to submit to sexual requests in order to keep a job or academic standing or to avoid other loss, and offers of benefits in return for sexual favors.

### ***Sex Equity in Education Act Statement***

Per Education Code section 230, harassment and other discrimination on the basis of sex include, but are not limited to, the following practices:

- (a) On the basis of sex, exclusion of a person or persons from participation in, denial of the benefits of, or subjection to harassment or other discrimination in, any academic, extracurricular, research, occupational training, or other program or activity;
- (b) On the basis of sex, provision of different amounts or types of student financial aid, limitation of eligibility for student financial aid, or the application of different criteria to applicants for student financial aid or for participation in the provision of student financial aid by others. Nothing in this subdivision shall be construed to prohibit an educational institution from administering, or assisting in the administration of, scholarships, fellowships, or other forms of student financial aid, established pursuant to domestic or foreign wills, bequests, trusts, or similar legal instruments or by acts of a foreign government, which require that awards be made to members of a particular sex; provided, that the overall effect of the award of these sex-restricted scholarships, fellowships, and other forms of student financial aid does not discriminate on the basis of sex;
- (c) On the basis of sex, exclusion from participation in, or denial of equivalent opportunity in, athletic programs. For purposes of this subdivision, "equivalent" means equal or equal in effect;
- (d) An educational institution may be found to have effectively accommodated the interests and abilities in athletics of both sexes within the meaning of Section 4922 of Title 5 of the California Code of Regulations as that section exists on January 1, 2003, using any one of the following tests:
  - (1) Whether interscholastic level participation opportunities for male and female pupils are provided in numbers substantially proportionate to their respective enrollments.
  - (2) Where the members of one sex have been and are underrepresented among interscholastic athletes, whether the school district can show a history and continuing practice of program expansion that is demonstrably responsive to the developing interest and abilities of the members of that sex.
  - (3) Where the members of one sex are underrepresented among interscholastic athletes, and the institution cannot show a history and continuing practice of program expansion as required in paragraph (2), whether the school district can demonstrate that the interest and abilities of the members of that sex have been fully and effectively accommodated by the present program.
- (e) If an educational institution must cut its athletic budget, the educational institution shall do so consistently with its legal obligation to comply with both state and federal gender equity laws;
- (f) It is the intent of the Legislature that the three-part test articulated in subdivision (d) be interpreted as it has been in the policies and regulations of the Office of Civil Rights in effect on January 1, 2003;
- (g) On the basis of sex, harassment or other discrimination among persons, including, but not limited to, students and nonstudents, or academic and nonacademic personnel, in employment and the conditions thereof, except as it relates to a bona fide occupational qualification.

(h) On the basis of sex, the application of any rule concerning the actual or potential parental, family, or marital status of a person, or the exclusion of any person from any program or activity or employment because of pregnancy or related conditions.

Students have all the rights set forth in Education Code section 221.8 (as applicable to School's programs):

(a) Students have the right to fair and equitable treatment and students shall not be discriminated against based on your sex; (b) Student have the right to be provided with an equitable opportunity to participate in all academic extracurricular activities, including athletics; (c) Students have the right to inquire of the athletic director of your school as to the athletic opportunities offered by the school. (if offered by the School) (d) Students have the right to apply for athletic scholarships; (e) Students have the right to receive equitable treatment and benefits in the provision of all of the following: (1) Equipment and supplies; (2) Scheduling of games and practices; (3) Transportation and daily allowances; (4) Access to tutoring; (5) Coaching; (6) Locker rooms; (7) Practice and competitive facilities; (8) Medical and training facilities and services; (9) Publicity; (f) Students have the right to have access to a gender equity coordinator to answer questions regarding gender equity laws; (g) Students have the right to contact the State Department of Education and the California Interscholastic Federation to access information on gender equity laws; (h) Students have the right to file a confidential discrimination complaint with the United States Office of Civil Rights or the State Department of Education if students believes he/she have been discriminated against or if a student believes he/she have received unequal treatment on the basis of your sex; (i) Students have the right to pursue civil remedies if they have been discriminated against; (j) Students have the right to be protected against retaliation if they file a discrimination complaint.

For more information about Gender Equity/Title IX, please visit the following CDE website: <https://www.cde.ca.gov/re/di/eo/genequitytitleix.asp>.

## **NONDISCRIMINATION POLICY**

Empower prohibits discrimination, harassment, intimidation, and bullying based on actual or perceived race or ethnic, gender (including gender identity, gender expression), sex (including sexual harassment), pregnancy, childbirth, breastfeeding, and pregnancy-related medical conditions, sexual orientation, religion, color, national origin, ancestry, physical or mental status, marital status, registered domestic partner status, age (40 and above), genetic information, political belief or affiliation, a person's association with a person or group with one or more of these actual or perceived characteristics, or any other basis protected by federal, state, or local law, ordinance, or regulation in any program or activity it conducts or to which it provides significant assistance.

Harassment under Title IX (sex), Title VI (race, color, or national origin), and Section 504 and Title II of the ADA (mental or physical disability) is a form of unlawful discrimination that will not be tolerated by Empower. Harassment is intimidation or abusive behavior toward a student/employee that creates a hostile environment, and that can result in disciplinary action against the offending student or employee. Harassing conduct can take many forms, including verbal acts and name-calling, graphic and written statements, or conduct that is physically threatening or humiliating.

This nondiscrimination policy covers admissions or access to, or treatment in, Empower's programs and activities. The lack of English language skills will not be a barrier to admission to or participation in Empower's programs or activities.

Additional information prohibiting other forms of unlawful discrimination/harassment, inappropriate behavior, and/or hate crimes may be found in other Empower policies that are available at the school. It is the intent of Empower that all such policies are read consistently to provide the highest level of protection from unlawful discrimination in the provision of educational services and opportunities.

Any inquiries regarding this nondiscrimination policy or the filing of discrimination/ harassment complaints may be directed to the Executive Director or Assistant Principal, who will forward complaints to Executive Director. Complaints alleging unlawful discrimination, harassment, intimidation or bullying based on the characteristics described above are eligible to be investigated addressed pursuant to the Uniform Complaint Procedure.

## **STUDENT FREEDOM OF SPEECH/ EXPRESSION POLICY**

Empower hereby adopts this policy governing student freedom of speech and expression in compliance with Education Code section 48907. The Board of Directors believes that free inquiry and exchange of ideas are essential parts of a democratic education. The Board respects students' rights to express ideas and opinions, take stands on issues, and support causes, even when such speech is controversial or unpopular.

Students shall have the right to exercise freedom of speech and of the press including, but not limited to the: (1) use of bulletin boards designated for student use; (2) distribution of printed materials or petitions; (3) wearing of buttons, badges, and other insignia; and (4) right of expression in official school publications. "Official school publications" refers to material produced by students in the journalism, newspaper, yearbook, or writing classes and distributed to the student body either free or for a fee. The Principal or designee is responsible for supervising the material produced by pupils to ensure it meets professional standards of English and journalism. Student expression on campus or school Internet websites and online media shall generally be afforded the same protections as in print media. Students' freedom of expression shall be limited only as allowed by Education Code section 48907, and other applicable state and federal laws, as follows:

1. Students may exercise their freedom of speech and expression in open air areas of their school campus before the commencement of each school day, during lunch periods, during any recess or break periods, and after school; however, students may not miss class for these purposes.
2. Students are prohibited from making any expressions or distributing or posting any materials that are obscene, libelous, or slanderous. Students also are prohibited from making any expressions that so incites students as to create a clear and present danger of the commission of unlawful acts on school premises, the violation of school rules, or substantial disruption of the school's orderly operation.
3. The use of "fighting words," hate speech, or epithets is prohibited in those instances where the speech is abusive and insulting, rather than a communication of ideas, and the speech is used in an aggressive or abusive manner in a situation that presents an actual danger that it will cause a breach of the peace.
4. Printed materials to be distributed by students must be reviewed in advance by the Executive Director or designee, but school officials shall not engage in any prior restraint of material prepared for official school publications, except insofar as the content of the material violates the law.
5. A student shall be subject to discipline for off-campus expression, including expression on off-campus Internet websites, when such expression poses a threat to the safety of other students, staff, or school property, or substantially disrupts the educational program. The Executive Director or designee shall document the impact the expression had or could be expected to have on the school program.



## **EMPOWER INTERNET USE AGREEMENT**

Empower’s Internet Use Agreement (“IUA”) is to prevent unauthorized access and other unlawful activities by users online, prevent unauthorized disclosure of or access to sensitive information, and to comply with the Children’s Internet Protection Act (“CIPA”). This IUA applies to more than just the Internet, it includes the use of Empower technology. As used in this policy, “user” includes anyone using the computers, Internet, email, chat rooms and other forms of direct electronic communications or equipment provided by Empower (the “network.”). Only current students or employees are authorized to use the network.

Empower will use technology protection measures to block or filter, to the extent practicable, access of visual depictions that are *obscene, pornographic, and harmful to minors* over the network. Empower will monitor users' online activities and reserves the right to access, review, copy, and store or delete any electronic communication or files and disclose them to others as it deems necessary. Users should have no expectation of privacy regarding their use of Empower property, network and/or Internet access or files, including email.

### *Acceptable Uses of the Empower Computer Network or the Internet*

Empower verify each year that students using the computer network and Internet access for that school year have a signed page acknowledging this policy. Once signed that permission/acknowledgement page remains in effect until revoked by the parent, or the student loses the privilege of using Empower’s network due to violation of this policy or is no longer an Empower student. Employees are required to follow this policy. Even without signature, all users must follow this policy and report any misuse of the network or Internet to a teacher, supervisor or other appropriate Empower personnel. Access is provided primarily for education and Empower business. Empower must monitor online use; consequently, Empower must certify that minors are being educated about appropriate behavior online, including interacting with other individuals on social networking websites and in chat rooms, cyberbullying awareness, and response. Staff may use the Internet, for incidental personal use during duty-free time. By using the network, users have agreed to this policy. If a user is uncertain about whether a particular use is acceptable or appropriate, he or she should consult a teacher, supervisor or other appropriate Empower personnel.

### *Unacceptable Uses of the Computer Network or Internet*

These are examples of inappropriate activity on the Empower web site, but Empower reserves the right to take immediate action regarding activities (1) that create security and/or safety issues for Empower, students, employees, schools, network or computer resources, or (2) that expend Empower resources on content Empower in its sole discretion determines lacks legitimate educational content/purpose, or (3) other activities as determined by Empower as inappropriate.

- Engaging in cyber bullying;
- Violating any state or federal law or municipal ordinance, such as: accessing or transmitting pornography of any kind, obscene depictions, harmful materials, materials that encourage others to violate the law, confidential information or copyrighted materials;
- Engaging in criminal activities that can be punished under law;
- Selling or purchasing illegal items or substances;

- Obtaining and/or using anonymous email sites; spamming; spreading viruses;
- Causing harm to others or damage to their property, such as:
  1. Using profane, abusive, or impolite language; threatening, harassing, or making damaging or false statements about others or accessing, transmitting, or downloading offensive, harassing, or disparaging materials;
  2. Deleting, copying, modifying, or forging other users' names, emails, files, or data; disguising one's identity, impersonating other users, or sending anonymous email;
  3. Damaging computer equipment, files, data or the network in any way, including intentionally accessing, transmitting or downloading computer viruses or other harmful files or programs, or disrupting any computer system performance;
  4. Using any Empower computer to pursue "hacking," internal or external to Empower, or attempting to access information protected by privacy laws; or
  5. Accessing, transmitting or downloading large files, including "chain letters" or any type of "pyramid schemes".
- Engaging in uses that jeopardize access or lead to unauthorized access into others' accounts or other computer networks, such as:
  1. Using another's account password(s) or identifier(s);
  2. Interfering with other users' ability to access their account(s); or
  3. Disclosing anyone's password to others or allowing them to use another's account(s).
- Using the network or Internet for Commercial purposes:
  1. Using the Internet for personal financial gain;
  2. Using the Internet for personal advertising, promotion, or financial gain; or
  3. Conducting for-profit business activities and/or engaging in non-government related fundraising or public relations activities such as solicitation for religious purposes, lobbying for personal political purposes.

### Student Internet Safety

1. Students under the age of eighteen should only access Empower accounts outside of school if a parent or legal guardian supervises their usage. The student's parent or guardian is responsible for monitoring the minor's use at home;
2. Students shall not reveal on the Internet personal information about themselves or other persons. For example, students should not reveal their name, home address, telephone number, or display photographs of themselves or others;
3. Students shall not meet in person anyone they have met only on the Internet;
4. Students must abide by all laws, this Internet Use Agreement and all Empower policies; and
5. Students will be educated about appropriate behavior online, including interacting with other individuals on social networking websites and in chat rooms, cyberbullying awareness, and response.



*Penalties for Improper Use*

The use of an Empower account and technology is a privilege, not a right, and misuse will result in the restriction or cancellation of the account. Misuse may also lead to disciplinary and/or legal action for both students and employees, including suspension, expulsion, dismissal for Empower employees or even criminal prosecution by government authorities. Empower will attempt to tailor any disciplinary action to the specific issues related to each violation.

*Disclaimer*

Empower makes no guarantees about the quality of the services provided and is not responsible for any claims, losses, damages, costs, or other obligations arising from use of the network or accounts. Any additional charges a user accrues due to the use of the Empower's network are to be borne by the user. Empower also denies any responsibility for the accuracy or quality of the information obtained through user access. Any statement, accessible on the computer network or the Internet, is understood to be the author's individual point of view and not that of Empower, its affiliates, or employees.