

WEST PARK CHARTER ACADEMY



Parent/Student Handbook



2025 - 2026



Making a difference...one student at a time...



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Dear Parents/Guardians and Students,

Welcome to West Park Charter Academy!

We hope you had a safe, restful, and enjoyable summer break. As we begin the 2025–2026 school year, we are filled with anticipation and enthusiasm. A new year brings excitement, challenges, and opportunities—and with our theme, **“The Sky is the Limit,”** we are reminded that there are no boundaries to what we can accomplish together.

The West Park Charter Academy team is honored to be a part of your educational journey. You can count on us to be professional, courteous, knowledgeable, and fully dedicated to helping you reach your academic and personal goals. Whether you are working toward college, a career, or other post-graduation paths, our staff is here to support and guide you every step of the way. Together—with hard work, mutual respect, dedication, and teamwork—**the sky truly is the limit.**

At West Park Charter Academy, students are encouraged to live by our C.A.R.E. values:

Competent and Proficient Users of Technology
Academic Achievers
Responsible Citizens
Effective Communicators

Our teachers are excited to help each student reach their highest potential. We hope that as a student at West Park Charter Academy, you will embrace the responsibility of becoming a lifelong learner. As Malcom X said, **“Education is the passport to the future, for tomorrow belongs to those who prepare for it today.”** Every day is an opportunity to grow, and every challenge is a chance to soar higher.

Let’s make this school year the best one yet by working together and giving it our all—because when we believe in ourselves and each other, **the sky is the limit!**

Welcome back, and let’s make 2025–2026 a remarkable year. If you have any questions or concerns, please contact the office at (559) 485-0727.

With enthusiasm and dedication,
West Park Charter Academy Staff

Mission Statement

West Park Charter Academy is committed to provide a learning environment in which students feel safe, valued, supported and respected. Our mission is to meet students where they are and to work closely with them to develop attainable goals for their future. We strive to forge strong and positive connections, instill confidence and self-reliance, and provide the academic rigor, technology skills, communication abilities, and the 21st Century Skills needed to become responsible and contributing members of society.

Vision Statement: “Looking to the future”

As graduates of the West Park Charter Academy program, students will be competent in technology, will have achieved high levels of academics, and will be effective communicators. In addition, students will develop attainable future goals and become responsible, productive citizens who make positive contributions to society.

**West Park Charter Academy's
Schoolwide Learner Outcomes (SLOs)**

Competent and Proficient Users of Technology by:

Utilizing technology as a tool for learning, communicating, and conducting research

Using technology to access, manipulate, and produce information

Measurable Indicators can Include:

Accounts/Use/Progress in IXL, Lexia, Reading Plus, Desmos, and other online platforms

Access to and Student use of G-Suite (Gmail, Slides, etc.)

Google Slideshows - one project every other learning period

Typing software w/assessments every other learning period

One research paper per semester (scored with rubric)

Academic Achievers by:

Conducting themselves responsibly, honestly, and ethically

Being self-directed learners

Being active learners, increasing their knowledge, and preparing themselves to be successful beyond graduation

Measurable Indicators can include:

Student Portfolio each year (students choose what they want to include)

Senior Portfolios

RMAs & Notifications per semester & school year

A-G completion

Completion of high school credits (220)

Grade Distribution (i.e. #'s of A's, B's, etc.)

2.0 GPA (per semester & school year)

Proficiency on State Assessments (i.e. SBAC, CAASPP, ELPAC)

Proficiency on Local Assessments

At or Above Grade-Level on STAR Assessments (STAR Reading & Math)

Responsible Citizens by:

Following the rules of the school

Showing respect for self and others

Demonstrating personal responsibility and integrity

Measurable Indicators can Include:

RMAs & Notifications per semester & school year

Incident reports per semester & school year

Student Attendance during each Learning Period (based on completed schoolwork)

Student Attendance to labs, classes, weekly appointments, & tutorial sessions

Volunteer Opportunities

Student Daily Activity Log (submitted at end of each Learning Period)

Effective Communicators by:

Collaborating, working effectively, and managing interpersonal relationships within diverse groups and settings

Demonstrating skills of speaking, listening, reading, and writing for different purposes and in a variety of situations

Measurable Indicators can Include:

Oral presentations for written reports and slideshows (every other learning period w/use of rubric)

Completion of Grade-level English requirements (with a C or higher) per semester & school year
Students who hold a work permit during each school year (2.5 GPA requirement)
Senior (Panel) Interviews for December and May Graduates

District Administration/School Office

Mailing Addresses:
West Park Elementary District Office
2695 S. Valentine
Fresno, CA 93706
(559)233-6501

Machado Office (Main Charter Office)
2695 S. Valentine Ave.
Fresno, CA 93706
(559)-485-0727

Board of Trustees
Fernando Alvarez
Yaritza Astudillo
Aida Garcia
Araceli Lopez
Michael Smith

District Administration/School Office Personnel

Superintendent	Dr. Brian Clark
Charter Director	Randy Randolph
Records Analyst	Thuy Tran
Administrative Assistant	Cassandra Garner
Registrar	Elizabeth Murillo
Chief Business Officer	Tamita Boyd
Administrative Financial Assistant	Amanda Flint
Human Resources	Carmen Mares
Data Analyst	Craig Bajada
Technology Director	Randy Randolph
Counselor	Ravinder Badhesha

CTE Counselor

Jorge Dominguez

Teaching Staff

FRESNO CENTER

Polly Brar
 Monica Cuevas
 Christine Doughty
 Joe Gonzalez
 Tirouhi Melkonian
 Kelly Morizono
 Traci Sheppard

HANFORD CENTER

Sam Clegg
 Christine Doughty
 Kimberly Scarborough
 Celeste Sierra

Fresno Paraprofessionals:

Hanford Paraprofessionals:

Anali Rangel

School Office Hours

<u>Site</u>	<u>Hours</u>	<u>Phone Number</u>
Machado Office	7:30 - 4:00 M-F	559-485-0727 Fax: 559-485-0682
Fresno Learning Center	8:00 – 3:45 M-F	559-277-5297
Hanford Learning Center	8:00 – 3:45 M-F	559-587-9913 Fax: 559-485-0682
West Park District Office	8:00 - 4:00 M-F	559-233-6501 Fax: 559-497-1944

Visitors at the Learning Centers

All visitors are required to report directly to the receptionist areas at the Fresno and Hanford Centers.

Registration Requirements

The following certification is required to register for school:

1. Completed Registration Application with Parent Signature and Emergency Card
2. Official documentation showing the child's birth date
3. Current immunization **TDAP vaccine
4. Unofficial transcript from previous high school.

State Law requires a child to be five years of age on or before September 1 and six years of age to start first grade. Students who have not reached the age of five by September 1 may start Kindergarten upon turning five years old, providing there is available space in Kindergarten and parents sign a form to acknowledge that placement at mid-year does not necessarily mean promotion to first grade at the end of the school year. If the child has not attended our school before, parents must bring a birth certificate for the child. State law mandates parents to present evidence that the child has been protected against polio, diphtheria, pertussis, tetanus, hepatitis, and red measles (rubella). For the 2025-2026 school year, and all future school years, all students entering, advancing or transferring into 7th grade will need proof of an adolescent whooping cough booster immunization (called "Tdap") for school in the fall. First grade students are required to have a "Report of Health Examination" signed by your doctor.

*In addition, students who drop will not be allowed to re-enroll within the same semester. They must reapply for the following semester or school year, whichever comes first.

*****Students who are new to the United States must attend a school within their home district for one semester prior to being enrolled at West Park Charter Academy.***

Attendance

It is important to your child's education that he/she completes schoolwork on a regular basis. Missed assignments can leave gaps in the educational process that may be very difficult to make up. Please make every effort to get your child to their appointment on time. If your child misses an appointment and/or work is not completed as assigned, your child will receive a Report of Missing Assignment/Appointment (RMA). Please see the RMA section for more details.

Assessment

Teachers will use a variety of assessments to monitor student learning. The most common assessments are given in the form of tests, work samples, and performance tasks. Teachers will be routinely collecting data in all core subject areas to be placed in a portfolio for each child. A computer-based Common Core assessment (SBAC) is administered to all 3rd-8th and 11th graders once a year. Students in 5th, 8th, and 12th grades will be taking the State Science Test. A Physical

Fitness test will be administered to all students in 5th, 7th, and 9th grades. It is mandatory for students in these respective grade-levels to be present (on their scheduled days) and do their best on these State-mandated assessments. In addition to State mandated testing, all students will be taking quizzes, chapter tests, unit tests, etc. at their respective learning center. In most cases, this requires that students attend school on more than one day per week.

Board Meetings

The West Park Board of Trustees holds most regular Board meetings on the **Second Tuesday** of each month in the District Office at 5:30 P.M. Agendas for each meeting are posted in the window of the school office. Parents and members of the community are welcome to attend Board meetings. Special Board meetings are sometimes called and agendas are posted at least seventy-two (72) hours prior to the meeting. Should you wish further information, please call the school office.

ELAC Meetings

Schools with 21 or more English Learner (EL) students are required to have an English Learner Advisory Committee (ELAC). The West Park Charter Academy ELAC meets (4) times during the school year. For the 2025-2026 school year, ELAC will be meeting in September, November, January and March.

Counselors

Students in 9th-12th grade are assigned a counselor who remains with them until the student graduates or withdraws from the program. Counselors create an individualized academic plan for each student and assists teachers with assigning courses. In 10th grade, an academic evaluation is completed. Counselors are responsible for helping students sign-up for college courses, work experience opportunities, as well as post-graduation plans such as completing their financial aid and college applications. Counselors also guide seniors in creating a Senior Portfolio. After completing the Senior Portfolio, students are required to go through a mock Interview in which they will learn strategies on how to interview successfully. The counselors also organize Career Days /College Field trips.

*****Counselors will meet with all students in grades 9-12 twice per semester minimum.***

Change of Address – Withdrawal from School

Please notify the office and instructor of any changes in your address or telephone number. It is important that we have an accurate address and/or telephone number where we can reach parents/guardians.

Please notify the office at least **two days in advance** when students are transferring out of the district.

College Courses/High School Enrichment Program

High school students may attend college and take courses/receive high school credit (Dual Credit) after successfully completing one semester with satisfactory grades/attendance at West Park Charter Academy. The college course(s) must:

*Be approved by the Director

*Be academic & rigorous

*Not be offered at West Park Charter Academy

*Be taken during the 2025-2026 school year (see school calendar)

When students take college courses (for Dual Credit/Associate Degree), the counselors (Academic & CTE) and ISTs must work together to complete and submit (to the Machado Office):

A High School Enrichment Program Application

*A Master Agreement (with all classes listed, including college course/courses)

*A course syllabus and/or course description

*Official transcripts within 2 weeks of the course ending

*****Students who choose to take college courses for college credit will only have to submit a High School Enrichment Program application, and will not be reimbursed for textbooks.***

Comprehensive Safety Plan

Each school is required to have a comprehensive safety plan in place in case of an emergency. The plan is to be revised and adopted by the school board by March 1st of every school year. The plan consists of evacuation, shelter-in-place, lockdown, and duck and cover procedures. Please be aware of these procedures as you enter on to campus.

EVACUATION

WHEN

Directed by school personnel, police (in person or by phone)

HOW

- Students and staff exit building through front door away, lock doors, and walk to designated safety area (i.e. parking lot)
- Teachers take roll – Have students raise right hand. Lower hand when name is called
- Remain in EVACUATION mode until an “ALL-CLEAR” signal is given

SHELTER-IN-PLACE

WHEN

- Directed by police in person or by phone
- A violent situation may reach the campus

HOW

- Students and staff remain in room
- Open doors with caution to students/staff seeking safety and law enforcement
- Teachers take roll
- Remain in SHELTER-IN-PLACE mode until an “ALL-CLEAR” signal is given

LOCK-DOWN

WHEN

□ Danger on campus

HOW

- All students and staff go to the nearest available room, take cover, and stay low
- Lock doors, turn off lights, turn off audio-visual equipment, go to a safe area, leave computer, and may communicate by E-mail
- Render first aid as necessary
- Open doors with caution to students/staff seeking safety and law enforcement
- Remain in LOCK-DOWN mode until “**ALL-CLEAR**” signal is given

D U C K and C O V E R

WHEN

□ Danger on campus by the shaking of buildings and/or severe weather

HOW

- All students and staff go to the nearest available room, take cover, stay low, duck under table covering head
- Lock doors if possible, turn off lights, turn off audio-visual equipment, leave computer on, and communicate by E-mail if possible
- Render first aid as necessary
- Open doors with caution to students/staff seeking safety and law enforcement
- Try to remain calm and immobile
- Remain in DUCK and COVER mode until “**ALL-CLEAR**” signal is given; EVACUATE building

Curriculum

*****All State-adopted core curriculum addresses the CA Common Core State Standards.***

Elementary

The Kindergarten through Grade 6 elementary school curricula stresses reading/language arts, math, science, social studies, art, music, and physical education. Tutorial sessions are offered for those in need.

Middle School

The middle school, Grades 7 and 8, continue the focus on academics, in particular, core subject areas that address the Common Core State Standards. Tutorial sessions are offered for all students who are in need of additional support.

High School

The high school offers a comprehensive online curriculum that includes a-g coursework via Edgenuity. Courses provide students a rich and varied menu of selections that prepare them for postsecondary experiences/opportunities that range from technical training to selective colleges and universities. Tutorial sessions are offered for all students who are in need of additional support.

DISCIPLINE/DROP FROM PROGRAM

1. The immediate supervision and control; or

2. The general supervision, of school personnel, those terms are used in E.C. 46300. The basic for rules and procedures of expulsion are found in E.C. 48918 Expulsion hearings must be held within 30 schooldays after the principal or superintendent determines that the student has committed an expellable offense, unless the student requests a postponement. If the governing board does not meet weekly, the decision to expel must be made within 40 schooldays after the student's removal from school. **Students may be removed from the program for the following reasons under E.C. 48900:**

E.C. 48900 (a) (1) Caused, attempted to cause, or threatened to cause physical injury to another person, or (2) willfully used force or violence upon the person of another, **except** in self-defense. **E.C. 48900 (b)** Possessed, sold, or otherwise furnished any firearm, knife, explosive, or other dangerous object **unless**, in the case of possession of any such object of this type, the pupil had obtained **written** permission to possess the item from a certificated school employee, which is concurred in by the Principal or designee.

E.C. 48900 (c) Unlawfully possessed, used, sold, or otherwise furnished, or been **under** the influence of any controlled substance, an alcoholic beverage, or an intoxicant of any kind.

E.C. 48900 (d) Unlawfully offered, arranged, or negotiated to sell any controlled substance, an alcoholic beverage, or an intoxicant of any kind, and then **either** sold, delivered, **or** otherwise furnished to any person another liquid substance, **or** material and represented it as a controlled substance, alcoholic beverage, **or** intoxicant.

E.C. 48900 (e) Committed or attempted to commit robbery or extortion.

E.C. 48900 (f) Caused or attempted to cause damage to school property or private property.

E.C. 48900 (g) Stole or attempted to steal school property or private property.

E.C. 48900 (h) Possessed or used tobacco, or products containing tobacco or nicotine products, including, but not limited to, cigarettes, cigars, miniature cigars, clove cigarettes, smokeless tobacco, snuff, chew packets, and betel. However, this section does not prohibit the use or possession by a pupil of his or her own prescription products.

E.C. 48900 (i) Committed an obscene act or engaged in habitual profanity or vulgarity.

E.C. 48900 (j) Unlawfully possessed, or unlawfully offered, arranged, or negotiated to sell any drug paraphernalia.

E.C. 48900 (k) Disrupted school activities or otherwise willfully defied the valid authority of supervisors, teachers, administrators, school officials, or other school personnel engaged in the performance of their duties. (Includes "Cyber-bullying.")

E.C. 48900 (l) knowingly received stolen school property or private property.

E.C. 48900 (m) Possessed an imitation firearm.

E.C. 48900 (n) Committed or attempted to commit specified acts of sexual assault or committed sexual battery.

E.C. 48900 (o) Harassed, threatened, or intimidated a pupil who is a complaining witness.

E.C. 48900 (p) Unlawfully offered, negotiated to sell, or sold the prescription drug Soma.

E.C. 48900 (q) Engaged in, or attempted to engage in, hazing as defined in Section 32050.

E.C. 48900 (r) Engaged in an act of bullying. For purposes of this subdivision, the following terms have the following meanings: (1) "Bullying" means any severe or pervasive physical or verbal act or conduct, including communications made in writing or by means of an electronic act, and including one or more acts committed by a pupil or group of pupils as defined in Section 48900.2, 48900.3, or 48900.4, directed toward one or more pupils that has or can be reasonably predicted to have the effect of one or more of the following: (A) Placing a reasonable pupil or pupils in fear of harm to that pupil's or those pupils' person or property. (B) Causing a reasonable pupil to experience a substantially detrimental effect on his or her physical or mental health. (C) Causing a reasonable pupil to experience substantial interference with his or her academic performance. (D) Causing a reasonable pupil to experience substantial interference with his or her ability to participate in or benefit from the services, activities, or privileges provided by a school.

(2)(A) "Electronic act" means the creation or transmission originated on or off the school site, by means of an electronic device, including, but not limited to, a telephone, wireless telephone, or other wireless communication device, computer, or pager, of a communication, including, but not limited to, any of the following:

(i) A message, text, sound, or image. (ii) A post on a social network Internet Web site, including, but not limited to: (I) Posting to or creating a burn page. "Burn page" means an Internet Web site created for having one or more of the effects listed in paragraph (1). (II) Creating a credible impersonation of another actual pupil for having one or more of the effects listed in paragraph (1). "Credible impersonation" means to knowingly and without consent impersonate a pupil for bullying the pupil and such that another pupil would reasonably believe, or has reasonably believed that the pupil was or is the pupil who was impersonated. (III) Creating a false profile for having one or more of the effects listed in paragraph (1). "False profile" means a profile of a fictitious pupil or a profile using the likeness or attributes of an actual pupil other than the pupil who created the false profile. (B) Notwithstanding paragraph (1) and subparagraph (A), an electronic act shall not constitute pervasive conduct solely on the basis that it has been transmitted on the Internet or is currently posted on the Internet. (3) "Reasonable pupil" means a pupil, including, but not limited to, an exceptional needs pupil, who exercises average care, skill, and judgment in conduct for a person of his or her age, or for a person of his or her age with his or her exceptional needs.

E.C. 48900 (s) A pupil **may** be suspended or expelled for acts that are related to school activity or attendance that occur at any time, including, **but is not** limited to, any of the following:

- (1) while** on school grounds;
- (2) while** going to or coming from school;
- (3) during** the lunch period whether on or off the campus; and/or
- (4) during,** or **while** going to or coming from, a school sponsored activity.

E.C. 48900 (t) A pupil who aids or abets the infliction or attempted infliction of physical injury to another person.

E.C. 48900 (u) As used in this section, “**school property**” includes, **but is not limited to**, electronic files and databases.

E.C. 48900 (v) The Superintendent or Principal **may** use his/her discretion to provide alternatives

to suspension or expulsion, including, **but is not limited to**, counseling and an Anger Management Program, for a pupil subject to discipline **under** this section.

E.C. 48900 (w) It is the intent of the Legislature that alternatives to suspension or expulsion be imposed against any pupil who is truant, tardy, or otherwise absent from school activities. **E.C. 48900.2** Committed sexual harassment, such as gestures, verbiage, or unsolicited,

inappropriate touching, as defined by E.C. 212.5. (Includes

“Cyber-bullying”) **E.C. 48900.3** Caused, attempted to cause, threatened to cause, or participated in an act of hate violence, as defined in subdivision (e) of E.C. 233.

E.C. 48900.4 Intentionally engaged in harassment, threats, or intimidation directed against a pupil or group of pupils, that is sufficiently severe or pervasive to have the actual and reasonably expected **effect** of materially disrupting class work, creating substantial disorder, and invading the rights of that pupil or group of pupils by creating an intimidation or hostile educational environment. (Includes Cyber-bullying).

E.C. 48900.7 (Grades K-12) Made terrorist threats against school officials or school property, or **both**. The Gun Free School Zone Safety Act requires expulsion for **not less** than one (1) year of any student who is determined to have brought a firearm or explosive device to school. B.P.

5131.7

Additional causes and procedures for disciplinary action:

- bomb threats L.C. 3367; P.C. 148.1; • fires, explosives, or the threat thereof P.C. 448 (a), 449 (a); H. & S.C. 12034- 12036; • forging E.C. 48907; • violation of grooming and dress policies B.P. 5132; • unauthorized use or possession of keys to school buildings P.C. 469; • loitering P.C. 653

(g) violation of rules relating to picketing, sit-ins, walk-ons, etc. P.C. 407, 409, 416, 602 (j) & (p), 626.2, 626.4, 626.6, 626.8; • disrupting schools or classrooms E.C. 44810; • membership in secret clubs on campus • violating bus regulations **while** on district transportation C.A.C., Title V,

Sec. 14263; • unauthorized presence at school campuses or events E.C. 44810; P.C. 626.8, 647 (b), 653 (g); • vandalizing school property or possessions belonging to the school, its staff, students, or visitors C.A.C. 305; C.C. 171.1; E.C. 19910, 44806, 44810, 48907, 48909; G.C. 6201, 53069.5, 53069.6; P.C. 448 (a), 449 (a), 594, 594.5, 602 (j); • damaging, losing, or overdue instructional materials E.C. 48904; A.R. 5125.2;

- failing to follow posted school traffic and parking rules V.C. 21113, 42001; • gambling, (possession of dice) hazing, or immoral behavior E.C. 32050-32052, 48900 (g) & (h); P.C. 330; • possessing or using laser and electronic signaling devices, such as pagers, and signaling equipment E.C. 48901.5; and/or
- Parent/guardian **must** be notified when an injurious instrument is taken from a student. E.C. 49332

*****Any Student 18 years of age and attending West Park Charter Academy is required to follow all school rules applied to all students under the age of 18 years of age.***

Dress Code

Minimum Dress and Grooming Code

The Board of Trustees has adopted the following dress code for all West Park students K-12 for the 2025-2026 school year.

*The academy reserves the right to send home any student who is not appropriately dressed for school.

Gang activity at West Park Charter Academy will not be tolerated.

Garment Type	Dress code enforced at the learning centers:
Tops	EVERY STUDENT WILL BE GIVEN A WEST PARK CHARTER ACADEMY T-SHIRT TO WEAR. STUDENTS ARE TO WEAR THEIR SCHOOL SHIRT WHEN ENTERING THE BUILDING. No RED or BLUE tops. Must be long enough to cover torso, no midriff, back, or belly button exposed Must fit properly
Pants/Shorts	No larger than one size too large No Spandex or Lycra shorts Leggings/Jeggings are permitted but cannot be see through No RED or BLUE pants. (Denim OK) No sagging May not have holes, rips, or tears Must be clean, neat, and conceal undergarments
Skirts, Dresses, and Jumpers	Must be no more than 4" above the center of knee No RED or BLUE skirts, dresses, or jumpers. (Denim OK) No sleeveless dresses.
Outer Garments	No RED or BLUE jackets, sweatshirts, etc. May not be oversized Must have proper shirt underneath No sports logo jackets
Shoes	Footwear must be worn at all times. No hard-toed or steel-toed shoes or boots. No RED or BLUE shoes, sandals, or laces.

Belts	Must be appropriate size and worn through belt loops Belt ends must not hang down. No belt buckles with insignias or initials. No RED or BLUE belts.
Hats	No hats, caps, hoods, hairnets, or bandanas may be worn or displayed at the learning centers.
Hair	Neat, clean, and combed No hairstyle or color to cause undue attention.
Miscellaneous	*No sports teams/logos, gang-related symbols or insignias *All decals/pictures subject to review by administration. *No gang-related symbols or insignias on books, belongings, or apparel. *Attire with lettering or drawings, which depict sexually suggestive expressions or actions, profanity, obscenity, drugs, alcohol, or tobacco, shall not be worn. *Torn or radically altered clothing is not permitted. *The school reserves the right to restrict certain clothing if it has become a symbol for gangs in the community and/or surrounding areas. *Jewelry must be kept at a minimum. *In case of questionable dress, the site administrator will make a final decision.

*****This dress and grooming code was designed to be fair and easy to comply with. Please cooperate with our efforts to make our school a safe environment for all students and staff.***

Consequences of Dress Code Violations

Violations of this policy will result in the following disciplinary actions:

First Violation: The student and/or parent will receive a verbal warning.

Second Violation: The student may be sent home to change. If he/she is not cooperative, a parent conference will be held to address this issue. A contract will be negotiated and signed.

Third Violation: A formal letter with the violation(s) will be sent home. A Parent Conference with student will be held.

Fourth Violation: Possible dismissal from program.

Emergencies

In the event of any emergency, every attempt will be made to contact the parents if a student requires immediate medical attention. The Emergency Card on file in the school office lists whom to contact in case of any emergency. School staff will follow the parent's directions as closely as possible.

**PLEASE FILL OUT THE EMERGENCY CARD COMPLETELY..IF WE HAVE AN EMERGENCY, IT IS
IMPORTANT**

**THAT WE HAVE A NUMBER TO REACH YOU (OR ANOTHER ADULT LISTED ON YOUR CONTACT
LIST).** IF THERE IS A CHANGE IN ADDRESS, TELEPHONE NUMBER, OR EMPLOYMENT, NOTIFY US
IMMEDIATELY SO THAT IN AN EMERGENCY, WE WILL BE ABLE TO CONTACT/LOCATE YOU.

Employer – Parent Discrimination

Labor Code 230.8

A) No employer, who employs 25 or more employees working at the same location, shall discharge or in any way discriminate against an employee who is a parent or guardian of any child in kindergarten or grades 1 to 12, inclusive, for taking off four hours each school year, per child, to visit the school of the child, if the employee, prior to taking the time off, gives reasonable notice to the employer of the planned absence of the employee. An employee shall utilize existing vacation, personal leave, or compensatory time off for purposes of this planned absence, unless otherwise provided by a collective bargaining agreement. The employee, if requested by the employer, shall provide documentation from the school as proof that he or she visited the school on a specific date and at a particular time. For purposes of this subdivision, "documentation" means whatever written verification of a parental visit the school deems appropriate and reasonable.

English Language Learners

All students identified on the Home Language Survey as having a primary language other than English are assessed (the ELPAC assessment) to determine oral English proficiency, written English proficiency, reading English proficiency and primary language fluency. Parents will be notified of assessment results. Bilingual advisory meetings (ELAC) will be held periodically throughout the year (please refer to the ELAC section of this handbook).

Field Trips

Students who are fully vaccinated will have the opportunity to participate in field trips throughout the school year. Permission slips **must** be signed and returned by the stated due date. If an emergency card is not on file for your child, they will not be permitted to attend the field trip.

Parents interested in serving as chaperones must complete and submit a district chaperone packet and receive approval in advance. **Please note: Parents may be required to accompany their child on certain field trips.**

Grading

Grades are an evaluation of student achievement of the course or grade level standards/objectives, not potential or social performance. Teachers use frequent and ongoing evaluation to determine grades. Components of these grades will reflect numerous and varied age appropriate opportunities for students to succeed and demonstrate knowledge of subject matter. Various components may include: *Attendance, Participation, Discussion, Homework, Projects, Quizzes, Tests, and Performance Evaluations*. The West Park Charter Academy grading scale is as follows:

A 90 – 100

B 80 – 89

C 70 – 79

D 60 – 69

F 59 and below

Guardianship – Custody

It is the parent's/guardian's responsibility to provide the school with all legal documents regarding guardianship, child custody rights, school visitations, and any rights related to school activities.

Health Aide/Services

Health/Nurse's services contracted through the Fresno County Superintendent of Schools are available for the testing of vision, hearing, scoliosis, etc.

Immunizations

Since January 1, 2016:

- Parents or guardians of students in any school or child-care facility, whether public or private, are no longer allowed to submit a personal beliefs exemption to a currently required vaccine.
- However, parents or guardians must continue to provide immunization records for these students to their schools, and schools must continue to maintain and report records of immunizations that have been received for these students.
- Students are no longer required to have immunizations for entry if they attend: – a home-based private school or – an independent study program and do not receive classroom-based instruction.
- Students who have an individualized education program (IEP) should continue to receive all necessary services identified in their IEP regardless of their vaccination status.

Effective January 1, 2021:

Medical exemptions can only be issued through the California Immunization Registry – Medical Exemption website ([CAIR-ME](#)) by physicians licensed in California. Schools and childcare facilities may only accept from parent's new medical exemptions that are issued using CAIR-ME.

If your child has not been immunized you will be asked to sign and date an affidavit stating that your child has not been immunized.

- Any child leaving the United States for a short vacation to any country considered by the Center of Disease Control and Prevention (CDC) to have increased risk of TB exposure MUST call Fresno County Tuberculosis Clinic 600-3413 for a TB Questionnaire/ Screening upon return. This office is located at 1221 Fulton Mall or you can also see your regular physician.

Items Not Appropriate for School

A student without permission shall not bring personal property items to school from a teacher or administration. Parents and students need to be aware that possessing certain items such as drugs, pocket knives, weapons, etc., will result in an automatic dismissal from school and the authorities to be notified.

Lunch – Breakfast Program

The West Park Elementary School District participates in the State Lunch Program. When on the District Campus (of West Park Elementary School), all students are eligible for free breakfast/lunches for the 2025-2026 school year. This is an equal opportunity program. If you believe you have been discriminated against because of race, color, national origin, sex, or handicap, write to the Secretary of Agriculture, Washington, D.C. 20250.

Medication

Parents are required by State law to inform the school of any medication to be taken by the student at school. Facts on current dosage and the signature of the supervising physician are needed.

The school district must receive:

1. Permission to administer medication form signed by physician.
2. Permission to administer medication form signed by the parent.
3. Medication must be in the original pharmaceutical container.
4. Medication is to be kept in the office.

Forms are available in the school office.

NOTE: the school personnel without parent and doctor's written permission will administer no medication (including Tylenol and Aspirin).

Monthly Progress Reports

Each month, assignment sheets are given to students with an evaluation being completed at the end of the month. The purpose of these monthly assignment sheets is to update parents on their child's academic progress. It is hoped that the report will alert parents to assist their child in remediating any problem areas before official grades are placed on the report card. Each quarter a progress report will be mailed home to parents.

Notification of Parents or Guardians for 2025-2026

(Unless indicated otherwise, all Code Sections hereinafter referred to are California Education Code.)

§ 48980 · Required Notification

At the beginning of the first semester or quarter of the regular school term, governing boards of school districts shall notify parents and guardians of certain rights and responsibilities including, but not limited to the following sections:

§ 200 et. seq. · Nondiscrimination in district programs and activities

State and federal law prohibits discrimination in education programs and activities. School districts are required to afford all pupils, regardless of race, gender, religion, national origin, disability or sexual orientation, equal rights and opportunities.

§ 221.5 · Course of Study – Sexual Bias

A school counselor, teacher, instructor, administrator, or aide may not, on the basis of the sex of a pupil, offer vocational or school program guidance to a pupil of one sex that is different from the offered to a pupil of the opposite sex or, in counseling a pupil, differentiate career, vocational, or higher education opportunities on the basis

of the sex of the pupil counseled. Any school personnel acting in a career counseling or course selection capacity to a pupil shall affirmatively explore with the pupil the possibility of careers, or courses leading to careers, that are nontraditional for that pupil's sex. The parents or legal guardian of the pupil shall be notified in advance of career counseling and course selection commencing with course selection for the seventh grade so that they may participate in the counseling sessions and decisions.

§ 231.5 · Sexual Harassment

School districts are required to have a written policy regarding sexual harassment. A copy of the policy will be displayed in a prominent location, provided as part of any orientation for new students, distributed to all employees and included in publications that set forth standards of conduct for the district.

§ 17612 · Pesticide Products

The school shall provide to parents or guardians of pupils a written notification of the name of all pesticide products expected to be applied at the school during the upcoming year. The notification shall identify the active ingredient(s) in each pesticide product. The notice shall also contain the Internet address used to access information on pesticides and pesticide use reduction developed by the Department of Pesticide Regulation and may contain information deemed necessary by the school district. The school district shall provide the opportunity for recipients to register with the school district if they wish to receive notification of individual pesticide applications at the school. Persons who register shall be notified of individual applications at least 72 hours prior to the application. The notice shall include the product name, the active ingredient and the intended date of application. If a pesticide product not included in the annual notification is subsequently intended for use at the school, the school district shall provide written notification of its intended use at least 72 hours prior to application.

§ 32255 – 32255.6 · Pupils' Rights to Refrain From the Harmful or Destructive Use of Animals

Any pupil with a moral objection to dissecting, harming or destroying animals shall notify his/her teacher regarding this objection. If the teacher believes an adequate alternative education project is possible then the teacher may work with the pupil to develop an agreed upon alternative education project. The project shall require a comparable time and effort by the pupil. It shall not be more arduous as a means of penalizing the pupil. The pupil shall not be discriminated against based upon his/her decision to exercise the rights of the section.

§ 32286, 32288 · Comprehensive School Safety Plan

Each school shall adopt a comprehensive school safety plan. Each July, the school site will report on the status of its school safety plan, including a description of its key elements in the annual school accountability report card. Before adopting its safety plan, the school site council or the school safety planning committee shall hold a public meeting in order to allow members of the public the opportunity to express an opinion about the plan. Specified persons shall be notified of the meeting in writing. Specified persons shall include the mayor, a representative of the local school employee organization, representatives of parent organizations, representatives of each teacher organization at the school site, a representative of the student body government and all other persons that indicate they want to be notified. In order to ensure compliance, each school district shall notify the State Department of Education by October 15 of any schools that have not complied with the development of a school safety plan.

§ 32390 · Fingerprinting

The governing board of any school district may offer a fingerprinting program for children enrolled in kindergarten or newly enrolled in that district. Each parent/guardian shall be informed of the school fingerprinting program when the child first enrolls in public schools. At that time, the parent shall declare in writing whether he/she wants the child to be fingerprinted in the school program. If the parent consents to fingerprinting, they shall pay the applicable fee. The parent shall be informed in writing at the time of enrollment that they may reverse in writing, their declaration on fingerprinting. Children shall not be fingerprinted without the consent of the parent/guardian.

§ 33126, 35256, 35258 · School Accountability Report Card

It is the intent of the Legislature that school districts make a concerted effort to notify parents of the purpose of school accountability report cards and ensure that all parents receive a copy of the report card. School Districts with internet access should make copies of the report available through the internet.

§ 35183 – 35183.5 • Dress code/Use of Sunscreen

Authorizes a school district to adopt a reasonable dress code that requires pupils to wear a school wide uniform or prohibits the wearing of gang related clothing. Each school will also allow for the outdoor use during the school day, articles of sun protective clothing, including, but not limited to hats. Each school site shall allow pupils the use of sunscreen during the school day without a physician's note or prescription. Each school site may set policy related to the use of sunscreen by pupils during the school day. For purposes of this subdivision, sunscreen is not an over-the-counter medication.

§ 35186 • Williams Settlement Complaint Rights

Each school district shall notify parents that there should be sufficient textbooks and instructional materials in each classroom. Each pupil, including English learners, must have textbook or instructional materials, or both, to use in the class and to take home to complete required homework assignments. School facilities must be clean, safe and maintained in good repair, and there should be no teacher vacancies or miss-assignments. Complaint procedures have been established to identify and resolve complaints regarding these issues. Complaint forms should be available at the school or district office.

§ 35291- 35291.5 • Rules; School Discipline

The governing board of any school district shall prescribe rules not inconsistent with law or with the rules prescribed by the State

Board of Education, for the government and discipline of the schools under its jurisdiction. These rules

In addition, a committee with a specified membership shall develop procedures. The governing board of each school district which maintains any of grades 1 through 12, inclusive, may notify the parent or guardian of all pupils registered in schools to both continuing and transfer pupils and to their parents regarding school discipline rules.

§ 39831.5 • School Bus Passenger Safety

Upon registration, parents of pupils not previously transported in a school bus, shall be provided with written information on school bus safety. This applies to pre-kindergarten, kindergarten and grades 1 to 6.

§ 44808.5 • Open Campus Lunch Period

If the governing board of a school district permits students enrolled in their high schools to leave school grounds during lunch, parents are to be informed that neither the school district nor any employee shall be liable for the conduct or safety of any pupil who has left the school grounds during this lunch period.

§ 46010.1 • Excused Absences for Pupils Obtaining Confidential Medical Services without Consent of the

Parent/Guardian The governing board of each district shall...notify pupils in grades 7 to 12 inclusive, and the parents or guardians of all pupils...that school authorities may excuse any pupil from the school for the purpose of obtaining confidential medical services without the consent of the pupil's parent or guardian.

§ 46014 • Regulations Regarding Absences for Religious Purposes

Pupils, with the written consent of their parents or guardians, may be excused from school in order to participate in religious exercises or to receive moral and religious instruction at their respective places of worship or at other suitable place or places away from school property designated by the religious group, church, or denomination which shall be in addition and supplementary to the instruction in manners and moral required elsewhere in this code. Such absence shall not be deemed absence in computing average daily attendance, if all the following conditions are complied with:

- (a) The governing board of the district of attendance, at its discretion, shall first adopt a resolution permitting pupils to be absent from school for such exercises or instruction.
- (b) The governing board shall adopt regulations governing the attendance of pupils at such exercises or instruction and the reporting thereof.
- (c) Each pupil so excused shall attend a school at least the minimum school day for his grade of elementary schools, and as provided by the relevant provisions of the rules and regulations of the State Board of Education for secondary schools.

- (d) No pupil shall be excused from school for such purposes on more than four days per school month.

It is hereby declared the intent of the Legislature that this section shall be permissive only.

§ 46600 · Inter-district Attendance

The governing boards of two or more school districts may enter into an agreement, for a term not to exceed five school years, for the inter-district attendance of pupils who are residents of the districts. The agreement shall stipulate the terms and conditions under which inter-district attendance shall be permitted or denied.

§ 48204 (b) · Residency-Parent/Guardian Employment

Under certain conditions, a pupil may attend schools in another district within which one or both of the parents are employed.

§ 48205 · Excused Absence: Justifiable Personal Reasons

- (a) Notwithstanding Section 48200, a pupil shall be excused from school when the absence is:

- (1) Due to his or her illness
- (2) Due to quarantine under the direction of a county or city health officer.
- (3) For having medical, dental, optometrical, or chiropractic services rendered.
- (4) For the purpose of attending the funeral services of a member of his or her immediate family, so long as the absence is not more than one day if the service is conducted in California and not more than three days if the service is conducted outside of California.
- (5) For the purpose of jury duty in the manner provided for by law
- (6) Due to the illness or medical appointment during school hours of a child of whom the pupil is the custodial parent
- (7) For justifiable personal reasons, including, but not limited to, an appearance in court, attendance at a funeral service, observance of a holiday or ceremony of his or her religion, attendance at religious retreats, or attendance at an employment conference, when the pupil's absence has been requested in writing by the parent or guardian and approved by the principal or a designated representative pursuant to uniform standards established by the governing board.

A pupil absent from school under this section shall be allowed to complete all assignments and tests missed during the absence that can be reasonably provided and, upon satisfactory completion within a reasonable equivalent to, but not necessarily identical to, the tests and assignments that the pupil missed during the absence.

For purposes of this section, attendance at religious retreats shall not exceed four hours per semester.

Absences pursuant to this section are deemed absences in computing average daily attendance and shall not generate state apportionment payments.

"Immediate family," as used in this section, has the same meaning as that set forth in Section 45194, except that references therein to "employee" shall be deemed references to "pupil."

§ 48206.3, 48207, 48208 · Pupils with Temporary Disability

A pupil with a temporary disability that makes attendance in the regular day classes or alternative education program in which they are enrolled impossible or inadvisable shall receive individual instruction provided by the district in which the pupil is deemed to reside. Such pupils shall be provided individual instruction, as deemed necessary, that may include instruction in the pupil's home, hospital, or health facility in the pupil's district of residence. Individual instruction means instruction provided to a pupil in the pupil's home, in a hospital or other health facility excluding state hospitals. A temporary disability means a physical or emotional disability incurred while a pupil is enrolled in regular day classes or an alternative education program after which the pupil can reasonably be expected to return to regular day classes or the alternative program without special intervention.

A pupil with a temporary disability who is in a hospital or other residential health facility, excluding a state hospital, which is located outside the school district in which the pupil's parent or guardian resides, shall be deemed to have complied with the residency requirements for school attendance in the school district in which the hospital is located.

It shall be the primary responsibility of the parent or guardian to notify the school district in which the pupil is deemed to reside of the pupil's presence in a qualifying hospital. Upon receipt of this notification, that school district shall: Within 5 working days of receipt of the notification, determine whether the pupil will be able to receive individualized instruction and when it will commence. The instruction will begin no later than 5 days after the need for individualized instruction has been rendered.

§ 48216 • Exclusion of Pupils Not Immunized

A school district shall exclude a pupil who is not properly immunized and will notify the parent/guardian that they have two weeks to supply evidence that the pupil is properly immunized or is exempt from immunization. The district shall also refer the parent/guardian to sources of medical services to obtain immunizations if they are needed.

§ 48850 – et.seq. • Foster Youth

Each school district will designate an educational liaison to ensure that pupils in foster care receive stable school placements which are: in the best interest of the child, in the least restrictive educational program, provide access to academic resources, services and extracurricular activities available to all students, provide full and partial credit for coursework taken and give a meaningful opportunity to meet pupil academic achievement standards.

§ 48980 © • Minimum Days and Staff Development Days

The school district shall notify parents/guardians of all pupils of the schedule of minimum days and pupil free staff development days, and if any minimum or pupil free staff development days are scheduled thereafter, the governing board shall notify parents/guardians of the affected pupils as early as possible but no later than one month before the scheduled minimum or pupil free day.

§ 48980 (d) • Investing for Future College Education

Parents are advised of the importance of investing for the future college or university education of their children and of considering appropriate investment options.

§ 48980 (h) • Attendance Options

The school district shall advise the parent or guardian of all existing statutory attendance options and local attendance options available in the district. This notification shall include all options for meeting residency requirements for school attendance, programmatic options offered within the local attendance areas, and any special programmatic options available on both an inter-district and intra-district basis. The notification shall also include a description of all options, a description of the procedure for application for alternative attendance areas or programs, an application form from the district for requesting a change of attendance, and a description of the appeals process available, if any, for a parent or guardian denied a change of attendance. The notification shall also include an explanation of the existing statutory attendance options including, but not limited to those under Education Code Sections 35160.5, 46600, 48204 (f), and 48209. The department shall produce this portion of the notification and shall distribute it to all school districts.

§ 49063, 49069, FERPA, 5 CCR Sec. 431 (e) • Parent Access to Records

School districts shall notify parents in writing of their rights regarding the availability of the types of pupil records and information which are directly related to students and maintained by the institution, the official responsible for the maintenance of the records, the location of the records, the policies for reviewing and expunging the records, the right of the parent to access the pupil records, the procedure for challenging the content of student records, the cost which will be charged to the parent for copies of records, and their right to file a complaint with the United States Department of Health, Education and Welfare concerning an alleged failure by the district to comply with the provisions of Section 438 of the General Education Provisions Act. Parents of currently enrolled or former pupils have an absolute right to access to all pupil records related to their children, which are maintained, by school districts or private schools.

§ 49073 • Directory Information

Parents or guardians shall be given the right to allow the district to release directory information on pupils or former pupils of the district to officials, organizations or individuals according to district policy. No information shall be released when a parent has notified the district not to release such information. Directory information may be released according to local policy as to any pupil or former pupil, if notice is given at least on an annual basis of the

categories of information that the school plans to release and of the recipients. Where applicable, schools are to notify parents of requirements under "No Child Left Behind," that requires the release of specified directory information on students to military recruiters.

§ 49403 · Control of Communicable Disease & Immunization of Pupils

The governing board of any school district may authorize any person licensed as a physician and surgeon, or any person licensed as a registered nurse acting under direction of a supervising physician and surgeon to administer an immunizing agent to any pupil, provided that written consent of the pupil's parent or guardian has been obtained prior to administration of such immunizing agent.

§ 49423 · Administration of Prescribed Medication

Any pupil who is required to take, during the regular school day, medication prescribed for them by a physician, may be assisted by the school nurse or other designated school personnel or may carry and self-administer prescription auto-injectable epinephrine under the following circumstances: (1) In order for the pupil to be assisted by a school nurse or other designated school personnel, the school district shall obtain both a written statement from the physician detailing the name of the medication, method, amount and time schedule by which the medication is to be taken and a written statement from the parent, foster parent or guardian of the pupil indicating the desire that the school district assist the pupil in the matters included in the physician's statement. (2) In order for the pupil to carry and self-administer prescription auto-injectable epinephrine, the school district shall obtain a written statement from the physician detailing the name of the medication, method, amount and time schedule by which the medication is to be taken and confirming that the pupil is able to self-administer the medication and a written statement from the parent, foster parent, or guardian of the pupil consenting to self-administration, as well as providing a release for the school nurse or their designated school personnel to consult with the health care dentist or provider of the pupil regarding any questions that may arise with regard to the medication, and releasing the school district and school district and school personnel from any liability if they use auto-injectable epinephrine in a manner other than as prescribed.

The written statements in both cases shall be provided at least annually and more frequently if the medication, dosage, frequency of administration, or reason for administration changes.

§ 49451 · Parent's Refusal to Consent

A parent or guardian having control or charge of any child enrolled in the public schools may file annually with the principal of the school in which he is enrolled a statement in writing, signed by the parent or guardian, stating that he will not consent to a physical examination of his child. Thereupon the child shall be exempt from any physical examination, but whenever there is a good reason to believe that the child is suffering from a recognized contagious or infectious disease, he shall be sent home and shall not be permitted to return until the school authorities are satisfied that any contagious or infectious disease does not exist.

§ 49452.8 · Dental Care

A pupil, while enrolled in kindergarten in a public school, or while enrolled in first grade in a public school if the pupil was not previously enrolled in kindergarten in public school, shall, no later than May 31 of the school year, present proof of having received an oral health assessment by a licensed dental health professional no earlier than 12 months prior to the date of the initial enrollment of the pupil.

§ 49472 · Medical & Hospital Services for Pupils

The governing board of any school/district may provide or make available medical and/or hospital services for pupils through nonprofit membership corporations, or authorized insurance companies for accidents occurring on school grounds, or while being transported to or from any school activity or event. The service shall be provided only with the consent of the parent or guardian, or the pupil if he/she is not a minor. Please contact the school or district office regarding such medical service.

§ 49480 · Continuing Medication

The parent or legal guardian of a pupil on continuing medication for a non-episodic condition shall inform the school of the medication, the dosage and the name of the physician. With the consent of the parent or guardian, the school nurse may communicate with the physician and may counsel with school personnel regarding the possible effects of

the drug. The superintendent of the school district shall be responsible for informing parents of the requirements of this section.

§ 49510 – 49520 · Child Nutrition; School Meals

It is the intent of these articles to establish an ongoing program to assure that a pervasive program of food supplementation enhances the nutritional requirements of pupils while they are attending school.

The Department of Education, in cooperation with the Department of Social Welfare, shall establish a statewide program to provide nutritious meals at school for pupils. Priority will be given to providing free or reduced meals to the neediest children.

§ 51101, 51101.1 · Rights of Parents and Guardians to Information

Parents and guardians have the right to be informed by the school and to participate in the education of their children, as follows: to observe classrooms as specified: within a reasonable time of their request to meet with teachers and the principal of the school; to volunteer their time and resources; to be notified on a timely basis if their child is absent from school without permission; to receive the results of their child's performance and the performance of the school on standardized tests; to request a particular school for their child and to receive a response from the district; to have a school environment for their child that is safe and supportive; to examine the curriculum materials of their child's classes; to be informed of their child's progress in school and of the appropriate staff to contact should a problem arise; to access the school records of their child; to receive information about the academic performance standards, proficiencies, or skills their child is expected to accomplish; to be informed in advance about school rules, including disciplinary rules and procedures, attendance policies, or skills their child is expected to accomplish; to be informed in advance about school rules, including disciplinary rules and procedures, attendance policies, dress code and procedures for visiting the school; to receive information about any psychological testing and to deny permission to test; to participate as a member of a parent advisory committee, school-site council, or site-based leadership team; to challenge anything in their child's record and to receive a response from the school; and to be notified as early in the year as practicable if their child is identified as being at risk of retention and their right to consult with school personnel regarding any decision to promote or retain and to appeal a decision to promote or retain.

School districts will take all reasonable steps to ensure that all parents and guardians of pupils, who speak a language other than English, are properly notified in English and in their home language of the rights and opportunities available to them.

§ 51938 · Parent Notification for AIDS/HIV Instruction and Human Sexuality

A parent/guardian of a pupil has the right to excuse their child from all or part of comprehensive sexual health education, HIV/AIDS presentation education, and assessments related to that education as follows:

(a) 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/guardian of each pupil about instruction in comprehensive sexual health education and HIV/AIDS prevention education and research on pupil health behaviors and risks planned for the coming year. The notice shall include all of the following:

- (1) Advise the parent/guardian that written and audio visual educational materials used in comprehensive sexual health education and HIV/AIDS prevention education are available for inspection.
- (2) Advise the parent/guardian whether the comprehensive sexual health education or HIV/AIDS prevention education will be taught by school district personnel or by outside consultants. If the school elects to provide this instruction by outside consultants or guest speaks, the notice shall include the date of instruction, the name of the organization or affiliation of each guest speaker, and an indication that the parent has the right to request a copy of information about the instruction (E.C. sections 51933, 51934 and 51938). 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 instruction is delivered.
- (3) Information explaining the parent's/guardian's right to request a copy of this chapter.

- (4) Advise the parent/guardian that the parent/guardian may request in writing that his or her child not receive comprehensive sexual health education or HIV/AIDS prevention education.
- (5) Anonymous, voluntary and confidential research and evaluation tools to measure pupils' health behaviors and risks, including tests, questionnaires, and surveys containing age appropriate questions about the pupil's attitudes concerning or practices relating to sex may be administered to any pupil in grades 7 to 12 inclusive, if the parent/guardian is notified in writing that this test, questionnaire, or survey is to be administered and the pupil's parent/guardian is given the opportunity to review the test, questionnaire, or survey and to request in writing that his or her child not participate.

§ 52244 · Advance Placement Examination Fees

State funds are available to award grants to pupils to cover the costs of advanced placement examination fees. Any economically disadvantaged pupil who is enrolled in an advanced placement course may apply to their school for a grant.

§ 56301 · Child Find Policies (Special Education)

All individuals with disabilities residing in the state, including those who are homeless or wards of the state, shall be identified, located and assessed as required. Each district, special education local plan area, or county office shall establish written policies and procedures for a continuous child-find system that addressed the relationship among identification, screening, referral, assessment, planning, review and the triennial assessment. The policies and procedures shall include but need not be limited to, written notification of all parents, of their rights under this chapter, and the procedure for initiating a referral for assessment. Parents shall be given a copy of their rights and procedural safeguards upon initial referral for assessment, upon notice of an individualized education program meeting or reassessment, upon filing a complaint, and upon filing for a pre-hearing mediation conference.

§ 59501 · Notice of Alternative Schools

California state law authorizes all school districts to provide for alternative schools. Section 58500 of the Education Code defines alternative school as a school or separate class group within a school, which is operated in a manner designed to:

- (a) Maximize the opportunity for students to develop the positive values of self-reliance, initiative, kindness, spontaneity, resourcefulness, courage, creativity, responsibility, and joy.
- (b) Recognize that the best learning takes place when the student learns because of his desire to learn.
- (c) Maintain a learning situation maximizing student self-motivation and encouraging the student in his own time to follow his own interests. These interests may be conceived by him totally and independently or may result in whole or in part from a presentation by his teachers of choices of learning projects.
- (d) Maximize the opportunity for teachers, parents and students to cooperatively develop the learning process and its subject matter. This opportunity shall be continuous, permanent process.
- (e) Maximize the opportunity for the students, teachers, and parents to continuously react to her changing world, including but not limited to the community in which the school is located.

In the event any parent, pupil, or teacher is interested in further information concerning alternative schools, the county superintendent of schools, the administrative office of this district, and the principal's office in each attendance unit have copies of the law available for your information. This law particularly authorizes interested persons to request the governing board of the district to establish alternative school programs in each district."

§ 504 of the Rehabilitation Act of 1973

Section 504 prohibits discrimination on the basis of disability. It requires school districts to identify and evaluate children with physical or mental impairment that substantially limits one or more major life activities. These students are eligible to receive services and aids to meet their needs. The school district is to designate a person responsible for implementing the requirements of this section.

Individuals with Disabilities Education Act (IDEA)

Every individual with exceptional needs, who is eligible to receive educational instruction, related services, or both under this part shall receive such educational instruction, services, or both, at no cost to his or her parents, or as

appropriate, to him or her. Federal law also requires a free and appropriate education in the least restrictive environments be offered to qualified handicapped pupils.

5 California Code of Regulations Sec. 4622, E. C. 32289 · Complaint Procedures

Requires written notification to pupils, employees, parents, district advisory committee, school advisory committees and other interested parties of the school district Uniform Complaint Procedures. The notice will include the identity of the person(s) responsible for processing complaints, civil law remedies and the appeal and review procedures. A complaint of noncompliance with this article may be filed with the California Department of Education under the Uniform Compliance Procedures.

40 Code of Federal Regulations Sec. 763.93 · Asbestos Management Plan

School district will notify parent, teacher and employee organizations of the availability of a complete updated management plan for asbestos containing material in school buildings.

Health & Safety Code Secs. 120475, 124085, 124100, 124105 · Children Health Screening

School districts shall notify parents of kindergarten and first grade pupils of the requirement for a physical examination for first grade enrollment and the availability of free health screening through the local health department. The school district shall exclude from school for not more than 5 days any pupil who has not provided a certificate of documenting the appropriate health screening or a waiver.

Parent Notification Requirements – Title I and ESSA

In accordance with the **Every Student Succeeds Act (ESSA)**, schools receiving **Title I** funds must provide parents and guardians with important information regarding their rights and school accountability.

Teacher Qualifications

At the beginning of each academic year, parents have the right to request information about the **professional qualifications** of their child's classroom teachers. This includes whether the teacher:

- Has met state credentialing and licensing criteria,
- Is teaching under an emergency or provisional status, and
- Is teaching in the field of discipline of their certification.

School Accountability Status

If a school is identified for **Comprehensive Support and Improvement (CSI)** or **Targeted Support and Improvement (TSI)** under ESSA, the school must:

- Notify parents in a timely manner,
- Explain the school's designation, and
- Describe the actions being taken to improve student performance.

English Learner (EL) Notification

Parents of students identified as **English Learners (ELs)** will be notified **within 30 days** of the start of the school year. The notice includes:

- How and why their child was identified,
- The type of language instruction program used,
- Program goals and instructional methods,
- Exit criteria and expected rate of transition to proficiency.

Transfer Options for Student Safety

School districts must notify parents **within 10 school days** if their child becomes the victim of a **violent criminal offense** on school grounds. Parents must be offered the opportunity for their child to transfer to another safe public school within the district.

Additionally, if a school is designated as **persistently dangerous**, parents must be promptly informed and provided with the option to transfer their child to a **safe school**.

Every Student Succeeds Act (ESSA) – Highlights

The **Every Student Succeeds Act (ESSA)**, signed into law on **December 10, 2015**, is the current reauthorization of the **Elementary and Secondary Education Act (ESEA)**. ESSA replaced the No Child Left Behind Act and continues to guide federal education policy across the nation.

ESSA strengthens the commitment to equity, accountability, and quality education for all students. Key highlights of the law include:

- **Equity and Access**
ESSA upholds critical protections for **disadvantaged and high-need students**, ensuring they receive the support necessary to succeed in school and beyond.
- **High Academic Standards for All Students**
For the first time, ESSA requires that all students in the United States be taught to **rigorous academic standards** designed to prepare them for **college and careers**.
- **Annual Statewide Assessments**
The law ensures transparency and access to vital information through **annual assessments** that measure student progress toward meeting high academic standards. This data supports families, educators, and communities in identifying areas of strength and need.
- **Support for Local Innovation**
ESSA encourages **evidence-based, locally driven solutions** to improve student outcomes. This includes support for community-based initiatives such as **Promise Neighborhoods** and **place-based interventions** designed by local educators and leaders.
- **Investment in Early Education**
The law maintains and expands efforts to **increase access to high-quality preschool**, recognizing the foundational importance of early childhood education.
- **Accountability and School Improvement**
ESSA reinforces the expectation of **accountability and meaningful action** in schools that are underperforming, where **student groups are not meeting expectations**, or where **graduation rates remain low** over time. States are required to identify and support these schools through **Comprehensive Support and Improvement (CSI)** and **Targeted Support and Improvement (TSI)** plans.

20 USC 1232 (h) · Health Screenings, Disclosure of Personal information, Surveys

Parents will be notified of the specific or approximate dates when any non-emergency, invasive physical exam or screening is scheduled that is required as a condition of attendance by the school. Parents may opt pupils out of participation. The school district shall develop policy, in consultation with parents, regarding this issue.

Parents will be notified of the specific or approximate dates when an activity involving the collection, disclosure or use of personal information collected from pupils for marketing or selling that information is scheduled. The school district shall develop a policy, in consultation with parents, regarding the collection of this information.

No pupil may be required to submit to a survey, analysis or evaluation that reveals sensitive personal information without the prior written consent of the parent. Parents shall be notified of the specific or approximate dates of the administration of any survey and choose to opt pupils out of participation. The school district, in consultation with parents, shall develop a policy regarding the right of the parent to inspect surveys created by a third party or any instrument used in the collection of personal information.

42 USC § 11432 · Homeless Children (McKinney Vento Act)

Each school district will have a district liaison for homeless pupils who will ensure that parents are informed of the educational and related opportunities available to their children and are provided with meaningful opportunities to participate in the education of their children.

Penal Code Sections 290.45, 290.46 · Megan's Law

Information about certain sex offenders, including their home address, is available to the public via the Internet.

Parent Involvement Policy

Each LEA (Local Education Agency/School District) shall develop jointly with, agree on with, and distribute to parents of participating children, a written parent involvement policy. The policy describes how the LEA will: a) involve parents in the development of the local plan and the process of school review for program improvement; b) help schools plan and implement parent involvement activities to improve student academic and school performance; c) build strong parental involvement; d) coordinate and integrate parental involvement strategies and other

programs specified; e) conduct with parents an annual evaluation of the content and effectiveness of the policy.

In order to engage parents/guardians positively in their children's education, the Superintendent or designee shall ensure that staff members at each school:

1. Help parents develop and provide parenting skills and home environments that support their children's academic efforts and their development as responsible members of society.
2. Inform parents they can affect their child's success in learning and provide strategies they may use to improve academic success and learning at home.
3. Initiate effective communication between home and school so parents know when and how to support their child's learning activities.
4. Receive training that fosters effective and culturally sensitive communication with home, including communication with non-English speakers, and give opportunities to assist in the instructional process at both school and home.
5. Encourage parents to serve as volunteers in schools, attend student performances and school meetings, and participate in site and advisory councils, and other activities.

Physical Examinations

All pupils are to have completed a health screening examination before entering preschool and first grade. This examination can be obtained from your family physician or through the services provided by the Fresno County Health Department. Information and forms are distributed to pupils enrolled in kindergarten and pre-school. Failure to obtain an examination for your child will result in your child being denied enrollment.

Placement, Promotion, Retention

Placement, promotion, or retention decisions shall be made in the best interests of the student after a careful evaluation of the student's performance. Consideration will be given to the effects of the placement decision on the student's long-term progress in the educational program.

The district shall use the expertise of other professional personnel, as appropriate, and shall include the parents in conferencing about the status of the student's achievement. For a student with an Individual Education Plan (IEP) or Section 504 Plan, the IEP or the Section 504 Plan will determine the standards by which the student will be evaluated regarding placement, promotion, and/or retention.

Student Study Teams

A Student Study Team is needed when students are not making adequate academic progress and/or behavioral issues arise. Before an SST meeting is held, your student's teacher will utilize various strategies prior to a Student Study Team meeting being held. If little or no progress occurs within that time (approximately 30 days), then a Student Study Team meeting will be

held. Every effort will be made to keep you informed regarding your student's progress, meeting dates/times, etc.

Promotion – Retention Policy

New state law requires each district to prepare and implement promotion and retention policies. We have updated our policies to reflect the new state law. In order for a student to be considered for promotion, he/she should:

1. Attend school **90%** of the days enrolled.
2. Maintain an End-of-the-Year G.P.A. of **2.0**.
If below a 2.0 GPA students may or may not be allowed to participate in school activities i.e. field trips, and or graduation ceremony.
3. Make satisfactory growth on District's Reading and Math tests.

*****A student not meeting these requirements may be considered for retention (also based on Student Study Team recommendation).***

**** Accelerated Promotion / Early Graduation Criteria**

An accelerated student may be considered for **accelerated promotion or early graduation** if the following criteria are met:

1. **Academic Performance**
The student has a **Grade Point Average (G.P.A.) of 3.8 or higher**.
2. **State Assessment Scores**
The student earned a **Level 4 – Exceeded Standard** on the **SBAC (Smarter Balanced Assessment Consortium)** in both **English Language Arts (ELA)** and **Mathematics** as an **11th grader**.
3. **Advanced Academic Placement**
The student performs **four grade levels above** their current grade in both **Reading and Math**, as measured by the **Renaissance Reading and Math assessments**, or scores **12.9+** in each subject.
4. **English Learner Status (if applicable)**
The student has been **Redesignated as Fluent English Proficient (RFEP)**, if previously identified as an **English Learner (EL)**.
5. **Student Study Team (SST) Review**
The **Student Study Team** has reviewed the student's performance and supports the recommendation for accelerated promotion or early graduation.

****High School students** - are given the expected graduation date (4 years) upon first entering high school. Students will automatically roll over to the next grade. However, the student will remain a repeat 12th grader until the student has successfully completed all required subjects for graduation.

Report Cards - Transcripts

West Park Charter Academy sends home report cards by mail (or by conference with parent/guardian) after the close of each semester. The I.S. Counselor provides unofficial transcripts. The Registrar provides official transcripts.

Report of Missing Appointments/Assignments (RMAs)

The Master Agreement parents sign prior to enrollment outlines a process for missed assignments and appointments. Failure to complete at least **70%** of assignments per learning period (LP) or continuous missed scheduled appointments result in the following actions:

- First Occurrence:** Documented conference with the student's teacher, parent/guardian, and student to discuss concerns and plan for improvement
- Second Occurrence:** Phone Call from a program Counselor/Director; Letter of warning from Program Director
- Third Occurrence:** Possible dismissal from West Park Charter Academy

Positive Culture, Climate, & Motivation

Just as there are consequences for students who exhibit negative behavior, we also strive to recognize West Park Charter Academy students who display positive attitudes, behavior, and achieve academically. We are committed to teaching students at our school that good work/study habits and positive behavior will be beneficial, not only to the overall education program, but also to them personally.

Habits of Successful Students

Successful students consistently develop strong academic and personal habits that help them stay organized, motivated, and prepared. Here are key habits that support long-term achievement:

1. **Set Clear Goals**
They set daily and long-term goals, such as completing assignments on time and arriving to school **on time—or even early**.
2. **Use Time Wisely**
They create a schedule, balance responsibilities, and plan ahead to make time for **homework, studying, and rest**.
3. **Read and Study Every Day**
They dedicate time daily to reading and studying, using tools like **books, Lexia, Reading Plus**, or other educational resources.
4. **Take Notes**
They don't rely on memory alone—**they write things down**, take organized notes, or use apps or a smartphone to track key information.
5. **Stay Prepared**
They always come to class with the necessary **materials and supplies**—ready to learn and participate.
6. **Honor Commitments**
They follow through on what they say they'll do and take their responsibilities seriously, whether academic or personal.
7. **Stay Ahead of Deadlines**
They complete assignments and projects **before the due date**, allowing time to review and improve their work.

Student Records (Location of Educational Records)

The West Park Elementary School District maintains cumulative records for each pupil as required by law, and any additional records that would be helpful in providing maximum

educational opportunities for pupils. These records are available for parents to review. Please call the Machado Office (main Charter office) to set up an appointment with administration if you desire to review your child's cumulative record.

<u>TYPES OF RECORDS</u>	<u>LOCATION</u>	<u>CUSTODIAN</u>
Cumulative School Records (Current Students K-12)	Machado Office	Superintendent
Health Records (Current K-12)	Machado Office	Superintendent
Psychological/Educational Record (Current and Former)	Pupil Personnel Service Dept.	Superintendent, Fresno Co. Sup. of Schools
Special Education Records (Current students) (Former Students)	Special Education Pupil Personnel Service Dept.	Superintendent Fresno Co. Sup. of Schools

Textbooks

West Park Charter Academy furnishes necessary textbooks for all students. We hope this investment of district funds will be treated with respect. Reasonable wear and tear is to be expected, however, unreasonable damage will result in the parents/students being financially responsible for textbook replacement. All materials must be returned to the school upon completion of the class or upon withdrawal from the school.

Procedures for Cost of Damage to School Property

When dealing with the cost of damage to school property by students, the following procedures will be used:

A. When the damage to school property is traced to a particular student or students, the cost of the repair shall be the responsibility of the parents up to the maximum allowed by law. (Note: This is in the Education Code as well as the West Park Board Policies).

Vandalism

Parents are responsible for the full extent of all damages at school caused by their child. This includes the cost of labor as well as materials or repairs. Should this occur, the West Park Elementary School District will appraise the damage and cost of repair, and the school may bill the parents. It is best that the child take responsibility for his or her actions. If a student involved in vandalism is cooperative, mediation may be arranged, to enable him or her, along with the parents, to assume the responsibility for their actions. This includes making it as right as possible and making agreements with parents and the school concerning their future intentions. Once this has been done, the student may return to school.

Uniform Complaint Procedure

West Park Elementary School District recognizes the fact that life at school does not always run smoothly. As problems arise, school personnel and parents must work together to solve them. We also realize that parents, students, and citizens do not always know what to do or where to go for answers and often give up and become frustrated when problems remain unsolved. If a parent, student, or citizen has a concern, they should contact the appropriate school official. (See below)

West Park Elementary School District shall follow uniform complaint procedures when addressing complaints alleging unlawful discrimination based on ethnicity, religion, age, gender, sexual orientation, color, or physical or mental disability in any program or activity that receives or benefits from state financial assistance. Uniform complaint procedures shall also be used when addressing complaints alleging failure to comply with state and/or federal laws in adult education, consolidated categorical aid programs, migrant education, vocational education, childcare and development programs, child nutrition programs and special education programs. If a parent, student, employee or citizen has a concern, they should take the appropriate steps as listed below.

Step 1. If your concern is about instruction, please contact the teacher first. (You can set up an appointment by phone).

Step 2. If you are not satisfied with the teacher's response, or your concern stems from a general school problem, please contact the Charter Administrator.

Step 3. If you are not satisfied with that response, you must file a written complaint with the Charter Administrator. If filing a discrimination complaint it must be within 6 months of the alleged occurrence. This complaint will be put into a log and given a number code and date stamped. Within ten days of this written complaint, the Administrator will give you the opportunity to use mediation.

Step 4. In the event that mediation is unsuccessful, the Charter Administrator will hold an investigative meeting. You will be given an opportunity to discuss the complaint with district representatives. Within 30 days of receiving the complaint, the Charter Administrator will prepare and send a written report of the district's investigation and decision.

Step 5. If the problem is still not resolved, you have five days to file your complaint with the West Park Board of Trustees. The Board may decide if they want to hear the complaint or not. A final written decision will be mailed to you within 60 days of your complaint. If dissatisfied with the district's decision, you may appeal in writing to the California Department of Education within 15 days of receiving the district's decision. You may also pursue civil law remedies; however, you must wait until 60 days have elapsed from the filing of an appeal with the California Department of Education. For a complete copy of the Uniform Complaint Procedures, please contact the I.S. Administrator.

Work Permits

Work permits may be obtained at the Machado office (main office) and may be issued only to West Park Elementary School District students. Information necessary for a permit includes the student's social security number and the name of the potential employer. In addition, a

completed “Intent to Hire” form must be provided to the Machado Office prior to a work permit being issued. This form is typically provided by and completed by the student’s prospective employer. Please contact the Machado Office if you are in need of a blank “Intent to Hire” form. **Students who wish to obtain a work permit must have a 2.5 GPA (Grade Point Average) or higher.**

Thank You

Thank you for taking the time to read through the West Park Charter Academy Parent/Student Handbook. Your involvement and support are essential to the continued success of our students and school.

At West Park Charter Academy, we believe **"The Sky is the Limit"**—and with your partnership, there is no limit to what our students can achieve.

Here’s to a year filled with growth, learning, and endless possibilities!

With appreciation,
West Park Charter Academy Administration and Staff

