



Westlake
CHARTER SCHOOL

Home of the Explorers

2025-2026 Family Handbook

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HANDBOOK DISCLAIMER

Westlake Charter School will comply with all applicable laws to the extent required by such law. To assist families in understanding their rights, Westlake Charter School has included summaries of some current legislation in this handbook. Of course, as those rights change due to revisions in applicable law, Westlake Charter School will comply with the revisions in applicable law. This handbook will be deemed to be revised to be consistent with appropriate legal revisions whenever such legal revisions become effective even though the handbook language has not been changed. This handbook does not create rights beyond those required by applicable law.

This handbook refers to many Westlake Charter School board policies. To view the board policies in their entirety, please refer to the Westlake Charter School website at www.westlakecharter.com/board_docs.policies.php.

Westlake Charter School Mission Statement

We demonstrate what is possible when school and community collaborate to create inspiring adults with the academic and social-emotional readiness to lead as Global Citizens.

Home of the Explorers

At Westlake Charter School, we place great value on the development of our school community. Our school's mascot is the Everest the Explorer, which helps to define the core purpose of our school. We expect our Explorer students, staff, and families to explore what is possible. Throughout this handbook, you will often see the term Explorer used interchangeably with the word student or used to identify members of our community, such as Explorer Staff, Explorer Families, etc.



SCHOOL DESIGN PILLARS:

Westlake Charter School identifies four pillars of a strong school community. These values play an important part in building and supporting the school's culture. By focusing our school on these principles, our school creates a learning community in which students can develop the skills necessary for future success in any endeavor.

1. Our Place in a Global World

Westlake Charter School focuses on *Our Place in a Global World* by providing our students, whom we often refer to as Explorers, with the skills necessary to embrace cultural diversity. We use the strength of our families and their cultures to enrich the learning that happens in class. Students are involved in a spirit of mutual respect on and off-campus. Community members are actively involved in discussing and understanding current events and global topics. Students at Westlake Charter School are citizens of the world and are empowered to embrace the mindset that they can make a difference in the world.

2. Enriched Educational Opportunities

Westlake Charter School focuses on *Enriched Educational Opportunities* by recognizing that all Explorers benefit from experiences that go beyond the core subject areas. We provide Art, Physical Education, and Spanish instruction through specialized teachers. Classroom teachers also implement lessons that integrate character traits and social development. We offer quality after school enrichment programs and provide activities that are hands-on, technology-infused, and Explorer centered. These enhanced educational opportunities cultivate globally-minded, reflective Explorers.

3. Personalization

Westlake Charter School focuses on *Personalization* by providing a rigorous and challenging program for all Explorers based on their individual academic and social needs. Our teachers have a vested interest in the development of each Explorer and strive to incorporate a wide array of teaching techniques to support individual learning. Explorer assessment data is used to guide instruction. Teachers include small and collaborative grouping to modify activities for individual Explorers. We utilize the skills and talents of our parent volunteers to support differentiation within our classrooms. Our program is Explorer centered, thematic, and project-based.

4. Teachers as Designers

Westlake Charter School focuses on *Teachers as Designers* by empowering shared leadership among its staff in order to build a culture of high expectations. Within a collaborative work environment, teachers strive to ensure the success of each Explorer. Teachers are expected to be reflective practitioners and work in Professional Learning



Communities to develop an innovative, authentic, and rigorous learning environment. Through thoughtful instructional design, teachers create curriculum and learning opportunities that support Common Core Standards while incorporating a thematic and project-based approach.

Core Values

At Westlake Charter School, we use our Core Values as the fabric that weaves together the demand for academic and social-emotional readiness called for in our mission statement. Each month our students and staff focus on a Core Value of the Month. During this time, instruction is designed to help students realize each Core Value: Academically, Personally, Within our Community, and as a Digital Citizen. After initial instruction of each core value, our staff spends time celebrating our students for their work toward bringing these values to life within our community.



Core Values

	Demonstrated through:	Demonstrated through:	Demonstrated through:	Demonstrated through:
	Positive Decision Making	Self Awareness	Social Awareness	Digital Citizenship
Respect	Recognizing when it's time to listen and time to collaborate.	Believing in your ability to be successful.	Considering others by making safe choices.	Showing positive online communication.
Excellence	Trying your best to solve problems.	Setting high expectations for yourself when working with others.	Demonstrating leadership by valuing the perspectives of others.	Using devices correctly
Responsibility	Finding value in completing your work to the best of your ability.	Being mindful of your feelings and actions.	Communicating effectively with others.	Keeping personal information secure
Gratitude	Reflecting on your participation during class.	Setting time aside to appreciate those who help you.	Acknowledging the gifts within your community.	Using technology to show gratitude towards others
Inquiry	Identifying opportunities to solve problems.	Seeking areas for self improvement.	Collaborating with others to extend your learning.	Identifying high quality sites
Joyful Learning	Evaluating the importance of your growth mindset.	Motivating yourself to explore new things.	Showing pride for our school.	Creating a positive online identity
Global Perspective	Thinking about ways to include everyone.	Being proud to tell the story of your culture.	Appreciating the diversity of your neighborhood.	Collaborating with others worldwide in a safe manner.
Stewardship	Identifying ways to improve our school.	Making healthy choices for your body and mind.	Solving problems by lending a helping hand.	Knowing how to search and give credit in the proper ways.
Perseverance	Assessing whether you have given your personal best.	Trying your best even when things are difficult.	Being a flexible thinker when faced with challenges.	Staying true to yourself online.
Reflection	Reviewing your past challenges and successes.	Recognizing your strengths.	Understanding the thoughts and feelings of others.	Understanding your growth this past year as a digital citizen.



Communication

Westlake Charter School demonstrates the Core Value of Perseverance through our clear and consistent communication. We know that each family desires to be connected to the school community, and our communications are designed to make that easy.

Westlake Weekly

The Westlake Weekly is a school communication which is posted to our website each week. Once the Westlake Weekly is published, each Westlake Family will receive a weekly phone call and email, directing you to access the Westlake Weekly. Please contact the front office if you are not receiving the weekly phone call and/or email.

Teacher Newsletters

All classroom teachers send out a newsletter with updates from their classrooms at least once a month. Specialty teachers each have a website which will be updated with classroom information weekly. Links to all teacher websites can be found on our school website under the teacher tab. Please reach out to the teacher directly if you are not receiving consistent communication and then with anyone on our administrative team if unresolved.

Social Media

Westlake Charter School uses social media such as X, Facebook, and Instagram to celebrate our students, staff, and programs. We hope that you will follow our communications using these mediums and help to promote our school in a positive manner. Just as we teach the students the value of a positive online presence, our school models positivity online and expects our entire Explorer Community to model appropriate social media use as well.



Who to contact for what:

Classroom Teacher(s)	First Contact for all academic or social-emotional concerns and any questions regarding your student's academic progress
Specialty Teacher	First contact for all questions and/or concerns about your student's academic, behavioral, or social/emotional progress in the areas of PE, Spanish, or Art
Dean of Students	Contact for office behavior referrals
Assistant Principal	Contact for behavior office referrals, student and staff concerns, BASE, or After School Live (including sports, enrichment)
Coordinator of Special Education	Contact for questions related to Special Education services
Principal	Contact regarding school policies, daily operations, or with student/staff questions or concerns unresolved by Assistant Principal

Dispute Resolution

After seeking a resolution to any concern by following the communication chain outlined above, if there is no acceptable resolution, the parent/guardian may contact admin@westlakecharter.com to receive resolving the matter from the Executive Director or designee. If the matter is not resolved a formal complaint may be filed. Please see the Uniform Complaint Policy and Procedures #08-01 and Dispute Resolution Policy and Procedures #08-03. Please refer to the Westlake Charter School website at www.westlakecharter.com/board_docs.policies.php.



Attendance

Respect – Excellence – **Responsibility** – Gratitude – Inquisitive – Joyful Learning – Global Perspective – Stewardship – Perseverance – Reflective

Westlake Charter School families and staff demonstrate the Core Value of Responsibility by using the academic calendar and bell schedule to ensure that their Explorer is in every class, on time, and ready to learn every day.

Attendance

When your child is going to be absent OR tardy, please contact the school office before 8:00 AM and leave a message on the Attendance Line (916-567-5760 ext.1) or email attendance@westlakecharter.com with the following information:

1. Student's first and last name
2. Teacher's name
3. Your relationship to the child
4. Reason for absence or tardy

If your child is marked absent and you have not contacted us by telephone or via email, the office will contact you for verification and the reason for the absence. Excused absences are defined by the California Department of Education Code Section 48205. Any other reason for your Explorer's absence is recorded as an unexcused absence.

Tardies

Explorers are required to be in a class by the start time. Those who arrive after the start time must report to the office for an admit slip. If the tardiness is due to an appointment, a note from the doctor's office is requested. Please make every effort to organize your mornings so that your child is on time every day.

Early Dismissal

If your child must leave school early because of a health appointment, please notify the classroom teacher(s) in advance, and upon picking up, please sign your child out in the office. Please try to schedule appointments during non-school hours whenever possible. A student cannot be called to the office prior to the parent/guardian's arrival in the office.



Independent Study

Independent Study is an option for any student who is unable to participate in our classroom-based program for a period of a minimum one (1) to a maximum of ten (10) consecutive school days. Independent Study requires written approval from the campus Principal or designee. Parents are requested to give at least five (5) school days' notice of a request for Independent Study. A student may participate in a maximum of two (2) periods of Independent Study per academic year. Please contact the office for more information and reference Board Policy 07-32.

Academics

Respect – **Excellence** – Responsibility – Gratitude – **Inquisitive** – Joyful Learning – Global Perspective – Stewardship – Perseverance – Reflective

Westlake Charter School demonstrates the Core Value of Excellence by providing a unique educational opportunity to each student based on our four educational design pillars.

Westlake Charter School demonstrates the Core Value of Inquisitive by leading Explorers to dig into their studies and to guide them to wonder, through thematic units and project-based learning opportunities. The vision that guides the Westlake Charter School academic program is documented in the WCS Charter that is regularly reviewed and approved by both the Westlake Charter and Natomas Unified School Boards.

Progress Reports

Explorers receive a progress report halfway through each trimester. Any questions regarding marks on the progress report should be directed to the classroom or specialty teacher.

Conferences

Every family will attend a conference to discuss the Academic and Social-Emotional progress of their Explorer during the first and second trimester. Refer to the academic calendar for conference week dates. Information for scheduling conferences will be shared in the Westlake Weekly.

Report Cards

Explorers receive a report card three times a year, at the end of each trimester. First and second-trimester report cards are distributed during conferences. Third-trimester report cards are distributed on the last day of school.

Infinite Campus:

Attendance information for each student can be accessed through the Parent Portal on Infinite Campus. Any questions about logging into the Infinite Campus Parent Portal can be emailed to admin@westlakecharter.com.



Renaissance

Academic data for each 4th-8th grade student can be accessed through the Parent Portal in Renaissance. Any questions about logging into the Renaissance Parent Portal can be emailed to admin@westlakecharter.com.

Reading Intervention

Westlake Charter School provides targeted intervention in phonics, reading, and English language development for Explorers in Kindergarten through 8th grade. These intervention groups are ongoing throughout the year and embedded within the school day. Utilizing assessment data, intervention groups are organized by the classroom teacher(s) in collaboration with Student Support Services.

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 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 El Dorado County Office of Education Charter SELPA. These services are available for special education students enrolled at the School. We offer high-quality educational programs and services for all our students in accordance with the assessed needs of each student. The School collaborates with parents, the student, teachers, and other agencies, as may be indicated, in order to appropriately serve the educational needs of each student.

GATE

Westlake Charter School provides differentiated learning opportunities during the regular school day to support all students, including students who have been identified to participate in GATE (Gifted and Talented Education). Differentiation is an effective approach to teaching and learning. Differentiation is not a new concept, but is based on best practices in education. Strategies used may include, but are not limited to flexible grouping, acceleration, in-depth study, complexity, and novelty. Students who have met the criteria to be identified for GATE are also invited to participate in the lunchtime GATE program for additional learning opportunities. Promoting academic excellence, independent thinking, student responsibility, and self-confidence are key components of our program.



8th Grade End-of-Year Events

To celebrate their hard work and promotion to high school, we host special end-of-year events for our 8th grade Explorers:

- **8th Grade Dance** - May 2026
- **Santa Cruz Overnight Field Lesson** - May/June 2026
- **8th Grade Breakfast** - June 2026
- **Promotion** - June 2026

There is also an optional Washington, D.C./New York trip for 8th graders. *While this is not a school program, it is organized with the help of the staff. If you would like your student to participate in this fee-based program, please contact our Dean Of Students.*

Student Requirements to Attend 8th Grade Events	
Behavior	<ul style="list-style-type: none">• Students with multiple behavior infractions/Ed Code violations may be subject to a mandatory behavioral contract or removal from 8th grade events as deemed by administrative staff.
Academics	<ul style="list-style-type: none">• Students with unexcused IEs on benchmarks by mid-May 2025 may be required to participate in an academic contract to fulfill requirements to participate in this field lesson or may be removed from these activities as determined by administration.

If, at any point, a student becomes ineligible for an event, a member of the administration team will inform the student and their family.

Westlake Charter School demonstrates the Core Value of Joyful Learning through Responsive Classroom practices in all of our K-8 learning spaces which focus on building a safe learning community for all of our Explorers.



School Culture

Respect – Excellence – Responsibility – Gratitude – Inquisitive – **Joyful Learning** – Global Perspective – Stewardship – Perseverance – **Reflective**

Westlake Charter School demonstrates the Core Value of being Reflective through guiding Explorers to learn from past experiences and successes, by regular celebration of Explorers' accomplishments, and with logical consequences as a response to misbehavior.

The Responsive Classroom Model is used in all of our classrooms, Kindergarten-8th grade. Responsive Classroom is an approach to elementary and middle school education that emphasizes social, emotional, and academic growth in a safe school community.

What you will see in a Responsive Classroom Learning Space

Morning Meeting K-5

Explorers greet one another, share news, and participate in an activity. The practice of Morning Meeting builds the community in the core K-5th classroom. Throughout the year it gives each Explorer a place to feel safe and show their true self.

Advisory 6-8

Every Explorer in 6th-8th grade will meet with their Advisory teacher four mornings a week at 8:15 AM. Advisory classes will stay together as a group for all three years. Advisory promotes communication and coordination between home and school. Families will also meet twice a year with their Explorer's Advisory teacher for the 1st and 2nd trimester Explorer-led conferences.

Rule Creation

Explorers help create classroom rules that allow all members of the classroom community to reach their learning goals.

Interactive Modeling

Explorers are explicitly taught to notice and practice expected behaviors in order to demonstrate and internalize them.



Positive Teacher Language

Adults use carefully selected, respectful words and tone to promote active learning and self-discipline.

Logical Consequences

Adults respond to misbehavior in a way that respects children, guides them to recognize the effects of their actions, and helps them develop internal controls.

Behavior Management

The Response to Misbehavior Model in practice at Westlake Charter School is in line with our Responsive Classroom practices and relies upon clear logical consequences for all levels of misbehavior.

Low	Possible Staff Response
<p>Examples of low-level misbehavior include:</p> <ul style="list-style-type: none">• Interrupting• Disregarding/not following directions (more isolated, non-recurring cases)• Inappropriate language• Disrespect of staff and peers• Distracting others• Play fighting• Low-level theft (snacks, pens, toys)• Inappropriate use of technology <p>Notes:</p> <ul style="list-style-type: none">• <i>Recurring low-level behavior issues might result in further review to support that Explorer.</i>• <i>Persistent low-level behaviors may require medium-level responses.</i>	<ul style="list-style-type: none">• Proactive strategies (positive reinforcement, redirection, reminding)• Restorative Justice - Explorer directed to make amends for the situation• Verbal warning• Natural/logical consequence (loss of privilege)• Reset protocol (Defined break time in a separate setting, such as a buddy classroom)• Family communication (May include Ongoing Family communication agreement)



Medium	Possible Staff Response
<p>Examples of medium level misbehavior include:</p> <ul style="list-style-type: none"> • Regular and outward defiance & disrespect of staff and peers • Emotional disrespect (i.e. repeated exclusion, teasing) • Encouraging or engaging in physical disrespect (i.e. intentional pushing, tripping, challenging someone to fight, encouraging others to fight) • Academic dishonesty • Signs of early patterned bullying (i.e. threats, intimidation) • Low-level vandalism/destruction of property • Recurring disruptive emotional outbursts • Inappropriate behavior by means of an electronic act <p>Notes:</p> <ul style="list-style-type: none"> • <i>Recurring medium-level referrals may result in collaboration with the MTSS team to review data and develop supports/interventions including individual behavior management plans.</i> • <i>Several recurring medium-level referrals may be escalated to a severe designation if not remediated.</i> 	<p>Teachers and staff will use low-level response possibilities when appropriate. At teacher or staff discretion, an office referral may be submitted. If a referral is submitted, the situation <i>may</i> be remediated by the office through:</p> <ul style="list-style-type: none"> • Low-level response options • Notifying and engaging parents in corrective action <p><i>Note: All office referral forms will be kept on file in the WCS office. For other Explorers involved in an incident or on the receiving end of disrespectful behavior, WCS staff will support the child and may communicate with families to inform them and to describe the action plan.</i></p>



Severe	Possible Staff Response
<p>Examples of severe misbehavior include:</p> <ul style="list-style-type: none"> • Willful violence/fighting resulting in physical injury • Possession or use of drugs, alcohol, tobacco • Stole or attempted to steal school property or private property • Use of racial slurs/comments with the intent to harass, intimidate, discriminate, and bully • Property damage/vandalism • Severe disruption/defiance/obscenity/profanity/harassment • Bullying (including by means of an electronic act) • Hazing • Witness harassment or intimidation • Possession and brandishing of a dangerous object (including imitation firearms) • Hate violence or speech (Motivated by, but not limited to, disability, gender, nationality, race or ethnicity, religion, sexual orientation) • Terroristic threats • Inappropriate sexual behavior 	<p>Teachers and staff will use low or medium-level response possibilities when appropriate. At teacher or staff discretion, an office referral may be submitted. If a referral is submitted, the situation <i>may</i> be remediated by the office through:</p> <ul style="list-style-type: none"> • Low or medium-level response options • Notifying and engaging parents in corrective action • Restorative Practices • Other corrective actions <p><i>Note: All office referral forms will be kept on file in the WCS office. For other Explorers involved in an incident or on the receiving end of disrespectful behavior, WCS staff will support the child and may communicate with families to inform them and to describe the action plan.</i></p>



Dress Code and Uniforms

School Uniforms

The uniform policy of Westlake Charter School was adopted as a means of enhancing positive interaction between students and eliminating issues surrounding attire. Uniforms are to be worn Monday through Thursday. On Fridays, denim jeans and a spirit shirt or a college-logo printed shirt can be worn. *Jeans must be free of rips or tears.* Uniform clothing must be kept clean and in good repair, free of rips and tears and not contain inappropriate language or images. This Dress Code and Uniform guideline applies during school hours and extra-curricular events whereby the student is representing WCS.

Tops

- Navy blue, light blue, or white collared shirts, blouses or turtlenecks
 - If shirts are layered, any visible shirt must be navy, light blue, or white
 - Shirts must fit so as to cover midriffs
 - *It is preferred that outerwear (sweaters, sweatshirts, and jackets) are navy, light blue, or white*

Bottoms

- Navy blue or khaki pants, skirts or shorts
 - Must be worn at or above the hip
 - Skirts and shorts must be at least fingertip length

Shoes

- Footwear must be worn at all times
 - Shoes or sneakers are recommended
 - Sandals and Crocs may be worn if they have heel straps
 - Athletic shoes are required during PE for safety

Accessories

- Accessories should be worn in a manner that would not interfere in safe play or study or cause any interruption in class
 - Hats, hoods, caps, and beanies may be worn outside

Financial Assistance

Requests of financial assistance for uniforms may be made to the Principal. Requests will be kept confidential insofar as possible.

Dress Code Violations

The Principal or designee shall be responsible for implementing and enforcing a consistent process for responding to students who violate this Uniform Policy and Dress Code.

- Students who come to school in violation of this Uniform Policy and Dress code will be asked to change. The student's family may be contacted to bring a uniform, or the student will be provided a uniform from our clothes closet. All clothes are cleaned before being made available to students.
- Any special circumstances that may interfere with a child's ability to follow this policy and/or dress code must be discussed and approved with the Principal.



Field Lessons

Field Lessons are used to enhance the learning in the classroom. Grade levels will share a schedule of potential field lessons during Back to School Night. All adult chaperones must have fingerprinted clearance before chaperoning a field lesson. Adult chaperones will need to have a clear TB test prior to chaperoning overnight field lessons.

Birthdays

Families wishing to celebrate their Explorer may bring a small, lunchbox-sized, sealed birthday bag to the front office with a non-food treat for their student or the entire class. The front office will deliver the birthday bag to the classroom. Balloons, flowers, or other gifts cause a distraction in the classroom and cafeteria. These items should not be sent to school. Any such deliveries will be held in the office until dismissal time. Birthday treats (cake, cookies, cupcakes, pizza, etc.) are not allowed in the classroom or cafeteria.

Deliveries

To maintain a safe school environment and respect school staff responsibilities, deliveries from external services including food services (e.g., DoorDash, Uber Eats, Grubhub) to students are not permitted. Delivery personnel may be turned away or deliveries may be held until the end of the school day.

Examples of food not allowed to be brought to school: Energy drinks, coffee, gum, sunflower seeds, soda, etc.

Buying/Selling Items on campus: Students are not to engage in selling, trading, or bargaining for items at school, including food items. Violating this policy may result in disciplinary action.

Personal Belongings at school: Toys, trading cards, sports equipment, or any personal belongings at school cause distractions and in many cases have led to conflict between students. Items of this nature may be confiscated and kept in the office until parents or guardians can retrieve them. Students and parents assume all responsibility for any items taken to school. WCS accepts no responsibility for lost, damaged, or stolen items.



Get Involved

Respect – Excellence – Responsibility – **Gratitude** – Inquisitive – Joyful Learning – Global Perspective – **Stewardship** – Perseverance – Reflective

The Westlake Charter School community demonstrates the core value of Stewardship by volunteering with our W.A.V.E. parent group and in our classrooms. Westlake Charter School demonstrates the core value of Gratitude by helping others in our community to make our school a better place for our Explorers to learn.

W.A.V.E. (Westlake Association of Volunteer Explorers)

All families are part of WAVE. WAVE works alongside the school administration and the WCS board in fulfilling the stated mission of our school. Since WAVE recommends that all families volunteer a minimum of thirty hours per year, WAVE offers a conduit through which parents can connect to the many volunteer needs of the school. Opportunities include leadership roles within the WAVE, as well as within various committees, such as Fundraising, Hospitality, Communications, and Parent Participation. Families can also contribute hours by attending field lessons, helping in the classroom, volunteering at WCS events, attending meetings, and more.

Volunteering at Westlake Charter School

WCS values our family volunteers. The needs of each classroom teacher differ when it comes to classroom volunteers. Please follow these guidelines when planning to support your classroom or specialty teacher:

1. Connect with your classroom teacher at least 24 hours before coming to volunteer in the classroom. This will give the teacher a chance to be prepared and make your volunteer time as efficient as possible.
2. Check-in at the front office to receive a volunteer badge.
3. If volunteering in a classroom, support all Explorers in the classroom, or your group, as instructed by the classroom teacher.
4. If volunteering to prepare materials, please respect the teacher's workroom shared-space.
5. When volunteering on any field lesson volunteers must have DOJ fingerprint clearance on file with the Westlake Charter business office.

All volunteers are asked to wait until after the first eight days of school are completed before coming on campus to volunteer. This allows our Explorers and their teachers to build community within their classroom spaces.



Expanded Learning Opportunities

Expanded learning at Westlake Charter School includes before school, after school, summer, or intersession learning programs that focus on developing the academic, social-emotional, and physical needs and interests of Explorers through hands-on, engaging learning experiences. Expanded learning offerings include our BASE program, After-School Live, Enrichment, Clubs, Athletics, Volunteerism, and more. Combined, these programs offer several hours of expanded learning opportunities during the academic year, and as well as opportunities over some breaks and during the summer months. Explorer students may access a variety of programs throughout the year; some programs have space limitations, so please express your interest in participating in an expanded learning program as soon as it becomes available through the Family Westlake Weekly.

Westlake Charter School's Governing Board

The Board traditionally meets every month. Meetings are open to the public except during closed sessions. All parents/guardians and members of the public are invited to attend board meetings and/or to address (in-person or in-writing) any concerns, questions, or feedback concerning the governance of the school. Agendas of all Board and Board-sponsored Committee meetings are posted at each school campus (2680 Mabry Drive, 95835; 4400 East Commerce Way, 95834) and on www.westlakecharter.com.

Our Relationship with the Natomas Unified School District

Westlake Charter School is a California public charter school operating under the sponsorship of the Natomas Unified School District. Westlake Charter School is a non-profit public benefit corporation and adheres to the laws governing nonprofit corporations in the state of California.



Student Technology Use Guidelines

Respect – Excellence – Responsibility – Gratitude – Inquisitive – Joyful Learning – **Global Perspective** – Stewardship – Perseverance – Reflective

WCS demonstrates the core value of Global Perspective through our use of technology as a tool to develop 21st-century skills in our Explorers, which will allow them to lead as Global Citizens.

Internet Acceptable Use Policy

Families are asked to sign an acceptable use agreement each year. The acceptable use agreement will be sent home separately from the handbook at the start of the school year.

1. The acceptable use agreement states the following: I will not misuse the technology issued by the school.
 - a. My use of any technology issued by the school will be for educational purposes only.
 - b. I will not download inappropriate “Apps” on the technology issued by the school. This means Apps that are not academically related and/or approved by my Teacher, Principal, or the Executive Director of Westlake Charter School.
 - c. Although my email account can only communicate with staff email accounts, I will only send emails for school-related purposes.
 - d. I will browse websites that are appropriate or contain appropriate content. This includes websites that are not harmful to the technology issued by the school, offensive to other students, or that are not academically related.
 - e. I will not take or keep inappropriate videos/pictures on the technology issued by the school. This means videos or pictures that are not academically related and/or approved by my Teacher, Principal, or the Executive Director of Westlake Charter School.
2. I will surrender any technology issued by the school to any member of the Westlake Charter School Administration Team at any time for inspection.
3. The penalty for violating either items 1 or 2 will include school consequences as administration deems necessary, beginning with communication between the school and Parent/Guardian.

Cell phones and electronic devices on campus

Westlake Charter School will permit students to possess but not use cell phones, smart watches and/or other electronic signaling devices except outside of the school day. Students who possess these devices are to keep them turned off and away in their backpack. All students are required to adhere to the following guidelines regarding cell phones and other electronic signaling devices:

1st violation: Cell phones will be confiscated and secured in the office for the remainder of the day. Students will be reminded of expectations and family will be notified.

2nd violation: Cell phones will be confiscated and secured in the office for the remainder of the day. Families will be contacted. Behavior referral will be submitted.



3rd violation: Cell phones will be confiscated and secured in the office for the remainder of the day. Families will be contacted and a plan to prevent future violations will be crafted. Behavior team may issue a disciplinary response and enter a behavior referral.

4th or more violations: Response will mirror the 3rd violation but may result in progressive disciplinary action

Cell phones will be off and away during non-class periods. Cell phones and other personal electronic devices may not be used during lunch times or other “free” periods during the school day.

Please refer to WCS Board Policy #BP08-04 on the Westlake Charter School website at www.westlakecharter.com/board_docs.policies.php.



Health & Safety

Respect – Excellence – Responsibility – Gratitude – Inquisitive – Joyful Learning – Global Perspective – Stewardship – Perseverance – Reflective

Westlake Charter School demonstrates the Core Value of Respect in our response to the health and safety needs of our Explorers. The health and safety of our Explorers is the priority in all areas of campus and our policies regarding health and safety mirror that belief.

Nut Caution Zone

At WCS, we ask families to pack lunches and snacks for their Explorers that are peanut-free. We also limit the food that is kept in the classroom during the school day. In classrooms where there are more severe allergies, extra precautions may be put in place.

Medication At School

All medication (prescription AND non-prescription) needed by Explorers during school hours must be accompanied by written approval from a medical professional on a Physician's Authorization for Medication at School form signed by their doctor and on file in the Health Office, where it will be securely stored. All medication must arrive and be stored in its original container.

Emergency Procedures

In the event of an emergency (fire, earthquake, storm, etc.), WCS staff will follow the safety guidelines outlined in the WCS Safety Plan. This plan can be produced upon request in our front office. Typically, during a safety emergency, all staff will remain at the school until all children have safely exited the site, in a place of safety, or released to parents/guardians unless directed otherwise. Teachers will keep their classes in their rooms unless directed otherwise by an administrator or designee. Teachers will remain with their classes and are responsible for accounting for each child in their class. Teachers will be responsible for signing out children to parents/guardians or other designated adults.

Suicide Prevention

WCS recognizes that school personnel who regularly interact with students are often in a position to recognize the warning signs of suicide and offer appropriate referral and/or assistance. To attempt to reduce suicidal behavior and its impact on students and families, WCS has developed strategies for suicide prevention, intervention, postvention, and the identification of the mental health challenges frequently associated with suicidal thinking and behavior. Please refer to WCS Board Policy #BP0817-01 on the Westlake Charter School website at www.westlakecharter.com/board_docs.policies.php.



Transportation Safety

Westlake Charter School may provide transportation to or from a Westlake school activity and has procedures for Westlake personnel, parents/guardians and volunteers to follow to ensure the safe transportation of students. Students shall be informed that any violation of Westlake policies and procedures, including violation of safety procedures on a school bus or school activity bus, could result in discipline pursuant to the Westlake discipline policy.

Field Lesson Transportation

Consideration will be given to the safest mode of transportation and the safest routes of travel. The legal occupancy limit of vehicles must not be exceeded. Seat belts are to be used at all times while traveling.

If transportation for the field lesson or excursion is provided by parents/guardians, such parents/guardians shall provide proof of liability insurance. A copy of the insurance policy shall be given to the Principal of the Charter School or their designee. The parents/guardians shall acknowledge in writing that their insurance carrier is the primary agent responsible for insurance for the field lesson or excursion. The Charter School shall take reasonable precautions to ensure that individuals volunteering to transport students are responsible and capable operators of the vehicles to be used.

With the exception of parental permission for siblings, students shall not transport other students.

School Employees and Parent/Guardian as Chaperones and Drivers

As field lessons and excursions are an integral part of the Westlake learning experience, parents are encouraged to participate in an assisting role with students. The Principal or their designee will provide parents and guardians with specific supervisory guidelines prior to any Westlake group trip involving students. Topics to be included are safety regulations, emergency responses, and responsibilities of the parent/guardian volunteers and language or behavior requirements of all attendees.

A participating parent or guardian will be assigned to a specific group of students to supervise and will be responsible for these students at all times during the field trip or excursion. Under no circumstances will a parent or guardian consume alcohol or use controlled substances (except for medications taken under a physician's orders) during a field lesson or excursion. The parent or guardian will notify the Principal or their designee, in advance of the field lesson or excursion, should they be under a physician's orders and using medications.



Particularly for our high school students who participate on an athletics team, regular travel to and from meets, games, practices, tournaments and similar activities will occur that may necessitate carpooling for transport. All staff drivers will abide by the regulations outlined in this policy when transporting students during school-sponsored activities. At the beginning of each sports season, parents/guardians will be provided a notification letter/permission slip informing them of the possibility that other parent/guardian volunteers and coaches/school staff may serve as chaperones and drivers to transport students to meets and games throughout the season. Parents may decline permission for their child to be transported by a coach/staff member/other parent or guardian, in which case that student will be responsible for his/her own transportation.

All adults taking out-of-state field trips or excursions (including athletics meets and games), and all parents or guardians of pupils taking out-of-state field trips or excursions (including athletics meets and games) are required to sign a statement waiving all claims against Westlake, its employees, and the State of California for injury, accident, illness or death occurring during or by reason of the field trip or excursion (including athletics meets and games).

At all times during the field lesson or excursion (including athletics meets and games, etc.), employee and volunteer drivers will use the safest mode of transportation and the safest route of travel. If travel is not by bus, the legal occupancy limit of ten (10) occupants (including the driver) must not be exceeded, all speed notices must be strictly adhered to and students are to be seated with individual seat belts engaged at all times.

Westlake shall take reasonable precautions to ensure that all employees and volunteers who transport students are responsible and capable operators of the vehicles to be used and ensure compliance with Driver Requirements as follows:

- A. Employee or volunteer drivers who offer to provide transportation for a field trip or excursion (including athletics meets and games) must provide a copy of the following:
 - 1. Proof of liability insurance for their vehicle with a minimum of \$100K/\$300K coverage.
 - 2. A copy of their Driver's License and Vehicle Registration.
 - 3. A written statement acknowledging that their insurance carrier is the primary agent responsible for insurance during the field trip or excursion.
 - 4. A criminal background check conducted by the California Department of Justice ("DOJ"). Employees or volunteers whose DOJ report reveals a Driving Under the Influence conviction shall not be permitted to transport students or operate any vehicle on Westlake business for ten (10) years from the date of the conviction. Any employee or volunteer convicted of a felony shall not be permitted to transport Westlake students on Westlake business.



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5. A Department of Motor Vehicles record. Employees or volunteers with driving records with two (2) points or more shall not be permitted to transport students or operate any vehicle for Westlake field trips and excursions (including athletics meets and games).

Each of these items will be provided to the Executive Director, Designee or coordinating teacher prior to driving on a field trip or excursion (including athletics meets and games), or at the beginning of each sports season.

For the employee's/volunteer's safety and that of all the students in their car, the following rules apply:

1. All Westlake rules apply to students in the car. Employee/volunteer drivers should report student behavior to the Principal or their designee as necessary to maintain safety.
2. All California driving laws must be followed including child restraint laws: no texting or distracted driving, hands-free phone use only.
3. No movies may be shown in vehicles.
4. No side trips are allowed.
5. Maps and directions from the teacher/coach should be reviewed prior to leaving.
6. No purchases for students should be made on the field trip/excursion including food or treats for students in the car.
7. Call the Westlake office immediately if there is a problem.



Required Notifications

Asbestos Notification

The School will communicate any inspections, response actions, and post-response action activities, including periodic reinspection and surveillance activities that are planned or in progress. In partnership with the Natomas Unified School District, the School maintains and updates its management plan to keep it current with ongoing operations and maintenance, periodic surveillance, inspection, reinspection, and response action activities. All provisions required to be included in the management plan are retained as part of the management plan, as well as any information that has been revised to bring the plan up-to-date.

See 40 CFR 763.84

See 40 CFR 763.93

Cal Grant Program Notification

The School, no later than January 1 of a pupil's grade 11 academic year, notify, in writing, each grade 11 pupil and, for a pupil under 18 years of age, the pupil's parent or guardian that, the pupil will be deemed a Cal Grant applicant unless the pupil opts out within 30 days of the end of the pupils grade 11 academic year. The School intends to send grade point averages at the beginning of the following academic year to the commission; the submission deadline is October 1. Until a pupil turns 18 years of age, only a parent or guardian may opt the pupil out. Once a pupil turns 18 years of age, only the pupil may opt the pupil out and, if before the conclusion of the notice period, the pupil may opt in over the prior decision of a parent or guardian to opt out.

See EC 69432.9

Code of Conduct Notification

WCS recognizes its responsibility to make and enforce all rules and regulations governing student and employee behavior to bring about the safest and most learning conducive environment possible.

Corporal Punishment

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 this 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 property.

For clarification purposes, the following examples are offered for direction and guidance of School personnel:



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- A. Examples of PERMITTED actions (NOT corporal punishment)
1. Stopping a student from fighting with another student;
 2. Preventing a pupil from committing an act of vandalism;
 3. Defending yourself from physical injury or assault by a student;
 4. Forcing a pupil to give up a weapon or dangerous object;
 5. Requiring an athletic team to participate in strenuous physical training activities designed to strengthen or condition team members or improve their coordination, agility, or physical skills;
 6. Engaging in group calisthenics, team drills, or other physical education or voluntary recreational activities.
- B. Examples of PROHIBITED actions (corporal punishment)
1. Hitting, shoving, pushing, or physically restraining a student as a means of control;
 2. Making unruly students do push-ups, run laps, or perform other physical acts that cause pain or discomfort as a form of punishment;
 3. Paddling, swatting, slapping, grabbing, pinching, kicking, or otherwise causing physical pain.

Acceptable and Unacceptable Staff/Student Behavior

This policy is intended to guide all School faculty and staff in conducting themselves in a way that reflects the high standards of behavior and professionalism required of school employees and to specify the boundaries between students and staff.

Although this policy gives specific, clear direction, it is each staff member's obligation to avoid situations that could prompt suspicion by parents, students, colleagues, or school leaders. One viable standard that can be quickly applied, when you are unsure if certain conduct is acceptable, is to ask yourself, "Would I be engaged in this conduct if my family or colleagues were standing next to me?"

For the purposes of this policy, the term "boundaries" is defined as acceptable professional behavior by staff members while interacting with a student. Trespassing the boundaries of a student/teacher relationship is deemed an abuse of power and a betrayal of public trust.

Some activities may seem innocent from a staff member's perspective, but can be perceived as flirtation or sexual insinuation from a student or parent point of view. The objective of the following lists of acceptable and unacceptable behaviors is not to restrain innocent, positive relationships between staff and students, but to prevent relationships that could lead to, or may be perceived as, sexual misconduct.



Staff must understand their own responsibility for ensuring that they do not cross the boundaries as written in this policy. Disagreeing with the wording or intent of the established boundaries will be considered irrelevant for disciplinary purposes. Thus, it is crucial that all employees learn this policy thoroughly and apply the lists of acceptable and unacceptable behaviors to their daily activities.

Although sincere, competent interaction with students certainly fosters learning, student/staff interactions must have boundaries surrounding potential activities, locations and intentions.

Duty to Report Suspected Misconduct

When any employee reasonably suspects or believes that another staff member may have crossed the boundaries specified in this policy, he or she must immediately report the matter to a school administrator. All reports shall be as confidential as possible under the circumstances. It is the duty of the administrator to investigate and thoroughly report the situation. Employees must also report to the administration any awareness or concern of student behavior that crosses boundaries or where a student appears to be at risk for sexual abuse.

Examples of Specific Behaviors

The following examples are not an exhaustive list:

Unacceptable Staff/Student Behaviors (Violations of this Policy)

- A. Giving gifts to an individual student that are of a personal and intimate nature.
- B. Kissing of any kind.
- C. Any type of unnecessary physical contact with a student in a private situation.
- D. Intentionally being alone with a student away from the school.
- E. Making or participating in sexually inappropriate comments.
- F. Sexual jokes.
- G. Seeking emotional involvement with a student for your benefit.
- H. Listening to or telling stories that are sexually oriented.
- I. Discussing inappropriate personal troubles or intimate issues with a student in an attempt to gain their support and understanding.
- J. Becoming involved with a student so that a reasonable person may suspect inappropriate behavior.



Unacceptable Staff/Student Behaviors without Parent and Supervisor Permission

(These behaviors should only be exercised when a staff member has parent and supervisor permission.)

- A. Giving students a ride to/from school or school activities.
- B. Being alone in a room with a student at school with the door closed.
- C. Allowing students in your home.

Cautionary Staff/Student Behaviors

(These behaviors should only be exercised when a reasonable and prudent person, acting as an educator, is prevented from using a better practice or behavior. Staff members should inform their supervisor of the circumstance and occurrence prior to or immediately after the occurrence)

- A. Remarks about the physical attributes or development of anyone.
- B. Excessive attention toward a particular student.
- C. Sending emails, text messages or letters to students if the content is not about school activities

Acceptable and Recommended Staff/Student Behaviors

- A. Getting parents' written consent for any after-school activity.
- B. Obtaining formal approval to take students off school property for activities such as field trips or competitions.
- C. Emails, text, phone and instant messages to students must be very professional and pertaining to school activities or classes (Communication should be limited to school technology).
- D. Keeping the door open when alone with a student.
- E. Keeping reasonable space between you and your students.
- F. Stopping and correcting students if they cross your own personal boundaries.
- G. Keeping parents informed when a significant issue develops about a student.
- H. Keeping after-class discussions with a student professional and brief.
- I. Asking for advice from fellow staff or administrators if you find yourself in a difficult situation related to boundaries.
- J. Involving your supervisor if conflict arises with the student.
- K. Informing your Executive Director or designee about situations that have the potential to become more severe.
- L. Making detailed notes about an incident that could evolve into a more serious situation later.
- M. Recognizing the responsibility to stop unacceptable behavior of students or coworkers.
- N. Asking another staff member to be present if you will be alone with any type of special needs student.
- O. Asking another staff member to be present when you must be alone with a student after regular school hours.



P. Giving students praise and recognition without touching them.

Q. Pats on the back, high fives and handshakes are acceptable.

R. Keeping your professional conduct a high priority.

S. Asking yourself if your actions are worth your job and career.

See EC 44050

Educational Records and Student Information Policy

The Board of Directors of Westlake Charter School ("WCS"), a California nonprofit public benefit corporation operating public charter schools, adopts this Educational Records and Student Information Policy to apply to all educational records and student information maintained by WCS.

I. DEFINITIONS

A. Education Record

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

1. Date and place of birth; parent and/or guardian's address, mother's maiden name and where the parties may be contacted for emergency purposes;
2. Grades, test scores, courses taken, academic specializations and school activities;
3. Special education records;
4. Disciplinary records;
5. Medical and health records;
6. Attendance records and records of past schools attended;
7. Personal information such as, but not limited to, a student's name, the name of a student's parent or other family member, student identification numbers, social security numbers, photographs, biometric record or any other type of information that aids in identification of a student.

An education record does not include any of the following:

1. Records that are kept in the sole possession of the maker, are used only as a personal memory aid, and are not accessible or revealed to any other person except a temporary substitute for the maker of the record;
2. Records maintained by a law enforcement unit of WCS that were created by that law enforcement unit for the purpose of law enforcement;
3. In the case of a person who is employed by WCS but not in attendance at WCS, records made and maintained in the normal course of business, relate exclusively to the individual in that individual's capacity as an employee; and are not available for any other



purpose;

4. Records of a student who is 18 years of age or older, or is attending an institution of postsecondary education, that are:
 - a) made or maintained by a physician, psychiatrist, psychologist, or other recognized professional or paraprofessional acting in their professional capacity or assisting in a paraprofessional capacity;
 - b) made, maintained, or used only in connection with treatment of the student; and
 - c) disclosed only to individuals providing the treatment. For the purpose of this definition, "treatment" does not include remedial educational activities or activities that are part of the program of instruction at WCS;
5. Records that only contain information about an individual after the individual is no longer a student at WCS; or
6. Grades on peer-graded papers before they are collected and recorded by a teacher.

B. Personally Identifiable Information

Personally Identifiable Information (PII) is information about a student that is contained in their education records that cannot be disclosed without compliance with the requirements of Family Educational Rights and Privacy Act of 2001 ("FERPA"). PII includes, but is not limited to: a student's name; the name of a student's parent or other family member; the address of a student or student's family; a personal identifier, such as the student's Social Security number, student number or biometric record; other indirect identifiers, such as the student's date of birth, place of birth, and mother's maiden name; other information that, alone or in combination, is linked or linkable to a specific student that would allow a reasonable person in the school community, who does not have personal knowledge of the relevant circumstances, to identify the student with reasonable certainty; or information requested by a person who WCS reasonably believes knows the identity of the student to whom the education record relates.

C. Directory Information

Directory information is information contained in an education record of a student that would not generally be considered harmful or an invasion of privacy if disclosed. WCS may disclose PII that it has designated as directory information, consistent with the terms of WCS' annual notice provided pursuant to FERPA.

WCS has designated the following information as directory information:

- Student's name
- Student's address
- Parent/guardian's address
- Telephone listing
- Student's electronic mail address
- Parent/guardian's electronic mail address
- Photograph/video
- Date of birth



- Dates of attendance

- Grade level
- Weight and height of members of athletic teams
- Degrees, honors, and awards received
- The most recent educational agency or institution attended
- Student ID number, user ID, or other unique personal identifier used to communicate in electronic systems that cannot be used to access education records without a PIN, password, etc. (A student's SSN, in whole or in part, cannot be used for this purpose.)

D. Parent

Parent means a parent of a student and includes a natural parent, a guardian, or an individual acting as a parent in the absence of a parent or a guardian.

E. Eligible Student

Eligible student means a student who has reached eighteen (18) years of age.

F. School Official

A school official is a person employed by WCS as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel) or a person serving on the Board of Directors of WCS. A school official also may include a volunteer or an independent contractor outside of WCS, consultant, vendor, or other party who performs an institutional service or function for which WCS would otherwise use its own employees and who is under the direct control of WCS with respect to the use and maintenance of PII from education records, such as an attorney, auditor, medical consultant, or therapist, or contracted provider of digital educational platforms and/or services; a parent or student volunteering to serve on an official committee, such as a disciplinary or grievance committee; or a parent, student, or other volunteer assisting another school official in performing their tasks.

G. Legitimate Educational Interest

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill their professional responsibility.

II. DISCLOSURE OF DIRECTORY INFORMATION

At the beginning of each school year, WCS shall provide parents and eligible students with a notice containing the following information: 1) The type of PII it designates as directory information; 2) The parent's or eligible student's right to require that WCS not release "directory information" without obtaining prior written consent from the parent or eligible student; and 3) The period of time within which a parent or eligible student must notify WCS in writing of the categories of "directory information" that it may not disclose without the parent's or eligible student's prior written consent. WCS will continue to honor a valid request to opt out of the disclosure of a former student's directory information made while the former student was in



attendance unless the student rescinds the opt out request.

III. ANNUAL NOTIFICATION TO PARENTS AND ELIGIBLE STUDENTS

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

- A. Inspect and review the student's education records;
- B. Seek amendment of the student's education records that the parent or eligible student believes to be inaccurate, misleading or otherwise in violation of the student's privacy rights;
- C. Consent to disclosures of PII contained in the student's education records, except to the extent that disclosure is permitted without prior written consent pursuant to FERPA;
- D. File with the U.S. Department of Education a complaint concerning alleged failures by WCS to comply with the requirements of FERPA and its promulgated regulations; and
- E. Request that WCS not release student names, addresses and telephone listings to military recruiters or institutions of higher education without prior written parental consent.

The notice must also include the following:

- A. The procedure for exercising the right to inspect and review educational records;
- B. The procedure for requesting amendment of records;
- C. A statement that WCS forwards education records to other agencies or institutions that have requested the records and in which the student seeks or intends to enroll or is already enrolled so long as the disclosure is for purposes related to the student's enrollment or transfer; and
- D. The criteria for determining who constitutes a school official and what constitutes a legitimate educational interest.

IV. PARENTAL AND ELIGIBLE STUDENT RIGHTS RELATING TO EDUCATION RECORDS

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

A. Copies of Education Records

WCS will provide copies of requested documents within five (5) business days of a written request for copies. WCS may charge reasonable fees for copies it provides to parents or eligible students. However, no charge shall be made for furnishing (1) up to two transcripts of former students' records or (2) up to two verifications of various records of former students. The charge will not include a fee to search for or to retrieve the education records.



B. Request for Amendment to Education Records

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

1. Inaccurate;
2. Misleading; or
3. In violation of the privacy rights of the student.

WCS will respond within thirty (30) days of receipt of the request to amend. WCS' response will be in writing and if the request for amendment is denied, WCS will set forth the reason for the denial and inform the parent or eligible student of their right to a hearing challenging the content of the education record.

If the Executive Director sustains any or all of the allegations, the Executive Director must order the correction or the removal and destruction of the information. The Executive Director or Executive Director's designee must then inform the parent or eligible student of the amendment in writing. However, the Executive Director shall not order a pupil's grade to be changed, unless the teacher who determined the grade is, to the extent practicable, given an opportunity to state orally, in writing, or both, the reasons for which the grade was given and is, to the extent practicable, included in all discussions relating to the changing of the grade.

If the Executive Director sustains the parent or eligible student's request to change the student's name and/or gender, WCS shall add a new document to the student's record that includes all of the following information:

- a. The date of the request.
- b. The date the requested records were corrected.
- c. A list of the records requested to be corrected.
- d. The type of documentation, if any, provided to demonstrate a legal change to the student's name and/or gender. The parent or guardian of the student is not required to provide documentation of a legal change to the student's name and/or gender.
- e. The name of the employee that completed the request.
- f. The student's corrected and former names and/or genders.

WCS shall immediately update a **former** student's records to include the student's updated legal name or gender if WCS receives government-issued documentation demonstrating that the former student's legal name or gender has been changed. Acceptable government issued identification includes but is not limited to:

- a. State-issued driver's license.
- b. Birth certificate.
- c. Passport.
- d. Social security card.
- e. Court order indicating a name change or a gender change, or both.



If requested by the former student, WCS shall reissue any documents conferred upon the former student with the former student's updated legal name or gender. Documents that may be reissued by WCS include, but are not limited to, a transcript, a high school diploma, a high school equivalency certificate, or other similar documents conferred upon the former student.

If a former student requests that their name or gender be changed and the requested records are reissued, WCS shall add a new document to the former student's file that includes all of the following:

- a. The date of the request.
- b. The date the requested records were reissued to the former student.
- c. A list of the records that were requested by, and reissued to, the former student.
- d. The type of documentation provided by the former student in order to demonstrate the legal name or gender change.
- e. The name of the school district, charter school, or county office of education staff person that completed the request.
- f. The current and former name or gender of the former student.

C. Hearing to Challenge Education Record

If WCS denies a parent/guardian or eligible student's request to amend an education record, the parent/guardian or eligible student may, within thirty business (30) days of the denial, request in writing that the parent/guardian or eligible student be given the opportunity for a hearing to challenge the content of the student's education record on the grounds that the information contained in the education record is inaccurate, misleading or in violation of the privacy rights of the student. Notice of the date, time and place of the hearing will be sent by WCS to the parent or eligible student no later than twenty (20) days before the hearing.

Parent/Guardian or Eligible Student Rights at the Hearing

- To present information and evidence concerning a clerical or recording error in the education record which needs to be corrected. The hearing is not an opportunity to review substantive decisions by WCS concerning evaluation of academic work or outcomes of disciplinary proceedings;
- To have a hearing officer who does not have a direct interest in the outcome of the hearing;
- To be advised by one or more individuals, including counsel at their own expense;
- To have a full and fair opportunity to present evidence concerning requested corrections to the education record;
- To receive, within a reasonable period of time after the hearing, but not more than thirty (30) business days, a written decision based solely on the evidence provided at the hearing. The decision will include a summary of evidence and reasons for the decision; and
- To submit a statement into the student's education record commenting on the contested portion of the record which will be provided to any person who later views



that portion of their education record, if the amendment is denied.

The Executive Director or designee shall designate an impartial hearing officer who does not have a direct interest in the hearing outcome.

WCS Rights and Responsibilities When a Hearing is Requested

- To select a hearing officer in accordance with FERPA requirements. The hearing officer may be any WCS employee who does not have a direct interest in the hearing outcome. The hearing shall in all respects be under the control of the hearing officer and shall not be subject to formal rules of evidence or procedure.
- To deny a request for a hearing when the proposed amendment to the education record includes anything more than correcting clerical errors.
- To schedule a hearing within a reasonable time, but not more than thirty (30) business days, after receiving the hearing request.
- To provide evidence to the hearing officer to support the previous determination not to amend the student's education record.

Role of the Hearing Officer

- To allow the parent/guardian or an eligible student the opportunity to present evidence relevant to the issues raised. The hearing officer has the right to determine whether particular evidence presented is relevant to the record and issue(s) in question.
- To make their decision solely on the evidence presented at the hearing.
- To provide the parent/guardian or eligible student with a timely written decision, including a summary of the evidence and reason for the decision.

Hearing Outcome

If the hearing officer finds that the record is inaccurate, misleading or otherwise in violation of the privacy rights of the student, WCS will amend the record accordingly. The parent/guardian or eligible student will be notified in writing of the correction. If the hearing officer finds that the information in the education record is not inaccurate, misleading or otherwise in violation of the privacy rights of the student, WCS will notify the student of the right to place a statement in the record commenting on the contested portion of the record, or stating why the student disagrees with the decision not to amend, or both. WCS will maintain this statement with the contested portion of the student's education record for as long as the record is maintained. The statement will be disclosed whenever WCS is required to disclose the portion of the record to which the statement relates.



V. DISCLOSURE OF EDUCATION RECORDS AND DIRECTORY INFORMATION

WCS must have a signed and dated written consent from the parent or eligible student before releasing any non-directory information from a student's education record except as provided below. The written permission must specify the records that may be disclosed, the purpose of the disclosure and the party or class of parties to whom the disclosure may be made. When disclosure is made pursuant to written permission, the parent or eligible student may request a copy of the disclosed records and WCS shall provide the requestor with a copy of the records disclosed upon request. Signed and dated written consent may include a record and signature in electronic form if it identifies and authenticates a particular person as the source of the electronic consent and indicates such person's approval of the information contained in the electronic consent.

WCS will only disclose PII on the condition that the receiving party not disclose the information to any party without the prior written consent of the parent or eligible student and that the receiving party use the information for the purposes for which the disclosure was made. This restriction does not apply to disclosures that fall within the disclosure exceptions listed below. WCS must maintain the appropriate records related to these disclosure exceptions, as described below. Except for disclosures pursuant to a judicial order or lawfully issued subpoena, or directory information or to parents or eligible students, WCS will inform a receiving party of the requirement that the party not disclose the information to any other party without the prior written consent of the parent or eligible student and that the receiving party use it for the purpose for which the disclosure was made. WCS will not release information to third parties for immigration-enforcement purposes, except as required by law or court order.

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

1. School officials who have a legitimate educational interest as defined by 34 C.F.R. Part 99;
2. Other schools to which a student seeks or intends to enroll so long as the disclosure is for purposes related to the student's enrollment or transfer. When a student transfers schools, WCS will mail the original or a copy of a student's cumulative file to the receiving district or private school within ten (10) school days following the date the request is received from the public school or private school where the student intends to enroll. WCS will make a reasonable attempt to notify the parent or eligible student of the request for records at their last known address, unless the disclosure is initiated by the parent or eligible student. Additionally, WCS will give the parent or eligible student, upon request, a copy of the record that was disclosed and give the parent or eligible student, upon request, an opportunity for hearing pursuant to Section (IV)(3) above;



3. Certain government officials listed in 20 U.S.C. § 1232g(b)(1) in order to carry out lawful functions;
4. Appropriate parties in connection with a student's application for, or receipt of, financial aid if it is necessary to determine eligibility, amount of aid, conditions for aid or enforcing the terms and conditions of the aid;
5. Organizations conducting certain studies for WCS in accordance with 20 U.S.C. § 1232g(b)(1)(F);
6. Accrediting organizations in order to carry out their accrediting functions;
7. Parents of a dependent student as defined in section 152 of the Internal Revenue Code of 1986;
8. Individuals or entities, in compliance with a judicial order or lawfully issued subpoena. Subject to the exceptions found in 34 C.F.R. 99.31(a)(9)(i), reasonable effort must be made to notify the parent or eligible student of the order or subpoena in advance of compliance, so that the parent or eligible student may seek a protective order;
9. Persons who need to know in cases of health and safety emergencies;
10. State and local authorities, within a juvenile justice system, pursuant to specific State law;
11. A foster family agency with jurisdiction over a currently enrolled or former student, a short-term residential treatment program staff responsible for the education or case management of a student, and/or a caregiver (regardless of whether the caregiver has been appointed as the pupil's educational rights holder) who has direct responsibility for the care of the student, including a certified or licensed foster parent, an approved relative or non-related extended family member, or a resource family, may access the current or most recent records of grades, transcripts, attendance, discipline, and online communication on platforms established by WCS for student and parents, and any individualized education program ("IEP") or Section 504 plan that may have been developed or maintained by WCS; and/or
12. A victim of an alleged perpetrator of a crime of violence or a non-forcible sex offense. The disclosure may only include final results of the disciplinary proceedings conducted by WCS with respect to that alleged crime or offense. WCS may disclose the final results of the disciplinary proceeding, regardless of whether WCS concluded a violation was committed.



VI. SOLICITATION AND DISCLOSURE OF STUDENT INFORMATION FOR IMMIGRATION PURPOSES

1. Except as required by state or federal law or as required to administer a state or federally supported education program, WCS officials and employees will not collect information or documents regarding citizenship or immigration status of students or their family members.
2. If WCS possesses information that could indicate immigration status, citizenship status, or national origin information, WCS will not use the acquired information to discriminate against any student or families or bar children from enrolling in or attending school.
3. If parents or guardians choose not to provide information that could indicate their or their children's immigration status, citizenship status, or national origin, WCS will not use such actions as a basis to discriminate against any students or families or bar children from enrolling or attending school.
4. WCS will not allow school resources or data to be used to create a registry based on race, gender, sexual orientation, religion, ethnicity, or national origin.
5. During the enrollment process:
 - a. Where permitted by law, WCS shall accept alternative means to establish residency, age, or other eligibility criteria for enrollment or programs, and those alternative means shall include among them documentation or information that are available to persons regardless of immigration status, citizenship status, or national origin, and that do not reveal information related to citizenship or immigration status.
 - b. WCS will not inquire specifically about a student's citizenship or immigration status or the citizenship or immigration status of a student's parents or guardians; nor shall personnel seek or require, to the exclusion of other permissible documentation or information, documentation or information that may indicate a student's immigration status, such as a green card, voter registration, a passport, or citizenship papers.
 - c. WCS will not collect entire social security numbers or cards or a statement that the parent or guardian does not possess a Social Security number for the purposes of enrollment, and failure to provide this information will not bar a student from enrolling or attending WCS. However, the last four digits of an adult household member's Social Security number may be solicited and/or collected if required to establish eligibility for federal benefit programs such as free or reduced-price meals. This Social Security information will only be collected for the limited purpose of establishing eligibility for federal benefit programs and will not affect student enrollment.



6. WCS will not release information to third parties for immigration-enforcement purposes, except as required by law or court order. Except for investigations of child abuse, child neglect, or child dependency, or when the subpoena served on WCS prohibits disclosure, WCS shall provide parental or guardian notification of any court orders, warrants, or subpoenas before responding to such requests.

The parent, guardian, or eligible student is not required to sign the consent form. If the parent, guardian or eligible student refuses to provide written consent for the release of student information that is not otherwise subject to release, WCS shall not release the information. WCS will permanently keep the consent notice with the record file.

WCS personnel shall take the following steps upon receiving an information request related to a student's or family's immigration or citizenship status:

1. Notify a designated WCS official about the information request.
2. Provide students and families with appropriate notice and a description of the immigration officer's request.
3. Document any verbal or written request for information by immigration authorities.
4. Unless prohibited, provide students and parents/guardians with any documents issued by the immigration-enforcement officer.

VII. CONTRACT FOR DIGITAL STORAGE, MANAGEMENT AND RETRIEVAL OF STUDENT RECORDS

WCS may enter into a contract with a third party for the digital storage, management, and retrieval of student records and/or to authorize a third party provider of digital software to access, store, and use student records, provided that the contract meets the requirements of Education Code section 49073.1 and other applicable state and federal laws.

VIII. RECORD KEEPING REQUIREMENTS

WCS will maintain a record of each request for access to and each disclosure of PII from the education records of each student for as long as the records are maintained. For each request, the record must include the following information: the parties who have requested or received the information and the legitimate interests the parties had in requesting or obtaining the information.

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



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

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

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

IX. COMPLAINTS

Parents and eligible students have the right to file a complaint with the U.S. Department of Education concerning alleged failures by WCS to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is: Student Privacy Policy Office, U.S. Department of Education 400 Maryland Avenue, S.W. Washington, D.C. 20202-8520

See 34 C.F.R. § 99.37

Graduation Notification Requirements: Specific Population Students

As defined in statute, students in foster care, homeless children/youth, former juvenile court school students, students who are in a military family, students who are migratory children who transfer between schools any time after the completion of the student's second year of high school, pupils participating in a newcomer program (meaning a student who is participating in a program designed to meet the academic and transitional needs of newly arrived immigrant students that has a primary objective the development of English language proficiency and who was enrolled before January 1, 2024) and newcomer students (collectively, "Specific Population Students") and who are in their third or fourth year of high school, shall be exempt from all coursework and other requirements adopted by the School that are in addition to the statewide coursework requirements, unless the School makes a finding that the student is reasonably able to complete the Charter School's graduation requirements in time to graduate from high school by the end of the student's fourth year of high school. Other provisions of Education Code 51225.1 may also apply.

See EC 51225.1



High School Course Transferability and College Entrance

The School will inform parents about the transferability of courses to other public high schools and the eligibility of courses to meet college entrance requirements through regular communication channels. Courses offered by the charter school that are accredited by the Western Association of Schools and Colleges may be considered transferable and courses approved by the University of California or the California State University as creditable under the “A to G” admissions criteria may be considered to meet college entrance requirements.

See EC 47605(c)

Immigrant Pupil Rights Notification

Children have a right to a free public education, regardless of immigration status or religious beliefs. Additional information can be found in “know your rights” immigration enforcement established by the Attorney General, located here: [Know Your Rights](#).

See EC 234.7(d)(1)

Instruction in Comprehensive Sexual Health Education and HIV Prevention

At the beginning of each school year, or, for a pupil who enrolls in a school after the beginning of the school year, at the time of that pupil’s enrollment, each school district shall notify the parent or guardian of each pupil about instruction in comprehensive sexual health education and HIV prevention education and research on pupil health behaviors and risks planned for the coming year. The notice shall do all of the following:

- (1) Advise the parent or guardian that written and audiovisual educational materials used in comprehensive sexual health education and HIV prevention education are available for inspection.
- (2) Advise the parent or guardian whether the comprehensive sexual health education or HIV prevention education will be taught by school district personnel or by outside consultants. A school district may provide comprehensive sexual health education or HIV prevention education, to be taught by outside consultants, and may hold an assembly to deliver comprehensive sexual health education or HIV prevention education by guest speakers, but if it elects to provide comprehensive sexual health education or HIV prevention education in either of these manners, the notice shall include the date of the instruction, the name of the organization or affiliation of each guest speaker, and information stating the right of the parent or guardian to request a copy of this section, Section 51933, and Section 51934. If arrangements for this instruction are made after the beginning of the school year, notice shall be made by mail or another commonly used method of notification, no fewer than 14 days before the instruction is delivered.
- (3) Include information explaining the parent’s or guardian’s right to request a copy of this chapter.



(4) Advise the parent or guardian that the parent or guardian has the right to excuse their child from comprehensive sexual health education and HIV prevention education and that in order to excuse their child they must state their request in writing to the school district.

See EC 51938

See EC 51931

Military Service Representatives - Release of Information

The School, upon request, provides to military recruiters and institutions of higher education its students' names, addresses, and telephone numbers, unless the student's parent/guardian has submitted that prior consent is required for such disclosures. To require prior written consent for disclosure to military recruiters and institutions of higher education, please provide such a request to the School in writing to admin@westlakecharter.com.

See EC 51938

See EC 51931

Non-Discrimination Notice

The School prohibits discrimination on the basis of race, color, national origin, sex, disability, age, or any other legally protected category in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. The following person(s) has been designated to handle inquiries regarding the non-discrimination policies: Emily Battin, 2680 Mabry Drive, Sacramento, Ca 95835, 916-567-5760.

See 34 CFR Parts 75, 76, and 108

See Title II, Title VI, IX, Section 504

Parent & Family Notification of Firearm Safety Laws

The purpose of this section is to inform and remind parents and legal guardians of all students of their responsibilities for keeping firearms out of the hands of children as required by California law. Incidents such as these can be mitigated by storing firearms in a safe and secure manner, including keeping them locked up when not in use and storing them separately from ammunition.

This section spells out California law regarding the storage of firearms. Please take some time to review this information 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 unlawfully brandishes the firearm to others. 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.
- 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.

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.

See California Penal Code Sections 25100 through 25125 and 25200 through 25200

See California Penal Code Section 25100(c)

See California Civil Code Section 29805

See California Civil Code Section 1714.3

Participation in State Assessments and Option to Request Exemption

Charter schools are required to participate in the California Assessment of Student Performance and Progress (CAASPP), and students in applicable grades will participate therein, unless exempted as provided by law. Notwithstanding any other provision of law, a parent's or guardian's written request to school officials to excuse his or her child from any or all parts of the assessments administered pursuant to this chapter shall be granted.

See Ed Code 60615

See 5 CCR 852



Pregnant and Parenting Pupils

The School shall not apply any rule concerning a pupil's actual or potential parental, family, or marital status that treats pupils differently on the basis of sex. The School shall not exclude nor deny any pupil from any educational program or activity, including class or extracurricular activity, solely on the basis of the pupil's pregnancy, childbirth, false pregnancy, termination of pregnancy, or recovery therefrom. The School may require any pupil to obtain the certification of a physician or nurse practitioner that the pupil is physically and emotionally able to continue participation in the regular education program or activity. Pregnant or parenting pupils shall not be required to participate in pregnant minor programs or alternative education programs. Pregnant or parenting pupils who voluntarily participate in alternative education programs shall be given educational programs, activities, and courses equal to those they would have been in if participating in the regular education program. The School shall treat pregnancy, childbirth, false pregnancy, termination of pregnancy, and recovery therefrom in the same manner and under the same policies as any other temporary disabling condition. The School shall provide reasonable accommodations to a lactating pupil on a school campus to express breast milk, breast-feed an infant child, or address other needs related to breast-feeding, as well as other accommodations including parental leave.

See Ed Code 221.51

See Ed Code 222

See Ed Code 222.5

See Ed Code 46015

Pupil Fees

The School may not require students to pay a pupil fee for participation in an educational activity. (California Code of Regulations Title IV) An educational activity is defined as an integral and fundamental part of elementary and secondary education, including, but not limited to, curricular and extracurricular activities. 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, uniform, or other materials or equipment.
- (3) A purchase that a pupil is required to make to obtain materials, supplies, equipment, or uniforms associated with an educational activity.

The School may seek voluntary donations of funds or property, voluntary participation in fundraising activities, or provide pupils prizes or other recognition for voluntarily participating in fundraising activities. The School may request fees for certain class projects, as permitted by law.

See CCR Title IV

See Ed Code 49010



Right to Refrain from Harmful Use of Animals

Any pupil with a moral objection to dissecting or otherwise harming or destroying animals, or any parts thereof, shall notify his or her teacher regarding this objection, upon notification by the school of his or her rights. If the pupil chooses to refrain from participation in an education project involving the harmful or destructive use of animals, and if the teacher believes that an adequate alternative education project is possible, the teacher may work with the pupil to develop and agree upon an alternate education project for the purpose of providing the pupil an alternate avenue for obtaining the knowledge, information, or experience required by the course of study in question. The alternative education project shall require a comparable time and effort investment by the pupil. It shall not, as a means of penalizing the pupil, be more arduous than the original education project. The pupil shall not be discriminated against based upon his or her decision to exercise his or her rights pursuant to this chapter. Pupils choosing an alternative educational project shall pass all examinations of the respective course of study in order to receive credit for that course of study. However, if tests require the harmful or destructive use of animals, a pupil may, similarly, seek alternative tests pursuant to this chapter. A pupil's objection to participating in an educational project pursuant to this section shall be substantiated by a note from his or her parent or guardian.

See Ed Code 32255, et seq.

Section 504 Notifications

The School does not discriminate on the basis of race or ethnicity, color, national origin, sex, disability, age, gender, gender identity, gender expression, religion, sexual orientation, or any other characteristic that is contained in the definition of hate crimes sent forth in Penal Code section 422.55, including immigration status. The School does not discriminate on the basis of sex in the education program/activity of the school, and that it is required by Title IX not to discriminate in such a manner. The requirement not to discriminate in the education programs/activities of the school extends to admission and employment, and inquiries about the application for Title IX to the school may be referred to the School's Title IX Coordinator, to the Assistant Secretary of Education, or both. Complaints alleging noncompliance may also be made by contacting the school's Executive Director. A copy of the school's nondiscrimination policy and Title IX policy is available upon request. Section 504 requires the School to provide a free appropriate public education to qualified students who have a physical or mental impairment that substantially limits one or more major life activities.

See Title VI, IX, Section 504

See Ed Code 200, et seq.



Sexual Harassment Policy Notification

The School's Board Policy (BP) 24-01 governs our prohibition against discrimination on the basis of sex. BP 24-01 states, in part, that: 'Under California Education Code section 212.5, sexual harassment consists of conduct on the basis of sex, including but not limited to unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct on the basis of sex, regardless of whether or not the conduct is motivated by sexual desire, when: (a) submission to the conduct is explicitly or implicitly made a term or a condition of an individual's employment, education, academic status, or progress; (b) submission to, or rejection of, the conduct by the individual is used as the basis of employment, educational or academic decisions affecting the individual; (c) 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; and/or (d) submission to, or rejection of, the conduct by the individual is used as the basis for any decision affecting the individual regarding benefits and services, honors, programs, or activities available at or through the School.' The policy includes information as to where to obtain specific procedures for reporting charges of sexual harassment and available remedies.

See Ed Code 231.5

See 5 CCR 4917

Special Education IDEA

The School's Board Policy (BP) 07-33 governs our identification, evaluation and education under Section 504. BP 07-33 states, in part, that: 'The Board of Directors of the Westlake Charter School ("WCS") recognizes the need to identify and evaluate students with disabilities in order to provide them with a free, appropriate public education ("FAPE") and its legal responsibility to ensure that "no qualified person with a disability shall, solely by reason of her/his/their disability, be excluded from the participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance." Parents have the right to inspect, review and obtain copies of their pupil's educational records.

See IDEA

Synthetic Drugs / Fentanyl Danger Notification

The State of California asks that we notify parents and guardians of each enrolled student about the dangers associated with using synthetic drugs that are not prescribed by a physician, such as fentanyl. Parents and guardians should also be aware of the possibility that dangerous synthetic drugs can be found in counterfeit pills, and the risks of social media platforms being used as a way to market and sell synthetic drugs, such as fentanyl. For more information on the dangers associated with synthetic drugs, please contact your health provider.

See Ed Code 48985.5

Technology Use

Westlake Charter School uses a variety of technology-based tools including Google Workspace for Education. Google Workspace for Education is a set of education productivity tools from Google including Gmail, Calendar, Docs, Classroom, and many additional services used by tens of millions of students and teachers around the world. Use of Google Workspace for Education



implies parental/guardian consent under Google Workspace for Education [Terms of Service](#), including, but not limited to [Google Core Services](#), [Cloud Data Processing Notice](#), and [Google Workspace for Education Privacy Notice](#).

Google Workspace requirement

Uniform Complaint Procedures Notification

The School's Board Policy (BP) 08-01 governs our Uniform Complaint Policy and Procedures. BP 08-01 states, in part, that: 'The School complies with applicable federal and state laws and regulations. WCS is the local agency primarily responsible for compliance with federal and state laws and regulations governing educational programs. Pursuant to this Policy, persons responsible for compliance and/or conducting investigations shall be knowledgeable about the laws and programs which they are assigned to investigate.

The Board of Directors designates the following compliance officer to receive and investigate complaints and to ensure WCS' compliance with law:

Executive Director
Westlake Charter School
2680 Mabry Drive
Sacramento, CA 95835
916.567.5760
admin@westlakecharter.com

The Executive Director or designee shall ensure that employees designated to investigate complaints are knowledgeable about the laws and programs for which they are responsible.

Designated employees may have access to legal counsel as determined by the Executive Director or designee.

Should a complaint be filed against the Executive Director, the compliance officer for that case shall be the President of the WCS Board of Directors.

Types of UCP Complaints may include, but are not limited to:

- Unlawful discrimination includes, but is not limited to, noncompliance with Education Code sections 243(a) or 244(a);
- Accommodations for Pregnant, Parenting or Lactating Students;
- Adult Education Programs; Career Technical and Technical Education and Training Programs



It should also be noted that:

1. Any California State preschool programs that WCS is operating as exempt from licensing pursuant to Health and Safety Code section 1596.792(o) and corresponding Title 5 health and safety regulations, and any California State preschool programs that the School is operating pursuant to Title 22 licensing requirements.
2. The School is primarily responsible for compliance with federal and state laws and regulations.
3. A pupil enrolled in a public school shall not be required to pay a pupil fee for participation in an educational activity.
4. If a UCP complaint is filed directly with the CDE and the CDE determines that it merits direct intervention, the CDE shall complete an investigation and provide a written decision to the complainant within sixty (60) calendar days of receipt of the complaint, unless the parties have agreed to extend the timeline or the CDE documents exceptional circumstances and informs the complainant.
5. The complainant has a right to appeal WCS' decision to the CDE by filing a written appeal within thirty (30) calendar days of the date of the School's decision, except if the School has used its UCP to address a complaint that is not subject to the UCP requirements.
6. Civil law remedies that may be available under state or federal discrimination, harassment, intimidation or bullying laws, if applicable, and of the appeal pursuant to Education Code § 262.3.
7. A complainant who appeals the School's decision on a UCP complaint to the CDE shall receive a written appeal decision within sixty (60) calendar days of the CDE's receipt of the appeal, unless extended by written agreement with the complainant or the CDE documents exceptional circumstances and informs the complainant.
8. A statement that if the School finds merit in a UCP complaint, or the CDE finds merit in an appeal, the School shall take corrective actions consistent with the requirements of existing law that will provide a remedy to the affected student and/or parent/guardian as applicable.
9. Copies of the School's UCP shall be available free of charge.

See 5 CCR 4600-4694