



FAMILY HANDBOOK, 2023-24
California Republic Leadership Academy Capistrano
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Family Handbook Version 1.0
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SECTION 1: INTRODUCTION

Mission

The Mission of the California Republic Leadership Academy is to develop the next generation of leaders in mind, character, and practice through a virtue-based education that leads a scholar to servant leadership through the pursuit of truth and the development of virtue and wisdom.

Core Virtues

Respect

Responsibility

Courtesy

Kindness

Courage

Honesty

Friendship

Wisdom

Temperance

Perseverance

Hillsdale College Licensing Agreement & Classical/Leadership Education

The Barney Charter School Initiative (BCSI) is a project of Hillsdale College devoted to the education of young Americans. Through this initiative, the College supports the launch of K-12 charter schools. These schools will train the minds and hearts of young people through a content-rich, classical education in the liberal arts and sciences with instruction in the principles of moral character and civic virtue.

To advance the founding of classical charter schools, Hillsdale College works with select school founding groups of local citizens who care deeply about education, who plan to apply for a charter, and who prove themselves capable of starting and governing a school. CRLA uses BCSI's curriculum program guide to purchase and pace the curriculum for our school. CRLA will utilize a servant leadership curriculum from Franklin Covey Education called *LeaderInMe*. This servant leadership curriculum is anchored in competencies, like goal achievement, effective communication, and relationship building. Instruction will include a school to home connection, modeling, integrated approaches, and vocabulary attainment. *LeaderInMe* curriculum will begin with our youngest TK students, and continue to build with our oldest middle school students.

A Note from the Principal

Dear Families,

Welcome to California Republic Leadership Academy, Capistrano! Thank you for choosing CRLA among the many schooling options available. The mission of the California Republic Leadership Academy is to develop the next generation of leaders in mind, character, and practice through a virtue-based education that leads a scholar to servant leadership through the pursuit of truth and the development of virtue and wisdom. As we partner with families, it is

our hope that our students would embrace a classical education and an excellent virtue-based school culture that will prepare them to engage with the world around them as servant leaders.

One of the main goals of a Classical Education is to guide students to love that which is true, good, and beautiful. Classical educators have a high view of humanity, and we seek to inspire and cultivate virtue and wisdom in our students. Instruction in moral virtue and setting high expectations leads to good habits of responsibility, respect, courage, honesty, courtesy, kindness, and friendship, which are foundational for a character of wisdom, temperance, and perseverance. Intellectual virtues are highly valued and taught through good pedagogy by excellent teachers and role models. Classical Education values both the moral and intellectual development of its students.

Facts are taught so that students come to a natural understanding of how morality has shaped the world from ancient history until now. Students are led and taught to see how people, decisions, and discoveries have created the world we live in today. Classical Education supports a teacher-led classroom, which assumes that the teacher is the authority and main instructor, not videos or peers. Teachers utilize a Socratic style of instruction, which focuses on student engagement, prompts critical thinking, and encourages analysis of information. Critical thinking is also taught as a skill and is sharpened, as students analyze subjects like math, Latin, and grammar. Students are taught how to ask questions. A content-rich curriculum is a treasure trove, which engages children in their intrinsic curiosity about human nature and the world. A sense of wonder is instilled and the desire to know initiates a lifelong love of learning. As Socrates once said, *Wisdom begins in wonder*.

Our goal is not simply to teach students what to think, but *HOW* to think. We believe that a liberal education in the sciences and the humanities is good, that it is a means *and* an end. A good education is good *in and of itself*, not merely for vocational preparation or training. The liberally educated person is open to the world, but also well grounded in knowledge and virtue. The liberally educated person understands himself, and because he knows that his character is his most important possession, he protects and cultivates it.

We encourage you to learn more about our curriculum and the mission of our school by visiting our website. An exceptional and meaningful education relies on a close partnership between parents and the school. We look forward to getting to know you and ask that you get to know us, and get to know classical education.

We hope you will support your child by encouraging and exhibiting the core virtues that we value—respect, responsibility, courtesy, kindness, courage, honesty, friendship, wisdom, temperance, and perseverance. We invite you to support us by continuing to teach them to your children so that they can develop good habits. By modeling that learning is not just for young people, we can show them through example that curiosity about the world is what makes all of us lifelong learners. I thank you for your support of our school, and I look forward to an excellent inaugural school year.

Sincerely,
Helen Suhr, MS
Founding Principal
California Republic Leadership Academy, Capistrano

SECTION 2: SCHOOL LIFE AND DECORUM

School Hours

Monday/Wednesday/Thursday/Friday 8:00 AM-2:30 PM

Tuesday 8:00 AM-1:05 PM; TK 8:00 AM-1:10 PM (AM TK 8:00-10:50 AM, PM TK 10:20 AM-1:10 PM)

Front Office: Monday-Friday 7:30 AM-3:15 PM

Closed weekends and during school holidays

Summer Office Hours: Tuesday-Thursday 9:00 AM-2:00 PM

Phone:

Email: info@calrepublicleadershipacademy.org

Student Drop-Off and Pick-Up

Morning drop off will begin at 7:45 AM each school day. Faculty, staff, and volunteers will be at the front of the campus in the morning to support our younger students from their vehicles to the building. Other staff will be inside to supervise students on their way to class. Morning drop off will end at 8:00 AM and our doors will be closed to ensure the security of students and staff. Parents will walk their children into the front office after this time, and students will be marked tardy.

Carline

Procedures for drop-off and pick-up make safety and security a priority. Cell phone use is prohibited during morning and afternoon carline in order to ensure safety. We also ask that Parents stay in their vehicles and make arrangements for students to exit the car on the curbside. Parents are expected to cooperate fully to ensure that the process is safe and orderly. The school will release students only to parents, legal guardians, or adult designees.

Courtesy is one of our school's core virtues. The adults driving through the carline are expected to exhibit courteous behavior and act as role models. Please share these policies and procedures with anyone who will be picking up your student as everyone in the car line is expected to know and follow the procedures.

TK Drop-Off

From 7:45-8:00 AM, parents of AM Transitional Kindergarteners (TK) will escort their children directly to class. TK Parents may park in order to safely escort their children to class.

K-5 Drop-Off

From 7:45-8:00 AM, our Kindergarten-5th grade students will be dropped off via carline in front of our school building. School staff will supervise the safe arrival of students, and Parents will be responsible to follow all of the procedures and rules for morning drop off. No child will be allowed to exit any vehicle, except in the designated area in front of the school.

To guide traffic safely from the ingress to the egress, CRLA staff and volunteers will support along the route.

The morning drop off team will be equipped with radios to maintain real time communication. The team will also wear traffic vests to alert drivers of their presence and location. Traffic Monitors will communicate to traffic via Traffic Hand Signs.

Dismissal

From 2:15-2:30 PM on Regular Days and 12:50-1:10 PM on Minimum Days, K-5th grade students will be dismissed in order of the arrival of their car via the carline.

School staff will call in via radio which parents have arrived in the carline in order. Cars will be identified via a visible color-coded placard on the front windshield identifying family and students to be picked-up.

Awaiting students will be organized by class and supervised by teachers. A CRLA staff member will call student names once the student's car has arrived. The student will then proceed to the supervised area near the curb, where other staff members guide students their cars.

To guide traffic safely from the ingress to the egress, there will be staff, signs, and traffic cones along the route.

All Dismissal staff will be equipped with radios to maintain real time communication and will wear traffic vests to alert drivers of their presence.

TK Dismissal

Parents of TK students will park and pick up TK students from inside the school facility. The schedule for TK Dismissal is:

Regular Days: 2:30 PM

Minimum Days: 10:50 AM or 1:10 PM

Parking

CRLA has limited parking spaces for school employees. Before morning drop off and afternoon pick-up, TK parents may park in the parking lot. *TK Parents may park for 5 minutes in order to walk their child into school or pick them up after school.

Attendance

In order for your child to receive an excellent Classical education, consistent and punctual attendance is required. Each day, classroom discussion among students and teachers is planned and much of the work done in class is difficult to make up at home. Moreover, students who miss more than one day of school often find themselves frustrated or overwhelmed when trying to “catch up.” For this reason, we encourage parents to make every reasonable effort to ensure that students do not miss school. CRLA has provided many opportunities for families to take breaks throughout the year, and it is our hope that students would not miss school days for trips or other occasions other than illness. Parents must alert their student’s teachers and the front office for every day that a child is to be away from school. To notify teachers, please email your student’s teachers directly. Our teachers take attendance each morning, and once a student has been marked absent, Parent Square will send an automated email message requesting a response for the student’s absence. These responses are then sent to the Front Office to be kept for official records. If a parent fails to notify the office of a student’s absence within 5 days, the absence will be coded as Unexcused.

ADA and Funding

As a public school, CRLA receives state funding based on ADA (Average Daily Attendance). For this reason, and in accordance with state law, the school must keep detailed records of student attendance. Daily attendance is important for many reasons, but it also directly affects the school’s revenue. When a student is absent for any reason, the school does not receive funding for that day.

Absences

Planned absences, also referred as “Independent Studies” are highly discouraged, but approval may be requested. Independent Studies must be approved by the Principal, and are only available for students who plan to be absent for 5 or more days. Independent Studies must be requested at least two weeks in advance and in writing. The Principal may also require that the student obtain comments from teachers about the impact of the absence before an Independent Studies request be granted. An Independent Studies agreement will require evidence of completed work, and a commitment that in-class assignments will be made up, including any assessments that were missed.

We discourage doctors’ and other appointments during the school day. When those appointments are unavoidable, students are responsible to make up any missed work during their absence. Assignments that are not made up, according to the time restrictions set by the teacher and school, will be reflected in their grades.

Excused Absences

The following will be considered excused absences:

- Absences for medical reasons
- Absences regarding documented mental or emotional disabilities, with a note from a

doctor or specialist

- Pre-arranged absences of an educational nature
- Important family events
- Attendance at any school-sponsored activity for which a student is eligible
- Bereavement (Parent should notify the school if /the absence will extend beyond three days)
- Court appearances
- Religious holidays and observances

*The School may require suitable proof of excused absences, including written statements from medical sources.

Make-up Work

Students may complete homework and other assignments that they miss during excused absences. Except major assignments (see below), students returning from an excused absence will have two additional days for each day that they were absent to turn in make-up work that was due during the absence. For example, if a student had an excused absence on Monday, then (s)he will have until Wednesday to turn in any work that was due on Monday; if a student had an excused absence on Thursday, work would be due on Monday of the following week.

Students are responsible for retrieving notes and assignments for themselves, and are expected to be respectful of their teacher's time.

An absence on the due date of a major assignment, such as a test, paper, or project will not extend the deadline of that assignment. In cases of a single-day excused absence, the student must complete or turn in the assignment the day of his or her return. In cases of a multi-day absence, teachers will work with students to determine an appropriate deadline for major projects and a makeup date for tests.

Extended Excused Absences

California Republic Leadership Academy recognizes the individual nature of extended excused absences. These situations can include, but are not limited to, such situations as acute or chronic illnesses/injuries, a terminally ill family member, or a death in the family. Families can expect to be informed by the Principal and/or Teacher of the general expectations related to the completion of assignments and, as applicable, to the student's status for promotion to the next grade.

To Report an Absence

Please notify the school each morning that your child is to be away from school. These responses are documented and kept for official records.

Unexcused Absences/Truancy for Classroom-Based Attendance

Examples of unexcused absences include, but are not limited to the following:

- “Long weekends” and vacations
- Family reunions
- Staying home to care for animals
- Moving days (change of residence)
- Transportation problems
- Appointments for non-essential activities
- Forgetting it was a school day

Students absent for reasons deemed “unexcused” may be precluded from receiving credit for assignments and tests missed during the unexcused absence.

If a student is more than 30 minutes late, he or she will be considered “Truant.” If a student exceeds 3 trancies, the teacher is required to schedule a parent conference to discuss.

Consequences for Multiple Unexcused Absences

Upon the third unexcused absence, in addition to sending written communication, CRLA will take preventative action and contact the family by telephone to determine the reasons and causes for the unexcused absences or other attendance concerns.

Upon the sixth unexcused absence, in addition to sending written communication, CRLA will call the family to schedule an in-person meeting to discuss the unexcused absences and notify the parents that if four more unexcused absences occur, for a total of ten unexcused absences, the student will lose his or her admissions preference as a continuing student at CLRA for the following school year. The student will also be considered disenrolled from the school.

Upon the eighth unexcused absence, in addition to sending written communication, a second in-person parent conference will be scheduled. Parents will be notified that if there are two more unexcused absences, for a total of ten unexcused absences, the student will no longer receive preferential admission as a continuing student to CRLA for the next school year, and will be considered disenrolled from the Academy.

Upon the tenth unexcused absence, the student will be considered disenrolled from the Academy.

In cases where a student has enrolled, but has demonstrated no positive attendance from the first day of school, upon the third day of consecutive unexcused absence, the student may be marked as a “no show” and considered disenrolled.

For students that have demonstrated at least one positive day of attendance during the school year, upon the seventh consecutive unexcused absence, the student will be disciplined up to and including disenrollment from the Academy.

Chronic Absenteeism

Chronic absenteeism means that a student is absent for any reason for 10 percent or more of the school days in the school year. This percentage is determined by dividing the total

number of days that the student is absent by the total number of days the student was enrolled and school was in session.

For purposes of this policy, a chronic absentee includes a student who is absent for any reason from a course in which attendance is taken by period for 10 percent or more of the periods in the school year. This percentage is determined by dividing the total number of periods the student is absent by the total number of periods the student is enrolled and school was in session.

Limits to Length of Excused Absences: In the case of chronic absenteeism, the Principal or her designee shall limit the length of an excused absence to the stated justification to ensure they do not extend over days the student could attend school. These limitations include, but are not limited, to:

- **Illness:** Once designated as a chronic absentee, a parent must provide a Doctor's Note for all illness-related absences. A Doctor's Note is documentation from a physician, dentist, or other medical doctor indicating that the student must stay home from school. Only the front office is authorized to accept a Doctor's Note. If a Doctor's Note is not provided, the Principal or designee may consider each missed day an unexcused absence.
- **Other Absences Ordinarily Considered Excused:** Once designated as a chronic absentee, a parent must provide documentation to verify the validity of each absence that would ordinarily be considered "excused". If the documentation is not provided, the Principal or designee may consider each missed day an unexcused absence.

Consequences for Chronic Absenteeism

Unless a student has completed the chronic illness process or otherwise made prior arrangements with administrative leadership, privileges to participate in non-academic activities including socials, dances, athletics, walking at promotion, eligibility to run for student government, etc. may be withheld for chronic absenteeism. Depending on the cause of the chronic absenteeism, consequences could include disenrollment of the student.

In the case of chronic absenteeism, students absent for reasons deemed "unexcused" may be precluded from receiving credit for assignments and tests missed during the unexcused absence, and/or may not receive credit for the course if tracked under period attendance.

The Principal retains discretion to apply the consequences in a manner to protect and support the student, as CRLA strives towards ensuring all students attend school.

Tardiness /Early Release

Releasing a Student from School

Students will only be released to people who are their parents or legal guardians, unless we have received written permission to release the student to another adult. Students may not be taken from the school or playground unless they have been signed out in the office.

In the case of divorce or separation of the parents, both parents shall have full rights until legal notification is provided to the school limiting the rights of either parent.

School-sponsored activities require a teacher or sponsor to be responsible for the students. Students may only leave the activity or event with their own parent/legal guardian unless prior written authorization is given to the teacher or sponsor.

Parents/legal guardians who need to pick up a student before dismissal must walk in to the office to sign the student out. Parents/legal guardians must be on the list of “adults who can pick up a child” on our registration system, and show a valid ID to the office staff, in order for the student to be released.

Early Drop-off and Late Pick-up

Students may not be dropped off before the start time of morning drop off, and must be picked up by the end of dismissal time.

Uniform and Personal Appearance

A school uniform is crucial to a successful classical school, accomplishing three key goals. First, it diminishes the burden of thinking about clothing and fashion that can become all encompassing for many students. This removes distractions in the classroom and redoubles focus on the task at hand. Second, it helps students take school more seriously by acknowledging that, through dress, we respect fellow classmates, teachers, and the common enterprise of education. Third, it develops school identity and pride. All students are therefore expected to adhere to the school uniform policy.

When questions about particular aspects of the uniform arise, the student is expected to follow the general and leading spirit of the policy, which is to diminish distractions, show respect, and elevate unity within the school.

The CRLA uniform consists of the following clothing:

- School polo shirt with school logo
- Khaki or navy blue pants, shorts, skorts or skirts (with tights/bike shorts underneath)
- Plaid jumper or navy/khaki uniform skirt (with tights/bike shorts underneath) and white Peter Pan shirt for girls

- Closed-toe sneakers or dress shoes (No bright colors or large logos) - please see “shoes” section below for appropriate styles
- Neutral **solid** color, plain socks (white, brown, black, navy, gray)
- Plain navy blue or gray jackets, hoodies, and sweaters with school logo
- Backpacks without logos or bright colors

Basic details for the school uniform, including ordering information, can be found at:

<https://calrepublicleadershipacademy.org/>

Additional Uniform Provisions:

Outerwear:

Students may wear their own outerwear (coats, sweaters, winter vests) while they are not inside the classroom. If a student is cold in the classroom, he or she should wear one of the long-sleeved uniform options. *We encourage all students to have their first and last name (and grade) written with a permanent marker on the inside tag of any outerwear item.

Shirts:

All shirts must be tucked in. All polo shirts may have the top button unbuttoned. All other buttons must be buttoned.

Skirts and Shorts:

Skirts and shorts shall fall **no higher than 2 inches above the knee** as measured when the student is standing. Students may wear bike shorts underneath a skirt, as long as these are not visible when the student is standing. Tights may be worn underneath clothing, but must be a solid color—gray, navy, white, or black.

Hair:

Hair must be clean, neat, and out of the eyes. Mohawks are not permitted. Students may have naturally colored hair in one shade (black, brown, auburn, blonde, and natural red hair color) and natural colored highlights. Hair accessories should be white, navy, burgundy, CRLA plaid, or neutral colors and should not be a distraction to others.

Jewelry:

Modest jewelry is allowed. An object that has a purpose other than jewelry cannot be worn as jewelry (i.e. chains or collars). Students may wear no more than two necklaces at one time. Students are permitted a maximum of two earrings per ear on the earlobe only. Earrings must not be larger than a quarter. No Hoop earrings are allowed due to safety concerns. No stretched piercings (gauge) or holes may be visible. Students will be asked to remove jewelry that does not fit this description.

Skin:

Skin must be clean with no visible tattoos.

Makeup and Nails:

Nails must be clean and neat at all times. Nail polish must look natural. Colors such as black, yellow, rainbow, etc., are not permitted. Acrylic and glitter nail polish are not allowed. Students in K-8th grade should not wear any make-up or glitter of any kind.

Hats:

Hats and sunglasses are not to be worn inside the building. Hats include visors and bandanas. Religious headgear is permitted when worn for religious purposes.

Shoes:

Shoes and shoelaces should be mostly white, black, navy, brown, or gray. Shoes must be closed-toed, closed-heel lace-up or slip on athletic shoes or sneakers. Students may also wear dress shoes, such as “Mary Janes”, ballet style flats, or oxfords (same colors listed above). Shoes must cover the entire foot for safety reasons. Rain boots are permitted on rainy days only. The following shoes are not permitted: boots, hard-soled shoes (slip hazard), sandals, flip-flops, moccasins, and slippers.

P.E. Requirements:

Non-marking tennis shoes are required for P.E. class and/or sports. K-6 students will not change for P.E.

Socks:

Socks must be white, black, navy blue, brown, or gray. Socks must be plain without any patterns, logos, or designs. Socks must match (mismatched socks are not permitted).

Hygiene:

Good personal hygiene is required at all times. Strong/offensive body odors are inappropriate. The use of perfumes, oils, and body sprays by students should not inhibit the learning environment, and smells should not be detectable in the course of a normal school routine. Smells of this nature that saturate a room often cause headaches, exacerbate allergies, and cause a disruption to the learning environment. Should this occur, students will be excused to the front office to call home.

Additional Regulations:

- No clothing, jewelry, accessories, or hairstyles which are, or include, a picture, writing, or insignia which is:
 - (1) gang related;
 - (2) presents a safety hazard to the wearer or others;
 - (3) advertises or symbolizes any type of alcohol, drugs, tobacco, or gambling;
 - (4) includes weapons or acts which are illegal, violent, obscene, or hazardous\
- All items of clothing worn must be clean and neat (no holes, rips or tears).
- All clothing must fit appropriately and be conservative (not too tight or too loose).- Tight fitting items such as leggings and jeggings are not permitted.
- All students must be in uniform at all times (unless it is a free dress or themed dress day). NO OTHER clothing other than uniform tops and bottoms are permitted. Students should not wear outside tops, jeans, or bottoms in the school building.

- Should a student require reasonable uniform alterations based on religion, disability, or medical condition, please contact CRLA Administration.
- All school-sponsored events, including after school and weekends, are subject to school uniform policy.

Free Dress/Themed Dress Days:

- No tops may be sheer or expose undergarments. No sleeveless, strapless, racer-back, tank top, spaghetti strap, or off the shoulder tops. No shirts may be worn that expose bare midriff.
- Skirts, dresses, and shorts must be no shorter than 2 inches above the knee.
- Shoes must align with the uniform policy.
- If students decide to participate in a themed dress day, they must follow the theme as outlined by administration. Should students choose not to participate in the themed attire for those days, regular school uniform attire should be worn .

Consequence for Uniform Infractions:

Students not in uniform will be sent to the Front Office. The school will keep a limited inventory of basic uniform items that a student might be permitted to wear in order to meet uniform requirements. Loaned items will be carefully tracked and must be returned in clean, like-new condition. In the event that CRLA does not have the appropriate uniform item for a student out of uniform, the student's parents will be called, and they will be asked to bring the proper attire for students to be in compliance with the uniform policy listed above.

Additionally, students who are out of uniform will receive a Dress Code Violation, which will be sent home to be signed and returned by parents the next day.

1st Infraction: Phone call home to notify parents of the dress code violation

2nd Infraction: Phone call home to notify parents, and consequences for student will be assigned

3rd Infraction: Phone call home to notify parents, and in-person meeting with Admin, parent, and student

Uniforms and Financial Assistance

CRLA will not allow financial need to limit access to the School, and this includes access to uniforms. At minimum, the School will fund one of each required uniform item bearing the school logo, upon request.

Lost and Found

The *Lost and Found* will be utilized for any/all lost items on campus. Students are responsible for retrieving their misplaced items **each day**. Due to limited space, all unclaimed items will automatically be donated on the 30th of each month.

Toileting

All students of CRLA, Capistrano must be independent in toileting. On occasion, students might have accidents. When an accident occurs, the Front Office will notify the parent, and it is the responsibility of the parent to assist the child and provide clean clothing.

If there are repeated accidents, a meeting with the parents and necessary school staff will be held to evaluate the situation. Appropriate action will be taken based on what is in the best interest of all students and the school.

Discipline

Virtues and General Expectations for Behavior

At California Republic Leadership Academy, we will seek to cultivate virtue in staff and students. The school will focus on the virtue/character traits of responsibility, respect, courage, courtesy, honesty, kindness, friendship, wisdom, temperance, and perseverance. These are not a complete account of human excellence, but it is our hope that even our youngest students will seek to learn and understand these virtues with curiosity and wonder. We hope that through content in our curriculum, demonstrated modeling among peers and staff, social interactions, and logical discipline - our students will become capable of self governance and strive towards excellence in all areas of life.

The emphasis on virtue at CRLA is not primarily intended as part of a discipline policy. We view our adherence to our values as a clear demonstration of our aspirations for excellence for its own sake, because it is good. We do believe that observing and valuing what is good is a natural corrective to bad behavior.

The Purpose of Discipline

The main purpose of all disciplines is to foster a student's desire to be morally and intellectually virtuous. Where that desire does not exist, self-discipline will not arise and a student will falter when laws and rules are silent.

The secondary purpose is to foster an orderly and disciplined environment in which all students can learn and present their ideas in a prudent way.

Any departure from proper decorum is liable to disciplinary action. Because not all students respond to the same arguments, incentives, or punishments, any discipline policy must be at once equal to all students and consistently applied, and also fitted to both the nature of each individual student and the circumstances in which any misbehavior occurs.

Discipline Policy

California Republic Leadership Academy, Capistrano is committed to optimizing learning for

all students. Students are expected to contribute to such an environment by following CRLA rules, and acting in a respectful manner toward faculty, staff, other students, and school property.

The goals of discipline at CRLA are to:

1. Maintain a safe, well-ordered, and effective learning environment for the benefit of all students, staff, and visitors to CRLA.
2. Discourage behavior by students that does not contribute to a positive learning environment, and encourage behavior that does.
3. Utilize the discipline process as an opportunity for students to develop character and learn lessons about themselves and others.

Teachers

Teachers are encouraged to maintain a positive learning environment by developing classroom discipline procedures consistent with CRLA's goals and policies. CRLA administration will support teachers in the implementation of their classroom rules, policies, and procedures.

Administration

Administration is to be guided by the principle that any meeting between a student and administrator is to provide a learning opportunity for the student in order to implement a positive change in behavior. Meetings between administration and students on matters of behavior shall include discussions of the Core Virtues, and in most cases, include notification regarding the visit to the office to the student's parents.

An important purpose of a student's meeting with administration is to support students in taking responsibility for their behavior. By modeling the school's virtues and good character and consistently treating students and their families with respect and professionalism, administrators are an extremely valuable and accessible part of a student's character development education at CRLA.

In some cases, parents will be asked to meet with administration regarding a student's behavior. The goals of a parent conference with administration are:

1. To exchange accurate information about the incident or behavior
2. To determine how the parent-school partnership can best work together to support the student to exhibit appropriate behavior

CRLA staff shall enforce disciplinary rules and procedures fairly and consistently among all students.

Student Suspension and Expulsion (From Approved Charter Petition)

This Scholar Suspension and Expulsion Policy and Procedures has been established in order to promote learning and protect the safety and wellbeing of all scholars at the Academy. In creating this policy, the Academy has reviewed Education Code Section 48900 et seq. which describes the offenses for which students at non-charter schools may be suspended or expelled and the procedures governing those suspensions and expulsions in order to establish its list of offenses and procedures for suspensions, expulsions, and involuntary removal. The language that follows is largely consistent with the language of Education Code Section 48900 et seq. The Academy is committed to annual review of its policies and procedures surrounding suspensions, expulsions and involuntary removals, and, as necessary, modification of the lists of offenses for which scholars are subject to suspension, expulsion, or involuntary removal.

Consistent with this Policy, it may be necessary to suspend or expel a scholar from regular classroom instruction. Upon establishment of the charter school this shall serve as the Academy's policy and procedures for scholar suspension, expulsion, and involuntary removal. The Board may adopt an alternative Scholar Suspension and Expulsion Policy at which time that Board approved policy shall replace this listed Policy in force and effect. The adoption of a Board Policy on Scholar suspensions and expulsion policies and procedures and any amendments to such policy shall be made by the Board without the need to amend the charter so long as the amendments comport with legal requirements.

The Academy's staff shall enforce disciplinary rules and procedures fairly and consistently among all scholars. This Policy and its Procedures will be printed and distributed annually as part of the Family/Scholar Handbook which will clearly describe discipline expectations.

Corporal punishment shall not be used as a disciplinary measure against any scholar. Corporal punishment includes the willful infliction of or willfully causing the infliction of physical pain on a scholar. For purposes of this Policy, corporal punishment does not include an employee's use of force that is reasonable and necessary to protect the employee, scholars, staff or other persons or to prevent damage to Academy property. The Academy administration shall ensure that scholars and their parents/guardians are notified in writing upon enrollment of all discipline policies and involuntary removal policies and procedures. The notice shall state that this Policy and its Procedures are available on request at the Principal's office. Suspended or expelled scholars shall be excluded from all Academy and Academy-related activities unless otherwise agreed during the period of suspension or expulsion.

A scholar identified as an individual with disabilities or for whom the Academy has a basis of knowledge of a suspected disability pursuant to the Individuals with Disabilities Education Improvement Act of 2004 ("IDEA") or who is qualified for services under Section 504 of the Rehabilitation Act of 1973 ("Section 504") is subject to the same grounds for suspension and expulsion and is accorded the same due process procedures applicable to general education scholars except when federal and state law requires additional or different procedures. The Academy will follow all applicable federal and state laws including but not limited to the applicable provisions of the Education Code, when imposing any form of discipline on a scholar identified as an individual with disabilities, for whom the Academy has a basis of knowledge of a suspected disability or who is otherwise qualified for such services or protections in accordance with due process to such scholars.

No student shall be involuntarily removed by the Charter School for any reason unless the parent/guardian of the student has been provided written notice of intent to remove the student no less than five (5) 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/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 the student, the student's parent/guardian, or educational rights holder of the basis for which the student is being involuntarily removed and the student's parent/guardian, or educational rights holder's right to request a hearing to challenge the involuntary removal. If a student's parent, guardian, or educational rights holder requests a hearing, the Charter School shall utilize the same hearing procedures specified below for expulsions, before the effective date of the action to involuntarily remove the student. If the student's parent, guardian, or educational rights holder requests a hearing, 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 removals for misconduct which may be grounds for suspension or expulsion as enumerated below.

A. Grounds for Suspension and Expulsion of Scholars

A scholar may be suspended or expelled for prohibited misconduct if the act is related to Academy activity or Academy attendance occurring at any time including but not limited to:

1. while on Academy grounds;
2. while going to or coming from the Academy;
3. during the lunch period, whether on or off the Academy campus;
4. during, going to, or coming from an Academy-sponsored activity.

B. Enumerated Offenses

1. Discretionary Suspension Offenses. Scholars may be suspended when it is determined the scholar:
 - a. Caused, attempted to cause, or threatened to cause physical injury to another person.
 - b. Willfully used force or violence upon the person of another, except self-defense.
 - c. Unlawfully possessed, used, or otherwise furnished, or was under the influence of any controlled substance, as defined in Health and Safety Code 11053-11058, alcoholic beverage, 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 Academy property or private property, which includes but is not limited to, electronic files and databases.
 - g. Stole or attempted to steal Academy 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, as well as any marijuana containing products. This section does not prohibit the use of a scholar's own prescription products by a scholar.
 - 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 Academy property or private property, which includes but is not

- limited to, electronic files and databases.
- 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. Harassed, threatened, or intimidated a scholar who is a complaining witness or witness in an Academy disciplinary proceeding for the purpose of preventing that scholar from being a witness and/or retaliating against that scholar for being a witness.
 - n. Unlawfully offered, arranged to sell, negotiated to sell, or sold the prescription drug Soma.
 - o. Engaged in or attempted to engage in hazing. For the purposes of this policy, “hazing” means a method of initiation or preinitiation into a scholar 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 scholar. For purposes of this policy, “hazing” does not include athletic events or Academy sanctioned events.
 - p. Made terroristic threats against Academy officials and/or Academy property, which includes but is not limited to, electronic files and databases. For purposes of this policy, “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 their own safety or for their immediate family’s safety, or for the protection of Academy property, which includes but is not limited to, electronic files and databases, or the personal property of the person threatened or their immediate family.
 - q. Committed sexual harassment, as defined in Education Code Section 212.5. For the purposes of this policy, 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 provision shall apply to scholars in any of grades 4 to 8, inclusive.
 - r. Caused, attempted to cause, threatened to cause or participated in an act of hate violence, as defined in Education Code Section 233(e). This provision shall apply to scholars in any of grades 4 to 8, inclusive.
 - s. Intentionally harassed, threatened or intimidated school personnel or volunteers and/or a scholar or group of scholars to the extent of having the actual and reasonably expected effect of materially disrupting class work, creating substantial disorder and invading the rights of either school personnel or volunteers and/or scholar(s) rights by creating an intimidating or hostile educational environment. This provision shall apply to scholars in any of grades 4 to 8, inclusive.
 - t. Engaged in an act of bullying, including, but not limited to, bullying committed by means of an electronic act.
“Bullying” means any severe or pervasive physical or verbal act or conduct, including communications made in writing or by means of an electronic act, and including one or more acts committed by a scholar or group of scholars which would be deemed hate violence or harassment, threats, or intimidation, which are directed toward one or more scholars that has or can be reasonably predicted to have the effect of one or more of the

following:

- i. Placing a reasonable scholar (defined as a scholar, including, but is not limited to, a scholar with exceptional needs, who exercises average care, skill, and judgment in conduct for a person of their age, or for a person of his or her age with exceptional needs) or scholars in fear of harm to that scholar's or those scholars' person or property.
- ii. Causing a reasonable scholar to experience a substantially detrimental effect on their physical or mental health.
- iii. Causing a reasonable scholar to experience substantial interference with his or their academic performance.
- iv. Causing a reasonable scholar to experience substantial interference with their ability to participate in or benefit from the services, activities, or privileges provided by the Academy.

“Electronic Act” means the creation or transmission originated on or off the school site, by means of an electronic device, including, but not limited to, a telephone, wireless cell phone, 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:
- iii. 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.
- iv. Creating a credible impersonation of another actual scholar 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 scholar for the purpose of bullying the scholar and such that another scholar would reasonably believe, or has reasonably believed, that the scholar was or is the scholar who was impersonated.
- v. 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 scholar or a profile using the likeness or attributes of an actual scholar other than the scholar who created the false profile.
- vi. An act of cyber sexual bullying.
 1. For purposes of this policy, “cyber sexual bullying” means the dissemination of, or the solicitation or incitement to disseminate, a photograph or other visual recording by a student to another student 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.
 2. For purposes of this policy, “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.
 3. 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.

- u. A scholar who aids or abets, as defined in Penal Code Section 31, the infliction or attempted infliction of physical injury to another person.
 - v. Possessed, sold, or otherwise furnished any knife or other dangerous object of no reasonable use to the scholar unless, in the case of possession of any object of this type, the scholar had obtained written permission to possess the item from a certificated Academy employee, with the Principal or designee's concurrence.
 - w. A scholar who exercises academic dishonesty in the form of cheating or plagiarism, who has been previously reprimanded, may be suspended or expelled.
2. Non-Discretionary Suspension Offenses: Scholars must be suspended and recommended for expulsion when it is determined the scholar:
- a. Possessed, sold, or otherwise furnished any firearm, explosive, or other destructive device unless, in the case of possession of any object of this type, the scholar had obtained written permission to possess the item from a certificated Academy employee, with the Principal or designee's concurrence.
 - b. Brandished a knife at another person.
 - c. Unlawfully sold a controlled substance listed in Health and Safety Code Section 11053 et seq.
 - d. Committed or attempted to commit a sexual assault as defined in Penal Code Sections 261, 266c, 286, 287, 288, or 289 or former Section 288a of the Penal Code, or committed a sexual battery as defined in Penal Code Section 243.4.
3. Discretionary Expellable Offenses: Scholars may be recommended for when it is determined the scholar:
- a. Caused, attempted to cause, or threatened to cause physical injury to another person.
 - b. Willfully used force or violence upon the person of another, except self-defense.
 - c. Unlawfully possessed, used, or otherwise furnished, or was under the influence of any controlled substance, as defined in Health and Safety Code Sections 11053-11058, alcoholic beverage, 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 Academy property or private property, which includes but is not limited to, electronic files and databases.
 - g. Stole or attempted to steal Academy 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, as well as any marijuana containing products. This section does not prohibit the use of scholar's own prescription products by a scholar.
 - 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 Academy property or private property, which includes but is not limited to, electronic files and database.
 - 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 unless, in the case of possession of any object of this type, the scholars had obtained written permission to possess the item from a certificated Academy employee,

- with the Principal or designee's concurrence for educational purposes.
- m. Harassed, threatened, or intimidated a scholar who is a complaining witness or witness in an Academy disciplinary proceeding for the purpose of preventing that scholar from being a witness and/or retaliating against that scholar for being a witness.
 - n. Unlawfully offered, arranged to sell, negotiated to sell, or sold the prescription drug Soma.
 - o. Engaged in or attempted to engage in hazing. For the purposes of this policy, "hazing" means a method of initiation or preinitiation into a scholar 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 scholar. For purposes of this policy, "hazing" does not include athletic events or Academy sanctioned events.
 - p. Made terroristic threats against Academy officials and/or Academy property, which includes but is not limited to, electronic files and databases. For purposes of this policy, "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 their own safety or for their immediate family's safety, or for the protection of Academy property, which includes but is not limited to, electronic files and database, or the personal property of the person threatened or their immediate family.
 - q. Committed sexual harassment, as defined in Education Code Section 212.5. For the purposes of this policy, 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 provision shall apply to scholars in any of grades 4 to 8, inclusive.
 - r. Caused, attempted to cause, threatened to cause or participated in an act of hate violence, as defined in Education Code Section 233(e). This provision shall apply to scholars in any of grades 4 to 8, inclusive.
 - s. Intentionally harassed, threatened or intimidated school personnel or volunteers and/or a scholar or group of scholars to the extent of having the actual and reasonably expected effect of materially disrupting class work, creating substantial disorder and invading the rights of either school personnel or volunteers and/or scholar(s) by creating an intimidating or hostile educational environment. This provision shall apply to scholars in any of grades 4 to 8, inclusive.
 - t. Engaged in an act of bullying, including, but not limited to, bullying committed by means of an electronic act.
"Bullying" means any severe or pervasive physical or verbal act or conduct, including communications made in writing or by means of an electronic act, and including one or more acts committed by a scholar or group of scholars which would be deemed hate violence or harassment, threats, or intimidation, which are directed toward one or more scholars that has or can be reasonably predicted to have the effect of one or more of the following:
 - i. Placing a reasonable scholar (defined as a scholar, including, but is not limited to, a scholar with exceptional needs, who exercises average care, skill, and judgment in

conduct for a person of their age, or for a person of their age with exceptional needs) or scholars in fear of harm to that scholar's or those scholars' person or property.

- ii. Causing a reasonable scholar to experience a substantially detrimental effect on their physical or mental health.
- iii. Causing a reasonable scholar to experience substantial interference with their academic performance.
- iv. Causing a reasonable scholar to experience substantial interference with their ability to participate in or benefit from the services, activities, or privileges provided by the Academy.

“Electronic Act” means the creation or 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:

- v. A message, text, sound, or image.
 - vi. A post on a social network Internet Web site including, but not limited to:
 - vii. 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.
 - viii. Creating a credible impersonation of another actual scholar 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 scholar for the purpose of bullying the scholar and such that another scholar would reasonably believe, or has reasonably believed, that the scholar was or is the scholar who was impersonated.
 - ix. 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 scholar or a profile using the likeness or attributes of an actual scholar other than the scholar who created the false profile.
 - u. 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.
 - v. A scholar 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.
 - w. Possessed, sold, or otherwise furnished any knife or other dangerous object of no reasonable use to the scholar unless, in the case of possession of any object of this type, the scholar had obtained written permission to possess the item from a certificated Academy employee, with the Principal or designee's concurrence.
4. Non-Discretionary Expellable Offenses: Scholars must be recommended for expulsion when it is determined pursuant to the procedures below that the scholar:
- a. Possessed, sold, or otherwise furnished a firearm, explosive, or other destructive device unless, in the case of possession of any device of this type, the scholar had obtained prior written permission to possess the item from a certificated school employee, which is concurred in by the Principal or the designee of the Principal.
 - b. Brandished a knife at another person.
 - c. Unlawfully sold a controlled substance listed in Health and Safety Code Section 11053 et seq.
 - d. Committed or attempted to commit a sexual assault as defined in Penal Code Sections 261, 266c, 286, 287, 288, or 289 or former Section 288a of the Penal Code, or committed a

- sexual battery as defined in Penal Code Section 243.4.
- e. Possession of an explosive. If it is determined by the Board of Directors that a scholar has brought a firearm or destructive device, as defined in Section 921 of Title 18 of the United States Code, on to campus or to have possessed a firearm or dangerous device on campus, the scholar shall be expelled for one year, pursuant to the Federal Gun Free Schools Act of 1994. In such instances, the pupil shall be provided due process rights of notice and a hearing as required in this policy.

The Charter School will use the following definitions:

- The term “knife” means (A) any dirk, dagger, or other weapon with a fixed, sharpened blade fitted primarily for stabbing; (B) a weapon with a blade fitted primarily for stabbing; (C) a weapon with a blade longer than 3½ inches; (D) a folding knife with a blade that locks into place; or (E) a razor with an unguarded blade.
- The term “firearm” means (A) any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of an explosive; (B) the frame or receiver of any such weapon; (C) any firearm muffler or firearm silencer; or (D) any destructive device. Such a term does not include an antique firearm.
- The term “destructive device” means (A) any explosive, incendiary, or poison gas, including but not limited to: (i) bomb, (ii) grenade, (iii) rocket having a propellant charge of more than four ounces, (iv) missile having an explosive or incendiary charge of more than one-quarter ounce, (v) mine, or (vi) device similar to any of the devices described in the preceding clauses.

C. 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 Principal, with the scholar and the scholar’s parent and, whenever practical, the teacher, supervisor or California Republic Leadership Academy Capistrano employee who referred the scholar to the Principal. The conference may be omitted if the principal or designee determines that an emergency situation exists. An “emergency situation” involves a clear and present danger to the lives, safety or health of scholars or Academy personnel. If a scholar is suspended without this conference, both the parent/guardian and scholar shall be notified of the scholar’s right to return to the Academy for the purpose of a conference. At the conference, the scholar shall be informed of the reason for the disciplinary action and the evidence against the scholar and shall be given the opportunity to present their version and evidence in their defense, in accordance with Education Code Section 47605(c)(5)(J)(i). This conference shall be held within two (2) school days, unless the scholar waives this right or is physically unable to attend for any reason including, but not limited to, incarceration or hospitalization. No penalties may be imposed on a scholar for failure of the scholar’s parent or guardian to attend a conference with Academy officials. Reinstatement of the suspended scholar shall not be contingent upon attendance by the scholar’s parent or guardian at the conference.
2. Notice to Parents/Guardians: At the time of the suspension, an administrator shall make a reasonable effort to contact the parent/guardian by telephone or in person. Whenever a scholar 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 scholar as well as the date the scholar may return to the Academy following suspension. In addition, the notice may also state the time when the scholar may return to school. If Academy officials wish to ask the parent/guardian to confer regarding matters pertinent to the suspension, the notice may request that the parent/guardian respond to such requests without delay.

3. Suspension Time Limits/Recommendation for Expulsion: Suspensions, when not including a recommendation for expulsion, shall not exceed five (5) consecutive school days per suspension. Upon a recommendation of expulsion by the Principal, the scholar and the scholar's guardian or representative will be invited to a conference to determine if the suspension for the scholar should be extended pending an expulsion hearing. In such instances when the Charter School has determined a suspension period shall be extended, such extension shall be made only after a conference is held with the pupil or the scholar's parent/guardian, unless the scholar and the scholar's parent/guardian fail to attend the scheduled conference. This determination will be made by the Principal upon either of the following: 1) the scholar's presence will be disruptive to the education process; or 2) the scholar poses a threat or danger to others. Upon either determination, the scholar's suspension will be extended pending the results of an expulsion hearing. Scholars who are suspended for 10 days or more shall be afforded the due process rights pursuant to Education Code Section 47605(c)(5)(J)(ii).
4. Homework Assignments During Suspension: In accordance with Education Code Section 47606.2(a), upon the request of a parent, a legal guardian or other person holding the right to make education decisions for the student, or the affected student, a teacher shall provide to a student in any of grades 1 to 12, inclusive, who has been suspended from school for two (2) or more school days, the homework that the student would otherwise have been assigned. In accordance with Education Code Section 47606.2(b), if a homework assignment that is requested pursuant to Section 47606.2(a) and turned into the teacher by the student either upon the student's return to school from suspension or within the timeframe originally prescribed by the teacher, whichever is later, is not graded before the end of the academic term, that assignment shall not be included in the calculation of the student's overall grade in the class.

D. Authority to Expel

As required by Education Code Section 47605(c)(5)(J)(ii), students recommended for expulsion are entitled to a hearing adjudicated by a neutral officer to determine whether the student should be expelled. The procedures herein provide for such a hearing and the notice of said hearing, as required by law.

A scholar may be expelled either by the Academy's Board following a hearing before it or by the Academy's Board upon the recommendation of a neutral and impartial Administrative Panel to be assigned by the Board as needed. The Administrative Panel should consist of at least three members who are certificated and either a teacher of the scholar or a Board member of the Academy's governing board. The Administrative Panel may recommend expulsion of any scholar found to have committed an expellable offense. The Administrative Panel will comply with the "neutral officer" requirements under Education Code Section 47605(c)(5)(J)(ii)(II).

E. Expulsion Procedures

Scholars recommended for expulsion are entitled to a hearing to determine whether the scholar should be expelled. Unless postponed for good cause, the hearing shall be held within thirty (30) school days after the Principal determines that the Scholar has committed an expellable offense and recommends the student for expulsion.

In the event an Administrative Panel hears the case, it will make a recommendation to the Board for a final decision whether to expel. The hearing shall be held in a closed setting (complying with all scholar confidentiality rules under FERPA) unless the Scholar makes a written request for a public hearing three (3) days prior to the date of the scheduled hearing.

Written notice of the hearing shall be forwarded to the scholar and the scholar'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 scholar. The notice shall include:

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

F. Special Procedures for Expulsion Hearings Involving Sexual Assault or Battery Offenses

The Academy 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 that shall be examined only by the Academy or the hearing officer. Copies of these sworn declarations, edited to delete the name and identity of the witness, shall be made available to the scholar.

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 their right to (a) receive five (5) days' notice of his/her scheduled testimony, (b) have up to two (2) adult support persons of their 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 Academy must also provide the victim a room separate from the hearing room for the complaining witness' use prior to and during breaks in testimony.
3. At the discretion of the entity conducting the expulsion hearing, the complaining witness shall be allowed periods of relief from examination and cross-examination during which the complaining witness may leave the hearing room.
4. The entity 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 entity conducting the expulsion hearing may also limit time for taking the testimony of the complaining witness to the hours the complaining witness 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 entity presiding over the hearing from removing a support person whom the presiding person finds is disrupting the hearing. The entity conducting the hearing may permit any one of the support persons for the complaining witness to accompany the complaining witness to the witness stand.
7. If one or both of the support persons is also a witness, the Academy must present evidence that the witness' presence is both desired by the witness and will be helpful to the Academy. 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 their discretion to remove a person from the hearing whom they believe 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 public at the request of the scholar being expelled, the complaining witness shall have the right to have their 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' prior sexual conduct is presumed inadmissible and shall not be heard absent a determination by the entity conducting the hearing that extraordinary circumstances exist requiring the evidence be heard. Before such a determination regarding extraordinary circumstances 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.

G. 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.

H. 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 scholar 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. Sworn declarations may be admitted as testimony from witnesses of whom the Board or Administrative Panel 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 scholar, 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 their testimony heard in a session closed to the public.

I. Expulsion Decision

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

If the Administrative Panel decides not to recommend expulsion, or the Board of Directors ultimately decides not to expel, the scholar shall immediately be returned to their previous educational program.

J. Written Notice to Expel

The Principal, following a decision of the Board to expel, shall send written notice of the decision to expel, including the Board's adopted findings of fact, to the scholar and scholar's parent/guardian. This notice shall also include the following: (a) Notice of the specific offense committed by the scholar; and (b) Notice of the scholar's or parent/guardian's obligation to inform any new district in which the scholar seeks to enroll of the scholar's status with the Academy.

The Principal shall send a copy of the written notice of the decision to expel to the chartering authority. This notice shall include the following: (a) The scholar's name; and (b) The specific expellable offense committed by the scholar.

K. Disciplinary Records

California Republic Leadership Academy Capistrano shall maintain records of all scholar suspensions and expulsions at California Republic Leadership Academy Capistrano. Such records shall be made available to the authorizer upon request.

L. No Right to Appeal

The scholar shall have no right of appeal from expulsion from California Republic Leadership Academy Capistrano as the Board's decision to expel shall be final.

M. Expelled Scholars/Alternative Education

Scholars who are expelled shall be responsible for seeking alternative education programs including, but not limited to, programs within the County or their school district of residence. California Republic Leadership Academy Capistrano shall work cooperatively with parents/guardians as requested by parents/guardians or by the school district of residence to assist with locating alternative placements during expulsion.

N. Rehabilitation Plans

Scholars who are expelled from the Academy shall be given a rehabilitation plan upon expulsion as developed by the 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. The rehabilitation plan should include a date not later than one year from the date of expulsion when the scholar may reapply to the Academy for readmission.

O. Readmission or Admission of Previously Expelled Student

The decision to readmit a scholar or to admit a previously expelled scholar from another school district or charter school shall be in the sole discretion of the Board following a meeting with the Academy's Leadership and the scholar and guardian or representative to determine whether the scholar has successfully completed the rehabilitation plan and to determine whether the scholar poses a threat to others or will be disruptive to the school environment. The Principal shall make a recommendation to the Board following the meeting regarding his or her determination. The Board shall then make a final decision regarding readmission during the closed session of a public meeting, reporting out any action taken during closed session consistent with the requirements of the Brown Act. The scholar's readmission is also

contingent upon the Academy's capacity at the time the scholar seeks readmission.

P. Notice to Teachers

The Charter School shall notify teachers of each student who has engaged in or is reasonably suspected to have engaged in any of the acts listed in Education Code Section 49079 and the corresponding enumerated offenses set forth above.

Q. Special Procedures for the Consideration of Suspension & Expulsion of Scholars with Disabilities

1. Notification of SELPA: The Academy shall immediately notify the SELPA and coordinate the procedures in this policy with the SELPA of the discipline of any scholar with a disability or scholar who the Academy or SELPA would be deemed to have knowledge that the scholar had a disability.
2. Services During Suspension: Scholars suspended for more than ten (10) school days in a school year shall continue to receive services so as to enable the scholar to continue to participate in the general education curriculum, although in another setting (which could constitute a change of placement and the student's IEP would reflect this change), and to progress toward meeting the goals set out in the scholar's IEP/504 Plan; and receive, as appropriate, a functional behavioral assessment, and behavioral intervention services and modifications, that are designed to address the behavior violation so that it does not recur. These services may be provided in an interim alternative educational setting.
3. Procedural Safeguards/Manifestation Determination: Within ten (10) school days of a recommendation for expulsion or any decision to change the placement of a scholar with a disability because of a violation of a the Academy scholar discipline policy or policies contained within the Academy Family / Scholar Handbook, or scholar enrollment agreement, the Academy, the parent, and relevant members of the IEP/504 Team shall review all relevant information in the scholar's file, including the scholar's IEP/504 Plan, any teacher observations, and any relevant information provided by the parents to determine:
 - a. If the conduct in question was caused by, or had a direct and substantial relationship to, the scholar's disability; or
 - b. If the conduct in question was the direct result of the local educational agency's failure to implement the IEP/504 Plan.

If the Academy, the parent, and relevant members of the IEP/504 Team determine that either of the above is applicable for the scholar, the conduct shall be determined to be a manifestation of the scholar's disability. If the Academy, the parent, and relevant members of the IEP/504 Team make the determination that the conduct was a manifestation of the scholar's disability, the IEP/504 Team shall:

- a. Conduct a functional behavioral assessment and implement a behavioral intervention plan for such scholar, provided that the Academy had not conducted such assessment prior to such determination before the behavior that resulted in a change in placement;
- b. If a behavioral intervention plan has been developed, review the behavioral intervention plan if the scholar already has such a behavioral intervention plan, and modify it, as necessary, to address the behavior; and
- c. Return the scholar to the placement from which the scholar was removed, unless the parent/guardian and the Academy agree to a change of placement as part of the modification of the behavioral intervention plan.
- d. If the Academy, the parent/guardian, and relevant members of the IEP/504 Team determine that the behavior was not a manifestation of the scholar's disability and that the conduct in question was not a direct result of the failure to implement the IEP/504 Plan, then the

Academy may apply the relevant disciplinary procedures to scholar with disabilities in the same manner and for the same duration as the procedures would be applied to scholars without disabilities.

4. Due Process Appeals: The parent/guardian of a scholar with a disability who disagrees with any decision regarding placement, or the manifestation determination, or the Academy believes that maintaining the current placement of the scholar is substantially likely to result in injury to the scholar or to others, may request an expedited administrative hearing through the Special Education Unit of the Office of Administrative Hearings or by utilizing the dispute provisions of the 504 Policy and Procedures. When an appeal relating to the placement of the scholar or the manifestation determination has been requested by either the parent/guardian or the Academy, the scholar shall remain in the interim alternative educational setting pending the decision of the hearing officer in accordance with state and federal law, including 20 U.S.C. Section 1415(k), until the expiration of the forty-five (45) day time period provided for in an interim alternative educational setting, unless the parent/guardian and the Academy agree otherwise. In accordance with 20 U.S.C. Section 1415(k)(3), if a parent/guardian disagrees with any decision regarding placement, or the manifestation determination, or if the Charter School believes that maintaining the current placement of the child is substantially likely to result in injury to the child or to others, the parent/guardian or Charter School may request a hearing. In such an appeal, a hearing officer may: (1) return a child with a disability to the placement from which the child was removed; or (2) order a change in placement of a child with a disability to an appropriate interim alternative educational setting for not more than 45 school days if the hearing officer determines that maintaining the current placement of such child is substantially likely to result in injury to the child or to others.
5. Special Circumstances: Academy personnel may consider any unique circumstances on a case-by-case basis when determining whether to order a change in placement for a scholar with a disability who violates the Academy scholar discipline policy or policies contained within the Academy Family / Scholar Handbook, or scholar enrollment agreement. The Principal may remove a scholar to an interim alternative educational setting for not more than forty-five (45) school days without regard to whether the behavior is determined to be a manifestation of the scholar's disability in cases where a scholar:
 - a. Carries or possesses a weapon, as defined in 18 U.S.C. Section 930, to or at the academy, on the academy premises, or to or at an academy function;
 - b. Knowingly possesses or uses illegal drugs, or sells or solicits the sale of a controlled substance, while at the Academy, on Academy premises, or at an Academy function; or
 - c. Has inflicted serious bodily injury, as defined by 20 U.S.C. Section 1415(k)(7)(D), upon a person while at the Academy, on Academy premises, or at an Academy function.
6. Interim Alternative Educational Setting: The scholar's interim alternative educational setting shall be determined by the scholar's IEP/504 Team.
7. Procedures for Scholars Not Yet Eligible for Special Education Services: A scholar who has not been identified as an individual with disabilities pursuant to IDEIA and who has violated the Academy's disciplinary procedures may assert the procedural safeguards granted under this administrative regulation only if the Academy had knowledge that the scholar was disabled before the behavior occurred. The Academy shall be deemed to have knowledge that the scholar had a disability if one of the following conditions exists:
 - a. The parent/guardian has expressed concern in writing, or orally if the parent/guardian does not know how to write or has a disability that prevents a written statement, to Academy supervisory or administrative personnel, or to one of the scholar's teachers, that the scholar is in need of special education or related services.
 - b. The parent/guardian has requested an evaluation of the scholar.
 - c. The scholar's teacher, or other Academy personnel, has expressed specific concerns about a

pattern of behavior demonstrated by the scholar, directly to the director of special education or to other Academy supervisory personnel. If the Academy knew or should have known the scholar had a disability under any of the three (3) circumstances described above, the scholar may assert any of the protections available to IDEIA-eligible scholars with disabilities, including the right to stay-put. If the Academy had no basis for knowledge of the scholar's disability, it shall proceed with the proposed discipline. The Academy shall conduct an expedited evaluation if requested by the parents; however, the scholar shall remain in the education placement determined by the Academy pending the results of the evaluation. The Academy shall not be deemed to have knowledge that the scholar had a disability if the parent/guardian has not allowed an evaluation, refused services, or if the scholar has been evaluated and determined to not be eligible.

Public Displays of Affection

Public displays of affection are not allowed on campus and during school-related activities, and are subject to disciplinary consequences.

Electronic Devices

Electronic devices must be powered off and may not be used during the academic school day, including during drop-off and pick-up, without express staff permission. Students may not keep electronic devices on their person during the academic school day. If a student must bring a cell phone or other electronic device to school, he or she must keep it in the backpack, turned off throughout the entire day including during recess, lunch, passing periods, and study halls. Such devices include but are not limited to laptops, portable audio devices, head/earphones, hand-held video games, cell phones, and any other device or accessory with wireless or cellular capabilities, including but not limited to watches and eyewear. Exceptions will be made for necessary medical devices and at the Principal's discretion.

Any student who is using a phone or other electronic device during the day will have that device confiscated until the end of the day. For subsequent offenses, the device will be held in the office and Parents will be asked to a meeting where the device will be returned. If there is reason to believe that the device has been used in the transmission or reception of communications prohibited by law, policy, or regulation, the device may be powered on and searched.

Lunch and Snacks

School Meals & Lunchtime

Lunchtime provides an opportunity to relax, play, and restore the body and mind. Students must talk quietly and behave calmly during lunch. CRLA will contract with a lunch meal vendor to order school lunches in accordance with the National School Lunch Program.

Snacks

We understand that young students require snacks to keep them energized during the day. All of the students will have a morning recess time when they may eat a snack. Parents are responsible for sending students to school with a small, healthy snack that can be eaten in a couple of minutes. We ask that parents send items that can be eaten without utensils and can be eaten quickly without mess or difficulty. The school will also offer a breakfast option during morning recess.

With the exception of water bottles, food and drink are not permitted inside. Special occasions and parties will need to be discussed with the classroom teacher ahead of time.

Birthday Celebrations

If you would like to bring birthday treats for your student's class, please coordinate with the classroom teacher at least one week in advance. Our students' academic days are carefully scheduled, and we are not able to accommodate last-minute celebrations.

Medication and Medical Care

Administration of Medication

The Academy adheres to Education Code Section 49423 regarding administration of medication in school. The Charter School will adhere to Education Code Section 49414 regarding epinephrine auto-injectors and training for staff members.

All medication, including over the counter medication, must be kept in the health office, unless otherwise stated by a doctor. The Education Code provides that any medication prescribed by a doctor can be administered at school. In California, the Education Code allows students to carry and self administer auto-injectable epinephrine and asthma inhalers if the student has a prescription from the doctor stating they can self carry these medications.

- Long term or daily medications: Parent must provide a Medication Authorization Form, signed by both doctor and parent. The medication must be in the original prescription container, and the pharmacist's label must indicate the name of the student, date, name of doctor, and name and specified dosage of medication, and method of administration.
- Short term medication such as cough medication and antibiotics, Medication Authorization Form is required. The medication must be brought to school in the prescription container. The pharmacist's label must indicate the name of the student, date, name of doctor, name and specified dosage of medication, and method of administration.
- Over the counter medications, such as aspirin, cannot be dispensed without the Medication Authorization Form, and will need to be provided by the parent.
- All Medication Authorization forms are available on our website under CRLA School Health.
- Over the Counter Products form, needing parent signature only, is also available on our website under CRLA School Health.

Food Allergies

CRLA is not a peanut-free school. The school and staff, however, are highly sensitive to the fact that some students do have nut allergies, among other possible allergies. CRLA has a designated “nut free” lunch area for these students to eat at, where school staff will ensure proper supervision. Should a student have an allergic reaction, staff have been properly trained on how to administer epinephrine.

Sick Students

Sick children should not be in school. Any child who has a fever (temperature of 100.4 degrees fahrenheit or over) or is possibly contagious (e.g., with pink eye, strep, the flu) should be kept home. Before a student may return to school, fevers, vomiting or diarrhea must resolve and the student must be symptom-free without medication for **24 hours**.

Immunizations

California school immunization law requires that children be up-to-date on their immunizations to attend school. California schools are required to check immunization records for all new student admissions as well as currently enrolled students. Your child’s immunization record must show the date for each required shot. If you do not have an immunization record or if your child has not received all required shots, call your doctor to schedule an appointment. Every student will need to be up to date, prior to starting the new school year. For a complete list of required immunizations, visit www.shotsforschool.org/k-12.

California law requires that all students entering 7th grade receive a Tdap booster shot and have completed two chickenpox (varicella) shots, in addition to all previously required immunizations.

Lice Policy

Lice is an extremely contagious condition that can easily spread through a school. Children suspected of lice (scratching heads, visible lice or nits) will be checked by trained staff in the privacy of the office. Should lice be found, siblings may be checked as well. Parents will be notified of the situation. CRLA’s policy requires that no lice or nits (white eggs) be present when the child returns to school. Proof of treatment must be furnished before the child is readmitted to class. Students will be rechecked within 10 days of treatment to see if further treatment is necessary. If a head lice issue prevents a child from attending school, CRLA will provide missed work within 24 hours for the student to complete.

Student Fees and Supplies

Textbooks and Supplies

California Republic Leadership Academy, Capistrano will provide all necessary textbooks, workbooks, notebooks, and literature books* for student use. Workbooks and notebooks are

consumable books and may be written in and then taken home at the end of the school year. *If a student would like to annotate a literature book, the student will purchase that literature book and it will belong to him or her. Any literature books that are purchased by the school will not be written in or marked up. These literature books will belong to the school. Textbooks will be returned in gently used condition at the end of each semester, unless teachers have requested otherwise. Damaged or lost books will be restocked at the expense of the student.

Chromebooks and other non-consumable books, materials, and supplies that are provided by CRLA for student use must be returned at the end of each academic year. These must be returned in good condition.

Fees

Any damage or loss of a device, books, or supplies will result in a cost for the item damaged or lost. CRLA will inform the parent or guardian, in writing, after any alleged loss which may give rise to a financial obligation.

Extracurricular Activities

CRLA hopes to provide extra-curricular activities and clubs for our students. We encourage students to participate in as many as they can reasonably manage. Every member of a club or team has a responsibility to his or her teammates to show up on time ready to participate, and to remain in good academic standing, and to demonstrate California Republic Leadership Academy Capistrano's core virtues.

Eligibility

Extracurriculars enrich a student's life at the school. California Republic Leadership Academy Capistrano's goal is to encourage students to prioritize academics, but also to provide meaningful opportunities to compete and flourish. Participation in extracurricular activities, however, is a privilege that is contingent on school attendance, academic performance, and good behavior.

Only enrolled students may participate in CRLA extra-curricular activities, though the Principal may grant exemptions in specific circumstances and for specific events.

Students participating in any school-sponsored event or extracurricular activity falling on a regular weekday must have been in attendance at school the day of the event, otherwise they will be disallowed from participating in the event. Additionally, students who are considered truant based on this policy manual may be disallowed from participating in any extracurricular activities sponsored by the school.

Students with either two Ds or one F are ineligible to participate in extracurricular activities. Grades are based upon regularly scheduled progress reports, which occur at the midpoint and end of each academic quarter. Ineligible students will not become eligible until the following progress report or later.

Clubs

The school will sponsor a number of student clubs that enhance the curriculum of the school and are in keeping with the school's mission. The school will not sponsor clubs that are open to only part of the student body, including clubs for students with particular religious or political views.

All clubs must be approved by the Principal and have an active faculty sponsor.

Special Events

Special events or parties held during a significant part of the school day must be directly tied to the curriculum and add to the instructional environment by conveying knowledge or an experience that supports the curriculum.

Any special event or party must be approved by the Principal a minimum of 3 weeks prior to its scheduled date. Approval for one year does not carry over to the next.

The school will host various social events in the course of a regular school year. Students are expected to follow School rules and the Honor Code at these events, and attending students are subject to school disciplinary procedures. Eligibility to attend these events is based upon the same guidance given for all extracurricular activities, though the Principal may make specific exceptions.

Student Publications

Student publications must uphold CRLA's mission, philosophy, core virtues, and policies. The purpose of such publications is to inform the CRLA community of school-related events, achievements, and business. In addition, student publications are a way for students to learn and to practice responsible writing and journalism. Student editorials are permitted, subject to prior review by the Principal. Employees of the school or parents may not use student media to proselytize their own views on controversial issues. The Principal acts as the final editor in all cases.

Volunteers

California Republic Leadership Academy, Capistrano rests on a partnership between the school and families who choose to enroll their students. Volunteering is a crucial element in that partnership.

The classical model of education prioritizes the role of the teacher in the classroom, direct instruction, and Socratic conversation. For these reasons, the school's volunteering needs are primarily in assisting teachers in their administrative and supervisory tasks. The school also seeks qualified and interested parents to help with clubs, chaperoning

activities, and assisting the school in developing a culture of respect and responsibility.

All volunteers must check-in at the Front Office upon arrival. Once a volunteer signs in, he or she will be given a volunteer badge. The volunteer badge must be worn and visible at all times while on campus and all volunteers must check out in the Front Office by placing that badge in the check out notebook in the office.

Volunteer Background Checks

If an adult plans to volunteer with students (such as coaching, field trip chaperones, teacher support in the classroom, etc.) the individual must register with the Raptor Visitor Management system and sign the Volunteer Agreement form. The Raptor Visitor Management system includes a Department of Justice background check, which includes fingerprinting and a criminal history check. All Volunteers will also be required to submit a TB test.

Volunteer Confidentiality

Volunteers often inadvertently have access to sensitive information. Any information about students, grades, faculty, etc. is to remain confidential. Volunteers may observe situations of a sensitive nature. These are also to remain confidential and should not be shared with other parents or students.

If a volunteer has a concern involving something that is witnessed, observed, or overheard it may only be discussed with the faculty members involved or the Principal. The matter may also be brought to the attention of the Board of Directors by following the grievance policy explained in this manual. Under no circumstance is it acceptable for a volunteer to confront a teacher about an issue when students are present. *If a volunteer disregards the confidentiality policy, the privilege of volunteering may be **revoked**.*

Visitors

Sign-In and Out

CRLA has a mandatory sign-in procedure for all visitors on campus, including parents. Any visitor to campus between the hours of 7:30 AM and 3:30 PM must first report to the school office and check in with the Raptor Visitor Management System, which will require them to furnish a U.S. federal or state-issued photo ID. The visitor's information will be stored in an electronic database to document visitors to the school. Information stored in the electronic database may be used only for the purpose of school security, and may not be sold or otherwise disseminated to a third party for any purpose.

Visitors must check in with the Front Office and provide identification each time they visit the school, not just the first time. A visitor tag will be issued to the visitor and displayed conspicuously during the visit. All visitors must also sign the Visitors Agreement form.

Upon leaving campus, visitors must check out via the front office by placing the visitor tag in the sign out notebook in the Front Office.

In the unlikely event that a registered sex offender attempts to gain access to the school, the authorities will be notified immediately. If a person who is a registered sex offender is visiting the school because he or she has a child enrolled at CRA, that person will be supervised by school staff at all times during a school visit and will not have access to children without direct supervision.

Parent Visits

Classrooms, the lunch area, and recess areas are closed to parents during the school day, except school volunteers or parents who have scheduled a formal observation. Parent visitors who visit the school are only allowed to observe their own child(ren). School observations are not meant for conferencing with a staff member. Should a parent want to have a conference with a staff member, he/she must request and schedule an appointment separately with the appropriate staff. Parent visitors may also not engage in conversations or physical interactions (such as giving a hug) with students other than their own child(ren).

During the school day, it may be necessary for a parent to drop off lunch or a forgotten item. Parents making deliveries should come to the front office. One of the office staff members will deliver the item at an appropriate time.

All of our teachers welcome parent/teacher conferences as long as they are scheduled in advance and on their calendar. To schedule a meeting with a teacher, please contact him or her via email.

Restroom Use

No adult is allowed to enter any of our student restrooms. All visitors must use the adult restrooms located next to the Front Office. Violation of this rule may result in serious consequences, including restriction to enter our school in the future.

SECTION 3: ACADEMIC POLICIES

Curriculum Introduction

The curriculum of California Republic Leadership Academy, Capistrano uses the foundation of Classical Education. While CRLA has and will continue to make curricular adjustments in order to reflect local circumstances and requirements, our School has committed to embrace and uphold the following key characteristics:

1. The centrality of Classical Education in the study of history, literature, philosophy, and fine arts;
2. A rich and recurring examination of the American literary, moral, philosophical, political, and historical traditions;
3. The use of explicit phonics instruction leading to reading fluency, and the use of explicit grammar instruction leading to English language mastery;
4. The teaching of Latin Roots in 4th and 5th grade and formal Latin instruction beginning in sixth grade;
5. The acknowledgement of objective standards of correctness, logic, beauty, weightiness, and truth intrinsic to the liberal arts;
6. A culture demanding moral virtue, decorum, respect, discipline, and studiousness among the students and faculty;
7. A curriculum that is content-rich, balanced and strong across the four core disciplines of math, science, literature, and history;
8. A faculty of well-educated and articulate teachers who are able to convey real knowledge using traditional teaching methods rather than “student-centered learning” methods;
9. The effective use of technology without diminishing the faculty leadership that is crucial to academic achievement; and
10. A plan to serve grades TK through 8.

Homework

Homework is an important part of a classical education. Students who do not actively and consistently contribute to their own education, both in class and at home, will not have the full opportunity to reflect on and practice, and may fall behind. We encourage parents to provide a calm, quiet place for their children to complete their work. We recommend that television, music, movies, and video games seldom contribute to real learning, and we suggest that these be restricted while students are studying. These could also extend homework time beyond what one would typically need and, at worst, hinder real learning.

Most students (TK and K will vary) will have some homework every day. Students in grades TK-8 should spend at least 20 minutes every evening reading or being read to,.

As a general rule, a student can expect 10 minutes of homework per grade level plus additional time for reading. For example, a 1st grader will have approximately 10 minutes of homework per night (plus reading time), and a 6th grader will have approximately 60 minutes, plus reading time. In the Middle School, students can expect to have 1.5 to 2 hours of homework per night, plus reading time of 30-60 minutes.

These designated times serve as guidelines and may vary depending on the work assigned on a given day, the schedule, the student’s organizational skills and study habits, the varying abilities of the students, and the nature of the assignments. Students are expected to learn how to use their time effectively to complete the required work at each grade level. Parents should support their children in this endeavor.

Advanced or honors classes may require additional homework time. It is generally understood that writing papers and studying for exams take more time than regular classroom assignments. For that reason, the end of a term does result in a peak in the homework load. Nonetheless, teachers will make every effort to give assignments well in advance, and students will be encouraged to work on those longer assignments steadily, so that students are able to manage their homework along with other activities and adequate sleep.

For poor or uncompleted work, teachers may require students to redo an assignment. Whether such work is given any credit is left to the discretion of the teacher. Students are expected to complete all their homework.

Late Homework

One of the responsibilities of homework is to teach students responsibility and accountability. In order to accomplish this, and to ensure students do not fall behind on their school work, it is essential that students complete their work on time. Students who have an excused absence will have the number of days equal to the number of days absent to make up class and homework without penalty, up to 7 days.

Grading

The grade a student receives in a class is subordinate to the knowledge the student acquires. Still, grades are a useful tool to evaluate the extent to which a student has mastered a particular subject. Therefore, grades will be assigned in all classes and subjects. California Republic Leadership Academy, Capistrano will assign grades in order to accurately reflect the range between true mastery and insufficient knowledge of a subject. Grade inflation will be discouraged.

In Kindergarten through 2nd grade we will use the following marks:

- E = Excellent performance
- S = Satisfactory performance
- N = Performance needs improvement
- U = Unsatisfactory performance

Beginning in 3rd Grade, the following grading scale is used:

Grading Scale

- A 90-100% (4.00)
- B 80-89% (3.00)
- C 70-79% (2.00)
- D 60-69% (1.00)
- F 0-59% (0.00)

In order to calculate a GPA, numeric grades are converted into points based on the grading scales above. Points are awarded for each class at the end of a semester. The semester GPA is calculated by totaling those

points and averaging them by the number of classes taken that semester. A final GPA is determined by adding all the points from each semester and averaging them. GPAs are rounded to a hundredth.

Reporting Student Progress

For students to be successful, both they and their parents should be informed of their standing in class. In addition to the regular grading of assignments, the school will inform parents of their student's academic progress in the following ways:

- If a student is determined to be significantly below grade level, a meeting will be scheduled with a parent, the teacher, and other faculty as deemed appropriate.
- Progress reports will be available at the midpoint of the semester and sent home.
- Report cards will be sent home each semester.
- Once a semester, parent-teacher conferences will be offered to discuss the student's academic progress.

Written assignments and labs in the Middle School may take longer to grade due to the kind and amount of feedback.

Teacher Conferences

Parent teacher conferences happen once each semester. At the end of the second and fourth quarters teachers provide extensive comments on students' report cards. During the school year, a parent/teacher conference may be scheduled at any time a parent or the teacher thinks one is necessary. To schedule a conference with a teacher, please contact him or her via email.

Student Placement

For students to thrive in school, they must master the fundamentals. The grade level placement policy is designed to promote educational excellence and fairness by placing students at the most appropriate level for instruction. California Republic Leadership Academy, Capistrano will respect the promotion and retention decisions from the school from which a student transfers. If students new to the school are found to be more than one grade level behind their existing peer group, they may be asked to enroll in the grade level deemed appropriate by the teacher and Principal.

Promotion & Retention

The purpose of promotion and retention is to provide maximum consideration for the long-range welfare of the student and to provide an opportunity for each student to progress through school according to his/her own needs and abilities.

It is expected that most students will be promoted annually from one grade level to another upon completion of satisfactory work. However, a student may be retained when his/her standards of achievement or social, emotional, mental or physical development would not

allow satisfactory progress in the next higher grade. In certain cases—especially the academic cases detailed below—school administration may recommend or require that a student be retained.

Kindergarten-8th Grade

A student will be considered for promotion only if he or she can read just above grade level and is competent in the other core subjects (English, Math, History, Science, and in sixth grade, Latin). Students in Transitional Kindergarten through second grade must achieve minimum levels of mastery with the English phonograms taught in the literacy curriculum.

A student must attain a 1.7 GPA (C- or higher) in the core subjects (English, Math, History, and Science) to pass to the next grade.

Student Placement/Teacher Request Policy

While parent input is highly valued at CRLA, we want to ensure that a fair and purposeful process of student placement takes place consistently. Parents have the opportunity to provide information regarding their child and any special circumstance that might need to be considered. We ask that Parents carefully read this information and make a note of the deadline for submitting a letter, as needed. Only letters that have followed the guidelines below will be considered.

CRLA Student Placement Policy or Student Placement letters are neither encouraged nor discouraged but provide parents a means of expressing special circumstances that might need to be considered. Student placement is taken seriously and is determined by a process requiring time and careful consideration. The purpose of this process has in mind the best interest of every child in each classroom. Classrooms are heterogeneously grouped to mirror our society. In order to create balanced classes of students, the following factors are considered: gender, ability levels, student needs, and special program needs.

Please note that the final decision on all student placement rests with the administration. In order for letters to be considered, please submit to the Principal (helen.suhr@crlacapo.org) no later than April 30th, which is before student assignments will be finalized. Students will be notified in the summer about class placement.

Acceptable letters include:

- Issues relating to trauma or emotional distress which dramatically impact the learning environment will be considered (testing from a psychologist and/or doctor diagnosis required and test results on file in the student's permanent record).
- Issues relating to medical need or physical impairment will be considered. (Documentation required in health room records).

Letters which will not be considered:

- Requesting or “unrequesting” a teacher by name.
- Requesting that two students be placed in the same class unless there is a documented, valid need for special consideration.

- Requesting an “experienced” teacher or “first year teacher” (all teachers are highly qualified at CRLA).

Academic Honesty

Plagiarism

Plagiarism will not be tolerated by any teacher in any subject. The entire system of assessment rests on the assumption that the work a student turns in is his or her own. Plagiarism compromises this system, is unfair to other students in the class who do their own work, and constitutes a form of theft of others’ ideas and labor. Plagiarism is defined as the appropriation of another’s ideas or words in order to present them as one’s own. An instance of plagiarism can be as long as a term paper or as short as a sentence. Simply rephrasing an author’s words might also constitute plagiarism. The words of authors can only be used when properly quoted and cited. Teachers will provide the guidelines of acceptable citation. When in doubt, the student has the responsibility to ask how an author should be used in an assignment.

Whenever a student has been caught plagiarizing, the following process will be followed:

- The teacher will keep a copy of the student’s assignment and, whenever possible, a copy of the plagiarized work.
- The teacher will discuss the matter with the student.
- The teacher will inform the Principal of the plagiarism.
- A disciplinary referral will be issued.
- The teacher will inform the student’s parent of the plagiarism.
- The student will receive an F (an automatic zero) on the assignment if it is the first offense.
- For a second offense, the student will fail the entire course, and further disciplinary action, to include suspension or expulsion, may be instituted.
- Instances of plagiarism may be placed in the student’s permanent record.

Cheating

Like plagiarism, cheating will not be tolerated by any teacher in any subject. Cheating occurs when a student uses someone else’s work or a prohibited source of information in order to gain an unfair advantage on a test or an assignment and to avoid doing his own work. Cheating comes in many forms. One student copying off another, a student using a “cheat sheet” to answer questions on a test, and a student trying to pass off another student’s work as his own are examples of cheating. The same process outlined for plagiarism will be followed for instances of cheating, including that students caught cheating will fail the assignment. A student who allows others to copy his work will also be held accountable in the same fashion.

Student Services (Special Education)

In furtherance of our mission and in order to meet federal guidelines, California Republic

Leadership Academy Capistrano admits all students, based on available seats, without knowing the special needs of any student before a seat is offered. CRLA will offer a continuum of special education services and placements for the special needs of students.

When a child with special needs is accepted into CRLA, the family will be informed of the services and staffing levels provided by the school. If a child has special needs that CRLA staff cannot adequately address with the current staffing and services, the school will convene an IEP meeting to discuss the provision of comparable services and/or other appropriate school placement and services.

CRLA's Student Services program rests on three pillars of instruction: explicit phonics instruction, arithmetic skills, and organization. Since classroom time is crucial for all students to develop these skills, our Student Services team will create and lead resource class time for students who need extra help. The goal is to reinforce what is learned in the classroom and to help the student develop independence.

Controversial subjects

Controversial subjects are defined as contemporary problems, issues, or questions of a political or social nature where there are entrenched differences of opinion and passions run high. When these subjects come up, teachers will present an impartial view of all sides of the issue without proselytizing. Contemporary controversial issues will not be discussed without Principal approval.

Religion

Western civilization has had and continues to have an ongoing, vigorous, and thoughtful conversation concerning the place of religion in human life. We will encourage such discussions as they arise from the material that students engage in, and will respect the diverse viewpoints that such a topic elicits, so long as those views are offered respectfully and with the solemnity they merit.

In the course of history and literature classes, CRLA curriculum will include texts, stories, histories, and beliefs connected to Judaism, Christianity, Islam, Buddhism, and Hinduism. Knowledge of these topics is crucial to understanding the modern world and much of our own history. Teachers will address these topics without either advocating or undermining religion in general or any specific faith.

Evolution

CRLA embraces a rigorous program in the natural sciences. In biology, the school will teach the theory of evolution as found in standard high-school biology textbooks and as also taught at the college level in both secular and many religious colleges.

The theory of evolution is largely misunderstood today by the general public. Much of what constitutes the teaching of evolution concerns adaptation of species to their environment and change over time. A great many of these phenomena are observable. A very small percentage of evolutionary theory deals with the more controversial issue of the origins of

life. This latter aspect of evolution, to the extent it is taught, will be introduced to students briefly with a great deal of circumspection; it is not a central part of the theory. Furthermore, the study of science will be confined to the investigation of the physical world. It is not the place of science to make metaphysical claims nor to confirm or deny the validity of religion or the existence of God.

CRLA recognizes a clear distinction between *science* and *scientism*. Science is the continued research into the natural world in order to find the most plausible explanations for natural phenomena. Scientism is the belief—and it is a belief—that science is the *only* means of understanding our world, thus excluding other ways of interpreting the world, such as through literature or religion. Keeping in mind this distinction, the teachers at CRLA will leave matters of faith up to students and their parents. The role of a teacher in a public school is neither that of preacher nor of skeptic. Science teachers will teach science without comment on religion. Teachers, students, and parents must realize that a biology class has a particular purpose and is not the proper venue for a philosophical or theological discussion on the existence of God or claims relating to the activity of God or absence thereof in the natural world.

Human Sexuality

At CRLA, we believe parents own the fundamental responsibility for their children's education, which includes the areas of morality and sexuality. The school's role, at most, should be viewed as a supportive one. It is apparent that sexuality is more than biology and physiology. It also encompasses morality, spirituality, and emotions. Because it is a part of the whole human experience, it must be taught with circumspection and sensitivity.

We believe children are naturally modest concerning their bodies and are not ready to learn everything at once. They are naturally curious, however, and need to get answers to their questions in a way appropriate to their stage of development. In teaching this topic, we want to minimize the embarrassment associated with it. In the course of our usual science curriculum, 5th grade students will learn about human reproductive organs, reproduction, and the menstrual cycle. This one-day class will be taught in a gender separated environment. Parents will have the opportunity to preview the materials the class will be reading. Parents will have the choice of having their children opt out of this portion of the class, which will be taught during the regular science time.

In Middle School, themes that deal with sexuality might emerge. When these topics do emerge from the curriculum itself, teachers will engage the material in a serious way. Such discussions will always be led by a faculty member who has the full confidence of the Principal in these matters. In addition, as mandated by the state, sex education will be taught in 7th grade in the context of human health. Sex education via the health class will be taught in a gender-separated environment.

Character education is an integral part of our program. Sexuality involves serious moral decision-making. It is important to help children build the capacity to make and abide by sound moral choices. We would like our teaching of human reproduction to be a springboard to initiate and facilitate discussions between parents and children on this sensitive subject.

Employees will not discuss their personal lives on such matters with students.

Videos in the Classroom

From time to time, videos or other media may be used to support a classroom lesson. They are to be used in class as a way to meet a specific curricular objective and will not have profane language or sexually explicit material. Teachers must receive prior approval from the Principal to show a video more than 5 minutes in length. Students will not be shown a full movie in class without prior parent permission.

SECTION 4: ADDITIONAL POLICIES & PROCEDURES

Admissions and Enrollment

The School is open to any student in the State of California who meets the admissions requirements described herein. If the number of students who wish to attend the School exceeds the school's capacity, attendance (except for existing students of the charter school) shall be determined by a public random drawing, the process for which is described below.

Admission Eligibility and Requirements

In order to be eligible for enrollment in the School, students must meet the following eligibility requirements:

- All students must have been fully immunized and present the appropriate health examination record in accordance with the California Health and Safety Code. All kindergarten students must be age 5 on or before September 1 of the school year in which he/she seeks enrollment. If a student turns five years of age after September 1 during the school year, that student may be eligible for admission on a case by case basis at the discretion of the Board of Directors, in accordance with the Board's age-admission policy and in accordance with law. Proof of age may be provided with birth records, statements by the local registrar, or a county recorder certifying the date of birth, baptism certificate duly attested or a passport.
- For those children who do not meet the minimum age for admission into kindergarten, the School offers a transitional kindergarten ("TK") program for eligible children. The School's TK program is the first of a two-year kindergarten program and students shall not attend more than two years of a combination of TK and kindergarten. The School's TK program will admit children whose fifth birthday falls after April 2 but during that same school year; provided the governing board of the School determines that the admittance is in the best interests of the child and that the parent or guardian is given

information regarding the advantages and disadvantages and any other explanatory information about the effect of this early admittance. The curriculum offered in the TK program shall be age and developmentally appropriate.

- No student admitted early shall generate average daily attendance until the student has attained his or her fifth birthday, regardless of when the student was admitted during the school year.
- All students must be at least age 6 by September 1 of the school year in which he/she seeks enrollment in first grade, (with some exceptions in accordance with the Board's age-admission policy and in accordance with law), and not exceeding age 19, unless the student was continuously enrolled in public school prior to age 19, the student is being served under the term of an Individualized Education Program, and/or the school or program qualifies for an exemption from the general prohibition on serving students over age 19 and in accordance with the California Education Code.
- No student may concurrently attend a private school that charges the student's family for tuition.
- All students shall be documented as residents of the State of California. Documentation of verification of residency might include parent or guardian's drivers' license, a copy of a lease, utility bill or similar showing the address of the residence, etc.
- No student will be admitted if he/she has been previously expelled from another educational institution. However, a student that has been otherwise expelled may be admitted to the school at the discretion of the governing board on a case-by-case basis.

In order to ensure that all students will be placed appropriately and benefit fully from the education program, the following pre-admission procedures will be enforced. Failure to comply with any of these procedures will result in denial of admission. An admitted student will be removed from CRLA if failure to comply with these procedures is discovered after admission has been granted. All eligible students must meet the following requirements:

- Complete applications for admission must be submitted in a timely manner to CRLA no later than the deadline published for that school year.
- The application for admission shall include, but is not limited to, the following: ○ Authorization for CRLA to request and receive student records from all schools the student has previously attended or is currently attending;
- Proof of full immunization or exemption from the requirement;
- Proof of health examinations required by the Health and Safety Code;
- Proof of age with the application for admission through documents such as the following: birth records, statements by the local registrar or a county recorder certifying the date of birth, baptism certificate duly attested, a declaration from the parent/guardian or a passport.
- Proof of residency through documents such as the following: parent or guardian's drivers' license, ID card or DMV printout, a copy of a lease, utility bill or similar showing the address of the residence, etc., California tax returns giving California as the home address (within acceptable dates); car registration and/or car insurance; California health insurance or Medi-Cal ID
- If any information provided to by the parents/guardians could indicate immigration status, citizenship status or national origin information, the School shall not use the acquired information to discriminate against any students or families or bar children from enrolling in or attending CRLA. If parents or guardians choose not to provide

information that could indicate their children's immigration status, citizenship status, or national origin information, CRLA shall not use such actions as a basis to discriminate against any students or families or bar children from enrolling or attending school

- Parents/guardians/caregivers are strongly encouraged to attend a School Tour.
- Parents/guardians/caregivers and students shall sign and return an acknowledgement of receipt and review of the Student/Family Handbook with the application for admission.

CRLA shall follow any required procedures for the transfer of a program between SELPAs. Additionally, each application will be reviewed by staff to ensure it is complete before the student will be considered for admission. Each application will include a description of the school's dispute resolution process. Any student that has been denied admission for failure to meet the school's admission requirements and process may avail him/herself to this process for reconsideration.

CRLA's personnel shall not inquire specifically about a student's citizenship or immigration status or the citizenship or immigration status of a student's parents or guardians; nor shall personnel seek or require, to the exclusion of other permissible documentation or information, documentation or information that may indicate a student's immigration status, such as a green card, voter registration, a passport or citizenship papers. Where any law contemplates submission of national origin related information to satisfy the requirements of a special program, CRLA personnel shall solicit that documentation or information separately from the school enrollment process.

Pursuant to this policy and where permitted by law, the Principal of the school shall enumerate alternative means to establish residency, age or other eligibility criteria for enrollment or programs, and those alternative means shall include among them documentation or information that are available to persons regardless of immigration status, citizenship status or national origin, and that do not reveal information related to citizenship status or immigration status.

If CRLA solicits the last four digits of an adult household member's Social Security number to establish eligibility for a federal benefit program, the school shall explain the limited purpose for which the information is collected. It is the school's policy that a failure to provide this information will not bar the student from enrolling in or attending the school, and such policy will be explained at the time CRLA asks for this information.

Limited Availability

In the event that there are more students applying for admission than available space, preferences shall be extended in the following order of priority:

1. Children and grandchildren of employees of California Republic Leadership Academy Capistrano.
2. Children and grandchildren of Board Members.
3. Siblings of scholars enrolled in or admitted to California Republic Leadership Academy Capistrano

4. If the Academy operates a campus that is physically located in the attendance area of a district operated public elementary school in which at least 55% of the enrollment is eligible for free and reduced price lunch, then students currently enrolled in that school and students who reside in that elementary school attendance area will be given preference to attend such campus operated by the Academy in accordance with Education Code Section 47614.5(c)(2) (for purposes of the SB 740 Charter School Facility Grant Program).
5. Students who reside in the District.

A wait list is maintained for one year and *does not carry over from year to year*. During enrollment, staff return calls and answer questions from prospective families. If families from the waitlist are offered a position, they must accept that position within three business days or if they decline or fail to respond within three business days they will be removed from the waitlist and lose their spot.

Withdrawals

To facilitate withdrawal of students from School, we ask that parents advise the Front Office of an intended withdrawal three days prior to leaving. A parent is required to meet with the Office Manager to sign the withdrawal paperwork prior to the student's departure. This will provide adequate time for contacting teachers, closing the student's records, and preparing transfer documents. All textbooks must be returned.

Field Trips

Field trips should be directly tied to the curriculum and add to the instructional environment by conveying knowledge or an experience that supports the curriculum. Field trips must be approved by the Principal at least one month prior to their proposed date. The field trip planner will work with administration to ensure that all procedures are followed. A permission slip must be signed and returned to the teacher by the parent/guardian of each student at least one week prior to the field trip. Students may be asked to pay a fee to attend field trips. School uniforms are required on all field trips unless specifically noted otherwise and approved by the Principal. Students who have received 4 or more discipline reports may not attend field trips without an accompanying parent.

Parent volunteer chaperones must be registered and cleared through the Raptor Visitor Management system prior to the field trip date. Teachers will assign a group of students that must stay with their assigned chaperone at all times during the field trip.

School Communication Procedures

Parent Communications to Administration, Faculty, and Staff

California Republic Leadership Academy, Capistrano values the conversation that takes place

between parents and teachers about the education of children. Nonetheless, this conversation must follow certain guidelines in order to be fruitful and to allow teachers to devote themselves to their classes during the day. Parents may use any of the following ways to contact or communicate with the Administration, Faculty, and Staff:

- Scheduled face-to-face meeting
- Scheduled phone call
- Message (given to the front office)
- Voice Mail
- Email

CRLA employees will not use social media to communicate with parents or students.

During the school day and both immediately before and after school, teachers have their minds on teaching or imminent meetings and extracurricular activities. Parents should schedule a phone call or meeting with a teacher rather than try to communicate through an impromptu conversation. Parents who are in the building for another reason should not use their access to faculty to circumvent the normal means of contacting a teacher unless that teacher clearly invites such a conversation. This policy applies to parents who are themselves teachers or other employees at the school.

CRLA teachers and administrators will respond to parents as quickly as possible. In general, parents should expect to hear from a teacher or staff member within twenty-four hours of contacting the school, barring weekends and holidays. While a teacher's schedule may not permit an actual meeting within that time, the teacher will attempt to make contact in some way. During busy periods, the Principal may require an extra day to respond to correspondence.

General Communication with the School Community

The Principal must approve all letters and bulletins, including e-mail (excluding class assignments or bulletins by teachers to their classes) from teachers or parents or other parties to the entire school community. We ask parents to be responsible in sharing information about the school, and to consult the school website and school staff when asking questions or raising concerns. We also ask that parents be responsible when seeking out information about the school, especially online.

The official outlets for school information are limited to the following:

1. The school website, <https://calrepublicleadershipacademy.org>
2. ParentSquare
3. The official Facebook page
4. Correspondence from school administration, including emails and postal correspondence
5. Notices sent home with students and/or distributed by the Front Office
6. Class Dojo notifications sent by classroom teachers

The school disclaims any responsibility for information from third-party websites, social

media pages, or entities outside the school.

Social Media

CRLA recognizes the utility and necessity of maintaining a social media presence and therefore regularly updates its official Facebook periodically. This page is intended to provide regular communication with the school community and beyond as we share information, celebrate our successes, and tell our stories. We invite parents to “like” or “follow” our page to receive updates. Any important notifications from CRLA that are posted on our Facebook page will also be provided to parents by some other timely means of communication. In the interest of privacy, CRLA will limit the sharing of personal information about students, families, or staff on our Facebook page, and CRLA staff and faculty will not discuss a student’s personal record in any format on social media, including direct messages.

In the interest of clarity and prudence, CRLA will avoid lengthy or controversial replies to comments on our Facebook page. It will be the usual practice of CRLA to invite questions and grievances posted on our official Facebook page to be brought to the school through our direct channels. CRLA reserves the right to delete comments that are inappropriate, quarrelsome, or out of place.

While CRLA is aware that other social media pages connected to the school community exist or may exist, we disclaim any authority or responsibility for these pages or the content posted therein. Furthermore, we encourage parents and other members of the school community to use social media for the positive support of the school and avoid using it for provoking a culture of dissent. CRLA retains the right to enforce school policies and commitments insofar as these are implicated on social media and in the social media use of parents, students, teachers, and staff.

Communicating with Parents with Joint Custody

The school will recognize and communicate with parents with joint custody upon written request, signed by both parents or a court order. In the case of school forms, the school encourages one of the parents to complete the forms so that the school does not receive conflicting information.

Student Network Use

Students at California Republic Leadership Academy Capistrano shall not have access to the internet without staff supervision, and will not have the network or wireless passwords. We also recognize the need for supervision to protect our students. It is our goal to provide these services in as safe an environment as possible. Network access is a privilege, and all students are expected to practice proper and ethical use of these systems.

The use of these systems is monitored, without an expectation of privacy, and subject to administrative review at any time. It is intended that these resources will be used to pursue intellectual activities in support of research and education. CRLA does not assume responsibility for system failures that could result in the loss of data.

It is the policy of CRLA to:

- (a) prevent user access over its computer network to, or transmission of, inappropriate material via Internet, electronic mail, or other forms of direct electronic communications;
- (b) prevent unauthorized access and other unlawful online activity;
- (c) prevent unauthorized online disclosure, use, or dissemination of personal identification information of minors; and
- (d) comply with the Children’s Internet Protection Act.

To the extent practical, technology protection measures (or “Internet filters”) shall be used to block or filter Internet, or other forms of electronic communications, access to inappropriate information. Specifically, as required by the Children’s Internet Protection Act, blocking shall be applied to visual depictions of material deemed obscene or child pornography, or to any material deemed harmful to minors. Subject to staff supervision, technology protection measures may be disabled for adults or, in the case of minors, minimized only for bona fide research or other lawful purposes.

Digital Citizenship

Family Contract for Online Safety

As a student of California Republic Leadership Academy, Capistrano, I will practice **DIGITAL CITIZENSHIP** by making the following pledge:

1. I pledge when I am at school, I will be **RESPONSIBLE** by using my **PERSONAL DEVICE** for **EDUCATIONAL PURPOSES** only.
 - a. I will always keep my device safe and secure.
 - b. I will visit educational websites that promote learning.
2. I pledge to be **HONEST!** I will make sure that I am **SAFE & APPROPRIATE** when I am online.
 - a. I will make good choices when I am online.
 - b. I will not share my personal information with anyone.
3. I pledge to show **RESPECT and COURTESY** to myself and others when I am online.
 - a. I will use **KIND WORDS** and remember that my “digital footprint” should not harm others.
 - b. I will **THINK** and make sure what I say and do online is True, Helpful, Inspiring, Necessary and Kind.
4. I pledge to have **COURAGE** and say “No” to **CYBERBULLYING**.
 - a. I will tell an adult if someone is being hurtful or unkind.
 - b. I will tell an adult if I see any content that is not appropriate.

I (student) AGREE TO THE ABOVE:

As a parent at CRLA, I will help my child follow this agreement and will allow reasonable use of the internet as long as these rules and other family rules are followed.

Parent signature:

Security Checks

The school may exercise its right to inspect all backpacks, packages, parcels, and closed containers entering and leaving the premises.

Facility Use

The Principal will be the approving authority for all outside uses of the school fields, building, and facilities. All users will be required to carry insurance and appoint a representative acceptable to the Administration who is capable of executing the school's emergency and security procedures.

Academy Advisory Council

CRLA shall utilize an Academy Advisory Council, functioning as a School Site Council, to ensure that parents and teachers are regularly consulted about the educational program and operations of the school and have the ability to participate actively in governance. The Academy Advisory Council's actions shall be advisory to the Principal and Board of Directors.

The Academy Advisory Council shall be established at each school which participates in school-based program coordination. The council shall be composed of the Principal and representatives of teachers selected by teachers at the school; other school personnel selected by other school personnel at the school; and parents of students attending the school selected by such parents.

An employee of a school who is also a parent or guardian of a student who attends a school other than the school of the parent's or guardian's employment, is not disqualified by virtue of this employment from serving as a parent representative on the Academy Advisory Council established for the school that his or her child or ward attends. (Education Code 52852)

SECTION 5: GOVERNANCE AND MANAGEMENT

Board of Directors

California Republic Leadership Academy, Capistrano (the "School") is a non-profit corporation, recognized as a 501(c)3 organization by the Internal Revenue Service. The corporation is governed by its Board of Directors (the "Board"). The Board operates in accordance with its bylaws and uses the principles of policy governance. The Board has entered into a Charter Agreement with Orange County Board of Education.

Board Responsibilities and Obligations

The Board is the governing body of the school and is responsible for overseeing the effective, faithful execution of the mission. The Board oversees budgeting and spending, community outreach, charter fidelity, compliance with applicable laws and regulations, and development to support the program.

The Founding Board created California Republic Leadership Academy, Capistrano specifically to implement a traditional, classical, liberal-arts education guided by the following mission:

The Mission of the California Republic Leadership Academy is to develop the next generation of leaders in mind, character, and practice through a virtue-based education that leads a scholar to servant leadership through the pursuit of truth and the development of virtue and wisdom.

Board Meetings

In compliance with the Brown Act (California's open meeting laws), the Board will:

- Establish a set schedule of meetings
- Post meeting dates in a conspicuous location, including the School website (date, time, location)
- Post agendas not less than 3 days in advance
- Post and place 24-hour notices for emergency meetings and state the reason for the emergency meeting in the notice
- Provide specific agendas for meetings to advise the public of the matters expected to come before the Board
- Keep minutes of all Board Meetings, including members present, description of motions or proposals, and a record of votes

The Board welcomes public comments at each regular Board meeting. Public comments are limited to 3 minutes. Grievances or discussions involving specific personnel will not be entertained at a public meeting.

Communication to the Board

The role of the Board is to oversee the school, but not to manage its daily affairs, so the Board will generally defer to the Principal to address questions, complaints, and grievances brought to the attention of school leadership. Furthermore, while the Board possesses overall control of the school, the Board's collective authority is not held by individual Board Directors acting alone. The Board does, however, recognize that accountability and good governance sometimes require that communication be brought to the Board directly. In such cases, the Board directs that the communication be submitted in writing to the Board Chair. Such communication can be addressed accordingly and delivered to the School or sent via email to info@calrepublicleadershipacademy.org. Communication can also be provided verbally during the public comment period at a regular meeting of the Board (see above).

SECTION 6: PRIVACY

Educational Records and Student Information

Definitions

Education Record

An education record is any written or computerized document, file, entry, or record containing information directly relating to a student that is compiled and maintained by the School. Such information includes but is not limited to:

1. Date and place of birth; parent and/or guardian's address, and where the parties may be contacted for emergency purposes.
2. Grades, test scores, courses taken, academic specializations and school activities;
3. Special education records;
4. Disciplinary records;
5. Medical and health records;
6. Attendance records and records of past schools attended;
7. Personal information such as, but not limited to, student identification numbers, social security numbers, photographs, or any other type of information that aids in identification of a student. Please note that, as of January 1, 2017, the School shall not collect or solicit social security numbers or the last four digits of social security numbers from students or their parents/guardians, unless otherwise required to do so by state or federal law.

The School shall not use any school resources or data to be used to create a registry based on race, gender, sexual orientation, religion, ethnicity or national origin. An education record does not include any of the following:

1. Records that are kept in the sole possession of the maker, are used only as a personal memory aid, and are not accessible or revealed to any other person except a temporary substitute for the maker of the record;
2. Records maintained by a law enforcement unit of the School that were created by that law enforcement unit for the purpose of law enforcement;
3. Records relating to a School employee that are made and maintained in the normal course of business, relate exclusively to the individual in that individual's capacity as an employee; and are not available for use for any other purpose;
4. Records on a student who is 18 years of age or older, or is attending an institution of postsecondary education, that are: a) made or maintained by a physician, psychiatrist, psychologist, or other recognized professional or paraprofessional acting in his or her professional capacity or assisting in a paraprofessional capacity; b) made, maintained, or used only in connection with treatment of the student; and c) disclosed only to individuals providing the treatment. For the purpose of this definition, "treatment" does not include

- remedial educational activities or activities that are part of the program of instruction at the School;
5. Records that only contain information about an individual after he or she is no longer a student at the School.
 6. Grades on peer-graded papers before they are collected and recorded by a teacher.

Directory Information

Part of the education record, known as directory information, includes personal information about a student that the School may make public. Directory information includes a student's name, address, telephone listing, electronic mail address, photograph, date and place of birth, major field of study, grade level, enrollment status, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees, honors and awards received and the most recent previous educational agency or institution attended by the student.

Parent

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

Eligible Student

Eligible student means a student who has reached 18 years of age or is attending an institution of postsecondary education.

Disclosure of Directory Information

At the beginning of each year, the School shall provide parents and eligible students with a notice containing the following information: 1) The categories or type of personally identifiable information it designates as directory information (this should be limited to the information specifically identified in Education Code section 49061(c)); 2) A statement that directory information does not include citizenship status, immigration status, place of birth or any other information indicating national origin (except where the School receives consent as required under state law); 3) The recipients of the directory information; 4) The parent's or eligible student's right to refuse to let the School designate any or all of those types of information about the student as directory information; and 4) The period of time within which a parent or student has to notify the School in writing that he/she does not want any or all of those types of information about the student designated as directory information. The notice shall be in the form of the registration packet for new students, special letter, student handbook, or newsletter/paper article]. Within 30 days of sending notice, any parent(s) who does not want his/her child's directory information made public without prior written consent must inform the School in writing. This parental notice must identify what student directory information (any or all) is subject to the prior written consent requirement. The right to require prior written consent does not apply to disclosure or requiring a student to disclose his/her name, identifier or institutional email address in a class in which the student is enrolled or to require the student to wear, display publicly or disclose a student ID card or badge that exhibits directory information.

Annual Notification to Parents and Eligible Students

At the beginning of each school year, in addition to the notice required for directory information, the School shall provide parents and eligible students with a notice of their rights

under FERPA. The notice shall inform the parents and eligible students that they have the right to:

- Inspect and review the student's education records;
- Seek amendment of the student's education records that the parent or eligible student believes to be inaccurate, misleading or otherwise in violation of the student's privacy rights;
- Consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA and the Code of Federal Regulations authorize disclosure without consent; and File with the Department of Education a complaint concerning alleged failures by the School to comply with the requirements of FERPA and its promulgated regulations.
- Request that the School not release student names, addresses and telephone listings to military recruiters or institutions of higher education without prior written parental consent.

The notice must also include the following:

- The procedure for requesting amendment of records;
- A statement that the School forwards education records to other agencies or institutions that have requested the records and in which the student seeks or intends to enroll. The criteria for determining who constitutes a school official and what constitutes a legitimate educational interest.
- Assurances that the School will not release information to third parties for immigration enforcement purposes, except as required by law or court order;
- A description of the types of student records maintained by the School; A list of the circumstances or conditions under which the School might release student information to outside people or entities;
- A statement that, unless the School is providing information for a legitimate educational purpose under FERPA and the California Education Code or directory information, the School shall notify parents or guardians and eligible students – and receive their written consent – before it releases a student's personally identifiable information.

Parental and Eligible Student Rights Relating to Education Records

Parents and eligible students have the right to review the student's education records. In order to do so, parents and eligible students shall submit a request to review education records in writing to the Principal. Within 30 days, the School shall comply with the request. If circumstances effectively prevent the parent or eligible student from exercising the right to inspect and review the education records, the School will provide the parent or eligible student with a copy of the requested records or make other arrangements for inspection and review of the requested records.

Copies of Education Records

The School will provide copies of requested documents within 10 days of a request for copies. The School will charge reasonable fees for copies it provides to parents or eligible students, unless it effectively prevents a parent or eligible student from exercising the right to inspect and review the education records. The charge will not include a fee to search for or to retrieve the education records.

Request for Amendment to Education Records

If upon review, a parent or eligible student discovers any information or notation that is factually inaccurate, misleading or in violation of the student's right of privacy, he or she may request, in writing, that the School amend the record. The request must be submitted within thirty (30) days of the discovery of the inaccurate or misleading information or a violation of the student's right of privacy. [The School will respond within ten (10) days of the receipt of the request to amend. The School's response will be in writing and if the request for amendment is denied, the School will set forth the reason for the denial and inform the parent or eligible student of his or her right to a hearing challenging the content of the education record.

Hearing to Challenge Education Record

If the School denies a parent or eligible student's request to amend an education record, the parent or eligible student may request in writing that he/she be given the opportunity for a hearing to challenge the content of the student's education records on the grounds that the information contained in the education records is inaccurate, misleading or in violation of the privacy rights of the student.

The hearing to challenge the education record shall be held within 30 days of the date of the request for a hearing, notice of the date, time and place of the hearing will be sent by the School to the parent or eligible student no later than 20 days before the hearing.

The hearing will be conducted by the Principal. The parent or eligible student will be given a full and fair opportunity to present evidence relevant to the issues relating to the challenge to the education record. The parent or eligible student may also, at his/her own expense, be assisted or represented by one or more individuals of his/her choice, including an attorney. The Principal's decision will be based solely on the evidence presented at the hearing. Within 30 days of the conclusion of the hearing, the School's decision regarding the challenge will be made in writing and will include a summary of the evidence and the reasons for the decision. If, as a result of the hearing, the School decides that the information is inaccurate, misleading or otherwise in violation of the privacy rights of the student, it will amend the record accordingly and inform the parent or eligible student of the amendment in writing.

If, as a result of the hearing, the School decides that the information in the education record is not inaccurate, misleading or otherwise in violation of the privacy rights of the student, it shall inform the parent or eligible student of the right to place a statement in the record commenting on the contested information in the record or stating why he/she disagrees with the decision of the School, or both. If the School places a statement by the parent or eligible student in the education records of a student, it will maintain the statement with the contested part of the record for as long as the record is maintained and disclose the statement whenever it discloses the portion of the record to which the statement relates.

Disclosure of Education Records and Directory Information

The School must have a signed and dated written permission from the parent or eligible student before releasing any information from a student's education record with the exceptions listed below and for directory information. With the exceptions listed below, the School will not release educational records to any person or entity outside the School without the written consent of a parent or eligible student. The written permission must specify the records that may be

disclosed, the purpose of the disclosure and the party or class of parties to whom the disclosure may be made. When disclosure is made pursuant to written permission, the parent or eligible student may request a copy of the disclosed records. Signed and dated written consent may include a record and signature in electronic form if it identifies and authenticates a particular person as the source of the electronic consent and indicates such person's approval of the information contained in the electronic consent. The School shall permanently keep the consent notice with the record file. A parent, guardian or eligible student is not required to sign the consent form. If the parent, guardian or eligible student refuses to provide written consent for the release of student information that is not otherwise subject to release, the School shall not release the information.

The School shall avoid the disclosure of information that might indicate a student's or family's citizenship or immigration status if the disclosure is not authorized by FERPA. No student information shall be disclosed to immigration authorities for immigration-enforcement purposes without a court order or judicial subpoena. Immigration-enforcement agencies do not have a legitimate educational interest in a student's or family's citizenship or immigration status. A student's or family's citizenship or immigration status is not considered to be directory information.

Except for investigations of child abuse, child neglect, or child dependency, or when the subpoena served on the School prohibits disclosure, the School shall provide parental or guardian notification of any court orders, warrants, or subpoenas before responding to such requests. The School will only disclose personally identifiable information on the condition that the receiving party not disclose the information to any party without the prior consent of the parent or eligible student and that the receiving party use it for the purposes for which the disclosure was made. This restriction does not apply to disclosures that fall within the disclosure exceptions listed below and the School maintains the appropriate records, as described below. Except for disclosures pursuant to a judicial order or lawfully issued subpoena, of directory information or to parents or eligible students, the School will inform a receiving party of the requirement that the party not disclose the information to any other party without the prior written consent of the parent or eligible student and that the receiving party use it for the purpose for which the disclosure was made.

If the School receives an information request related to a student's or family's immigration or citizenship status, the School personnel shall take the following action steps:

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

The School will train its personnel regarding gathering and handling sensitive student information as identified in this policy. The School will disclose education records, without consent, to the following parties:

- a. School employees who have a legitimate educational interest as defined by 34 C.F.R. Part 99;
- b. Contractors, consultants, volunteers or other parties to whom the school has outsourced institutional services or functions may be considered a school official provided that the outside party performs an institutional service or function for which the school would otherwise use employees, is under the direct control of the school with respect to the use and maintenance of records, and is subject to the requirements of 34 C.F.R. § 99.33(a) governing the use and redisclosure of personally identifiable information.
- c. Other schools to which a student seeks or intends to enroll;
- d. Certain government officials listed in 20 U.S.C. § 1232g(b)(1) in order to carry out lawful functions;
- e. Appropriate parties in connection a student’s application for, or receipt of, financial aid to a student if it is necessary to determine eligibility, amount of aid, conditions for aid or enforcing the terms and conditions of the aid;
- f. Organizations conducting certain studies for the School in accordance with 20 U.S.C. § 1232g(b)(1)(F);
- g. Accrediting organizations in order to carry out their accrediting functions;
- h. Parents of a dependent student as defined in section 152 of the Internal Revenue Code of 1986;
- i. Individuals who have obtained lawful court orders or subpoenas, with prior notice to parents or eligible students with some exceptions;
- j. Persons who need to know in cases of health and safety emergencies;
- k. State and local authorities, within a juvenile justice system, pursuant to specific State law.
- l. A victim of an alleged perpetrator of a crime of violence or a non forcible sex offense. The disclosure may only include final results of the disciplinary proceedings conducted by the School with respect to that alleged crime or offense. The School may disclose the final results of the disciplinary proceeding, regardless of whether the School concluded a violation was committed.
- m. [If the School participates in the federal Lunch Program] The Secretary of Agriculture, or authorized representative from the Food and Nutrition Service or contractors acting on behalf of the Food and Nutrition Service, for the purpose of conducting program monitoring, evaluations and performance measurements of the School, provided the data is reported in the appropriate form provided by law.
- n. An agency caseworker or other representative of a State or local child welfare agency or tribal organization who has the right to access a student’s case plan, when such agency or organization is legally responsible, in accordance with State law, for the care and protection of the student, provided those records will not be disclosed by such agency or organization, except as required by law.
- o. Other disclosures as provided by applicable law.

Requirements in Specific Disclosure Situations

If the School education records pursuant to Section V.b. above without consent to officials of another school, school system or institution of postsecondary education where the student seeks

or intends to enroll, the School will make a reasonable attempt to notify the parent or eligible student at his/her last known address, unless the disclosure is initiated by the parent or eligible student. Additionally, the School will give the parent or eligible student, upon request, a copy of the record that was disclosed and give the parent or eligible student, upon request, an opportunity for hearing pursuant to Section IV.C. above.

Record Keeping Requirements

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

For disclosures of personally identifiable information to institutions that make disclosures of the information on behalf of the School in accordance with 34 C.F.R. 99.33(b), the record must include the names of the additional parties to which the receiving party may disclose the information on behalf of the School and the legitimate interests that each of the additional parties has in requesting or obtaining the information. These record keeping requirements do not apply to requests from or disclosure to parents and eligible students, School officials with a legitimate purpose of inspecting the records, a party with written consent from the parent or eligible student, a party seeking directory information, or a party seeking or receiving the records as directed by a court order or subpoena. The records relating to disclosures of personally identifiable student information may be inspected by parents and eligible students, School officials (or their assistants) responsible for the custody of the records, and parties authorized by regulations for the purpose of auditing the recordkeeping procedures of the School.

Complaints

Parents and eligible students have 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 is:

**Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, S.W.
Washington, D.C. 20202**

APPENDIX:

Change Log

This is version 2.0 of the CRLA Student/Family Handbook. The handbook and the policies herein were adopted for use by the CRLA Board of Directors for use during the 2022-23 school year on June 9, 2022. Future changes to the handbook and policies contained herein will be noted in this appendix. 68

Parent Acknowledgement

I, [redacted] (printed name of parent), do hereby recognize receipt and review of the California Republic Leadership Academy, Capistrano Family Handbook, 2023-24. As a parent of a child enrolled in CRLA, I agree to abide by these terms and support the mission and operations of the school.

Signature: [redacted] Date: [redacted]

Honor Code

A California Republic Leadership Academy, Capistrano student is honest in word and deed, dutiful in study and service, and respectful and kind to others. The student aspires to excellence in prudence, justice, moderation, fortitude, and wisdom.

Parent Pledge—

I have carefully discussed the CRLA Honor Code with my child and he/she understands what it means. I pledge to encourage my child to be honest in word and deed, dutiful in study and service, and respectful and kind to others. I will help my child aspire to excellence in prudence, justice, moderation, fortitude, and wisdom.

Name(s): [redacted]

Signature(s): [redacted]

Date: [redacted]

*Student Pledge—*To be signed by all students in grades 5-8

I understand the CRLA Honor Code and have discussed it with my parent(s). I pledge to be honest in word and deed, dutiful in study and service, and respectful and kind to others. I will aspire to excellence in prudence, justice, moderation, fortitude, and wisdom.

Name: [redacted]

Signature: [redacted]

Date: [redacted]