



Parent and Student Handbook

2019-2020

Lighting the love of learning for every student, every day and always.

Dear Families and Students,

On behalf of the Cielo Vista Charter Governing Board and staff, we would like to welcome our families to the 2019-2020 school year.

Our staff is extremely well trained and their primary concern is the safety of each child. Please contact your child's teacher, and/or school administration with any concerns or special needs.

- The gates are all locked during school hours.
- Every classroom door stays locked during school hours.
- All classrooms have telephones to contact the office in an emergency.
- All visitors must register at the office and receive a visitor's badge for school events.
- All volunteers must be cleared through our online application process prior to volunteering.
- Staff conducts regular and sporadic checks on and around campus for strangers or suspicious activity.
- Emergency cards are updated yearly and parents are requested to update changes regularly.
- Inform your child's teacher of specific needs as they arise. Precautions are taken for those who have specific needs.
- We hold monthly practice emergency procedures (fire, earthquake and lockdown drills).
- We maintain an emergency container with supplies in case of a fire or an earthquake.

We are proud of the joint effort of our staff, parents, and students to maintain a safe and secure learning environment. We encourage anyone to please bring any concerns to our attention.

Mr. Clinton
Principal of Cielo Vista Charter

Handbook Amendments

Statements in this handbook are subject to amendments from time to time. The CVC administration will keep you informed of all changes as soon as possible through our school website and other forms of communication.

Our Vision

Lighting the love of learning for every student, every day and always.

Our Mission

All members of the Cielo Vista Charter (CVC) family including teachers, parents, staff, students, administrators, board and community members, work collaboratively to create an equitable, inclusive, and empathetic environment to help all students reach their fullest potential. We establish high expectations academically, while nurturing the development of each child physically, emotionally, and socially. We promote each student's sense of belonging and commitment to the community, nation and the world around them through a restorative culture. We strive to create a love of life-long learning, a growth mindset, grit, and a high level of self-efficacy. We embrace individual differences while encouraging independent thinking in a creative and challenging environment. We promote 21st-century innovative skills through collaboration, communication, self-reflection, problem-solving, and critical thinking. Students feel loved and empowered through voice and choice.

OUR BELIEF STATEMENTS

To implement our mission, we facilitate the development of the child as a whole. Through this philosophy, we are teaching crucial critical thinking skills and providing opportunities to integrate and apply strategies that cross over the seven (7) focus categories below, taken directly from our mission statement.

1. All members of the Cielo Vista Charter (CVC) family including teachers, parents, staff, students, administrators, board and community members, work collaboratively to create an equitable, inclusive, and empathetic environment to help all students reach their fullest potential.
2. We establish high expectations academically, while nurturing the development of each child physically, emotionally, and socially.
3. We promote each student's sense of belonging and commitment to the community, nation and the world around them through a restorative justice culture.
4. We strive to create a life-long love of learning, a growth mindset, grit, and a high level of self-efficacy.
5. We embrace individual differences while encouraging independent thinking in a creative and challenging environment.
6. We promote 21st-century innovative skills through collaboration, communication, self-reflection, problem-solving, and critical thinking.
7. Students feel loved and empowered through voice and choice.

School Hours

We are on a 2-1-2 instructional schedule. Hours for all grades are as follows:

- Monday 8:00 am – 3:00 pm
- Tuesday 8:00 am – 3:00 pm
- **Wednesday 8:00am – 1:00 pm (Minimum Day Schedule)**
- Thursday 8:00 am – 3:00 pm
- Friday 8:00 am – 3:00 pm
- Elementary Parent Conference Week: 8:00am – 1:00pm
- Middle School Parent Conference Week: 8:00am – 1:00pm

At 7:55 am each morning, a warning bell will ring that notifies all parents and students that it is time for students to line up with their classes. All students are expected to be in line ready for their teacher by no later than 8:00am.

After School Hours

No students or unauthorized visitors may remain on the school campus after regular school hours without supervision. Students are not permitted in the school building after dismissal unless they are required or if the student is staying after for tutoring/after school club with a specific teacher. School personnel have the authority to warn persons trespassing to leave the school facilities or property.

Parents as Partners

By researching schools, and CHOOSING CVC, you have already acknowledged that you believe your involvement in your child's education is important. At Cielo Vista Charter, we agree completely. Some important factors in a child's school success are parents who:

- Support their child
- Hold them accountable
- Set the high standards
- Put in the time and effort to make your child's success a reality

By CHOOSING CVC, you have made a commitment to live up to the standard of excellence that you expect in your child and in our school. You expect excellence in us; we expect excellence from you.

Every CVC family is encouraged to ***volunteer a minimum of ten (10) hours per year***, between August and June. While we cannot mandate volunteer hours, we believe volunteering builds a bond between the school and community that will help your child succeed.

Parent Involvement Policy

Cielo Vista Charter recognizes the role of parents as the primary educators of their children. One goal of CVC is empowering parents as educational partners. Parent participation at the school influences the development of the total school and its components. Parents have the opportunity to participate in a variety of meaningful ways at the school site and their presence on campus and assisting teachers in the classroom is important. Each family is given the Parent and Student Handbook and the Shared Support Agreement outlining the parent and student-related policies and procedures.

All parents are provided the opportunity to contribute the recommended minimum ten (10) hours of service annually per family. The Shared Support Agreement includes but is not limited to:

- Parents will strive to sustain their children’s attendance rates of no less than 95% by making sure their children are in class daily and arrive on time.
- Ensuring homework is completed accurately and neatly, and turned in as required by the teacher.
- Volunteering in their children’s classroom(s), library, office, etc., or for activities sponsored by the school, and the Parent Teacher Group (PTG) for a suggested minimum of ten (10) hours.
- Suggested attendance for all meetings regarding decisions relating to the education of their children, such as Parent/Teacher conferences, Individualized Education Plan (“IEP”) Meetings, Student Success Team (“SST”) Meetings.
- Suggested attendance at the following events: Back to School Night, one PTG function as well as PTG meetings as often as possible.
- Suggested attendance of all awards assemblies honoring their child.
- Abiding by the school-wide behavior and any applicable dress/uniform policy which emphasizes positive campus behaviors and eliminates those behaviors and environment that are unsafe and/or disruptive to academic achievements.
- Complying with all additional policies and procedures found in our school handbook.

(The spirit of the Parent Involvement Policy is to get parents involved in their child’s education – please focus on the quality of your involvement for the benefit of all students. We encourage Parent Involvement hours that truly benefit the students and/or support the school. Here are some examples of parent involvement hours.

Opportunities in the Classroom and with Staff

- | | |
|--|---|
| <input type="checkbox"/> Be a room parent | <input type="checkbox"/> Assist in classroom |
| <input type="checkbox"/> Prepare materials for projects | <input type="checkbox"/> Tutoring assistance |
| <input type="checkbox"/> Help with the Music program | <input type="checkbox"/> Volunteer in the Library |
| <input type="checkbox"/> Help P.E. teacher | <input type="checkbox"/> Track Meet |
| <input type="checkbox"/> Drop-off & Pick-up supervision | <input type="checkbox"/> Playground & Lunchtime assistance |
| <input type="checkbox"/> Kindergarten playground | <input type="checkbox"/> Attend English Learner (ELAC) meetings |
| <input type="checkbox"/> Help our custodian | <input type="checkbox"/> Attend School Site Council meetings |
| <input type="checkbox"/> Attend CVC Governing Board meetings | <input type="checkbox"/> Volunteer for committee – garden, safety, wellness |
| <input type="checkbox"/> Assist in the office | |

Opportunities within the Parent Teacher Group (PTG)

- | | |
|---|--|
| <input type="checkbox"/> Attend PTG meetings | <input type="checkbox"/> Family Nights |
| <input type="checkbox"/> Fall Festival/Homecoming committee | <input type="checkbox"/> Community Service Committee |
| <input type="checkbox"/> Walk to School Wednesdays | <input type="checkbox"/> Annual Benefit |
| <input type="checkbox"/> Walk-a-thon Committee | <input type="checkbox"/> Staff /Teacher Appreciation |
| <input type="checkbox"/> School Picture days (2x a year) | <input type="checkbox"/> School Media/Publicity |

If you have suggestions for other ways you can contribute to CVC, please contact your child’s teacher, staff or a PTG Board Member at PTG: 760-416-8250 or via email at cielovistacharterptg@gmail.com

Other Opportunities for Involvement

Opportunities for parent involvement include School Site Council (“SSC”), Parent Teacher Group (“PTG”), English Learner Advisory Committee (“ELAC”) and other school-wide activities.

School Site Council (“SSC”) – The School Site Council implements governance policy and plans, while providing a vehicle for addressing concerns, suggestions and some educational needs of both parents and staff. The SSC is also a forum for the clarification of and changes to policy and innovations to be brought to the Cielo Vista Charter Governing Board (“CVC Governing Board”). The CVC Governing Board oversees the overall direction of the day-to-day operations of CVC.

Parent Teacher Group (PTG) – In charge of fundraising, promoting sustainability, organizing book fairs, organizing parent volunteers, coordinating parent/family nights, and coordinating publicity. A representative from this committee attends the CVC Governing Board meetings to present information monthly.

English Learner Advisory Committee (ELAC) – Representatives from the school that monitor and share information for the English Language Learner population. A representative from this committee attends the CVC Governing Board meetings to present information as needed.

Volunteer Procedures

As partners with the school, ALL parents are encouraged to complete the application process for volunteering at the beginning of each school year. Each year, ALL non-supervisory school volunteers are required to:

- Complete the **Volunteer Interest Notice**
- Complete the **online Volunteer Application** (<http://volunteers.pusd.us> or www.cielovistacharter.com)
- Submit a copy of their **current U.S. Identification** on the application.
- Complete the **online Mandated Reporter Training** that is prompted to do following completion of the application.

Those volunteers interested in attending field trips, working with small groups of students or any other

Supervisory roles are required:

- Submit a **live scan criminal background check** using the assigned Live Scan form provided by the CVC office. The cost of fingerprints will be paid by the school, when using our approved vendor. (This is only required during the initial application and does not need to be repeated yearly.)

Uniform Policy

At Cielo Vista Charter School uniforms are REQUIRED. Please see the office for assistance if you are struggling with providing the required school uniform. The approved uniform choices are below:

Shirts

Buttoned Polo Shirt in teal, white or grey with embroidered CVC logo.

This is the only acceptable shirt to wear as a uniform polo shirt. In cold weather students may wear *black or white long sleeve shirts* under their polo shirts. Impression Design sells three color options of polo shirts at their store, or online at www.cvcuniforms.com. On Fridays, students are encouraged to wear CVC spirit clothing that represents clubs, awards and other CVC activities.

Bottoms

Elementary: (grades TK-5)

Tan or khaki “uniform style” shorts, pants, capris, skorts, skirts or jumpers.

No baggy pants. No decorative accents. All skorts, skirts, shorts and jumpers must reach the tips of the wearer’s longest fingertips, or below.

Middle school: (grades 6-8)

Black, tan or khaki “uniform style” shorts, pants, capris, skorts, skirts or jumpers.

No baggy pants. No decorative accents. All skorts, skirts, shorts and jumpers must reach the tips of the wearer’s longest fingertips, or below.

Legwear

Leggings or tights need to be SOLID white or black. Leggings are not stand-only and must be worn under CVC uniform attire.

Footwear

Students are to wear closed-toe, closed-heel shoes. Open toes, open heels, cleats, Heelys and athletic slides/flip-flops are prohibited for safety reasons. On P.E. days, students are to wear tennis/athletic shoes suitable for running.

Coats and Jackets

All outerwear may be any color with an appropriate CVC, college, athletic, or brand logo. Jackets, cardigan, crew neck or V-neck sweaters (long, short or sleeveless) may be worn, as well as hooded fleece shirts and sweatshirts (appropriate CVC, college, athletic or, brand logo are acceptable).

Hats

Hats may be worn outside of school buildings. Hats may be any color with an appropriate CVC, college, athletic or, brand log is acceptable. We encourage students to wear SPF hats when possible while they are outside playing.

Free Dress Days

Students will have opportunities to participate in free dress days throughout the school year. The school will send out communication for days designated as free dress day.

Impression Design is the official uniform store for CVC. Families can buy direct from them throughout the year. Their store location is 75-153 Merle Drive, Suite B in Palm Desert. You can also order online at www.cvcuniforms.com to have it shipped to you or for pick up at their store. Their contact information is

Phone: 760-469-4055

Fax: 760-610-1241

Email: info@impressiondesign.com

PLEASE NOTE Our CVC Governing Board makes ALL decisions regarding CVC uniforms. If you have any questions or concerns regarding our school uniform policy, please feel free to bring them to the attention of the CVC Governing Board.

Dress and Grooming Code

CVC strives for a neat, modest, clean and well-groomed, non-distracting, conservative appearance; avoiding extremes of fashion. With that in mind, the following guidelines apply to all students, grades TK through 8th.

Male Students

- Solid color (pleated or not), cotton twill, pants or knee-length shorts worn at the waist. (No athletic/gym shorts.)
- One tasteful, non-distracting necklace or bracelet. Earring(s), hanging chains, and damaging rings are prohibited.

Female Students

- Skirts, jumpers or dresses must reach the tips of the wearer's longest fingertips or below, no slits above that length. Proper attention must be given to appropriate tightness.
- Dresses must have appropriate and modest necklines at the collarbone.
- Cotton twill, pants, knee-length shorts or capris may be worn. (No athletic/gym shorts.)
- Safe, non-distracting jewelry or earrings in ears are permitted. Excessive jewelry is prohibited.

All Students

- Socks, leggings, and tights need to be SOLID white or black (small logos are acceptable).
- All hats, hoods, and other headwear must be down, off of head while in class.
- Students wearing jackets/sweaters/sweatshirts in the heat will be asked to remove them for safety purposes.
- Natural color, clean, neatly combed or brushed hair. Colored hair that is not a naturally occurring shade is prohibited. Extreme or bizarre cuts are prohibited.
- All tattoos (temporary, henna, etc.) are to be covered while at school.

Attendance

School attendance is compulsory in California. Children are excused from attending school only for illness, medical or dental appointments, a court appearance (for the child), or death of an immediate family member. Teachers and staff at Cielo Vista Charter believe strongly that regular school attendance is required for academic success. Parents and students agree to attend regularly and on time, striving for at least a 95% yearly attendance rate. Parents/students not complying with compulsory attendance will be referred to the SART/SARB process. Supervision begins when gates open at 7:30 am. Parents are encouraged to bring students early in order to participate in morning recess activities and breakfast prior to beginning the school day. Students not present in their class at the 8:00 am bell will be marked tardy.

Absences

All absences should be reported by a telephone call to the school the same day as the absence. If you do not call the school, a written excuse is required when the student returns to school. Excuses such as ***car broke down, visiting with friends, or personal reasons*** are unexcused by the State and are considered instances of truancy. A doctor's note may be requested by the school for absences of four (4) or more days. The excuse note should give:

- Date of absence
- Date that the note was written
- Reason for the absence
- Name of the child(ren)
- Parent signature

It is your responsibility to call the office at 760-416-8250 and clear your student's absences each day. We monitor attendance very closely and regularly.

Tardiness

A student who is late should go to the office for a late note (you are late when the bell rings)

- A warning bell will ring at 7:55 am for students to begin lining up.
- Students are expected to be with their teacher ready to begin learning by the 8:00 am bell, or they will be marked tardy.

- All gates will be closed at 8:00 am when the bell rings, anyone arriving after that time will be considered tardy and needs to check-in with the front office.

Excessive tardies can result in a referral to the Child Welfare and Attendance Office for failure in getting your child to school on time. Parents will receive a letter from the School Attendance and Review Team (SART) first. This comes from the school site. If it continues then parents will receive a letter referring them to the School Attendance and Review Board (SARB). This comes from the District offices. Tardies and present left early count against perfect attendance.

No students should arrive earlier than 7:30 am. There is no supervision before 7:30 am or after 3:00 pm.

Independent Study

If know that your child is going to be out two or more days, you **MUST** tell the school and teacher and fill out the Independent Study contract no less than forty-eight hours (48) in advance of the absence. The contract must be accurate and signed by all required parties including the student prior to the absence.

Due to high academic demands and the importance of classroom instruction, it is not advised that students participate in extended vacations that may cause them to miss school for long periods. The student is eligible to earn academic and attendance credit for the days he/she is gone if the work is completed and returned by the due date. However, families need to understand that the Independent Study Program is not homework. When a child is enrolled in Independent Study, he or she is making a commitment to complete a full day's schoolwork for each day that he or she is enrolled in the program. Parents must be committed to supervising the completion of the assignments. Families should consider this before enrolling a student in the program. All independent studies require administrator approval prior to signing the contract. This option is to only be used once each school year, unless there are extenuating emergency circumstances.

Student Check-Out

We have been entrusted with the safety and overall care of your child. If it is necessary for your child to be released during the school day, you must first come to the office. The parent must then sign the student out and wait for their child to come into the office for verification. If someone other than the parent is picking up the student, please call and notify the office identifying the person along with permission for us to release your child. These procedures are for your child's protection!

Students will not be called out of class after 2:45pm M-T-TH-F and at 12:45pm on Wednesday. To maximize instructional time, students will not be called out until the parent is present. Please arrive with ample time, as some students take up to 15 minutes to arrive to the office.

Note: A photo ID will be required by anyone checking a child out for those that the office staff does not recognize.

Drop off of Students (Arrival)

Each day between 7:30-7:55 am, the gates in the back of the school and on the north side (the roundabout) will be open only to students entering school. Adults and parents wishing to come on campus will need to enter through the gate near the office or the gate near the parking lot. All adults arriving on campus will need to sign in and sign out at one of those gates to ensure that only adults with students/business on campus are entering. Once on campus, we are asking parents and students to stay in the common areas on the playground/field where we have supervision, rather than waiting in the hallways.

If you need to speak with a staff member, please schedule an appointment prior to coming on campus so that staff member can meet with you when they are available rather than waiting for them outside their classroom.

Release/Picking up Students (Dismissal)

- **All students must be picked up no later than 15 minutes after school lets out (3:00 p.m.). It is very important that parents take full responsibility for their child's timely pick up from school.**
- Students in **rooms 5, 6, 7, 8, 24, 25, & 29** are released to the gate in **FRONT** of the school.
- Students in **rooms 11, 12, 13, 14, 22, 26, 27, & 31** are released to the **NORTH GATE** on Camino Parocela.
- Students in **rooms 17, 18, 19, 20, 21, 33, 34, 35 & 36** are released to the **EAST GATE** on Calle Santa Cruz.
- Students in **rooms 1, 2, 3, 4, 32** are released to the gate in the **PARKING LOT** off of Sunny Dunes.
- Kindergarten students in **rooms 9, 10** will be released to the **SMALL FRONT GATE** (closest to the green space at the end of the front driveway) 15 minutes prior to end of school day.
- Kindergarten students in **rooms K-1 and K-2** are released to the gate next to the **PARKING LOT** off of Sunny Dunes 15 minutes prior to end of the school day.
- Students in grades 6-8 who do not need to meet a younger sibling, may coordinate with their ride to allow them to socialize for 10 minutes after school in the designated supervised area (next to buddy benches near basketball courts). They are still required to be picked up by 3:15 at their assigned pick up area.
- For students with siblings: **The oldest sibling should pick up the youngest** and go the youngest sibling's gate.
- Cielo Vista Charter is a closed campus. All gates and doors are locked when the bell rings and school begins at 8:00 a.m.
- Parents taking children out of school early must come to the office and sign out their child.
- Children cannot be released to anyone who is not listed on their emergency card.
- Children are not free to leave the campus without written parent permission and checking out through the office.
- Please be an example of character when picking up your children.
- Please do not double park, block driveways or crosswalks while waiting for your child. (Police give parking tickets to those not following State laws.) Continue to circulate/move until you see your child. We need your cooperation and patience in order to insure the safety of **all** students during heavy traffic times.

Communication

Cielo Vista Charter believes that in order to succeed it takes a team. Communication is crucial to our continued success.

Phone Calls:

- The CVC office phone number is 760-416-8250.
- The fax number is 760-416-8253.
- The office is open between the hours of 7:30am and 4:00pm Monday through Friday. The phones are for business only. Students may not use the office phone unless it is an emergency.

Cell phones:

Inappropriate use of cell phones during school hours continues to have a negative effect on instruction and student engagement. Please review the cell phone usage policy below with your child:

- Students are **NOT** allowed to have cell phones powered on during school hours. After school,

they may power on and use their cellphones in a designated area. This designated area is near the **buddy benches** on the basketball courts.

- All students must have cell phones kept OFF (not on vibrate or silent).
- It may not be used during school hours, including lunchtime.
- They **MUST** give cell phones to their teacher at the beginning of class and pick them up at the end of class.

Please assist us in providing your child with a great education by monitoring your child's cell phone usage. You can do this by 1) checking your monthly statements and 2) asking your provider for text messaging information. If you need to contact your child during school hours, please call the office. (CVC is not responsible for lost or stolen cell phones).

School/Home Communication

- Information about Cielo Vista Charter can be found on our website www.cielovistacharter.com.
- Electronic newsletters, emails and phone calls/text sharing information about various school activities, assemblies, and fundraisers.
- Menus are accessible and you may access these at www.psusd.us and www.cielovistacharter.com
- All parents need to apply for a free or reduced lunch at www.psusd.us even if you know you will not qualify, the application submitted for each family helps ensure we can continue offering free breakfasts and lunches for all of our students.
- Parent/Student Handbook – given to each student at the beginning of the school year.
- Auto-Message Delivery calls all Cielo Vista Charter parents with information of minimum days or any special events. Please be sure to listen for them.

Parent Teacher Conferences

- Parents are informed and assisted with their child's education through conferences that are scheduled by their classroom teachers.
- Parents and teachers work collaboratively to determine specific goals for the child based on his/her unique needs as they are related to achieving the California State Standards.
- Review of the standards-based report card to be given to parents to monitor their child's progress in meeting and/or exceeding grade level content standards.
- Additional parent conferences are scheduled based on students' needs.

Contact during School Hours

- If contact needs to be made with a child during school hours, it must be made through the school office. We try not to interrupt classes except in cases of emergency. A conference with a particular teacher may be arranged at a mutually convenient time by calling the office, sending a note, or e-mailing the teacher. Parents are encouraged to contact their child's teacher for both positive comments and any questions/concerns that may arise.
- In the event there is a question that directly affects any student, parents may take the following steps to clarify or address the issue(s):
 - First step:** Phone call/conference with the classroom teacher
 - Second step:** If the issue is not resolved, contact the Principal
 - Third step:** If further resolution is needed, the Principal will then arrange a conference, if necessary, with the parent and classroom teacher to resolve the issue and come to a mutually agreed upon solution

Child Custody

STATE LAW requires parents to inform the school any time the custody of a child changes.

- It is the parents' responsibility to provide the school with a copy of court orders pertaining to a child's custody, as well as a new copy whenever there is a legal change made to the document.
- Without a court order, the school **CANNOT** keep a child from being picked up by either parent.

Visitors

All visitors are expected to give advance notice and make arrangements with the staff they are visiting before coming on campus for safety reasons. All visitors must sign in at the school office and get a visitor's badge/pass before entering the campus. Office staff is required to confirm these arrangements with a staff member prior to allowing any visitor access to campus.

- Please make an appointment with the teacher for an arranged time and date you wish to visit/meet. All visits/meetings **MUST** be scheduled before or after school so that instructional programs are not disturbed.
- All visits/meetings should be limited to 30 minutes unless other arrangements are made.

Cafeteria

Breakfast and lunch are served free to all students enrolled in the District due to a new option the district has implemented called Community Eligibility Provision. The District will continue to offer this option as long as the District meets the requirements to do so.

- Breakfast is served daily in the MPR 7:30am –755am.
- Lunch is served daily in the cafeteria.

We do not want classroom learning interrupted with delivering or phoning about lunches. If you must drop off a nutritious lunch, clearly label it with the student's name, grade level and teacher's name.

Textbooks

Students are responsible for all books checked out to them.

They are expected to be responsible and take care of all items checked out to them and return them at the end of the year. If a textbook or other school property is lost, stolen, or destroyed, it must be paid for. **Parents will be sent a bill for missing or damaged items.** All bills must be cleared prior to the end of the year and/or participating in promotion activities.

Academic Evaluations

Grades help to drive instruction, while identifying and informing students and parents of specific areas of strength and those still needing improvement. The criteria are appropriate and specific to all students at their grade level.

- Standards based curriculum report cards will be used.
- Grades are based on the quality of each student's work and his/her mastery of California State Standards.

Grading Criteria

Teachers shall communicate their grading criteria to parents and students at the beginning of the school year and the beginning of each trimester.

- A. **EXCEEDING** – Consistently understands and applies knowledge of key concepts, processes and skills for grade level standards; consistently produces work within the general range of 90-100%
- B. **MEETING**- Usually understands and applies knowledge of key concepts, processes and skills for grade level standards; generally produces work within the range of 80-89%
- C. **NEARLY MEETING**- Beginning to understand and apply knowledge of key concepts, processes and skills for grade level standards; generally produces work within the range of 70-79%
- D/F. **NOT MEETING** – Does not understand and apply knowledge of key concepts, processes and skills for grade level standards; produces work below 69%

****First and Second trimester grades** in English Language Arts and Math reflect student performances on instruction during the grading period.

****Third trimester grades** in English Language Arts and Math reflect student proficiency on year-end grade level standards.

****All other grades** reflect student performance on instruction during the grading period.

Cielo Vista Charter Homework Philosophy

“Homework that provides another chance to practice something already taught and for which a student has the beginnings of mastery can be effective, but homework that involves new materials, projects or work with which a student may struggle when alone is least effective.”

(John Hattie, Visible Learning for Literacy)

Based on current research, we have found that traditional methods of homework are not the most effective in promoting student achievement and we need to adjust our philosophy to reflect what works and what does not work to best serve our students. There is a different value of homework at different grade levels based on the developmental and current academic abilities of the child. In the elementary grade levels, homework itself has a limited effect on learning because students are beginning to master skills and may struggle more when working alone. During the middle years (prior to high school), the effect of homework increases as students are becoming more proficient and have developed more independent skills that they are able to apply to reinforce what they have been learning in school.

John Hattie tells us that the best type of homework for a student is designed to reinforce what the student has already learned. As a school we are committed to monitoring our implementation of homework and ensuring that it is reinforcing previously taught skills, developing a love of learning and adapting it as needed to meet the current needs of our students. Our overall goal is to develop a love of learning while developing the skills necessary to learn. We understand that not every child has the same access to academic support at home. Our parents want to help their students be successful, however many do not have the expertise, time or ability to create an academic learning environment. Therefore, all homework is the practice of concepts already taught and allows students the opportunity to practice.

We want to encourage the development of the whole child, so we do not assign homework over the weekend or on breaks. We want students to participate in extracurricular activities and spend quality time with their families. We also believe that this promotes the idea that students who are struggling with a concept or skill

during homework practice will be able to access and follow up with their teacher the following day. We expect that homework will not exceed 1 hour for each student per night, however, that time limit is lower for younger students based on their developmental needs and attention spans. This time may be longer if a student has chosen not to effectively use the instructional time given to complete an assignment in class and is needing to complete it to be ready for learning the next day.

As appropriate per grade level, the ability levels of the students and at the discretion of the teacher, homework is used for:

- Encouraging the love of reading
- Task completion of classwork to be prepared for the following lesson and/or to move on in learning
- Independently practicing current skills being taught
- Developing study skills

Testing

Cielo Vista Charter follows the same testing schedule as similar schools in the Palm Springs Unified School District.

- 3rd- 8th grade California State tests - Smarter Balanced Assessments Consortium Test (SBAC) and California Science Test (CAST)
- TK- 8th grade - ELPAC Test (English Language Proficiency Assessment)
- 5th & 7th grade - California Physical Fitness Test

We use running records and teacher-created benchmarks to monitor progress/drive instruction on a regular basis.

Recognition of Academic Achievement

Awards assemblies are planned for all K-5 students monthly and 6-8 grade students at the end of each grading period. When students are to receive an award, a letter is sent home notifying parents, so they can support their child and attend the assembly.

Awards include:

1. *Character Counts!*
2. Reading (English Language Arts)
3. Math
4. Exceptional Effort
5. Accelerated Reading
6. PE Stars

Field Trips

- Field trips are coordinated with State Standards for each grade level.
- Students may not go on a field trip without a permission slip signed by a parent or guardian.
- Students who attend the field trip must return with the staff members in charge at the end of the field trip, they may not leave with a parent or volunteer.
- Parents wanting to volunteer for a field trip must be cleared as a supervisory volunteer prior to planning the field trip, this includes fingerprint clearance prior to the date of the field trip. Parents will not be allowed to meet the group at the location of the trip and assist with students if they have not been cleared.

- Field Trips are considered a privilege to enhance the learning experience; if administration does not feel that a student's recent behavior is consistently positive enough to maintain the safety of all individuals on the trip, they may lose the right to attend the trip and be given an alternative learning option.

Citizenship

We believe that children should be taught to be responsible citizens. Good citizenship is the responsibility of all adults and children at the school. We understand that citizenship and academic performance are closely related.

- Students are informed of the school rules. Students must be responsible to obey the rules, and be aware of the consequences if rules are broken.
- Rules will be posted in all classrooms and around the school.
- *Character Counts!* is our school-wide behavior management program with an emphasis on learning from our mistakes and growing into our potential as a productive citizen of the community.

Character Counts!

The Seven Pillars of Character are the following:

1. Trustworthiness – honesty, integrity, promise-keeping, loyalty
 2. Respect – courtesy, nonviolence, tolerance, autonomy
 3. Responsibility – duty, accountability, pursuit of excellence, self-restraint
 4. Fairness – openness, consistency, impartiality
 5. Caring – kindness, compassion, empathy
 6. Citizenship – civic virtue, lawfulness, common good
 7. Forgiveness
- This program is implemented throughout the Cielo Vista Charter as a whole, TK-8th grade.
 - Starting with the first day of school, Character Counts! is introduced in each classroom as an overview of all the pillars.
 - Each month a specific pillar is studied and reviewed by the school and through classroom meetings we will continue to build skills related to the topic throughout the month.
 - Monthly Character Counts! Assemblies are held, which review the current issues that need to be addressed school-wide and reward students implementing good character.
 - Supervision aides as well as teachers have Character Counts! slips that are given to the students as a positive and/or non-compliance of the Seven Pillars.
 - Behaviors are addressed through the Seven Pillars. Students identify what the problem was and how they would address it differently to have a more positive outcome.
 - Assists with competency – enhancing one's ability to make sound decisions by foreseeing potential consequences, devising options, and implementing principles in choosing.

Discipline Plan

School Rules:

The playground is always under the supervision of teachers or other employees during recess times. Students are told there is always someone they can go to if they have a problem. Please review these school rules with your child.

1. **Treat all others with respect**, the way that you want to be treated. (No fighting, insults or bad language)
2. Respect and follow the directions of all staff and school volunteers the first time.
3. Stay in the assigned and supervised areas only, **never play in the restrooms.**

4. Be responsible for yours and others safety at all times. Use all equipment safely. Leave trees, fences, sticks and rocks alone. **DO NOT TALK TO STRANGERS THROUGH THE FENCE.**
5. Stay on school grounds at all times until you are picked up by an authorized adult.

Campus Rules:

1. Red Line - No passing the red line, these are learning areas and access is limited without direct supervision of a staff member.
2. White Line - do not walk between the white line and the wall, a door could open and hit you.
3. No running in the hallways.
4. Designated/supervised soccer & football games only- Positive language and non-aggressive touching only.
5. Designated/supervised tag games only - “butterfly touches” are the only tag touch that is allowed.

Eating Area Rules:

1. Respect and follow the directions of all Cafeteria Personnel and Supervision Aides.
2. Sit in assigned eating areas only. No food on the playground.
3. Talk quietly at your table, no yelling.
4. Be sure the area around you is kept clean. Pick up paper and trash when finished eating.
5. Ask for permission to leave your seat, use the restroom or to be dismissed

CVC Positive Behavior Intervention and Supports

Cielo Vista Charter employs a tiered approach to behavior intervention that strives to address behavior concerns through providing behavioral supports. The goal of this approach is to help individuals, and the school as a whole, develop social & emotional awareness that promotes the development of all children. Below are examples of the possible interventions and focus areas for each tier in the behavior intervention system.

First Tier: Classroom Teacher is focused on developing positive behavior that promotes a positive climate for learning through the Character Counts Pillars.

1. Weekly/daily class meetings that includes role playing & whole group discussions with a problem/solution focus.
2. Classroom Solution Box- allows anonymous reporting that guides what needs to be discussed in class meetings/role playing situations. It is also used to facilitate pulling individual students in order to address specific concerns.
3. Teacher/student contact- behavior intervention plan
4. Teacher/parent contact- behavior notification
5. Refer to peer mediation as needed.
6. Refer to SST process as needed.
7. Restorative Conversation/circle with those impacted by actions

Second Tier: Counselor supports the work of the classroom teacher in developing resolutions for behavior that promotes a positive climate for learning.

1. Individual Counseling session
2. Peer Mediation/ Conflict Mediation
3. Restorative Conversation/circle with those impacted by actions
4. Positive behavior contracts
5. Group counseling

6. Parent/Student Conference
7. Outside Counseling Referrals
8. Lunch Bunch - proactive small group sessions

Third Tier: Administration supports the overall needs of the school staff by resolving behaviors that have not been adjusted through other means of correction.

1. All repetitive behaviors that have not been corrected with previous tiered interventions
2. Reports of bullying, physical violence/threats, and dangerous objects automatically go to administration.
3. Restorative Conversation/circle with those impacted by actions.

Grounds for Suspension and Expulsion

According to the California Education Code and Palm Springs Unified School District Policy these are the reasons for student suspensions:

- a) Caused, attempted to cause, or threatened to cause physical injury to another person. (Fighting)
- b) Possessed, sold or otherwise furnished any firearm, knife, explosive, or other dangerous object.
- c) Possessed, used, sold or otherwise furnished, or been under the influence of any controlled substance, alcoholic beverage, or intoxicant of any kind.
- d) Offered or arranged or negotiated to sell any controlled substance, alcoholic beverage, or intoxicant of any kind, and then sold, delivered, or otherwise furnished to any person another liquid, substance, or other material as a controlled substance, alcoholic beverage or intoxicant.
- e) Committed or attempted to commit robbery or extortion.
- f) Caused or attempted to cause damage to school or private property.
- g) Stole or attempted to steal school or private property.
- h) Possessed or used tobacco or any product containing tobacco or nicotine products.
- i) Committed an obscene act or engaged in habitual profanity or vulgarity.
- j) Had unlawful possession of, offered, arranged or negotiated to sell any drug paraphernalia.
- k) Disrupted school activities or willfully defied the authority of school personnel.
- l) Knowingly received stolen school property or private property.
- m) Possession of an imitation firearm.
- n) Sexual Harassment (Ed. Code 48900.2)
- o) Hate Violence (Ed. Code 48900.3)
- p) Intentional Harassment (Ed. Code 48900.4)

Cielo Vista Charter Playground Equipment Safety Rules

Jungle Gym

- a. No running on or around equipment.
- b. No tag – or any other made up games like: infected, zombie and so on.
- c. All students are allowed to play on the equipment without the use of passwords.
- d. You are only allowed to go UP the climbing walls and stairs.

Slides

- a. One person going down at a time.
- b. No coats or jackets to help make you go faster.

- c. No jumping off of slide.
- d. No climbing up slide.
- e. No hanging around the bottom of the slide preventing others from sliding.
- f. No throwing sand on the slide.
- g. Only feet first going down the slide.

Bars

- a. No gymnastics.
- b. No hanging on with one hand.
- c. No twirling.
- d. No standing on the bars.
- e. No climbing on the handrails.
- f. No jumping off of the bars.

Swings

- a. No jumping off. Come to a complete stop, then get off.
- b. No standing in between the swings.
- c. No pushing others on the swing.
- d. No twisting.
- e. No flipping on the swing.
- f. You are to only sit on the swing, your belly or any other part of your body should not touch the seat of the swing.

Teeter Totter Worm

- a. No standing on it.
- b. No lying on it.
- c. Maximum of 8 students on it at one time.
- d. No climbing or sitting under it.
- e. No jumping on or off teeter totter worm.
- f. Must hold on to handles.
- g. No walking on teeter totter worm.
- h. No pushing to toss anyone off of teeter totter worm.

Surfboard and Skateboard

- a. One student at a time.
- b. No touching while another student is on it.
- c. Stand two feet away while waiting for your turn.
- d. No helping friends on it.

Toys and Games

No toys, balls or games are to be brought from home.

Skateboards, footballs, baseball bats, soccer balls, trading/playing cards, electronic devices, etc. are not allowed and will be kept by the teacher or office until the parent comes in to pick them up. If your child does bring one of these to school and something happens, you will be liable for replacement/repair of this item/toy. If your device is lost, damaged or stolen, neither PSUSD nor Cielo Vista Charter staff will be held responsible for repair or replacement. If your child brings a cell phone, it is to be powered off when they arrive on campus and handed to the teacher to hold on to it until the end of the class period/day. Cell phones are to remain off and put away until students exit the campus. All student/parent contact must be made through the office during school hours.

Health and Safety

Change of Address

- If any information or phone numbers change during the school year, please contact the school office with the new information as soon as possible.

Emergency Cards

- Each year, you must fill out a new emergency card and keep it updated with any changes throughout the year.
- Please keep the school updated with any changes to phone numbers. This is very important in case of an emergency. If the information changes, it is **your** responsibility to contact the office and update the card.
- Home visits will be made if we cannot obtain current information from you.
- If there are legal custody agreements in effect, please make sure that the office has a copy of the most current custody agreement.

Medications *(per PSUSD Board Policy 5141.21 and California Education Code 49423)*

If a child must take prescription medication of any kind at school, please follow these steps:

1. Complete a medication release form available in the office.
2. Medication brought to school must be in a labeled pharmacy container with the child's name, doctor's name, dose and instruction for use clearly printed.
 - The office staff or the school nurse will dispense medication.
 - Over the counter medication (aspirin, Tylenol, cough drops, throat lozenges, antihistamines, cold medications, inhalers, sunblock, essential oils, etc.) will only be given if prescribed by a doctor

****Do not send ANY medication (over the counter or prescription) to school in your child's backpack, lunch box or pocket. ****

Illness

CVC has a nurse on campus once a week and the nurse is always on-call for emergencies. If we feel that your child needs to be picked up due to illness or an injury, we will contact you using the information you have provided on your child's emergency card.

- Children who are contagious, have a fever, vomiting or diarrhea should not be sent to school.
- If the student does not have a fever or is not obviously sick, a general rule is to allow the student to rest about 15 minutes before returning to class.
- The office will inform you of any reported head injuries, We ask that you particularly monitor any head injuries.
- Keep emergency numbers up-to-date so that you can be reached in case of illness or an injury at school.

Emergency Preparations

Cielo Vista Charter has developed plans and preparations for major emergency situations. Our school personnel receive training and emergency drills are held monthly to make sure that student and staff understands the emergency procedures.

In the event of a school emergency during school hours, parents are to report to the office or the back gate for individual student dismissal. We ask for your patience as we make sure that each child is connected with an authorized adult from the emergency card.

For more information, a copy of the plan and procedures are kept in the office.

Cielo Vista Charter School Wellness Policy

In 2013, the Palm Springs Unified School District Board of Education adopted a new Board Policy for student wellness. This policy discusses nutrition and physical activity.

Health Education and Nutrition Guidelines

Classroom guidelines

- a. Each class will limit celebrations that involve food during the school day to no more than **three parties per school year**. Cupcakes, soda, candy, and other non-nutritional items should not be distributed to students or available to students when hosting a classroom celebration or party.
- b. For food-safety reasons, all items brought from home for these class celebrations must be prepared in an approved commercial facility and pre-wrapped. **Food prepared at home shall not be served in class.**
- c. Sport drinks, sodas, and other beverages and foods that do not meet the Healthy Snack Guidelines as stated in the Alliance Competitive Foods and School Beverage Guidelines are not to be served during school hours, after school, at school sponsored events or as a fundraiser.
- d. Food shall not be distributed on campus as a reward to students, for positive reinforcements or to praise students.

Food Services Guidelines

- a. The food served in the cafeteria at breakfast and lunch will meet nutritional guidelines in accordance with the U.S Departments of Agriculture standards.
- b. Low-fat and fat-free milk will be served as well as providing more whole grains. A variety of fruits and vegetables will also be served.
- c. Competitive food and beverage companies are not allowed to brand their products at Cielo Vista.
- d. **The policy also strongly encourages parents not to bring fast food lunches to school**, but to provide nutritious food if they are providing food from home. Including fruits and vegetables, and limiting to one snack per day.
- e. Students will have recess prior to eating lunch to avoid intestinal issues and to ensure all students have 20 minutes to sit and eat their lunch.

For copies of the nutrient analyses of school lunches, please refer to the school menu. For a copy of the Student Wellness Board Policy in its entirety, please contact the Nutrition Services department at 760-322-4117.

Physical Education and Physical Activity

Physical Education

- a. To address issues such as overweight, obesity, cardiovascular disease and Type II Diabetes, physical education and physical activity at school will consist of the minimum state requirement of 200

minutes every 10 days.

- b. The physical education course shall be the environment in which students learn, practice and are assessed on developmentally appropriate motor skills, social skills, and knowledge as defined in the California Department of Education Physical Education Standards.
- c. Physical education courses should be taught by a California Physical Education credentialed teacher.
- d. Students need to come prepared to class with appropriate footwear in order to participate in a Physical Education class that will meet the requirements of moderately to vigorously active for more than 50% of class time.
- e. Students must attend scheduled physical education, unless excused with a doctor's note. Students cannot miss regularly scheduled PE classes for support services, as a form of punishment, or to make up work.

Recess and Physical Activity

- a. Structured recess and other physical activity shall not be taken away as a form of punishment. Students are required to exit the building during recess breaks.
- b. Appropriate amounts of recess and physical activity shall be provided for students. The physical activity required by this section must involve physical exertion of at least a moderate intensity level and for a duration that is sufficient to provide a significant health benefit to students.
- c. Supervision staff and GameOn coach must encourage students to be physically active during recess breaks. Physical activity is not allowed to be used as a form of punishment (ie- making students run/walk laps during recess for misbehaving).

Transportation

We do not provide transportation; it is your responsibility to determine how your child will arrive and depart from school on time each day. You must send a note if your child is to change their regular routine (walk or being picked up). **Please do not wait until the last moment if you are calling with this information.** We may not have the time or the staffing to get the message delivered to your child on time.

Walking

- Always cross the street at the corner or in a crosswalk (especially in front of the school).
- If students are crossing in front of the school, or in the back, they should cross with the crossing guard.
- Watch for cars when crossing the street and cross only when it is safe.

Bicycles

Bicycle Helmets Law- V.C. 21212- No person under 18 years of age shall operate a bicycle, a non-motorized scooter or a skateboard or ride as a passenger, unless that person is wearing a properly fitted and fastened bicycle helmet that meets specified standards.

- Students in 1st through 8th grade may ride their bicycles to school.
- Students must have helmets and locks.
- Students must park and lock their bicycles in the fenced bicycle area near the school office. Cielo Vista Charter is not responsible for damaged or stolen bicycles.

Skateboards

- ***See Bicycle Helmets Law**
- Skateboards are not allowed to be ridden on school property at any time for safety reasons.

- Skateboards are to be stored during the day on the porch behind the poetry garden. Cielo Vista Charter is not responsible for damaged or stolen skateboards.

Special Programs

Library

- All students visit the library for 20-30 minutes each week.
- Students and parents may check out books.
- Individual students may use the library for Accelerated Reader, doing papers, projects and research.
- Parents are asked to wait for their children outside the library during before school hours.

P.E. Program

- We have three P.E. teachers who instruct students in P.E. and nutrition.
- P.E. teachers use the SPARKS program.
- We have one GameOn coach as a supplement to our PE Program.

Music Program

- Grades TK through 3rd grade have a Music Specialist that develops music appreciation and skills for 40 minutes per week.
- Grades 4th & 5th have the option of exploring instrumental instruction (band) or vocal instruction (choir) for 2- 40 minute classes each week.
- Grades 6th -8th may choose to participate in our Band or Choir program as their elective.

After School Program

- The YMCA provides after school child care through the ASES (After School Education & Safety) program. Through this program, PSUSD and The Family YMCA of the Desert provide homework assistance, enrichment and physical fitness. The ASES program operates on the CVC campus on regular and minimum school days until 6:00 p.m.
- Students involved in the ASES program participate in enrichment activities such as drama, ballroom dancing, gardening, music lessons and much more for a voluntary fee of \$25.00 a month.

Contact the ASES program director at 760-898-0172 for more information.

Special Services

Student Success Team (SST)

- The Student Success Team is made up of the psychologist, resource specialist, school counselor, several teachers and administration.
- When a child is having difficulties that is affecting learning, a teacher or a parent refers him/her. Parents are also able to request an SST meeting at any time through their classroom teacher. The Pre-SST process will begin at that time if it has not already been initiated.
- A meeting is scheduled to talk about concerns and identify interventions that will help the child be successful in the future.

Psychologist

- The school psychologist is here 1 day per week.
- The primary job of the psychologist is to test for special education.
- A child can be evaluated only after two Student Success Team (SST) meetings.

Resource Specialist Program

- This program is for special education students.
- The School Success Team recommends testing for this program after all other interventions have been tried.
- The Psychologist and the Resource Specialist Teacher do evaluations.

Speech Therapy

- The Speech & Language Pathologist is here based on their caseload assigned by the district.

Counseling

- The school counselor is here full-time.
- The primary job of the school counselor is to provide counseling and guidance services to students in order to facilitate academic achievement and social growth.

Mental Health Services

- The school contracts 3 days of tier 2 counseling support provided by a licensed therapist. The therapist provides emotional support and strategies to students identified through our school counselor and/or SST process. Support is given through small group as well as individual counseling sessions.
- A second licensed therapist is on campus at least 1 additional day each week through the district's mental health services program. Students are referred to this counselor through the school counselor as well as district systems of service.

Nondiscrimination Statement

No person shall on the basis of sex, race, national origin, or non-limiting handicapped conditions be excluded from participation in or be denied the benefits of or be subjected to discrimination under any educational program offered by Cielo Vista Charter. Lack of English skills will not be a barrier to admission and participation in any of the school's educational programs. Listed below is the School's Coordinator:

TITLE IX (Nondiscrimination on the Basis of Sex)

Mr. Clinton, Principal
Cielo Vista Charter School
650 Paseo Dorotea
Palm Springs, CA 92264
Office: (760) 416-8250

SECTION 504 (Nondiscrimination on the Basis of Handicapped)

Mr. Clinton, Principal
Cielo Vista Charter School
650 Paseo Dorotea
Palm Springs, CA 92264
Office: (760) 416-8250

Complaint Procedures

Any person or organization wishing to file a complaint alleging unlawful discrimination, including racial harassment or sexual harassment, or failure to comply with state or federal law in adult basic education, consolidated categorical aid programs, migrant education, vocational education, child care and development programs, child nutrition programs, special education programs, or any district or chartered administered educational program should contact:

Mr. Clinton, Principal
Cielo Vista Charter School
650 Paseo Dorotea
Palm Springs, CA 92264
Office: (760) 416-8250
Fax: (760) 416-8253

A copy of the school's complaint procedures is available online through Board Docs on the Cielo Vista Charter website: www.cielovistacharter.com and are also available upon request in the school office. Under some circumstances, specified under sections 4650-4651 of Title V (District Exhibit 1312.3), complainants may ask for direct intervention by the California Department of Education. Furthermore, complainants have the right to appeal any decision made by the school concerning a complaint to the California Department of Education. Information on procedures and timelines for appeals are included in the above-listed district documents.

PSUSD Bullying Definition

Bullying: When an individual or a group of people with perceived power, repeatedly and intentionally cause hurt or harm to another person or group of people who feel helpless to respond. **Bullying continues over time**, is often hidden from adults and will probably continue if no action is taken.

Please note: A single egregious act of one of the following might not be considered bullying but does require a disciplinary response.

Types of Bullying:

Physical bullying involves hurting a person's body or possessions. Physical bullying includes:

- Hitting/kicking/pinching
- Spitting
- Tripping/pushing
- Taking or breaking someone's things
- Making mean or rude hand gestures

Verbal bullying is saying or writing mean things. Verbal bullying includes:

- Teasing
- Name-calling
- Inappropriate sexual comments
- Taunting
- Threatening to cause harm

Social bullying, sometimes referred to as relational bullying, involves hurting someone's reputation or relationships. Social bullying includes:

- Leaving someone out on purpose
- Telling other students not be friends with someone
- Spreading rumors about someone
- Embarrassing someone in public

Cyberbullying uses digital technologies, including hardware such as computers and smartphones, and social media, instant messaging, texts, websites and other online platforms. It can be public or private. Cyberbullying includes:

- Abusive or hurtful texts, emails, or posts, images or videos
- Deliberately excluding others online
- Nasty gossip or rumors
- Imitating others online or using their login

What bullying is not:

- Single episodes of social rejection or dislike
- Single episode acts of nastiness or spite
- Random acts of aggression or intimidation
- Mutual arguments, disagreements or fights

Modified from: www.stopbullying.gov www.ncab.org (National Center against Bullying)

Per Board Policy 1312.3, any complaint alleging bullying based on the person's actual or perceived characteristics of race or ethnicity, color, ancestry, nationality, national origin, immigration status, ethnic group identification, age, religion, marital status, pregnancy, parental status, physical or mental disability, sex, sexual orientation, gender, gender identity, gender expression, or genetic information, or any other characteristic identified in Education Code 200 or 220, Government Code 11135, or Penal Code 422.55, or based on his/her association with a person or group with one or more of these actual or perceived characteristics (5 CCR 4610) shall be investigated and resolved via the District UCP (Uniform Complaint Procedure).

TITLE IX CONTACT INFORMATION

Name: Devlinn Clinton, Principal

Phone: 760-416-8250

Mailing Address: 650 Paseo Dorotea, Palm Springs, CA 92264

Email: dclinton@psusd.us

TITLE IX OVERVIEW

Each student and employee has a right to learn and work in an environment that is free from unlawful discrimination. No Cielo Vista Charter (“CVC”) student or employee shall be excluded from participation in, be denied the benefits of, or be subject to discrimination on the basis of actual or perceived sex, sexual orientation, gender, or gender identity or expression.

Title IX of the Educational Amendments of 1972 is one of several federal and state anti-discrimination laws that ensure equality in education. Title IX prohibits discrimination, harassment, exclusion, denial, limitation or separation based on sex or gender. Title IX applies to both male and female students in any educational institution receiving federal funding.

California Education Code Sections 200 through 282 and CVC Policy prohibit discrimination on the basis of sex, sexual orientation or gender. Title IX requires that every school or institution have a Title IX Bullying Coordinator to whom concerns or complaints regarding sex discrimination can be made.

Complaint Process

- Students or parents/guardians should report their verbal or written Title IX complaint to the school administrator or Title IX Coordinator within six months from the date the incident occurred. This will begin the informal investigation process which must be completed within 60 days. Complainants have a right to a timely and informal resolution at the school site.
- If the complainant is dissatisfied with the school decision, an appeal of the findings may be made to the California Department of Education - Office of Equal Opportunity.

Where Can Students/Parents Obtain Further Information or Assistance?

- At Your School: Speak to the Administration or Title IX Coordinator using the contact information shown above.

YOUR RIGHTS AND RESPONSIBILITIES UNDER TITLE IX

1. You have the right to fair and equitable treatment and you shall not be discriminated against based on your sex.
2. You have the right to be provided with an equitable opportunity to participate in all academic extracurricular activities and athletics offered by CVC.
3. CVC does not currently offer any athletic programs. If it does in the future, you have the right to inquire of the athletic director or other appropriate CVC administrator as to the athletic opportunities offered by CVC.
4. You have the right to apply for athletic scholarships, if applicable. CVC does not currently offer any athletic scholarships.
5. You have the right to receive equitable treatment and benefits in the provision of all of the following
 - a. Equipment and supplies.
 - b. Scheduling of games and practices.
 - c. Transportation and daily allowances.
 - d. Access to tutoring.
 - e. Coaching.
 - f. Locker rooms.
 - g. Practice and competitive facilities.
 - h. Medical and training facilities and services.
 - i. Publicity
6. You have the right to have access to our Title IX Coordinator regarding gender equity laws. Please see above for this Coordinator's contact information.
7. You have the right to file a confidential discrimination complaint with the United States Office for Civil Rights or California Department of Education if you believe you have been discriminated against or if you believe you have received unequal treatment on the basis of your sex. See below for more information regarding how to file a complaint.
8. You have the right to pursue civil remedies if you have been discriminated against.
9. You have the right to be protected against retaliation if you file a discrimination complaint.
10. You can find out more information regarding your rights, CVC's responsibilities, and access information on gender equity laws from the following resources:

California Interscholastic Federation:
<http://www.cifstate.org/governance/equity/index>

California Department of Education, Office for Equal Opportunity:
<http://www.cde.ca.gov/re/di/eo/dutytoprotect.asp>

United States Department of Education, Office for Civil Rights:
<https://www2.ed.gov/about/offices/list/ocr/frontpage/pro-students/sex-pr.html>

HOW TO FILE A COMPLAINT UNDER TITLE IX

1. You can find more information regarding how to file a complaint as follows:

The United States Office for Civil Rights website:

<https://www2.ed.gov/about/offices/list/ocr/docs/howto.html?src=rt>

California Department of Education website:

<http://www.cde.ca.gov/re/di/eo/complaint.asp>

Global Education Collaborative's Uniform Complaint Procedures ("UCP") or Title IX Policy. Please contact the Title IX Coordinator or school office manager for a complete copy of these policies.

2. A complaint regarding discrimination or harassment based on sex must ordinarily be filed with the U.S. Office for Civil Rights within 180 days of the last act of discrimination. If your complaint involves matters that occurred longer than this and you are requesting a waiver, you will be asked to show good cause why you did not file your complaint within the 180-day period. If you have questions about your situation, you can contact the California branch of the Office for Civil Rights at the address listed below. A complaint filed with Global Education Collaborative schools under our UCP alleging unlawful discrimination, harassment, intimidation or bullying must be initiated no later than six (6) months from the date when the alleged unlawful discrimination, harassment, intimidation or bullying occurred, or six (6) months from the date when the complainant first obtained knowledge of the facts of the alleged unlawful discrimination, harassment, intimidation or bullying.
3. The U.S. Office for Civil Rights has its own policies and procedures for investigating complaints. Please review the above link for more information about this process. A complaint filed with CVC under our UCP or Title IX Policy will be investigated in compliance with those policies.
4. There are a variety of ways to file your complaint. You can use the U.S. Office for Civil Rights electronic complaint form filed directly through their website; or mail, email, or send by facsimile your own letter or a completed copy of the Office for Civil Rights Discrimination Complaint Form.
The electronic complaint form is available at
<https://www2.ed.gov/about/offices/list/ocr/complaintintro.html>
You can send a completed version of this form or your own letter via email, facsimile, or regular mail to the following addresses:

San Francisco Office

Office for Civil Rights

U.S. Department of Education

50 United Nations Plaza

Mail Box 1200, Room 1545

San Francisco, CA 94102

Telephone: 415-486-5555

FAX: 415-486-5570; TDD: 800-877-8339

Email: ocr.sanfrancisco@ed.gov or ocr@ed.gov

To file a UCP Complaint or Title IX Complaint directly with CVC, please follow procedures set forth in those policies.

SEXUAL HARASSMENT POLICY

Cielo Vista Charter("CVC") is committed to providing a working and learning environment free from sexual harassment. CVC prohibits sexual harassment of or by employees, students, or persons doing business with or for CVC on the basis of actual or perceived sex, sexual orientation, gender, gender identity or gender expression. Failure to follow this policy is a violation of state and federal law.

Sexual harassment is defined by California Education Code §212.5 as any unwelcome sexual advances, requests for sexual favors, and other verbal, visual, or physical conduct of a sexual nature made by someone from or in the work or educational setting, under any of the following conditions:

- Submission to the conduct is explicitly or implicitly made a term or a condition of an individual's employment, academic status, or progress.
- Submission to, or rejection of, the conduct by the individual is used as the basis of employment or academic decisions affecting the individual.
- The conduct has the purpose or effect of having a negative impact upon the individual's work or academic performance, or of creating an intimidating, hostile, or offensive work or educational environment.
- Submission to, or rejection of, the conduct by the individual is used as the basis for any decision affecting the individual regarding benefits and services, honors, programs, or activities available at or through the educational institution.

Upon witnessing an act of discrimination, harassment, intimidation and/or bullying based on actual or perceived characteristics of a protected category (as enumerated above), school personnel are required to take immediate steps to intervene when it is safe to do so. Reporting such conduct to an administrator or Title IX Coordinator can be an appropriate intervention. Once a school or office has notice of discriminatory, harassing, intimidating or bullying conduct, whether carried out by employees, students, or third parties, it should take immediate and appropriate steps to investigate or otherwise determine what occurred. School personnel are to take prompt and effective steps reasonably calculated to end the conduct, eliminate a hostile environment, if one has been created, and prevent the conduct from occurring again. These steps should be taken whether or not an individual makes a complaint or asks the school or office to take action. This policy applies to all acts related to school activity or school attendance within any school or office under the jurisdiction of CVC.

Any student or employee of CVC who believes that she or he has been a victim of sexual harassment should bring the problem to the attention of the school-site administrator or the school's Title IX Coordinator so that appropriate action may be taken to resolve the problem. CVC prohibits retaliatory behavior against anyone who

files a sexual harassment complaint or any participant in the complaint investigation process. Complaints must be promptly investigated in a way that respects the privacy of the parties concerned.

For inquiries about CVC policies and procedures related to sexual harassment, including how to file a sexual harassment complaint contact:

Name: Devlinn Clinton, Principal
Phone: 760-416-8250
Mailing Address: 650 Paseo Dorotea, Palm Springs, CA 92264
Email: dclinton@psusd.us

For inquiries or complaints related to employee-to-employee, student-to-employee, or work/employment related discrimination or harassment, contact:

Name: Devlinn Clinton, Principal
Phone: 760-416-8250
Mailing Address: 650 Paseo Dorotea, Palm Springs, CA 92264
Email: dclinton@psusd.us

NONDISCRIMINATION STATEMENT

Cielo Vista Charter (“CVC”) is committed to providing a working and learning environment free from discrimination, harassment, intimidation and bullying. CVC prohibits discrimination, harassment, intimidation and bullying based on the actual or perceived characteristics set forth in Penal Code § 422.5, Education Code § 220 and actual or perceived sex, sexual orientation, gender, gender identity, gender expression, race or ethnicity, ethnic group identification, ancestry, nationality, national origin, religion, color, mental or physical disability, age, or on the basis of a person's association with a person or group with one or more of these actual or perceived characteristics, in any program or activity it conducts or to which it provides significant assistance.

Discrimination is different treatment on the basis of a protected category in the context of an educational program or activity without a legitimate nondiscriminatory reason and interferes with or limits the individual’s ability to participate in or benefit from the services, activities, or privileges provided by CVC.

Harassment occurs when: (1) the target is subjected to unwelcome conduct related to a protected category; (2) the harassment is both subjectively offensive to the target and would be offensive to a reasonable person of the same age and characteristics under the same circumstances; and (3) the harassment is sufficiently severe, pervasive, or persistent so as to interfere with or limit an individual’s ability to participate in or benefit from the services, activities, or opportunities offered by CVC.

Upon witnessing an act of discrimination, harassment, intimidation and/or bullying based on actual or perceived characteristics of a protected category (as enumerated above), school personnel are required to take immediate steps to intervene when it is safe to do so. Once a school or office has notice of discriminatory, harassing, intimidating or bullying conduct, whether carried out by employees, students, or third parties, it should take immediate and appropriate steps to investigate or otherwise determine what occurred and take prompt and effective steps reasonably calculated to end the conduct, eliminate a hostile environment, if one has been created and prevent the conduct from occurring again. These steps should be taken whether or not an individual makes a complaint or asks the school or office to take action.

This nondiscrimination policy applies to all acts related to school activity or school attendance within any school or office under the jurisdiction of CVC.

For inquiries or complaints related to discrimination, harassment, intimidation and bullying of students based on the actual or perceived characteristics listed above, contact your school’s administrator or the school’s Title IX Coordinator:

Name: Devlinn Clinton, Principal
Phone: 760-416-8250
Mailing Address: 650 Paseo Dorotea, Palm Springs, CA 92264
Email: dclinton@psusd.us

For inquiries or complaints related to employee-to-employee, student-to-employee, or work/employment related discrimination, harassment, or intimidation, contact your school administrator or the school's Title IX Coordinator:

Name: Devlinn Clinton, Principal
Phone: 760-416-8250
Mailing Address: 650 Paseo Dorotea, Palm Springs, CA 92264
Email: dclinton@psusd.us

Title IX Discrimination Complaint Form

(including gender equity/sexual harassment/sexual violence)

Cielo Vista Charter
650 S Paseo Dorotea
Palm Springs, CA 92264
760-416-8250

To file a complaint with the school, please complete and mail, email or bring this form to the office designated above. Or, you may call the office to make arrangements for a representative to meet with you there or at another location. If you are unable for any reason to complete this form and would like to make a verbal complaint, please call the office above to schedule an appointment.

Although the school cannot commit to keeping a complaint of discrimination confidential because of the school's obligation to investigate the complaint, the school will use its best efforts not to disseminate information concerning the complaint beyond those who have a need to know.

Please feel free to contact the office designated above if you have any questions regarding the process for filing or investigating complaints of discrimination (including sexual harassment).

Note: A victim of discrimination or harassment is encouraged to use the school's internal complaint process. Persons believing they have been discriminated against or harassed may seek assistance from government agencies such as the federal Equal Employment Opportunity Commission, the federal Department of Labor, or Office of Civil Rights.

DESCRIPTION OF COMPLAINT: Describe your complaint and why you believe this person discriminated, retaliated against you. Explain why you have contact with this individual, e.g. supervisor, co-worker, faculty customer, etc. Give date(s), time(s), place(s) the discrimination/retaliation occurred. (Attach additional pages as necessary.) **ATTACHMENT:**

PREVIOUS ACTION: Have you brought this matter to the attention of any other department(s) at the school? If so, please list the name(s) and department(s) of all other persons with whom you have discussed this matter.

ATTACHMENT:

COMPLAINT DOCUMENTATION: Explain any documentation supporting your complaint. **ATTACHMENT:**

CORRECTIVE ACTION SOUGHT: (Attach additional pages as necessary.) **ATTACHMENT:**

WITNESSES: (Relationship= co-worker, supervisor, customer, faculty, etc.)

Name Title/Relationship Telephone

Name Title/Relationship Telephone

Name Title/Relationship Telephone

DECLARATION:

I declare under penalty of perjury that the foregoing is true and correct. Your email address in lieu of your signature if this complaint is filed via email.

Signature Print Name Date

Dear Parents and Students,

You have just completed reviewing the Cielo Vista Charter Parent/Student Handbook. We have attempted to cover all the important rules, regulations, and procedures that you are responsible for during this school year. You now know that:

1. Positive work habits and good behavior will be rewarded in many ways.
2. Inappropriate or disruptive behavior will not be tolerated and will result in consequences that focus on experiential learning.
3. Attendance is a high priority. Parents are responsible for ensuring that students arrive on time between 7:30 – 8:00 a.m. ready to work when they enter the classroom. Students will remain until dismissal at 3:00 p.m., except for Wednesdays when dismissed at 1:00 p.m.
4. Academic achievement for each student is our goal. Students who do not complete the work assigned to them will be denied participation in extracurricular activities in order to make-up missing work.
5. Students are responsible for their personal appearance in school uniform as well as for the proper care of all school materials given to them. Violations of dress code and uniform policy will require the student to be sent home until all violations are corrected.
6. All students will be treated fairly.
7. We expect high levels of caring and effort from all parts of our community: staff, students, and parents. As a Charter school, Cielo Vista requires a home/school compact, which must be signed every year.

Handbook Signature Page

**Please turn in the copy of this page by August 16th.
This signed section MUST be returned to school. Thank you!**

Student Signature

Student Name Printed

Parent/Guardian Signature

Date