



Student & Family Handbook

2019-2020

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Version

This version of the Student and Family Handbook was approved by Endeavor College Prep's Board of Directors on July 17, 2019. It supersedes all previous versions of the handbook.

Endeavor College Prep

School Culture and Instructional Program

Mission

Endeavor College Preparatory Charter School prepares our students with the academic skills, character traits, and intellectual discipline to excel as leaders in high school, college, and their community.

Vision

Endeavor College Prep creates a small, safe, structured environment that pushes each student to act with integrity and strive for academic excellence. We will do whatever it takes to ensure that we fulfill our mission for each and every child. Endeavor College Prep is modeled after the highest-performing urban schools in the nation. Within these highly successful school models, many school leaders talk about looking for one hundred 1% solutions, rather than expecting any one strategy to meet all the needs of a school. Endeavor College Prep embraces this way of thinking and works to continually implement a variety of effective solutions to meet the students' needs.

Instructional Program

Students at Endeavor College Prep complete a course of study based on California Content Standards and the Common Core State Standards with a level of rigor designed to prepare students for success at college preparatory high schools. All students study reading, writing, math, science, social studies, and character education. For a complete prospectus of class offerings, please contact the Main Office.

Campus Information

Address: 1263 S Soto Street Los Angeles, CA 90023
Office Phone: (323) 800-4125

School Culture

School leaders and teachers develop rituals to build and maintain a positive school culture and reinforce strong character, including shout outs during daily homeroom time, merit celebrations, special Endeavor College Prep shirts, teachers vs. students sporting events, bulletin boards that celebrate success, special grade-level activities, and grade-span assemblies we call Team and Family.

Our low student to teacher ratio (approximately 18:1) allows students to develop close relationships with adults and the small group instruction encourages students to build stronger relationships with their classmates. Each class will have an advisory time to build stronger relationships and use Second Step, research based social-emotional learning curriculum, to support each child's character development.

PRIDE Values

Throughout the day, we help students develop and maintain character through a focus on our school's PRIDE values:

- Preparation
- Respect
- Integrity
- Determination
- Enthusiasm

Students earn individual merits and demerits and class PRIDE points during each class period. Merit percentages will determine a student's eligibility for field trips and special privileges at school such as wearing jeans on Fridays. Individual merits and demerits will also be communicated with parents daily via Class Dojo to keep them informed about their child's work habits and behavior. Earning demerits may lead to disciplinary consequences, such as a loss of privileges, after-school detention, and restorative projects. Class PRIDE points may lead to class rewards, such as outdoor reading time, free dress, an extra chapter of read aloud, or lunch with the teacher.

Arrival and Dismissal

The official start time at Endeavor is 7:30 a.m. There is an arrival valet in the alley on the back side of the building, which opens at 7:30 a.m. Students using our valet will enter through our alley entrance. Students walking to our campus should enter through and one of three entrances:

TK-2nd grade: Short Street entrance to the MPR

3rd-5th grade: Soto Street entrance to the MPR

6-8th grade: Soto Street entrance at the north end of the building

Parents of students in grades TK-5 should always wait with their child until staff arrives. Upon entrance to our campus, students will pick up breakfast and proceed directly to class. Students who do not arrive by 7:40 will be marked late.

On all days except Friday, dismissal is at 3:00 p.m. Students who participate in Endeavor's Arts and Enrichment program are dismissed at 6:00 p.m. On Fridays, student dismissal is at 1:00 p.m. to allow time for professional development for teachers; however, the Arts and Enrichment program has its normal dismissal time of 6:00 p.m. on Fridays.

Dismissal Policy

Families MUST submit a written release form (provided during the enrollment process and available in our office) listing the names and information for any individuals, besides parent/guardians, who are authorized to pick up their children, and also indicate if the child is allowed to leave campus at the end of the school day without an adult (for grades 6-8 only). No student will be allowed to leave the school with an adult who is not his or her legal guardian unless the guardian has submitted a signed, written note to the Office Manager or Operations Manager in advance, specifying the name, address, and phone number for the adult as well as any restrictions or specific dates for pick-up. This rule applies to family members, babysitters, parents of other Endeavor College Prep students, and any other adult designated for pick-up. For everyone's safety, changes to the dismissal form must be made by a parent/guardian in writing and exceptions will not be made.

Walking

Students in grades 6th – 8th may get written permission from their guardian to walk home from school at the end of the school day. If the student in 6th – 8th has siblings at the school, the written permission needs to indicate the names of those students that will be walking also. Students will not be permitted to leave campus alone without written consent.

Valet Dismissal

Families that are picking up multiple students (carpooling) may apply for a pass to go through the valet drive through at the end of day. Priority will be given to the families that have the most students in their carpool and will receive a numbered Endeavor valet placard for their car. This placard will have the names of the students that will be picked up in that car. There are limited numbers of placards that will be distributed, so it is first come, first serve. If

families are late to pick up more than 3 times, the placard may be removed from the family.

Attendance

Attendance at school is the most basic requirement for learning. For students to reach for their personal best, they must show up and make their strongest effort at school each and every day. Parents are expected to ensure that their child is in school on time. PLEASE do not allow your child to miss school unless it is unavoidable.

If your child is absent, you will receive a phone call from our auto-dialer. There is no need to return the phone call, however, a note from you or your child's physician explaining the reason/need for the absence will be required upon return.

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

1. Personal illness;
2. Quarantine under the direction of a county or city health officer;
3. Medical, dental, optometric, or chiropractic appointments;
4. Attendance at funeral services for a member of the immediate family:
 - a. Excused absence in this instance shall be limited to one day if the service is conducted in California or three days if the service is conducted out of state.
 - b. "Immediate family" shall be defined as mother, father, grandmother, grandfather, brother, sister or any relative living in the student's immediate household.
5. Participation in religious instruction or exercises in accordance with Charter School policy:
 - a. The student shall be excused for this purpose on no more than four school days per month.
6. Court appearance (of child, not parents)
7. Attendance at the pupil's naturalization ceremony to become a United States citizen.

Student absences will be marked unexcused for any other reason, including family vacations, transportation issues, or illness of parents. The office staff will compile and maintain attendance records and will make every effort to ensure that reasons for student absences are obtained from families, so they may be accurately marked excused or unexcused.

Regarding absences, please keep in mind the following:

- **All Absences – “Excused” and “Unexcused” – Are Still Considered Absences:** Any day your child does not attend school is considered an absence. Even with proper notification from a parent or doctor explaining

the absence, the student is still considered (and marked) absent from school. All absences, excused and unexcused, will be reflected on report cards. Excused absences do not count toward truancy, but they mean less instructional time for the student.

- **Doctor and Dentist Appointments:** To maximize learning time, parents should schedule medical appointments outside of school time. The best times are Friday afternoons when the students have early dismissal or days when school is not in session. If a student has a medical appointment during school hours, he or she should not be absent for the entire school day, unless medically necessary.
- **Notification:** When a child is absent from school, we request that parents notify the school, either by phone or e-mail as early as possible, with the reasons for the absence and expected return date (if known). Upon the student's return, the school requires a note from the parent/guardian (or medical provider) that includes the following information:
 1. Student's full name and grade
 2. Dates missed
 3. Reason for absence
 4. Signature of parent or guardian
- **Late Arrival:** Getting to school on time is a key to your child's success – at school and in life. At Endeavor College Prep, the learning begins from the moment students walk in the door. Late students miss academics, and tardiness in general is a bad habit. One of the most common reasons that people lose their jobs is persistent tardiness to work.
 - There is a ten-minute grace period at the beginning of the school day. Students that have not arrived by the appointed time will be marked late. All late arrivals will be reflected on report cards.
- **Suspensions Are Considered Absences:** Suspensions are extremely rare at Endeavor College Prep. However, if a student is absent from school due to suspension, these days will be treated the same as an absence.
- **Early Dismissal:** Students are expected to remain on campus until the end of the school day. Early pickups are disruptive to the learning environment. Students who participate in Endeavor's after school program are expected to stay for the whole time and should not be picked up prior to dismissal unless there is a written request on file.
- **Loss of Privileges:** Students who are absent from school (with or without excuse) may not attend or participate in school trips, dances, or other school-related activities occurring on the day or evening of the absence, unless the school has given advance permission.

Consequences for Absences

After the 3rd unexcused absence parents will be notified in writing that their son/daughter has been classified as truant via “Truancy Letter #1”. All subsequent letters must be signed by the parent/guardian and filed in the student’s cumulative file.

After the 7th unexcused absence, a meeting will be called with teachers, and parents will receive “Truancy Letter #2 – Conference Request”. This letter must be signed at the meeting and will be filed in the student’s cumulative file. The school will also consider the appropriateness of a home visit and/or case management.

After the 10th unexcused absence, the student will be referred to a Student Success Team (SST) and the School Attendance Review Team (SART). In addition, the parent/guardian will receive a “Habitual Truancy Re-Classification Letter #3”. The SART panel will discuss the absence problem with the Parent/Guardian to work on solutions, develop strategies, discuss appropriate support services for the student and his/her family, and establish a plan to resolve the attendance issue.

If, after the above procedures have been followed, the student continues to have unexcused absences, the parent/guardian may receive notice that the student is in violation of the SART contract. The student will then be required to appear before the SART panel again to discuss the unexcused absences. After such meeting, or after reasonable attempts by the SART panel to schedule the meeting if the parent/guardian is nonresponsive, the SART panel may recommend that the student be deemed to have voluntarily unenrolled from the Charter School. The parent will receive written notice of the SART panel’s recommendation.

The SART panel shall then forward its recommendation to the Board of Directors for review of the matter and final decision. The parent/guardian will receive written notice of the date and time of the Board of Directors’ review. Such notice shall be sent at least five (5) days prior to the Board of Directors’ review. The Board of Directors’ decision shall be final as to that recommendation.

If there is a decision by the Board of Directors to unenroll, notice will be sent to the student’s district of residence within thirty (30) days.

A decision not to unenroll the student does not prevent the SART panel from making a similar recommendation in the future.

It is the Charter School's intent to identify and remove all barriers to the student's success, and the School will explore every possible option to address student attendance issues with the family. For any unexcused absence, the School may refer the family to appropriate school-based and/or social service agencies.

If a child's attendance does not improve after a SART contract has been developed according to the procedures above, or if the parents fail to attend a required SART meeting, the Charter School shall notify the District Attorney's office, which then may refer the matter for prosecution through the court system. Students 12 years of age and older may be referred to the juvenile court for adjudication.

Absences Considered Inactivity

If a student is absent from Endeavor on the first five (5) days of school or for any ten (10) or more consecutive school days without valid excuse and parent/guardian cannot be reached at the number or address provided in the registration packet and does not otherwise respond to the Charter School's communication attempts, as set forth above, the Charter School will not actively maintain that student's spot on the Charter School roster.

Bathroom Policy

As a college prep school, we seek to maximize instructional time for every child. As a result, we discourage students from using the restroom at a time when they would miss out on academic content and instead schedule specific times of the day for the class to take restroom breaks. All students should attempt to use the restroom during these scheduled breaks and try to minimize requests happening during class time. If a child needs to use the restroom during class, he/she should request the teacher's permission. The teacher will often indicate that a child should wait for an appropriate moment during class, though will also respect a child's need in the case of an emergency.

Students in middle school will be given restroom passes as a way to help them develop responsibility and because they have multiple teachers throughout the day.

Exceptions to this policy will be made for children with medical conditions or other immediate emergencies. If your child needs a temporary or permanent exception due to illness or other medical condition, please send a note to his/her teachers explaining the accommodation needed and the reason.

Birthdays

At Endeavor College Prep, we don't use instructional time to celebrate birthdays. Due to religious and dietary restrictions, we do not allow students to bring birthday treats to be shared with the class.

Calendar

The Endeavor College Prep school year is similar to a traditional single-track calendar. Our school year includes 180 instructional days, divided into three trimesters. There will be no school Labor Day, Veterans' Day, Martin Luther King, Jr. Day, President's Day, or Memorial Day and the school will have short breaks for Thanksgiving, winter holidays, spring vacation, and a few other professional development days noted on the annual calendar. Copies of the annual calendar are provided to families at the time of enrollment and copies are available upon request. ECP also maintains a calendar of important dates on our website.

Schedule

The daily schedule of Endeavor College Prep is constructed to maximize academic instruction.

Students in kindergarten (including transitional kindergarten) through eighth grade attend school from 7:30 a.m. to 3:00 p.m., Monday-Thursday and on Fridays students are dismissed at 1:00 p.m. Students participating in Endeavor's Arts & Enrichment program are dismissed at 6:00 p.m.

Team and Family allows for students to gather as grade-level or academy teams. Team and Family builds and reinforces our college prep school culture as we celebrate successes, address issues, and build community through a variety of activities, such as College Spotlight, academic competitions, awards ceremonies, inspirational speakers, and team-building games. While we would love to have families join us for this event, we reach auditorium capacity with the existing number of students and staff such that the Fire Department will not allow additional people in the auditorium.

Cell Phones

Students are not allowed to use cell phones during school hours. If a cell phone is used during school, rings during school, or is seen by a staff member, it will be

confiscated from the student and only returned after a parent/guardian or guardian comes to the school to pick it up.

Grading Policy

Students at Endeavor College Prep earn grades based on their demonstration of mastery of Common Core State Standards. Grades include student performance on in-class work, homework, assessments, reading level, and other components as applicable to each content area.

The chart below indicates the ways in which student progress are measured at Endeavor College Prep and what these grades mean in terms of a student's level of mastery of the standards.

Percentage	Rubric Score	Meaning
87% - 100%	4	A student earning a 4 in a course is exceeding the standards.
70% - 86%	3	A student earning a 3 in a course is meeting the standards.
40% - 69%	2	A student earning a 2 in a course is nearly meeting the standards.
Below 39%	1	A student earning a 1 in a course is not meeting the standards.

There are school-wide standards for grading. Teachers are trained on the School's policy and will work with the Head of School, Assistant Principal, instructional coaches, and content teams to ensure that grades are calibrated and assigned in a fair and consistent manner that corresponds with student mastery of Common Core State Standards.

Students will be recognized and celebrated for academic excellence each trimester. Honor Roll recognizes those students who receive a 3.5 or higher in all content areas. Director's List recognizes those students who receive all 4s in all content areas.

Exceptions to this grading policy for students with special needs will be based on the students' Individualized Education Program (IEP) or 504 Plan goals.

ECP also gives a Character and Effort grade as a measure of students demonstrating PRIDE values. Below is the rubric:

<p>Effort: Student rarely puts forth 100% effort. Student rarely participates in class, asks questions, and uses resources.</p> <p>Homework: Student rarely completes homework.</p> <p>Classwork: Student rarely completes classwork.</p> <p>Behavior: Student often causes a distraction or needs a re-direct to be nice to others or follow directions. Students rarely meets the volume expectation. Behavior choices greatly impede learning.</p>	<p>Effort: Student sometimes puts forth 100% effort. Student participates weekly, asks questions, and uses resources.</p> <p>Homework: Student sometimes completes homework &/or completes homework often that is low quality.</p> <p>Classwork: Student sometimes completes classwork &/or completes classwork often that is low quality.</p> <p>Behavior: Student frequently causes a distraction or needs a re-direct to be nice to others or follow directions. Students sometimes does not meet the volume expectation. Behavior impedes learning.</p>	<p>Effort: Student almost always put in 100% effort. Student participates a few times a week in class, asks questions, and uses resources.</p> <p>Homework: Student almost always completes quality homework.</p> <p>Classwork: Student almost always completes quality classwork.</p> <p>Behavior: Student hardly ever causes a distraction or needs a re-direct to be nice to others or follow directions. Student almost always meets the volume expectation. Behavior does not interfere with learning.</p>	<p>Effort: Student always puts in 100% effort. Student participates daily in class, asks questions, and uses resources.</p> <p>Homework: Student always completes quality work with evidence of using resources as a guide.</p> <p>Classwork: Student always completes quality classwork with evidence of using resources as a guide.</p> <p>Behavior: Student is a positive role-model of PRIDE for others in class. Student encourages others to make better choices. Student always meets the volume expectation. Student never causes a distraction or needs a re-direct to be nice to others or follow directions.</p>
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Homework

Homework is an essential part of the Endeavor College Prep educational program. It is designed to reinforce skills taught in the classroom, to review and spiral skills and concepts already taught in class, and to promote good study habits. Homework is assigned every night at Endeavor College Prep. The chart below describes the approximate amount of homework and reading per grade level.

Grade	<i>Time Spent on Homework</i>	<i>Time Spent Reading</i>	<i>Notes</i>
K	10 minutes	20 minutes*	<i>*Read to or with</i>
1	20 minutes	20 minutes*	<i>*Read to or with</i>
2	30 minutes	20 minutes	
3	40 minutes	20 minutes	
4	50 minutes	20 minutes	
5	60 minutes	20 minutes	
6	75 minutes	20 minutes	<i>15 minutes per subject</i>
7	100 minutes	20 minutes	<i>20 minutes per subject</i>
8	100 minutes	20 minutes	<i>20 minutes per subject</i>

Homework must be completed in full and in accordance with Endeavor College Prep's high standards for hard work and professional presentation. All homework must be neat, clean, and thorough. Homework is checked daily for completion.

If the homework is late, missing, incomplete, or of poor quality, the student may face in-school consequences, such as earning demerits, having to complete the work during recess, and/or having to complete it after school. Moreover, since bringing all necessary books and supplies is part of homework, students also earn demerits if they do not bring all necessary books and supplies. Parents/guardians will receive a class dojo note from the teacher if their child has missed several assignments.

Parents play a huge role in supporting students to complete and return homework. The parent responsibilities for homework are as follows:

1. Read and discuss the school's homework practices with the student and encourage good study habits.

2. Communicate homework concerns and questions to the teacher.
3. Encourage students to get additional help from the teacher when necessary.
4. Provide an appropriate time and environment for the student to study and learn.
5. Check homework for completion and sign the student's agenda and reading log daily.

All homework will be communicated to parents, and as a reminder for students, on the student's learning log or agenda. Students in grades 3-8 will copy their homework assignments daily during homeroom while students in grades k2 will receive a teacher-created document. The agenda or learning log should be used to review the completion of homework and then signed daily once the student has completed all necessary practice.

Independent Reading

Research shows that the #1 way to improve a student's reading skills is to have them READ, READ, READ. The students who read a lot of quality books outside of school are the students who become the best readers and who score highest on tests. Supporting your child's independent reading at home is the #1 way to help him or her improve the speed, accuracy, vocabulary, and comprehension of his or her reading. Although Endeavor College Prep students have high-quality reading time during school, they must read at home every night, weekends, and vacations.

Parents/guardians should supervise their child in reading at least 20 minutes every night. It would be especially helpful if you ask your child to read out loud and stop occasionally to have the child summarize what he or she has just read or answer simple comprehension questions. In kindergarten and first grade parents or other fluent readers may read to the child instead of having the child read independently. Please do not sign your child's agenda if you have not actually seen him or her read. Students may be tempted to cut corners; skipping this important reading requirement will only hurt your child in the long run. READ, READ, READ!

Lost & Found

The school keeps a lost and found box and coat rack in the MPR. Parents may come in any day during dismissal to search the lost and found or students may check the box during lunch. At the end of each month, items left in the box will be donated to a local charity.

Make-up Work

After returning from an absence, students are expected to complete any missed assignments. A parent must help the student check on missed assignments, and any missed work must be completed. The time generally allowed to complete this work will be the number of days the student was absent, except in the case of an extended illness. For example, if a student was absent for one day, then he or she will have one day to make up any missed work. Make-up work can be picked up by an adult after dismissal and before 4pm.

In the event of a planned absence (one that you know about in advance), parents/guardians should notify teachers several days in advance so that they can prepare a packet of work for students to complete during the absence. Again, absences from school directly hurt a child's academic progress. A child should only be absent in the case of serious or contagious illness.

Medical and Immunization Records

All students enrolled at Endeavor College Prep are required to provide records documenting immunizations as is required at public schools. Students' medical records are kept on file at the school and made available to school staff as necessary to protect student safety and confidentiality.

Medication

Students requiring prescription medications and other medicines during school hours will be accommodated. Parents must bring medication to the office in the original containers, with the name of the prescribing physician, the name of the student, and dispensing instructions. Students should never have medicine in their backpacks or on their person, including over-the-counter medicine such as aspirin or cough drops. Parents are required to complete a form authorizing school staff to administer medication. Designated staff put medications in a locked cabinet or refrigerate as needed. Designated staff log times for administering medications for each student. In cases where medications are long-term prescriptions, designated staff will provide parents with one week's notice to alert them when refills are needed. No medications will be given to a child without proper written authorization including any over the counter medicine.

Physical Examinations

Endeavor College Prep adheres to Education Code Section 49450, et seq., as applicable to the grade levels served by the school. Students are screened for

vision, hearing and scoliosis to the same extent as students attending non-charter public schools. Parents may choose to opt their student out of the above exams in writing.

Messages

During the school day, students may not receive incoming phone calls or messages unless it is an emergency that requires immediate attention. Please ensure that all messages regarding how or when your child will be leaving school for the day are communicated prior to the school day. If you need to pick-up your child at a different time other than regularly scheduled, please park, come into the office, and sign your child out.

Messages for teachers may be left on their cell phone voicemail, email, or Class Dojo, but note that sometimes these messages are not checked until after school hours.

Family Communication

We recognize that parents are a child's first and most influential teachers. Endeavor College Prep seeks to work as a partner with families to maximize each student's academic and behavioral success. We recognize the profound influence of family on a child's progress and seek to empower parents and guardians to support their children academically and become active members of the school community.

Endeavor College Prep has a School Site Council (SSC) to offer parents the opportunity to take a more active role at the school. The SSC works with school administration and members of the Board of Directors to create a comprehensive written parent involvement policy.

Endeavor College Prep keeps parents and guardians informed about their child's school performance and other relevant school news. Students will bring home a weekly agenda or planner each night, which includes information about the child's academic progress. Parents/guardians are expected to sign and return the agenda with the student the following day. The school also sends a weekly letter each Friday to inform families of school news and upcoming events.

Parents/guardians also receive in-the-moment updates on behavior through Class Dojo. This app is also used for messaging between home and the school.

Parents and students participate in student-led conferences at least twice a year to discuss their child's academic and behavioral progress. Teachers also

communicate with families on a regular basis, making phone calls or sending notes home to share concerns as well as celebrate student success. Parents have teachers' phone numbers and e-mail addresses and are encouraged to contact teachers to discuss their children's progress at any time.

Parents also complete a family satisfaction survey at the end of each trimester.

Family Events

Endeavor College Prep hosts monthly family events, including student led conferences, workshops, *cafecito* (coffee with the school administrators) and celebrations to provide families with a better understanding of their child's education and also provide hands-on practice of strategies to support their children's success. Upcoming parent events will be noted in the School's weekly parent letter.

Promotion to the Next Grade

Endeavor College Prep has strict promotion criteria. It is not automatically assumed that students will pass from one grade to the next; each student must earn promotion by demonstrating mastery of the essential knowledge and skills.

Students who are not making sufficient academic gains or who are struggling with behavior are referred to the Student Support and Progress Team (SSPT).. Through this process, action steps and follow-up will happen in 4 – 6-week cycles. The purpose of the SSPT is to put together a plan to get the scholar back on track.

Final promotion decisions will be made by the Head of School, with input from the teachers and SSPT. For students with IEPs, progress toward IEP goals and the recommendation of the IEP team will also be considered.

School Breakfast and Lunch Program

Breakfast and lunch are available at Endeavor College Prep. We also provide snack/supper for students who participate in the Arts & Enrichment program. All meals are provided without charge and meal applications are no longer required, however an alternate household income form must be completed for other school funding requirements.

Families may send lunch and/or snack to school; however, students will not have access to a refrigerator or microwave. If you are sending lunch or snack to school with your child, we ask that you send nutritious foods. We discourage students from consuming soda, candy, chewing gum, and beverages other than water on campus. If you choose to send lunch, the entire lunch must be in one bag or container that has the student's name on it. For breakfast, students who choose to eat anything other

than what is provided by Endeavor are asked to consume it before entering the building. Water bottles must be the clear disposable bottles or clear (not colored or tinted) reusable bottles and should be clearly labeled with the child's name.

Student Belongings

Items that could potentially cause a distraction in class, such as toys (including fidget spinners), game cards, trading cards, music players, portable electronic games, and cell phones are not allowed in school. Students who violate this rule will have their item(s) confiscated until the item(s) is picked up by a parent/guardian and will be subject to consequences such as demerits. If a parent or other guardian is unavailable to retrieve the confiscated item within five (5) school days, the parent or guardian should notify the school. Endeavor College Prep is not responsible for loss or damage of student belongings.

Student Records/FERPA Policy

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

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

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

2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.

Parents or eligible students who wish to ask the School to amend a record should write the Head of School or designee, clearly identify the part of the record they want changed and specify why it should be changed. If the School decides not to amend the record as requested by the parent or eligible student, the School will notify the parent or eligible student of the decision and of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will

be provided to the parent or eligible student when notified of the right to a hearing.

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

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

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

Note that Endeavor will not release information to third parties for immigration-enforcement purposes, except as required by law or court order.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the School to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW Washington, DC 20202

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

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

99.35).

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

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

1. Student’s name
2. Student’s address
3. Parent’s/guardian’s address
4. Telephone listing
5. Student’s electronic mail address
6. Parent’s/guardian’s electronic mail address
7. Photograph
8. Date and place of birth
9. Dates of attendance

10. Grade level
11. Degrees, honors, and awards received
12. The most recent educational agency or institution attended
13. Student ID number, user ID, or other unique personal identified used to communicate in electronic systems that cannot be used to access education records without a PIN, password, etc. (A student's social security number, in whole or in part, cannot be used for this purpose.)

If you do not want the School to disclose directory information from your child's education records without your prior written consent, you must notify the School in writing at the time of enrollment or re-enrollment. Please notify Endeavor's Director of Operations:

David Marositz

(323) 800-4125

dmarositz@endeavorcollegeprep.org.

Student Success and Progress Team

A Student Success and Progress Team (SSPT) uses a systematic problem-solving approach to assist students who, despite a variety of supports, are failing to make adequate progress. The SSPT reviews the effectiveness of previous and current interventions, clarifies problems and concerns, develops strategies and organizes resources, provides a system for school accountability, and serves to assist and counsel the parents, teachers, and students.

Any student with an academic or behavioral concerns can benefit from an SSPT, including but not limited to those students achieving below or above grade level, English Language Learners, students with suspected special educational needs, and students who have experienced emotional trauma or behavioral issues.

Anyone who has on-going concerns about a student's achievement may refer that student for SSPT consideration and anyone who plays a role in the success and well-being of the student may participate in the SSPT meeting. These people may include, but are not limited to, teachers, parents, counselors, doctors, administration, social workers, and law enforcement representatives. The meeting is designed to allow all parties involved to work together to create the best possible plan of action to support the child's unique needs.

The plans created by the SSPT coordinator will include additional instructional supports, a timeline for implementation, goals for the student, and means for collecting data and monitoring the effectiveness of the plan.

Discipline

Endeavor College Prep creates a school culture where students are able to focus on learning. Our goal is to create a culture of mutual respect that reinforces positive behavior, eliminates the distractions caused by student misbehavior, and sets each child up for future success.

As a school we use the PBIS framework to create a positive school culture. We dedicate time to teaching and reinforcing behaviors that will lead to our students being successful in school and in life. Our goal is to create a culture of mutual respect and one where distractions caused by student misbehavior are minimized in order to maximize learning time.

We use all means to prevent and teach the appropriate behaviors to students. We dedicate time to train teachers on using effective classroom management strategies, building relationships with students, and engaging academic instruction. We create consistency through schoolwide expectations and consistent positive reinforcement through merits.

When students do not meet the expectations, we give feedback through consequences which may include, but are not limited to:

- Warning
- Demerit (communicated to parents through Class Dojo)
- Loss of privileges (recess or lunch)
- After school detention
- Restorative project
- Referral to Dean or Administrator
- Parent conference
- Suspension (for details, please refer to the section of this handbook titled *Suspension and Expulsion*)
- Expulsion (for details, please refer to the section of this handbook titled *Suspension and Expulsion*)

Any student who engages in repeated violations of the school's behavioral expectations will be required to attend a meeting with the school's staff and the student's parents. The school will prepare a specific, written agreement outlining future student conduct expectations, timelines, and consequences for failure to meet the expectations which may include, but are not limited to, suspension or expulsion.

Suspension and Expulsion Policy

Endeavor College Prep's Pupil Suspension and Expulsion Policy (referred to as "Policy" within this section) has been established to promote learning and protect the safety and wellbeing of all students at the Charter School. In

creating this policy, the Charter School has reviewed Education Code Section 48900 *et seq.* which describes the non-charter schools' list of offenses and procedures to establish its list of offenses and procedures for suspensions and expulsions. The language that follows closely mirrors the language of Education Code Section 48900 *et seq.* This shall serve as the entire policy for suspension and expulsion.

The School is committed to annual review of policies and procedures surrounding suspensions and expulsions and, as necessary, modification of the lists of offenses for which students are subject to suspension or expulsion.

When the Policy is violated, it may be necessary to suspend or expel a student from regular classroom instruction. Charter School staff shall enforce disciplinary rules and procedures fairly and consistently among all students. This Policy and its Procedures will be printed and distributed as part of the Student Handbook and will clearly describe discipline expectations. Corporal punishment shall not be used as a disciplinary measure against any student. Corporal punishment includes the willful infliction of or willfully causing the infliction of physical pain on a student. For purposes of the Policy, corporal punishment does not include an employee's use of force that is reasonable and necessary to protect the employee, students, staff or other persons or to prevent damage to school property.

Suspended or expelled students shall be excluded from all school and school-related activities unless otherwise agreed during the period of suspension or expulsion.

Grounds for Suspension and Expulsion of Students

A student may be suspended or expelled for prohibited misconduct if the act is related to school activity or school attendance occurring at the Charter School or at any other school or a Charter School sponsored event, occurring at any time including but not limited to: a) while on school grounds; b) while going to or coming from school; c) during the lunch period, whether on or off the school campus; d) during, going to, or coming from a school-sponsored activity.

No student shall be involuntarily removed by the Charter School for any reason unless the parent or guardian of the student has been provided written notice of intent to remove the student no less than five school days before the effective date of the action. The written notice shall be in the native language of the student or the student's parent or guardian or, if the student is a foster child or youth or a homeless child or youth, the student's educational rights holder, and

shall inform him or her of the right to initiate the procedures specified below for suspensions, before the effective date of the action. If the student's parent, guardian, or educational rights holder initiates the procedures specified below for suspensions, the student shall remain enrolled and shall not be removed until the Charter School issues a final decision. As used herein, "involuntarily removed" includes disenrolled, dismissed, transferred, or terminated, but does not include suspensions or expulsions pursuant to the suspension and expulsion procedures described below.

Enumerated Offenses

Students may be suspended and recommended for expulsion for any of the following acts when it is determined the pupil:

- a) Caused, attempted to cause, or threatened to cause physical injury to another person or willfully used force of violence upon the person of another, except self-defense.
- b) Possessed, sold, or otherwise furnished a firearm, knife, explosive, or other dangerous object, unless, in the case of possession of an 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 Head of School or the designee of the Head of School.
- c) Unlawfully possessed, used, sold or otherwise furnished, or was under the influence of any controlled substance, as defined in Health and Safety Code 11053-11058, alcoholic beverages, or intoxicant of any kind.
- d) Unlawfully offered, arranged, or negotiated to sell any controlled substance as defined in Health and Safety Code Sections 11053-11058, alcoholic beverage or intoxicant of any kind, and then sold, delivered or otherwise furnished to any person another liquid substance or material and represented same as controlled substance, alcoholic beverage or intoxicant.
- e) Committed or attempted to commit robbery or extortion.
- f) Caused or attempted to cause damage to school property or private property, which includes but is not limited to, electronic files and databases.

- g) Stole or attempted to steal school property or private property, which includes but is not limited to, electronic files and databases
- h) Possessed or used tobacco or products containing tobacco or nicotine products, including but not limited to cigars, cigarettes, miniature cigars, clove cigarettes, smokeless tobacco, snuff, chew packets and betel. This section does not prohibit the use of his or her own prescription products by a pupil.
- i) Committed an obscene act or engaged in habitual profanity or vulgarity.
- j) Unlawfully possessed or unlawfully offered, arranged, or negotiated to sell any drug paraphernalia, as defined in Health and Safety Code Section 11014.5.
- k) Knowingly received stolen school property or private property.
- l) Possessed an imitation firearm, i.e.: a replica of a firearm that is so substantially similar in physical properties to an existing firearm as to lead a reasonable person to conclude that the replica is a firearm.
- m) Committed or attempted to commit a sexual assault as defined in Penal Code Sections 261, 266c, 286, 288, 288a or 289, or committed a sexual battery as defined in Penal Code Section 243.4.
- n) Harassed, threatened, or intimidated a student who is a complaining witness or witness in a school disciplinary proceeding for the purpose of preventing that student from being a witness and/or retaliating against that student for being a witness.
- o) Unlawfully offered, arranged to sell, negotiated to sell, or sold the prescription drug Soma.
- p) Engaged in or attempted to engage in hazing. For the purposes of this subdivision, "hazing" means a method of initiation or pre-initiation into a pupil organization or body, whether or not the organization or body is officially recognized by an educational institution, which is likely to cause serious bodily injury or personal degradation or disgrace resulting in physical or mental harm to a former, current, or prospective pupil. For purposes of this section, "hazing" does not include athletic events or school-sanctioned events.

q) Engaged in an act of bullying, including, but not limited to, bullying committed by means of an electronic act.

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 acts one or more acts committed by a student or group of students which would be deemed hate violence or harassment, threats, or intimidation, which are directed toward one or more students that has or can be reasonably predicted to have the effect of one or more of the following:

- i. Placing a reasonable student (defined as a student, including, but is not limited to, a student with exceptional needs, 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 exceptional needs) or students in fear of harm to that student's or those students' person or property.
- ii. Causing a reasonable student to experience a substantially detrimental effect on his or her physical or mental health.
- iii. Causing a reasonable student to experience substantial interference with his or her academic performance.
- iv. Causing a reasonable student to experience substantial interference with his or her ability to participate in or benefit from the services, activities, or privileges provided by the Charter School.

2) "Electronic Act" means the transmission 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:
 - (a) Posting to or creating a burn page. A "burn page" means an Internet Web site created for the purpose of having one or more of the effects as listed in subparagraph (1) above.
 - (b) Creating a credible impersonation of another actual pupil for the purpose of having one or more

of the effects listed in subparagraph (1) above. "Credible impersonation" means to knowingly and without consent impersonate a pupil for the purpose of 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.

(c) Creating a false profile for the purpose of having one or more of the effects listed in subparagraph (1) above. "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.

Notwithstanding subparagraphs (1) and (2) above, 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.

iii. An act of cyber sexual bullying.

(a) For purposes of this clause, "cyber sexual bullying" means the dissemination of, or the solicitation or incitement to disseminate, a photograph or other visual recording by a pupil to another pupil or to school personnel by means of an electronic act that has or can be reasonably predicted to have one or more of the effects described in subparagraphs (i) to (iv), inclusive, of paragraph (1). A photograph or other visual recording, as described above, shall include the depiction of a nude, semi-nude, or sexually explicit photograph or other visual recording of a minor where the minor is identifiable from the photograph, visual recording, or other electronic act.

(b) For purposes of this clause, "cyber sexual bullying" does not include a depiction, portrayal, or image that has any serious literary, artistic, educational, political, or scientific value or that involves athletic events or school-sanctioned activities.

r) A pupil who aids or abets, as defined in Section 31 of the Penal Code, the infliction or attempted infliction of physical injury to another person may be subject to suspension, but not expulsion, except that a pupil who has been adjudged by a juvenile court to have committed, as an aider and abettor, a crime of physical violence in which the victim suffered great

bodily injury or serious bodily injury shall be subject to discipline pursuant to subdivision (1).

- s) Committed sexual harassment, as defined in Education Code Section 212.5. For the purposes of this section, the conduct described in Section 212.5 must be considered by a reasonable person of the same gender as the victim to be sufficiently severe or pervasive to have a negative impact upon the individual's academic performance or to create an intimidating, hostile, or offensive educational environment. This section shall apply to pupils in any of grades 4 to 8, inclusive.
- t) Caused, attempted to cause, threaten to cause or participated in an act of hate violence, as defined in subdivision (e) of Section 233 of the Education Code. This section shall apply to pupils in any of grades 4 to 8, inclusive.
- u) Made terroristic threats against school officials and/or school property, which includes but is not limited to, electronic files and databases. For purposes of this section, "terroristic threat" shall include any statement, whether written or oral, by a person who willfully threatens to commit a crime which will result in death, great bodily injury to another person, or property damage in excess of one thousand dollars (\$1,000), with the specific intent that the statement is to be taken as a threat, even if there is no intent of actually carrying it out, which, on its face and under the circumstances in which it is made, is so unequivocal, unconditional, immediate, and specific as to convey to the person threatened, a gravity of purpose and an immediate prospect of execution of the threat, and thereby causes that person reasonably to be in sustained fear for his or her own safety or for his or her immediate family's safety, or for the protection of school property, which includes but is not limited to, electronic files and databases, or the personal property of the person threatened or his or her immediate family.

Suspension Procedure

Suspensions shall be initiated according to the following procedures:

1. Conference

Suspension shall be preceded, if possible, by a conference conducted by the Assistant Principal or Dean, with the student and his or her parent and, whenever practical, the teacher, supervisor or Charter School employee who referred the student for disciplinary action.

The conference may be omitted if the Assistant Principal, Dean, or designee determines that an emergency situation exists. An “emergency situation” involves a clear and present danger to the lives, safety or health of students or Charter School personnel. If a student is suspended without this conference, both the parent/guardian and student shall be notified in a letter describing the incident, referencing this policy, and of the student’s right to return to school for a conference. The conference shall be held within two school days, unless the pupil waives this right or is physically unable to attend for any reason, including, but not limited to, incarceration or hospitalization. The conference shall then be held as soon as the pupil is physically able to return to school for the conference.

At the conference, the pupil shall be informed of the reason for the disciplinary action and the evidence against him or her and shall be given the opportunity to present his or her version and evidence in his or her defense. No penalties may be imposed on a pupil for failure of the pupil’s parent or guardian to attend a conference with Charter School officials. Reinstatement of the suspended pupil shall not be contingent upon attendance by the pupil’s parent or guardian at the conference.

2. Notice to Parents/Guardians

At the time of the suspension, the Assistant Principal, Dean, or designee shall make a reasonable effort to contact the parent/guardian by telephone or in person. Whenever a student is suspended, the parent/guardian shall be notified in writing of the suspension and the date of return following suspension. This notice shall state the specific offense(s) committed by the student. In addition, the notice will also state the date and time when the student may return to school. If the Assistant Principal or Dean wishes to ask the parent/guardian to confer regarding matters pertinent to the suspension, the notice shall request that the parent/guardian respond to such requests without delay.

3. Right to Appeal

Except in an “emergency situation” as described in section 1 above, parents will be notified in advance to enactment of the suspension or recommendation of expulsion and can appeal to a student’s suspension within ten (10) days of the initial suspension decision. The appeal shall be heard by the Head of School. Following due consideration, and no more than five (5) days after the appeal is made, the Head of School who heard the appeal will respond in writing with a

decision on the appeal. This decision regarding student suspension will be considered final.

Suspension Time Limits

Suspensions, when not including a recommendation for expulsion, shall not exceed five (5) consecutive school days per suspension. A student may not be suspended more than 20 days in a school year, except in cases pending an expulsion process where the Dean, Assistant Principal, or designee determine either of the following: 1) the pupil's presence will be disruptive to the education process; or 2) the pupil poses a threat or danger to others.

Access to Education during Suspension

During the term of the suspension, the student will be provided with school assignments that his/her teachers consider to be reasonably equivalent to the work that would otherwise be expected of him/her in the normal classroom setting during that time. The work will be available for pick up in the School's office. This work is expected to be completed by the student and submitted to the teachers upon return to class. Incomplete work may affect the student's grade.

Suspension during Pending Expulsion Process

Upon a recommendation of expulsion by the Head of School, the pupil and the pupil's parent or guardian or representative will be invited to a conference to determine if the suspension for the pupil should be extended pending an expulsion hearing. This determination will be made by the Head of School or designee upon either of the following: 1) the pupil's presence will be disruptive to the education process; or 2) the pupil poses a threat or danger to others. Upon either determination, the pupil's suspension will be extended pending the results of an expulsion hearing. The teachers will continue to provide reasonably equivalent work for the student to complete during this extended suspension.

Authority to Expel

A student may be expelled by a neutral and impartial Administrative Panel to be assigned by the Board of Directors. The Administrative Panel shall consist of at least three (3) members who are certificated and neither a teacher of the pupil or a Board member of the Charter School's Board of Directors. The

Administrative Panel may recommend expulsion of any student found to have committed an expellable offense.

Expulsion Procedures

Students recommended for expulsion are entitled to a hearing to determine whether the student should be expelled. Unless postponed for good cause, the hearing shall be held within thirty (30) school days after the Head of School or designee determine that the pupil has committed an expellable offense.

In the event an Administrative Panel hears the case, it will make a recommendation to the Board of Directors for a final decision whether to expel. The hearing shall be held in closed session unless the pupil makes a written request for a public hearing three (3) days prior to the hearing.

Written notice of the hearing shall be forwarded to the student and the student's parent/guardian at least ten (10) calendar days before the date of the hearing. Upon mailing the notice, it shall be deemed served upon the pupil. The notice shall include:

- The date and place of the expulsion hearing;
- A statement of the specific facts, charge(s) and offense(s) upon which the proposed expulsion is based;
- A copy of the Charter School's disciplinary rules which relate to the alleged violation;
- Notification of the student's or parent/guardian's obligation to provide information about the student's status at the school to any other school district or school to which the student seeks enrollment;
- The opportunity for the student or the student's parent/guardian to appear in person or to employ and be represented by counsel or a non-attorney advisor;
- The right to inspect and obtain copies of all documents to be used at the hearing;
- The opportunity to confront and question all witnesses who testify at the hearing;
- The opportunity to question all evidence presented and to present oral and documentary evidence on the student's behalf including witnesses.

Special Procedures for Expulsion Hearings Involving Sexual Assault or Battery Offenses

Endeavor College Prep may, upon a finding of good cause, determine that the disclosure of either the identity of the witness or the testimony of that witness at the hearing, or both, would subject the witness to an unreasonable risk of psychological or physical harm. Upon this determination, the testimony of the witness may be presented at the hearing in the form of sworn declarations which shall be examined only by Endeavor College Prep or the hearing officer. Copies of these sworn declarations, edited to delete the name and identity of the witness(es), shall be made available to the pupil.

1. The complaining witness in any sexual assault or battery case must be provided with a copy of the applicable disciplinary rules and advised of his/her right to (a) receive five days' notice of his/her scheduled testimony, (b) have up to two (2) adult support persons of his/her choosing present in the hearing at the time he/she testifies, which may include a parent, guardian, or legal counsel, and (c) elect to have the hearing closed while testifying.
2. The Charter School must also provide the victim a room separate from the hearing room for the complaining witness's use prior to and during breaks in testimony.
3. At the discretion of the person or panel conducting the hearing, the complaining witness shall be allowed periods of relief from examination and cross-examination during which he or she may leave the hearing room.
4. The person conducting the expulsion hearing may also arrange the seating within the hearing room to facilitate a less intimidating environment for the complaining witness.
5. The person conducting the expulsion hearing may also limit time for taking the testimony of the complaining witness to the hours he/she is normally in school, if there is no good cause to take the testimony during other hours.
6. Prior to a complaining witness testifying, the support persons must be admonished that the hearing is confidential. Nothing in the law precludes the person presiding over the hearing from removing a support person whom the presiding person finds is disrupting the hearing. The person conducting the hearing may permit any one of the support persons for the complaining witness to accompany him or her to the witness stand.

7. If one or both support persons is also a witness, the Charter School must present evidence that the witness's presence is both desired by the witness and will be helpful to the Charter School. The person presiding over the hearing shall permit the witness to stay unless it is established that there is a substantial risk that the testimony of the complaining witness would be influenced by the support person, in which case the presiding official shall admonish the support person or persons not to prompt, sway, or influence the witness in any way. Nothing shall preclude the presiding officer from exercising his or her discretion to remove a person from the hearing whom he or she believes is prompting, swaying, or influencing the witness.
8. The testimony of the support person shall be presented before the testimony of the complaining witness and the complaining witness shall be excluded from the courtroom during that testimony.
9. Especially for charges involving sexual assault or battery, if the hearing is to be conducted in the public at the request of the pupil being expelled, the complaining witness shall have the right to have his/her testimony heard in a closed session when testifying at a public meeting would threaten serious psychological harm to the complaining witness and there are no alternative procedures to avoid the threatened harm. The alternative procedures may include videotaped depositions or contemporaneous examination in another place communicated to the hearing room by means of closed-circuit television.
10. Evidence of specific instances of a complaining witness's prior sexual conduct is presumed inadmissible and shall not be heard absent a determination by the person conducting the hearing that extraordinary circumstances exist requiring the evidence be heard. Before such a determination regarding extraordinary circumstance can be made, the witness shall be provided notice and an opportunity to present opposition to the introduction of the evidence. In the hearing on the admissibility of the evidence, the complaining witness shall be entitled to be represented by a parent, legal counsel, or other support person. Reputation or opinion evidence regarding the sexual behavior of the complaining witness is not admissible for any purpose.

Record of Hearing

A record of the hearing shall be made and may be maintained by any means, including electronic recording, as long as a reasonably accurate and complete written transcription of the proceedings can be made.

Presentation of Evidence

While technical rules of evidence do not apply to expulsion hearings, evidence may be admitted and used as proof only if it is the kind of evidence on which reasonable persons can rely in the conduct of serious affairs. A recommendation by the administrative panel to expel must be supported by substantial evidence that the student committed an expellable offense.

Findings of fact shall be based solely on the evidence at the hearing. While hearsay evidence is admissible, no decision to expel shall be based solely on hearsay and sworn declarations may be admitted as testimony from witnesses of whom the Board of Directors, administrative panel or designee determines that disclosure of their identity or testimony at the hearing may subject them to an unreasonable risk of physical or psychological harm.

If, due to a written request by the expelled pupil, the hearing is held at a public meeting, and the charge is committing or attempting to commit a sexual assault or committing a sexual battery as defined in Education Code Section 48900, a complaining witness shall have the right to have his or her testimony heard in a session closed to the public.

The decision of the Administrative Panel shall be in the form of written findings of fact and a written recommendation to the Board of Directors who will make a final determination regarding the expulsion. The final decision by the Board shall be made within ten (10) school days following the conclusion of the hearing. The decision of the Board of Directors is final.

If an administrative panel decides not to recommend expulsion, the pupil shall immediately be returned to his/her educational program.

Written Notice to Expel

The Head of School, following a decision of the Board of Directors to expel, shall send written notice of the decision to expel, including the Board of Directors' adopted findings of fact, to the student or parent/guardian. This notice shall also include the following:

1. Notice of the specific offense committed by the student
2. Notice of the student's or parent/guardian's obligation to inform any new district in which the student seeks to enroll of the student's status with Endeavor College Prep.

The Head of School or designee shall send a copy of the written notice of the decision to expel to the District. This notice shall include the following:

1. The student's name
2. The specific expellable offense committed by the student
3. The reinstatement eligibility review date
4. A copy of the rehabilitation plan
5. The type of educational placement during the period of expulsion
6. Appeal procedures

Additionally, in accordance with Education Code Section 47605(d)(3), upon expulsion of any student, Endeavor College Prep shall notify the superintendent of the school district of the pupil's last known address within thirty (30) days, and shall, upon request, provide that school district with a copy of the cumulative record of the pupil, including a transcript of grades or report card and health information.

Disciplinary Records

The Charter School shall maintain records of all student suspensions and expulsions at the Charter School. Such records shall be made available to the authorizer upon request.

Appeal of Expulsion

Parents will be notified in advance to enactment of the suspension or expulsion and can appeal a student's suspension or expulsion.

An expulsion may be appealed within ten (10) school days following the issuance of the notice of the decision to expel and must be submitted in writing

to the Head of School. The student will be considered suspended until a meeting is convened to hear the appeal.

At least one parent or guardian of the child must attend to present their appeal. The appeal will be considered by an Expulsion Committee of the Board consisting of at least three members of the Board of Directors. The appeal will be heard no later than thirty (30) school days from issuance of notice of the decision to expel. The Expulsion Committee shall consider the findings of fact and record of the hearing. If the Expulsion Committee overturns the appeal, the pupil shall immediately be returned to his/her educational program. Otherwise, the expulsion is final and there is no further appeal

The Head of School will contact the family and mail a copy of the decision to the student and/or parent or guardian within five days of the issuing the decision.

Students with Disabilities

Charter School shall implement operational and procedural guidelines ensuring compliance with federal and state laws and regulations regarding the discipline of students with disabilities. If a student is recommended for expulsion and the student receives or is eligible for special education, Charter School shall identify and provide special education programs and services at an appropriate interim educational placement, pending the completion of the expulsion process, to be coordinated with the LAUSD Special Education Service Center.

In the case of a student who has an Individualized Education Program ("IEP"), or a student who has a 504 Plan, Charter School shall ensure that it follows correct disciplinary procedures to comply with the mandates of state and federal laws, including IDEA and Section 504 of the Rehabilitation Plan of 1973. As set forth in the MOU regarding special education between the District and Charter School, an IEP team, including a District representative, will meet to conduct a manifestation determination and to discuss alternative placement utilizing the District's Special Education Policies and Procedures Manual. Prior to recommending expulsion for a student with a 504 Plan, Charter School's administrator will convene a Link Determination meeting to ask the following two questions:

- A. Was the misconduct caused by, or directly and substantially related to the student's disability?
- B. Was the misconduct a direct result of the Charter School's failure to implement 504?

Notification of the District

Upon expelling any student, Charter School shall notify the Charter Schools Division by submitting an expulsion packet to the CSD immediately or as soon as practicable, which shall contain:

- completed "Notification of Charter School Expulsion" [form available from the CSD website or office], including attachments as required on the form
- documentation of the expulsion proceeding, including statement of specific facts supporting the expulsion and documentation that Charter School's policies and procedures were followed
- copy of parental notice of expulsion hearing
- copy of expulsion notice provided to parent stating reason for expulsion, term of expulsion, rehabilitation plan, reinstatement notice with eligibility date and instructions for providing proof of student's compliance for reinstatement, appeal process, and options for enrollment
- if the student is eligible for Special Education, documentation related to expulsion in compliance with IDEA and the MCD, including the Expulsion Analysis page of the pre-expulsion IEP
- if the student is eligible for Section 504 accommodations, documentation that Charter School conducted a Link Determination meeting to address two questions:
 - A. Was the misconduct caused by, or directly and substantially related to the student's disability?
 - B. Was the misconduct a direct result of Charter School's failure to implement 504 Plan?

Notwithstanding the documentation sent to the Charter Schools Division as indicated above, if the student is a resident of a school district other than LAUSD, Charter School must notify the Superintendent of the student's district of residence within 30 days of the expulsion. Additionally, upon request of the receiving school district, Charter School shall forward student records no later than 10 school days from the date of the request as stated in Education Code sections 49068 (a) and (b).

Outcome Data

Charter School shall gather and maintain all data related to placement, tracking, and monitoring of student suspensions, expulsions, and reinstatements, and make such outcome data readily available to the District upon request.

Rehabilitation Plan

Pupils who are expelled from Charter School shall be given a rehabilitation plan upon expulsion as developed by Charter School's governing board at the time of the expulsion order, which may include, but is not limited to, periodic review as well as assessment at the time of review for readmission. Terms of expulsion should be reasonable and fair with the weight of the expelling offense taken

into consideration when determining the length of expulsion. Therefore, the rehabilitation plan should include a date not later than one (1) year from the date of expulsion when the pupil may apply to Charter School for readmission. Charter School shall inform parents in writing of its processes for reinstatement and applying for expungement of the expulsion record.

Readmission

Charter School's governing board shall adopt rules establishing a procedure for the filing and processing of requests for readmission and the process for the required review of all expelled pupils for readmission. Upon completion of the readmission process, Charter School's governing board shall readmit the pupil, unless Charter School's governing board makes a finding that the pupil has not met the conditions of the rehabilitation plan or continues to pose a danger to campus safety. A description of the procedure shall be made available to the pupil and the pupil's parent or guardian at the time the expulsion order is entered and the decision of the governing board, including any related findings, must be provided to the pupil and the pupil's parent/guardian within a reasonable time.

Reinstatement

Charter School's governing board shall adopt rules establishing a procedure for processing reinstatements, including the review of documents regarding the rehabilitation plan. Charter School is responsible for reinstating the student upon the conclusion of the expulsion period in a timely manner.

Gun Free Schools Act

Charter School shall comply with the federal Gun Free Schools Act.

Uniforms

All students must come to school in the Endeavor College Prep uniform every day. If a student arrives to school out of uniform, parents will be called and asked to bring in a uniform before the student is sent to class. We have a required school uniform for several very important reasons:

- 1) Uniforms unite us as a community.** When you look at the Endeavor College Prep shirts, it is a powerful visual statement of our community. Students make a commitment that when they put on the Endeavor College Prep uniform, they are agreeing to live up to the school's PRIDE values.
- 2) Uniforms reduce distractions and clothing competition.** Often students spend more time discussing and evaluating what others are wearing or not wearing than they spend focusing on learning. Wearing uniforms eliminates this distraction.

- 3) **Uniforms make us all equal.** Whether families have high incomes or low incomes, the students come to school looking the same way. No one is made to feel bad about the clothes they have or don't have.
- 4) **Uniforms look professional.** Students look neat when they arrive to school with shirts tucked in. The students come mentally prepared for school and "dressed for work."

Students may not change out of the Endeavor College Prep uniform at any point during the school day unless they have been given permission for a specific activity such as participation in a sports team. Students must wear their uniform on all school field trips, unless they receive prior notice from the school.

The components of the Endeavor College Prep school uniform are as follows:

- **Tops:** All new ECP students begin with a white shirt. This shirt may be any style, including polo, button down, T-shirt (without writing or graphics), etc. This shirt will only be temporary until the student earns the privilege of wearing the school shirt. The uniform shirt is a gray polo with the ECP logo. Upon earning the shirt, the school will provide the first uniform shirt for free. Additional polo shirts may be ordered from the office. If any part of an undershirt shows (including just the edges of the sleeves or even a small piece at the neckline), it must be solid white or black for students in all grades. In addition, students must wear their uniform shirts in the proper way—tucked in.
- **Bottoms:** Students must wear navy blue uniform pants or knee-length uniform skirts or skorts. Bottoms may be purchased at any store that carries uniform pants and skirts. Uniform bottoms must fit appropriately—not too snug nor too baggy—and must be dress pants-style (not cargo, "skinny" style, or cut like jeans). Denim, sweatpants, stretch material, fleece, corduroys, shorts, or capris, are not ECP uniform bottoms.
- **Belts:** Belts must always be worn with uniform pants. If a student is wearing a skirt/skort with belt loops, the student must wear a belt.
- **Shoes and socks:** Students must wear sneakers to school on a daily basis. We ask that students wear socks and sneakers with laces (or Velcro, for our younger students) that support their feet well because students walk a lot during each day and have recess. All shoes should be free of any writing. Boots, sandals, Mary Janes, slip-ons, and dress shoes are not allowed. Students wearing skirts/skorts may also wear tights of any color.
- **Jackets:** Students may not wear coats or jackets inside the school building. If a student is worried about being cold inside the building, he or

she may wear a uniform cardigan or crew-neck sweatshirt or a long-sleeve, white or black shirt under his/her uniform shirt.

- **Jewelry:** Students may wear a watch, a single necklace and/or bracelet, and stud earrings. Hoop earrings or dangling earrings are not allowed. Additional jewelry is not allowed, as it may be disruptive to the learning environment.
- **Make-up/Hair:** Make-up is not allowed (nail polish, lipstick, etc.). Hair should be worn naturally (no bold colors or designs that may distract from the learning environment).
- **Hats:** Students are not allowed to wear baseball hats, scarves, or bandanas in the building. Small clips or bands for the hair are permitted. Exceptions for religious headwear will be cleared by the Director of Operations. Hats may be worn outside for protection from the sun.
- **Backpacks:** In order to adequately accommodate bringing school books and supplies to and from school, each student should have a backpack. We require backpacks instead of messenger-style bags, duffle bags, or purses because two straps more evenly distribute the weight of materials. Students may not bring rolling backpacks to school. All backpacks should be free of any writing. Requests for a medical exception should be put in writing to the Director of Operations and must be accompanied by a doctor's note.

Use of Technology

Throughout the school year, students will have access to laptops, iPads and our wireless network within the confines of classrooms and while on school grounds. Our wireless network is secured with a firewall and added protections to ensure web browsing remains safe and appropriate for all our students. The use of laptops and iPads, as well as access to the internet, is seen as an instructional resource for our students. They can expect to use these tools to work on class projects, research, benchmark and state testing, as well as to enhance their computer knowledge through the usage of various apps and programs that aim to enhance skills such as typing and coding. Use of this equipment for any purpose other than educational use may result in loss of privileges.

Furthermore, parents/guardians are financially responsible on behalf of their child for costs related to damage due to purposeful action or gross negligence included but not limited to missing or broken keyboard keys, cracked screens, etc. Parent /guardians will be financially responsible for the replacement or

repair cost of the laptop, whichever is deemed necessary by our IT manager and will be billed accordingly.

Student Email

Some of our students are given an ECP or Google email address for use with certain school projects. These emails are monitored by our school and there should not be an expectation of privacy.

Visitors

Visitors, especially parents, are a vital part of the Endeavor College Prep community. We welcome them as volunteers, observers, and partners in the education of our students. We welcome parents into classes with the intent of observing his/her student to maximize family support for increasing academic success. We do expect that parents will not disrupt the classroom environment. We encourage calling ahead to confirm that the time is appropriate as visitors will not be allowed during some classroom activities, such as state exams. Upon arriving, all visitors must sign in within the Endeavor College Prep office. They must enter classes with a staff escort and share their expected length, although they may leave at any time. When registering, the visitor is required to provide his/her name, address, age (if under 21), his/her purpose for entering school grounds, and proof of identity.

Visitors should not talk to students or teacher during class, or use a cell phone, although they are encouraged to call the teacher after school to discuss what they observed.

If the visitor is a government officer/official (including but not limited to local law enforcement officers, immigration enforcement officers, social workers, district attorneys, or U.S. attorneys) the officer/official will also be asked to produce any documentation that authorizes school access. ECP shall make reasonable efforts to notify parents or guardians prior to permitting a student to be interviewed or searched, consistent with the law and/or any court order, warrant or instructions from the officer/official. A copy of the documentation provided by the officer and notes from the encounter may be maintained by ECP, consistent with the law. The ECP Governing Board and Bureau of Children's Justice in the California Department of Justice, at BCJ@doj.ca.gov, will be timely informed regarding any attempt by a law-enforcement officer to access a school site or a student for immigration-enforcement purposes, as recommended by the Attorney General.

For purposes of school safety and security, the Head of School, Director of Operations, or designee may design a visible means of identification for visitors while on school premises.

The Head of School, Director of Operations, or designee, may refuse to register or withdraw consent of a visitor or volunteer if it is believed that the presence of the visitor or volunteer would cause, is causing, or caused a threat of disruption or physical injury to teachers, other employees, or students.

Volunteer Opportunities

We seek to provide parents and community members with meaningful ways to be involved at the school. While no parent will be required to complete hours of service, we welcome participation from students' families. Volunteer opportunities include, but are not limited to:

- Serving as "Room Parent" for a homeroom (assisting the homeroom teachers with parent communications, special events, etc.)
- Chaperoning field trips (upon invitation only)
- Supervising recess (working with school staff)
- Leading clubs (working with school staff)
- Assisting in the office
- Assisting in classrooms
- Set-up, supervision, and clean-up for special events (Book Fair, Field Day, Science Fair, etc.)
- Helping with traffic flow and/or valet (before and/or after school)
- Working on campus beautification projects (painting, gardening, etc.)

For the safety of our students, all volunteers who work with children on a regular basis at Endeavor College Prep must be under staff supervision and undergo a background check with fingerprinting and must obtain TB clearance. All volunteers must also participate, and complete, an onboarding training before they begin their volunteer work at the school.

Parent Expectations play an important role in helping our students get to college. We want to make sure we are able to work as a team with families. In order to do this, we ask that parents go directly to the source (most often their child's teacher) with a solutions-oriented mindset to address any concerns. It is also expected that families support the systems within our school knowing that they are created to keep students safe, create efficiency, and maximize instructional learning time. This includes, but isn't limited to, behavior systems, arrival & dismissal systems, and classroom systems. If there are concerns or suggestions to improve systems, parents should share these with the appropriate person.

Parent and teacher meetings may happen frequently in order to support a student's academic or behavioral progress. During these meetings it is expected that all parties are respectful and solutions-oriented.

Addendum A

Uniform Complaint Procedure Policy

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

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

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

- Adult Education
- After School Education and Safety Programs
- Foster and Homeless Youth Services
- Consolidated Categorical Aid Programs
- Migrant Education
- Child Care and Developmental Programs
- Child Nutrition Programs
- Regional Occupational Centers and Special Education Programs
- State Preschool
- Bilingual Education
- Economic Impact Aid

A complaint of noncompliance with laws relating to pupil fees may be filed pursuant to the local UCP. A pupil enrolled in a public school shall not be required to pay a pupil fee for participation in an educational activity. A pupil fee includes, but is not limited to, all of the following:

- 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.

- A security deposit, or other payment, that a pupil is required to make to obtain a lock, locker, book, class apparatus, musical instrument, clothes, or other materials or equipment.
- A purchase that a pupil is required to make to obtain materials, supplies, equipment, or clothes associated with an educational activity.
- A pupil fee complaint shall not be filed later than one (1) year from the date the alleged violation occurred.

Complaints of noncompliance with laws relating to pupil fees are filed with the Operations Manager of Endeavor. A complaint regarding pupil fees may be filed anonymously if the complaint provides evidence or information to support an allegation of noncompliance with laws relating to pupil fees. Complaints other than complaints relating to pupil fees must be filed in writing with the following compliance officer:

David Marositz
Director of Operations
Endeavor College Prep Charter School
1263 S. Soto St., Los Angeles, CA 90023
(323) 800-4125
dmarositz@endeavorcollegeprep.org

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

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

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

Civil law remedies may be available under state or federal discrimination, harassment, intimidation, or bullying laws, if applicable. In appropriate cases, an

appeal may be filed pursuant to Education Code Section 262.3. A complainant may pursue available civil law remedies outside of Endeavor's complaint procedures. Complainants may seek assistance from mediation centers or public/private interest attorneys. Civil law remedies that may be imposed by a court include, but are not limited to, injunctions and restraining orders.

A copy of the UCP policy and complaint procedures shall be available free of charge in the main office or from Endeavor's website at www.endeavorcollegeprep.org. For further information on any part of the complaint procedures, including filing a complaint or requesting a copy of the complaint procedures, please contact the Operations Manager.

Addendum B

Parent and Guardian CAASPP Notification

The California Assessment of Student Performance and Progress, or CAASPP is the state academic testing program. CAASPP is a system intended to provide information that can be used to monitor student progress on an annual basis and ensure that all students leave high school ready for college and career. CAASPP assessments include computer adaptive tests in English–language arts/literacy (ELA) and mathematics for students in grades 3 – 8 and 11 and paper-based tests in science for students in grades 5, 8 and 10.

This year, students will take the CAASPP tests in the spring. To learn about the types of questions on the computer-based test, you and your child can view the practice test online at the California Department of Education (CDE) Smarter Balanced Practice Test Web page at

<http://www.cde.ca.gov/ta/tg/sa/practicetest.asp>

Following spring 2019 CAASPP testing, individual student score reports displaying CAASPP results from 2018-19 will be sent home to parents. Student score reports will include an overall score and a description of the student's achievement level for ELA and mathematics. Score reports for students in grades 5, 8 and 10 will include results of the Science test. Early Assessment Program (EAP) results will be included on the score reports for students in grade 11, providing an early indication of readiness for college-level coursework.

With CAASPP, the purpose of statewide annual assessments shifted from producing annual accountability reports to assisting teachers, administrators, and pupils and their parents to improve teaching and learning throughout the school year. [Education Code 60602. (a)] Results from the CAASPP assessments will be used, along with other available data, to determine the impact of selected curriculum/programs, and to make other instructional plans.

As the parent or guardian, you have the option of excusing your child from any part of the CAASPP. If you would like to excuse your child from the test, you must submit your request in writing to the school district. [Education Code 60615.] We will grant your request. Please let the school know as soon as possible so we can make alternative arrangements for your student.

If you have any questions regarding CAASPP, please contact Angelica Lopez at alopez@endeavorcollegeprep.org.

If you would like more information on CAASPP, please visit the Parent/Student tab of the California Department of Education (CDE) Web page at

<http://www.cde.ca.gov/ta/tg/ca/>.

Addendum C

Additional Annual Notices

Title IX, Bullying, Harassment Policy and Nondiscrimination Statement

Endeavor College Prep Charter School ("Endeavor") does not discriminate against any student or employee on the basis of actual or perceived disability, gender, gender identity, gender expression, nationality, race or ethnicity, religion, religious affiliation, sexual orientation, immigration status, or any other characteristic that is contained in the definition of hate crimes in the California Penal Code.

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

Endeavor is committed to providing a work and educational atmosphere that is free of unlawful harassment under Title IX of the Education Amendments of 1972 (sex); Titles IV, VI, and VII of the Civil Rights Act of 1964 (race, color, or national origin); The Age Discrimination in Employment Act of 1967; The Age Discrimination Act of 1975; the IDEIA; and Section 504 and Title II of the ADA (mental or physical disability). Endeavor also prohibits sexual harassment, including cyber sexual bullying, and harassment based upon pregnancy, childbirth or related medical conditions, race, religion, religious affiliation, creed, color, gender, gender identity, gender expression, national origin or ancestry, physical or mental disability, medical condition, marital status, age, sexual orientation, or any other basis protected by federal, state, local law, ordinance or regulation. Endeavor does not condone or tolerate harassment of any type, including discrimination, intimidation, or bullying, including cyber sexual bullying, by any employee, independent contractor or other person with which Endeavor does business, or any other individual, student, or volunteer. This applies to all employees, students, or volunteers and relationships, regardless of position or gender. Endeavor will promptly and thoroughly investigate any complaint of harassment and take appropriate corrective action, if warranted. Inquiries, complaints, or grievances regarding harassment as described in this section, above, should be directed to the Endeavor Uniform Complaint Procedures ("UCP") Compliance Officer:

David Marositz (323) 800-4125
dmarositz@endeavorcollegeprep.org

Homeless Students

The term “homeless children and youth” means individuals who lack a fixed, regular and adequate nighttime residence due to economic hardship. It includes children and youths who (42 USC 11434(a)):

1. Are sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason; are living in motels, hotels, trailer parks or camping grounds due to the lack of alternative adequate accommodations; are living in emergency or transitional shelters; or are abandoned in hospitals;
2. Have a primary nighttime residence that is a public or private place not designed for or ordinarily used as regular sleeping accommodations for human beings;
3. Are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings; and
4. Migratory children and unaccompanied youth (youth not in the physical custody of a parent or guardian) may be considered homeless if they meet the above definition of “homeless.”

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

School Liaison: The Head of School or designee designates the following staff person as the School Liaison for homeless students ((42 USC 11432(g)(1)(J) & (e)(3)(C).):

Jorge Gonzalez
(323) 800-4125
jgonzalez@endeavorcollegeprep.org

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

1. Homeless students are identified by school personnel and through coordination activities with other entities and agencies.
2. Homeless students enroll in, and have a full and equal opportunity to succeed at Endeavor.

3. Homeless students and families receive educational services for which they are eligible, including services through Head Start programs (including Early Head Start programs) under the Head Start Act, early intervention services under part C of the Individuals with Disabilities Education Act, any other preschool programs administered by Endeavor, if any, and referrals to health care services, dental services, mental health services and substance abuse services, housing services, and other appropriate services.
4. Parents/guardians are informed of the educational and related opportunities available to their children and are provided with meaningful opportunities to participate in the education of their children.
5. Public notice of the educational rights of homeless children is disseminated at places frequented by parents or guardians of such youths, and unaccompanied youths, including schools, shelters, public libraries, and soup kitchens, and in a manner and form understandable to the parents and guardians of homeless youth and unaccompanied youth.
6. Enrollment/admissions disputes are mediated in accordance with law, Endeavor charter, and Board policy.
7. Parents/guardians and any unaccompanied youth are fully informed of all transportation services, as applicable.
8. School personnel providing services receive professional development and other support.
9. The School Liaison collaborates with State coordinators and community and school personnel responsible for the provision of education and related services to homeless children and youths.
10. Unaccompanied youth are enrolled in school; have opportunities to meet the same challenging State academic standards as the State establishes for other children and youth; and are informed of their status as independent students under section 480 of the Higher Education Act of 1965 and that the youths may obtain assistance from the School Liaison to receive verification of such status for the purposes

of the Free Application for Federal Student Aid described in section 483 of the Act.

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

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. Endeavor 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 our 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.

Section 504

Endeavor recognizes its legal responsibility to ensure that no qualified person with a disability shall, on the basis of disability, be excluded from participation, be denied the benefits of, or otherwise subjected to discrimination under any program of the School. Any student who has an objectively identified disability which substantially limits a major life activity, including, but not limited to learning, is eligible for accommodations by the School. The parent of any student suspected of needing or qualifying for accommodations under Section 504 may make a referral for an evaluation to Endeavor's Director of Special Education. A copy of the School's Section 504 policies and procedures is available upon request.

Teacher Qualification Information

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

Concussion/Head Injuries

A concussion is a brain injury that can be caused by a bump, blow, or jolt to the head, or by a blow to another part of the body with the force transmitted to the

head. Even though most concussions are mild, all concussions are potentially serious and may result in complications including prolonged brain damage and death if not recognized and managed properly. Because the Charter School has elected to offer an athletic program, we must immediately remove from a school-sponsored athletic activity for the remainder of the day an athlete who is suspected of sustaining a concussion or head injury during that activity. The athlete may not return to that activity until he or she is evaluated by, and receives written clearance from, a licensed health care provider. If the licensed health care provider determines the athlete has a concussion or head injury, the athlete shall also complete a graduated return-to-play protocol of no less than 7 days in duration under the supervision of a licensed health care provider. On a yearly basis, a concussion and head injury information sheet must be signed and returned by the athlete and the athlete's parent or guardian before the athlete initiates practice or competition. This requirement does not apply to an athlete engaging in an athletic activity during the regular school day or as part of a physical education course.

Sudden Cardiac Arrest

Endeavor is invested in the health of its athletes, especially their heart health. Sudden cardiac arrest (SCA) is when the heart stops beating, suddenly and unexpectedly. Those wishing to participate in athletics at HRCCS, must review the information sheet on sudden cardiac arrest via the link below [http://assets.ngin.com/attachments/document/0115/1081/Sudden Cardiac Arrest Info .pdf](http://assets.ngin.com/attachments/document/0115/1081/Sudden_Cardiac_Arrest_Info_.pdf).

Sexual Health Education

A Parent or guardian of a student has the right to excuse their child from all or part of comprehensive sexual health education, HIV prevention education, and assessments related to that education through a passive consent ("opt-out") process. The Charter School does not require active parental consent ("opt-in") for comprehensive sexual health education and HIV prevention education. Parents and guardians may:

- Inspect written and audiovisual educational materials used in comprehensive sexual health education and HIV prevention education.
- Excuse their child from participation comprehensive sexual health education and HIV prevention education in writing to the Charter School.
- Be informed whether the comprehensive sexual health or HIV/AIDS prevention education will be taught by Charter School personnel or outside consultants. When the Charter School chooses to use outside

consultants or to hold an assembly with guest speakers to teach comprehensive sexual health or HIV/AIDS prevention education, be informed of:

- The date of the instruction
- The name of the organization or affiliation of each guest speaker
- Request a copy of Education Codes 51930 through 51939.

Anonymous, voluntary, and confidential research and evaluation tools to measure student's health behaviors and risks may be administered to 7th and 8th grade students. A parent or guardian has the right to excuse their child from the test, questionnaire, or survey ("opt-out"). Parents or guardians shall be notified in writing that this test, questionnaire, or survey is to be administered, given the opportunity to review the test, questionnaire, or survey if they wish, notified of their right to excuse their child from the test, questionnaire, or survey, and informed that in order to excuse their child they must state their request in writing to the Charter School.

A Student may not attend any class in comprehensive sexual health education or HIV prevention education, or participate in any anonymous, voluntary, and confidential test, questionnaire, or survey on student health behaviors and risks, if the school has received a written request from the student's parent or guardian excusing the student from participation. An alternative educational activity shall be made available to students whose parents or guardians have requested that they not receive the instruction or participate in the test, questionnaire, or survey.

Health, Safety and Emergency Plan

Endeavor College Prep shall have a comprehensive site-specific Health, Safety and Emergency Plan, including the acquisition and maintenance of adequate onsite emergency supplies, in place prior to beginning operation of the charter school. Endeavor College Prep shall ensure that staff receives annual training on Charter School's health, safety, and emergency procedures, and shall maintain a calendar for, and conduct, emergency response drills for students and staff. Charter School shall periodically review, and modify as necessary, its Health, Safety and Emergency Plan, and keep it readily available for use and review upon CSD request.

Oral Health Assessment

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