



Yuba City
Charter School
Home of the Wildcats

Parent/Student Handbook

Board Approved 6-05-2024



Yuba City Charter School

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Educating Tomorrow's Leaders:
AE²
Academics – Enrichment - Empowerment

Mission

The Mission of the Yuba City Charter School is to equip urban and rural students between the ages of 5-18 in Sutter/Yuba County Region with the two kinds of literacy necessary in the 21st century – the ability to read, write, speak and calculate with the clarity and precision and the ability to participate passionately and responsibly in the life of the community. The Yuba City Charter School will promote positive personal character, strong work ethics, and an education that enables all students to reach their highest levels of achievement to become exemplary citizens with life-long respect for respect learning, democratic values and recognition or understanding of world-wide diversity in order to meet future challenges.

School Vision Statement

Yuba City Charter School's vision is to:

- Provide high academics
- Offer firm discipline with a safe and controlled environment
- Emphasize a charter-based curriculum
- Facilitate home school parents in providing high academic education to students
- Implement community service for all students

Core Values

YCCS serves students in grades TK-12 in the Yuba City and surrounding areas.

YCCS believes that parents/guardians of our students have certain rights as well as responsibilities related to the education of their children. Parents/guardians shall have the opportunity to work with schools in a mutually supportive and respectful partnership and to help their children succeed in school

The Superintendent/Principal or designee shall work with parents/guardians to determine appropriate roles and responsibilities of parents/guardians, school staff and students for continuing the intellectual, physical, emotional and social development and well-being of students, including the means by which YCCS and parents/guardians can help students achieve academic and other standards of the school.

Within this framework, YCCS's primary responsibility shall be to provide a high-quality curriculum and instructional program in a supportive and effective learning environment that enables all students to meet the academic expectations of the school.

YCCS Goals and Objectives

YCCS provides an engaging and challenging academic program for students comprised of California Standards-based curriculum, and supported by strong parent/community involvement.

YCCS graduates students of high integrity who are self-motivated, industrious, and critical thinkers.

YCCS is a learning environment where students, faculty, and parents embrace a standard of excellence in academic achievement, ethics, and citizenship.

Student Drop Off

Students are to be dropped off in the parking lot. Students may **NOT** be left at school prior to 7:30 a.m.

Student Pick-up

All students are to be picked up in the parking lot. All grades will be released at 3:30 p.m. Students who have not been picked up by 3:35 p.m. will be sent to the office and parent contact will be attempted. If parents cannot be contacted or if students still stranded at school at 4:00 p.m., law enforcement officials may be contacted to pick up unclaimed children.

Lost and Found

Any lost items may be claimed before school, during lunch time, or after school in the office. Any items that are not claimed **will be donated** to a charity at the end of each grading quarter.

Early Dismissal/Closed Campus

YCCS is a closed campus. No students are allowed to leave the campus during school hours without prior permission; this includes lunch and breaks. A student, who is dismissed early, should have a written note from the parent/guardian so that the teacher and the office will have first-hand knowledge that the student is released into the proper custody. The student must be met at the office to be signed out by the parent, guardian or designee. **Parents are not allowed to enter the classroom before the class has been dismissed without prior approval from the teacher or the administration.**

Vacations

If your child is going to be absent due to a family vacation, please notify the office within one week. The student will be placed on short term Independent Study and will receive all work that needs to be completed during the absence from school.

Medications/ Clinic Regulations

Students who require DOCTOR APPROVED medication must bring the medication to the office. The medication will be dispensed from the office. Students may **NOT** keep medications in their

lockers or in their possession. Exceptions may be granted based on medical need and a doctor's written approval.

Please refer to the Policies Appendix or ask the front office for the complete medications policy.

Students who are ill or have been ill the night before should not be sent to school. Students should be free of fever, vomiting, or diarrhea for 24 hours without the use of medications before returning to the classroom setting, as well as, attending school events and/or functions. If a student becomes too ill to remain in school, the parent, guardian, or alternative person will be notified. Please be advised that we must have the Emergency Medical Form changed and returned to the school if you have a change in your address, telephone numbers or emergency contacts.

Field Trips

An educational field trip may be planned for students sometime during the school year. Students must return a permission slip that is signed by the parent or guardian before he/she will be permitted to go on a field trip. All students are supervised by adults when attending a field trip. Field trips are a privilege. If a student has had behavior problems, the school reserves the right to keep that student from attending field trips. Work will be provided for the student to do, in a supervised environment, during the time of the field trip or assembly.

Visitors/Closed Campus

YCCS is a **CLOSED CAMPUS**. All visitors to the YCCS campus must have a valid reason for visiting the campus and must be approved by the administration. Students are not allowed to leave campus during school hours. No unauthorized adults are allowed on campus during regular school hours. **ALL VISITORS ARE REQUIRED TO CHECK IN AT THE OFFICE AND WEAR A VISITORS BADGE WHILE ON CAMPUS**. Visitor badges are valid only for the date, time, and location approved for the visit. Classroom visitations can be distracting to the students and the teacher. Any classroom visitation must be set-up 48 hours in advance and must be approved by the teacher and the administration.

Please refer to the Policies Appendix or ask the front office for the complete classroom and school volunteer, visitation, and removal policy.

Parking

The parking lot will be open from 7:30 a.m. to 8:30 a.m. At 8:30 a.m. the gate will be closed and will not reopen until 3:30 p.m. Parking spaces are available outside of the gate.

Student Parking

Any student with a valid driver's license is allowed to drive themselves to school. Students must park on the west side of the parking lot outside the gate. Students must adhere to all laws while driving to and from school. The automobile must have adequate insurance per the state of California regulations.

Bicycles, scooters, skateboards, roller blades, skates, etc.

Bicycles may not be ridden on campus. Bicycles must be secured with a lock in the storage rack located in front of the office. Scooters, skateboards, rollerblades, skates and other forms of transportation may not be ridden on campus and must be checked into the office when the student arrives on campus, and must remain there until dismissal.

Attendance Policy

Attendance is a key factor to a quality education. Students are expected to come to school on time prepared to learn every day.

A. Excused Absences for Classroom Based Attendance

Absence from school shall be excused only for health reasons, family emergencies and justifiable personal reasons, as permitted by law or Board policy.

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

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

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

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

B. Method of Verification

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

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

C. Make-Up Work Guidelines

When absences occur, it is the responsibility of the student to make arrangements to make up missed work. Parents/guardians of younger children are encouraged to be involved in assuring that arrangements are made. Contact the school office by 8:00 a.m. for make-up work to be picked up *after school*.

Students have the same number of days as they were absent to make up work. For example, if a student was absent two days, he/she would have the next two days when they return to make up the work. Quizzes and tests must be made up on the day the student returns. Other arrangements may be made with the teacher for make-up work due to long-term illness or other special circumstances.

Please refer to the Policies Appendix or ask the front office for the complete copy attendance policy.

Tardy and Detention Policy

Students have 4 minutes between classes. This is plenty of time to take care of getting drinks, using the restroom and communicating with peers. Students should be on time, in their seats, and ready to learn by the start of class. Students not in their seats ready to learn by the beginning of class time are tardy. Every **THIRD** Tardy (per period) within a quarter will result in an after-school detention. Teachers may set their own policy and discipline rules related to individual tardies.

School begins at 8:30 a.m. Students not in class by this time are Tardy and will be marked as such by their teacher. **Students that arrive after 8:45 a.m. MUST check in at the office** and receive an Admit slip. Students that arrive more than 15 minutes late to school/class will receive a cut for the missed periods that may result in disciplinary action.

Detention

Detentions assigned by administration will be held afterschool in the office. All students will be released at 4:15 p.m. Students who are assigned detention by the administration must report to the office no later than 3:35 p.m.

Students may be assigned campus beautification by administration during detention.

Teachers may also assign detention that will be held in their classrooms from 3:30 – 4:00pm.

Requirements for Appearance and Dress

Yuba City Charter School encourages students to dress to maintain a respectable appearance. Students are expected to attend school dressed in a respectful manner so as not to offend others, or disrupt the learning environment of others.

The purpose of the dress code at YCCS is to ensure a safe, legal, and distraction free environment for learning. With this in mind, all parents, teachers, staff, students, and visitors to our campus are expected to respect and comply with the guidelines for dress and student appearance established in this code.

A. Dress Code

1. Clothing, jewelry, and body markings must be free of writing, pictures, or any other markings which include or imply any of the following:
 - a. rude, vulgar, profane, or sexually suggestive material
 - b. material that is offensive to anyone with regard to race, ethnicity, religion, sexual preference, condition, or lifestyle.
 - c. Any reference to drugs, alcohol, or tobacco
 - d. Anything which implies, or references gangs, violence, or illegal activity of any kind.
2. Clothes must be sufficient to conceal all undergarments including bras, bra straps,

boxers, or any other underwear, at all times.

3. The following are prohibited at all times:
 - a. Clothing with tears or holes
 - b. Bare midriffs
 - c. Low cut shirts or blouses
 - d. Tank tops, tube tops, or strapless blouses or dresses
 - e. Pajamas or sleepwear
 - f. Spikes, chains loose or attached to clothing
 - g. Saggy pants, excessively under or over-sized clothing
 - h. Inappropriate, excessive, or distracting exposure of body or underwear including but not limited to sheer or see-through clothing
 - i. Spandex or any other brand of form fitting garments
 - j. Face paint or masks
 - k. Flip-flops or backless shoes
4. For health and safety reasons, shoes must be worn at all times.
5. Students and their clothes must be clean, healthy, and hygienically safe.

If there is need for clarification or explanation of this policy contact the administration of Yuba City Charter School at (530) 822-9667.

B. Consequences for Violating Dress Code

Parents and students are expected to read and become familiar with the expectations for student appearance at YCCS. Adults inappropriately attired will be asked to leave the campus. Students will be subject the discipline measures below. Interpretation, implementation, and enforcement of this policy is at the sole discretion of YCCS administration.

1. **First Offense** -The student will be required to change the inappropriate appearance and will receive one (1) day of after school detention. If the student does not have a change of clothing, a parent/guardian will be called to bring a change for the student. The student must remain in the office until appropriate clothing can be provided.
2. **Second Offense** - YCCS will schedule a parent/guardian conference, the student will be required to change the inappropriate appearance, and the student will receive three (3) days of after school detention. (If the second offense is on the same day as the first offense, student will be suspended for one (1) day.)
3. **Third Offense** -One (1) day suspension
4. **Fourth Offense** -Three (3) days of suspension.

Continued violation of dress code will result in additional suspensions and parent/guardian conferences.

School Lunch/Breakfast

All students may receive breakfast and lunch. Elementary students sign up for breakfast and lunch in their classes. High school students must sign up for breakfast and lunch in the cafeteria before school. The cafeteria is open from 7:30 am each morning until 8:30 a.m. Parents must plan for breakfast for any student arriving at school later than 8:30 am.

Unauthorized adults are not allowed on campus. Parents wishing to have breakfast or lunch with their students must have breakfast prior to student drop-off, and or check the student out of school for off campus lunch and return them to campus before classes resume. YCCS is a closed campus.

Discipline

Students are expected to behave in a manner that is suitable for the educational environment. Students will be held accountable for their conduct on their way to and from school, in the classroom, on playgrounds and during recess. Students will act in such a manner that demonstrates their respect for the school, all staff, those visiting the campus and their peers.

Please refer to the Policies Appendix or ask the front office for the complete suspension/expulsion policy.

Cell Phone/Electronic Device Policy

Cell phones and electronic devices are to be turned off and put away during class time. Students are not to use cell phones or electronic devices during class time inside classrooms. Ear buds or headsets may not be used in class at any time, and if visible will be confiscated. If the device causes a disruption, it will be taken whether in use or not.

Calling parents or answering calls from parents is not acceptable during class and is not allowed. Parents needing to contact students during class time must call the front office.

Cameras for personal use are not to be brought to school or used during school hours. Photography at school may only be done with YCCS administrative permission.

Electronic Device Violations

Students who refuse to hand over a cell phone requested by a teacher or other authorized employee may be disciplined as outlined below:

1. **First Violation:** device will be taken and sent to the office. The device may be retrieved at the end of the school day by the student.
2. **Second Violation:** device will be taken and sent to the office with a referral. The device may be retrieved by a parent or guardian at the end of the day.
3. **Third Violation:** Student will no longer be allowed to possess an electronic device at school.

4. **Fourth Violation:** Student will be suspended for one (1) day each time he or she is found to be in possession of an electronic device.

Students bringing electronic devices to school are solely responsible for the device. YCCS assumes no liability for lost, stolen, or damaged electronic devices under any circumstance.

Please refer to the Policies Appendix or ask the front office for the complete Student Use of Technology policy.

Internet Policy

Students may not access the internet while on campus on any personal electronic device of any type (ie: cell phones, tablets, music-devices, etc.) without specific permission from staff. School computers are to be used exclusively to access the websites that are being used by the teacher for educational purposes. Any alteration of any kind (ie: screen savers, desktop backgrounds, computer settings, etc.) made to school computers may result in disciplinary action and possible loss of internet/computer use privilege. Any activity judged by any staff member as inappropriate or illegal may result in loss of privilege, disciplinary action and/or legal action.

Any violation of this policy will result in personal electronic devices being confiscated as well as disciplinary and possible legal action.

Please refer to the Policies Appendix or ask the front office for the complete student Use of technology Policy.

Possession of Dangerous Weapons

In response to the need for school safety, and child safeguarding, students are accountable for possession or use of weapons or dangerous instruments.

48900m Possessed an imitation firearm. As used in this section, “imitation firearm” means a replica of a firearm that is so substantially similar in physical properties to an existing firearm as to lead a reasonable person to conclude that the replica is a firearm.

48915c1 Possessing, selling, or otherwise furnishing a **firearm**. This subdivision does not apply to an act of possessing a **firearm** if the pupil had obtained prior written permission to possess the **firearm** from a certificated school employee, which is concurred in by the principal or the designee of the principal. This subdivision applies to an act of possessing a **firearm** only if the possession is verified by an employee of a school district. The act of possessing an imitation **firearm**, as defined in subdivision (m) of Section 48900, is not an offense for which suspension or expulsion is mandatory pursuant to this subdivision and subdivision (d), but it is an offense for which suspension, or expulsion pursuant to subdivision (e), may be imposed.

(2) Brandishing a knife at another person.

48915g As used in this section, “knife” means any weapon with a fixed, sharpened blade fitted primarily for stabbing, a weapon with a blade fitted primarily for stabbing, a weapon with a blade longer than 3¹/₂ inches, a folding knife with a blade that locks into place, or a razor with an unguarded blade.

This is a policy in response to the need in clarifying a problem facing schools today.

This concerns the possession or use of weapons or dangerous instruments. A student shall not possess, transmit, or conceal a dangerous weapon, dangerous instrument, ammunition, or look-alike counterfeit weapon or instrument. Such items include, but are not limited to, explosives, fireworks, mace, firearms, knives, shotgun shells, ammunition, or any object that can reasonably be considered a dangerous instrument. Look-alike weapons could include, but are not limited to, airsoft guns, stun guns or any object a reasonable person might consider, under the circumstances, a weapon or dangerous instrument. Any student that violates the policy could face Suspension or Expulsion.

Safety Drill

Safety drills will be conducted at regular intervals throughout the school year. These drills may incorporate lock downs, the redistribution of students in the building, and/or other features deemed appropriate if there was an emergency. It is essential that when the first signal is given or other vital information is provided through the public address system that everyone obey the instructions promptly. Students need to be quiet and remain so during the drill.

Search and Seizure

A student's person, personal property, or a student's automobile may be searched at any time there is reasonable cause. Items that are determined to constitute or be evidence of a violation of law or a school rule or that, which may be a threat to the safety of the student, others, or school officials may be seized.

Homework

Parents can be of great assistance by helping children with basic skills. To strengthen and reinforce reading skills, we suggest that parents set aside a quiet reading period each evening. Homework may require a more extensive use of after-school time in the intermediate grades, especially if school time is not being used wisely. Homework policies are established for each grade level. Homework is a necessary part of the school curriculum to give students an opportunity to adequately master the basic skills in all subject areas. Homework is necessary to reinforce skills, to develop responsibility, to allow time for independent projects to develop students' creativity, to help the parent be aware of the student's progress, and to develop sequential study skills essential for success in middle and senior high school. It is important that the work completed at home be the exclusive property of the student. Parents are encouraged to provide assistance in the form of help, but the work itself must be of the student's own creation. When using reference materials, including those found on web sites, students must not copy this work submitting it as their own. Instead, information contained within these documents must be put into the student's own words. Copying important facts, dates, or isolated key words is acceptable, but the sentence structure itself must be of the student's own creation. Any infringement of this procedure will be considered plagiarism and dealt with in the appropriate manner.

Textbooks/ Chrome-books

- The statutes of the State of California require that the Board of Education provide textbooks for students.
- At the beginning of the school year, teachers will issue textbooks as well as chrome-books for home use to students. Reasonable wear on textbooks, and chrome-books will not be charged to students.
- However, the board has every reason to expect students to take good care of the books and chrome-books.
- Students are held responsible for the condition of all textbooks and chrome books checked out to them.

Academic Dishonesty

A core value of Yuba City Charter School, where we seek to maintain high expectations, high standards, excuses, is the intolerance of Academic Dishonesty in any form.

Without exception, YCCS students are expected to understand that dishonesty on tests, quizzes, papers, assignments, and homework constitutes cheating and is an extremely serious matter.

Academic Dishonesty is unfair to the students who earn their marks through their own hard work and effort, undermines the integrity of grades.

Academic Dishonesty destroys the trust between teachers and students.

Academic Dishonesty is unacceptable at YCCS.

Consequences

1. The student will be notified of the violation.
2. The parents/guardians will be notified of the violation.
3. The student's principal and vice principal will be notified of the violation.
4. The student will receive a zero (0) on the assignment involved, and may not be allowed an opportunity to make-up the assignment.
5. An "Academic Dishonesty Offense" will be documented in the students file.
6. Additional consequences may be considered and could include loss of privileges as well as consideration for awards.

Grading Policy

The school year is divided into two semesters. Each semester is divided into two quarters. Only end of semester grades are recorded on the student's permanent record.

- Quarter Progress Reports will be sent home in the beginning of October and the middle of March.
- Semester Grades will be mailed home in the beginning of December and the middle of June.

G.P.A. stands for Grade Point Average. This is calculated by adding the number of points earned for each course and dividing by the total number of courses taken.

$$A = 4 \quad B = 3$$

$$C = 2 \quad D = 1$$

Testing

Northwest Evaluation Association (“NWEA”) testing will take place four times per year. The testing schedule is aligned with the end of each quarter and the results will be used as final exams which will be used to determine final grades in English and mathematics. NWEA scores are critical for tracking the success of YCCS as well as individual students.

Student Support

Support is available to any student who needs help.. Teachers are available from 7:45-8:30 a.m.. Tuesday and Thursday by appointment. (Monday, Wednesday and Friday are reserved for staff collaboration). Any student may request extra help from the Student Success Team.



Student Success Team

YCCS has a Student Success Team available to all students. These individuals monitor student progress to ensure that all students are progressing satisfactorily. The SST will work with the students, staff, parents and administration to develop individualized plans for students that need extra support. Students that feel that they need extra support may request a meeting to discuss extra support.

The Counselor is the person that students seek out for information about College, Military Careers, Career Technical Training and scholarships.

Graduation Requirements

Students must earn 210 credits to graduate from YCCS.

Please refer to the Policies Appendix or ask the front office for the complete Student Evaluation, Promotion and Retention Policy.

Typical Course Selection

Ninth Grade

English 9	10 credits
Algebra I	10 credits
Physical Science	10 credits
World Geography	10 credits
Physical Education	10 credits
Electives	20 credits

Tenth Grade

English 10	10 credits
Geometry	10 credits
Life Science	10 credits
World History	10 credits
Physical Education	10 credits
Elective	20 credits

Eleventh Grade

English 11	10 credits
U.S. History	10 credits
Physics	10 credits
Fine Arts	10 credits
Electives	30 credits

Twelfth Grade

English 12	10 credits
U.S. Government	5 credits
Economics	5 credits
Electives	50 credits

Bell Schedule

Regular Day 7th-12th Grade Schedule

Period	Begin	End
Intervention	7:45	8:30
1	8:30	9:22
2	9:26	10:18
Break	10:18	10:26
3	10:30	11:21
4	11:25	12:16
5	12:20	1:11
Lunch	1:11	1:41
6	1:45	2:36
7	2:40	3:30

Regular Day K- 6th Grade Schedule

7:45 – 8:30	Intervention
8:30	Begin Day
11:25 – 11:55	K-3 Lunch
12:20 – 12:50	4-6 Lunch

Minimum Day K- 6th Grade Schedule

8:30	Begin Day
11:25	K-3 Lunch
11:55	4-6 Lunch
12:30	Release Time

Parent Advisory Committee

To thrive, Yuba City Charter School NEEDS the involvement of its parents. Parent support and primary involvement with the school is accomplished by becoming a member of the Parent Advisory Committee (“PAC”). All parents are invited and encouraged to become active members of the PAC. The PAC serves in an advisory capacity to the Superintendent/Principal and the Board as the representative body for YCCS Parents.

Annual Notices

Parents/guardians should carefully review the annual notices below and must sign acknowledgement of receipt of these annual notices:

A. California Assessment of Student Performance and Progress (“CAASPP”)

YCCS shall annually administer required state testing to the applicable grades (e.g., the California Assessment of Student Performance and Progress.) Notwithstanding any other provision of law, a parent’s or guardian’s written request to Charter School officials to excuse his or her child from any or all parts of the state assessments shall be granted.”

B. Child Find

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

C. Concussion/Head Injuries

Each school year, the concussion and head injury information form must be signed and returned by each student athlete and the parent(s)/guardian(s) of each student athlete before the athlete may practice, compete, or participate in any of CWCSL’s sport programs. The concussion and head injury information form is available at the Main Office and will be provided to the parent(s)/guardian(s) of each student athlete.

D. Immunizations and Physical Examinations

To ensure a safe learning environment for all students, the School follows and abides by the health standards set forth by the state of California. Students will not attend school until all required records have been received. The immunization status of all students will be reviewed periodically. Those students who do not meet the State guidelines may be excluded from school until the requirements are met. Students who have been exposed to a communicable disease for which they have not been immunized may be excluded from school at the discretion of the Charter School.

Please refer to the Policies Appendix or ask the front office for the complete Immunization Policy.

E. Homeless Students

1. The term “homeless children and youth” means individuals who lack a fixed, regular and adequate nighttime residence due to economic hardship. It includes children and youths who (42 USC 11434(a)):
2. Are sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason; are living in motels, hotels, trailer parks or camping grounds due to the lack of alternative adequate accommodations; are living in emergency or transitional shelters; are abandoned in hospitals; or are awaiting foster care placement;
3. Have a primary nighttime residence that is a public or private place not designed for or ordinarily used as regular sleeping accommodations for human beings;

4. Are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings;
5. Runaway children or children who are abandoned; and
6. Migratory children and unaccompanied youth (youth not in the physical custody of a parent or guardian) may be considered homeless if they meet the above definition of “homeless.”

Homeless status is determined in cooperation with the parent or guardian. In the case of unaccompanied youth, status is determined by the Charter School Liaison.

School Liaison, Yuri Tapia: The Superintendent/Principal or designer designates the following staff person as the School Liaison for homeless students ((42 USC 11432(g)(1) (J) & (e)(3)(C).):

Foster and Homeless Liaison
256 Wilbur Ave. Yuba City 530-822-9667

The School Liaison shall ensure that (42 U.S.C. 11432(g)):

1. Homeless students are identified by school personnel and through coordination activities with other entities and agencies.
2. Homeless students enroll in, and have a full and equal opportunity to succeed at The Charter School.
3. Homeless students and families receive educational services for which they are eligible, including Head Start and Even Start programs.
4. Parents/guardians are informed of the educational and related opportunities available to their children and are provided with meaningful opportunities to participate in the education of their children.
5. Public notice of the educational rights of homeless children is disseminated at places where children receive services, such as schools, shelters, and soup kitchens.
6. Enrollment/admissions disputes are mediated in accordance with law, the Charter School charter, and Board policy.
7. Parents/guardians are fully informed of all transportation services as applicable.
8. The School Liaison collaborates with State coordinators and community and school personnel responsible for the provision of education and related services to homeless children and youths.

For any homeless student who enrolls at the School, a copy of the School’s complete policy shall be provided at the time of enrollment and at least twice annually.

Please refer to the Policies Appendix or ask the front office for the complete Education for Homeless Children and Youth Policy.

F. Nondiscrimination Statement

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

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

The Charter School is committed to providing a work and educational atmosphere that is free of unlawful harassment under Title IX (sex), Title VI (race, color, or national origin), and Section 504 and Title II of the ADA. The Charter School prohibits sexual harassment and harassment based upon pregnancy, childbirth or related medical conditions, race, re race, religion, creed, color, gender, gender identity, gender expression, national origin or ancestry, physical or mental disability, medical condition, marital status, age, sexual orientation, or any other basis protected by federal, state, local law, ordinance or regulation. The Charter School does not condone or tolerate harassment of any type, including bullying, discrimination, or intimidation, by any employee, independent contractor or other person with which the Charter School does business, or any other individual, student, or volunteer. This applies to all employees, students, or volunteers and relationships, regardless of position or gender. The Charter School will promptly and thoroughly investigate any complaint of harassment and take appropriate corrective action, if warranted.

Please refer to the Policies Appendix or ask the front office for the complete Policy Against Unlawful Harassment.

If you would like to file a complaint, please refer to the Policies Appendix or ask the front office for the complete General Complaint Policy.

G. Oral Health Assessment

Students enrolled in kindergarten in a public school or while enrolled in first grade if the pupil was not previously enrolled in kindergarten in a public school are required to have an oral health assessment completed by a dental professional. Please contact the office if you have questions about this requirement.

H. Firearms Safety

From: State of California Subject: California Law Regarding Safe Storage of Firearms

The purpose of this memorandum is to inform and to remind parents and legal guardians of all students in Yuba City Charter School of their responsibilities for keeping firearms out of the hands of children as required by California law. There have been many news reports of children bringing firearms to school. In many instances, the child obtained the firearm(s) from his or her home. These incidents can be easily prevented by storing firearms in a safe and secure manner, including keeping them locked up when not in use and storing them separately from ammunition.

To help everyone understand their legal responsibilities, this memorandum spells out California law regarding the storage of firearms. Please take some time to review this memorandum and evaluate your own personal practices to assure that you and your family are in compliance with California law.

- With very limited exceptions, California makes a person criminally liable for keeping any firearm, loaded or unloaded, within any premises that are under their custody and control where that person knows or reasonably should know that a child is likely to gain access to the firearm without the permission of the child's parent or legal guardian, and the child obtains access to the firearm and thereby
 - (1) causes death or injury to the child or any other person;
 - (2) carries the firearm off the premises or to a public place, including to any preschool or school grades kindergarten through twelfth grade, or to any school-sponsored event, activity, or performance; **or**
 - (3) unlawfully brandishes the firearm to others.¹
 - **Note:** The criminal penalty may be significantly greater if someone dies or suffers great bodily injury as a result of the child gaining access to the firearm. With very limited exceptions, California also makes it a crime for a person to negligently store or leave any firearm, loaded or unloaded, on their premises in a location where the person knows or reasonably should know that a child is likely to gain access to it without the permission of the child's parent or legal guardian, unless reasonable action is taken to secure the firearm against access by the child, even where a minor **never** actually accesses the firearm.²
- In addition to potential fines and terms of imprisonment, as of January 1, 2020, a gun owner found criminally liable under these California laws faces prohibitions from possessing, controlling, owning, receiving, or purchasing a firearm for 10 years.³

Finally, a parent or guardian may also be civilly liable for damages resulting from the discharge of a firearm by that person's child or ward.⁴

Note: Your county or city may have additional restrictions regarding the safe storage of firearms. Thank you for helping to keep our children and schools safe. Remember that the easiest and safest way to comply with the law is to keep firearms in a locked container or secured with a locking device that renders the firearm inoperable.

California Department of Education

1 See California Penal Code sections 25100 through 25125 and 25200 through 25220.

2 See California Penal Code section 25100(c).

3 See California Civil Code Section 29805.

4 See California Civil Code Section 1714.3.

I. Pupil Records, including Challenges and Directory Information

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

1. The right to inspect and review the student's education records within 5 days after the day the Charter School receives a request for access. Parents or eligible students should submit to the Charter School Superintendent/Principal or designee a written request that identifies the records they wish to inspect.

The Charter School official will plan for access and notify the parent or eligible student of the time and place where the records may be inspected.

2. The right to request 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 the Charter School to amend a record should write the School Superintendent/Principal or designee, clearly identify the part of the record they want changed, and specify why it should be changed. If the Charter School decides not to amend the record as requested by the parent or eligible student, the Charter School will notify the parent or eligible student of the decision and of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

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

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

her professional responsibility.

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

5. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the Charter 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

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

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

4. In connection with financial aid for which the student has applied or which the student has received, if the information is necessary to determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid. (§99.31(a)(4)).
5. To accrediting organizations to carry out their accrediting functions. (§99.31(a)(7)).
6. To parents of an eligible student if the student is a dependent for IRS tax purposes. (§99.31(a)(8)).
7. To comply with a judicial order or lawfully issued subpoena. (§99.31(a)(9)).
8. To appropriate officials in connection with a health or safety emergency, subject to §99.36. (§99.31(a)(10)).
9. Information the School has designated as “directory information” under §99.37. (§99.31(a)(11)).

“Directory Information” is information that is generally not considered harmful or an invasion of privacy if released. Directory information can be disclosed to outside organizations without a parent’s prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish year books. The Charter School has designated the following information as directory information:

1. Student’s name
2. Student’s address
3. Parent’s/guardian’s address
4. Telephone listing
5. Student’s electronic mail address
6. Parent’s/guardian’s electronic mail address
7. Photograph
8. Date and place of birth
9. Dates of attendance
10. Grade level
11. Weight and height of members of athletic teams
12. Degrees, honors, and awards received
13. The most recent educational agency or institution attended
14. Student ID number, user ID, or other unique personal identified used to communicate in electronic systems that cannot be used to access education records without a PIN, password, etc. (A student’s social security number, in whole or in part, cannot be used for this purpose.)

If you do not want the Charter School to disclose directory information from your child’s education records without your prior written consent, you must notify the School in writing at the time of enrollment or re-enrollment. Please notify the Superintendent/Principal at: 530-822-9667.

Please refer to the Policies Appendix or ask the front office for the complete Educational Records and Student Information Policy.

J. Section 504

The School recognizes its legal responsibility to ensure that no qualified person with a disability shall, on the basis of disability, be excluded from participation, be denied the benefits of, or otherwise subjected to discrimination under any program of the Charter School. Any student who has an objectively identified disability which substantially limits a major life activity, including, but not limited to learning, is eligible for accommodations by the Charter School. The parent of any student suspected of needing or qualifying for accommodations under Section 504 may make a referral for an evaluation to the Superintendent/Principal.

Please refer to the Policies Appendix or ask the front office for the complete Section 504 Policy.

K. Teacher Qualification Information

All parents may request information regarding the professional qualifications of classroom teachers and/or paraprofessionals.

L. Uniform Complaint Procedure

The Charter School has the primary responsibility to insure compliance with applicable state and federal laws and regulations and has established procedures to address allegations of unlawful discrimination, harassment, intimidation, and bullying, and complaints alleging violations of state or federal laws governing educational programs and the charging of unlawful pupil fees.

The Charter School shall investigate and seek to resolve complaints using policies and procedures known as the Uniform Complaint Procedure (“UCP”) adopted by our local board. Unlawful discrimination harassment, intimidation, or bullying complaints may be based on actual or perceived characteristics of age, ancestry, color, disability, ethnic group identification, gender expression, gender identity, gender, genetic information, nationality, national origin, race or ethnicity, religion, sex, or sexual orientation, or on the basis of a person’s association with a person or group with one or more of these actual or perceived characteristics, in any program or activity that receives or benefits from state financial assistance.

The UCP shall also be used when addressing complaints alleging failure to comply with state and/or federal laws in:

1. Consolidated Categorical Aid Programs
2. Migrant Education
3. Career Technical and Technical Education and Training Programs
4. Child Nutrition Programs
5. Special Education Programs

6. Safety Planning Requirements

A complaint of noncompliance with laws relating to pupil fees may be filed pursuant to the local UCP. A pupil enrolled in a public school shall not be required to pay a pupil fee for participation in an educational activity. 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.
4. A pupil fee complaint shall not be filed later than one year from the date the alleged violation occurred.

Complaints that fall under the UCP, including complaints of noncompliance with laws relating to pupil fees, must be filed in writing with the below compliance officer. 1. A complaint regarding pupil fees may be filed anonymously if the complaint provides evidence or information to support an allegation of noncompliance with laws relating to pupil fees. The compliance officer is:

Herbert W. Cooley Superintendent/Principal
Yuba City Charter School Administrative Office
256 Wilbur Ave. Yuba City 95991
530-822-9667

Complaints alleging discrimination, harassment, intimidation, or bullying, must be filed within six (6) months from the date the alleged discrimination, harassment, intimidation, or bullying, occurred or the date the complainant first obtained knowledge of the facts of the alleged discrimination, harassment, intimidation, or bullying, unless the time for filing is extended by the Superintendent/Principal or his or her designee.

Complaints will be investigated and a written Decision or report will be sent to the complainant within sixty (60) days from the receipt of the complaint. This sixty (60) day time period may be extended by written agreement of the complainant. The Charter School person responsible for investigating the complaint shall conduct and complete the investigation in accordance with California regulations and in accordance with the Charter School's procedures.

The complainant has a right to appeal the School's Decision to the California Department of Education ("CDE") by filing a written appeal within 15 days of receiving the Decision. The appeal must include a copy of the complaint filed with the School and a copy of the Charter School's Decision.

Civil law remedies may be available under state or federal discrimination, harassment, intimidation, or bullying laws, if applicable. In appropriate cases, an appeal may be filed pursuant to Education Code Section 262.3. A complainant may pursue available civil law remedies outside of [the LEA]'s complaint procedures. Complainants may seek assistance from mediation centers or public/private interest attorneys. Civil law remedies that may be imposed by a court include, but are not limited to, injunctions and restraining orders.

A copy of the UCP policy and complaint procedures is posted in every classroom and shall be available free of charge in the Main Office and in the Policies Appendix.

PARENT/GUARDIAN ACKNOWLEDGMENT

By signing below, I acknowledge I have received and reviewed the YCCS Student-Parent Handbook, including all annual notices for parents/guardians. I acknowledge that a complete copy of all student or parent-related policies is available upon request.

Parent Name (Print)

Parent Signature

Date

STUDENT ACKNOWLEDGMENT

By signing below, I acknowledge I have received and reviewed the YCCS Student-Parent Handbook, including all annual notices for parents/guardians. I acknowledge that a complete copy of all student or parent-related policies is available upon request.

Student Name (Print)

Student Signature

Date



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