

# Student & Parent Handbook 2024-2025

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## EL SOL SCIENCE AND ARTS ACADEMY

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## **El Sol Science and Arts Academy** *An Excellent Public School*

El Sol Academy, a dual-immersion charter school founded in 2001 with 110 students, now enrolls over 1,000 students in preschool through eighth grade. El Sol Academy continues to grow in both size and achievement with high expectations for our students' success.

This year our school earned the 2023-2024 Educational Results Partnership (ERP) Honor Roll School for our high achievement in student success, and we were recognized as one of America's Healthiest Schools from the Alliance for a Healthier Generation. El Sols' dedication has earned awards such as: Bright Spot Awardee by The White House Initiative on Educational Excellence for Hispanics, the California Charter School of the Year, a multiple awardee of the California Distinguished School, Title I Academic Achievement Awardee, a California Association for Bilingual Educators Seal of Excellence Award, and a Campaign for Business & Education Excellence (CBEE) STAR awardee.

These distinguished awards highlight our unique dual-immersion curriculum teaching advanced levels of knowledge and proficiency in English and Spanish. We ensure students' success by employing a thorough and diverse curriculum, exemplary professional development for teachers, commitment to parental involvement, and supplementary programs.

***Welcome to El Sol Science and Arts Academy!***

## TABLE OF CONTENTS

<b>SCHOOL PHILOSOPHY</b>		IMMUNIZATIONS AND HEALTH REQUIREMENTS .....	20
MISSION .....	4	FIREARMS SAFETY .....	20
CURRICULUM .....	4	SYNTHETIC DRUGS/FENTANYL DANGERS .....	20
PILLARS OF SUCCES .....	4	MEDICAL EXEMPTIONS .....	20
CHARACTERISTICS OF DUAL IMMERSION.....	4		
PARENT INVOLVEMENT .....	5		
<b>EL SOL ACADEMY TEAM .....</b>	<b>6-10</b>	<b>EL SOL ACADEMY'S DRESS CODE</b>	<b>21</b>
School Staff.....	6-8	UNIFORM DRESS CODE .....	21
School Board .....	9	FREE DRESS DAYS .....	21
Parent-Teacher Organization Board .....	10	SPIRIT DAYS .....	22
		PHYSICAL EDUCATION .....	22
		HAIR AND GROOMING .....	22
		EL SOL SCHOOL DRESS CODE .....	22-23
		HYGIENE .....	23
<b>SCHOOL LIFE</b>	<b>11</b>		
ADMISSION POLICY .....	11	<b>STUDENT DISCIPLINE POLICY</b>	<b>23</b>
ARRIVAL AND DEPARTURE FROM SCHOOL .....	11	BEHAVIOR CODE .....	24
BICYCLE POLICY .....	11	BULLYING .....	24
CLASSROOM VISITS/VOLUNTEER HOURS.....	11	DISCIPLINE.....	25
PLAYGROUND RULES.....	12	KINDERGARDEN AND FIRST GRADE .....	25
INTERNET USE .....	12-13	INTERVENTIONS .....	25-26
		STUDENT SUSPENSION AND/OR RECOMMENDATION FOR	
		EXPLUSION .....	26
<b>ACADEMIC PROGRAM</b>	<b>13</b>	ASSUALT/BATTERY .....	26
HOMEWORK.....	13	WEAPONS.....	26
HOMEWORK TIME.....	13-14	ALCOHOL/INTOXICANTS/CONTROL SUBSTANCES.....	26
READING ENGAGEMENT .....	14	DRUG PARAPHERNALIA.....	26
PROGRESS REPORTS .....	14	TOBACCO OR NICOTINE PRODUCTS.....	26
REPORT CARDS .....	14	ROBERY AND EXTORTION.....	26
PARENT-TEACHER MEETING AND CONFERECEES.....	14	PROPERTY DAMAGE .....	27
PROMOTION / RETENTION.....	14	OBSCENITY .....	27
TESTING .....	14-15	DISRUPTION OR DIFIANCE.....	27
ANIMAL DISSECTIONS .....	15	HATE VIOLENCE (GRADES 4-12) .....	27
EXPANDED LEARNING PROGRAM .....	15	THREATS AND INTIMIDATION .....	27
ENGLISH LEARNERS .....	15	HARRASSMENT (GRADES 4-12) .....	27
SPECIAL EDUCATION CHILD FIND SYSTEM .....	15	SEXUAL HARASSMENT.....	27
SECTION 504 .....	16	DEAN SYSTEMATIC STEPS .....	28
SPECIAL EDUCATION/STUDENTS WITH DISABILITIES .....	16		
INTERNAL COMPLAINT PROCEDURES – SPECIAL EDUCATION		<b>STUDENT WORK AND ORGANIZATION</b>	
POLICY .....	16-17	NEWSLETTER .....	29
		PARENT SQUARE .....	29
		PHYSICAL EDUCATION EXCUSES .....	29
<b>ATTENDANCE</b>	<b>18</b>		
EXCUSED ABSENCE .....	18	<b>INFORMATION FROM A TO Z</b>	<b>29</b>
UNEXCUSED ABSENCE .....	18		
TARDY POLICY.....	18	<b>SCHOOL SCHEDULE</b>	<b>34</b>
EARLY DISMISSAL.....	18		
MEDICAL APPOINTMENTS.....	18	<b>NON-DISCRIMINATION STATEMENT</b>	<b>35</b>
INDEPENDENT STUDY.....	19		
		<b>PREGNANT AND PARENTING STUDENTS</b>	<b>39</b>
<b>HEALTH AND SAFETY</b>	<b>19</b>		
ACCIDENTS .....	19	<b>UNIFORM COMPLAINT PROCEDURES (UCP) POLICY</b>	<b>40</b>
CAMPUS SECURITY .....	19		
CHILD ABUSE .....	19	<b>IMMIGRANT PUPILS RIGHTS NOTIFICATION</b>	<b>41</b>
CONTAGIOUS DISEASES.....	19		
EMERGENCY SITUATIONS.....	19	<b>RESPONSIBILITIES OF EL SOL ACADEMY</b>	<b>41</b>
EMERGENCY EPINIPHRINE AUTO-INJECTORS.....	19	PROFESSIONAL BOUNDARIES: STAFF/STUDENT INTERACTION	
HARASSMENT POLICY.....	19	POLICY .....	41-43
ILLNESS .....	19		

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## SCHOOL PHILOSOPHY

El Sol Academy is a leading dual-immersion public charter school in Orange County. We offer an intensive academic instructional program that prepares students for high school and beyond. Our community resources, cultural experiences, curriculum, and programs support each student for their success. Visit El Sol Academy to truly immerse yourself in the vibrant El Sol experience!

### MISSION

To provide a rigorous academic environment that prepares students for entrance into a college preparatory track at the high school of their choice and to create a culture of kindness, creativity, courage, and honesty that will permit our graduates to assume leadership roles in the 21st century.

### INSTRUCTIONAL VISION

At El Sol Academy, our core instructional mission is to shatter educational barriers. Through inspiration, collaboration, y amor a nuestra comunidad (community-building and love). To live out our instructional vision, we are committed to cultivating and nurturing biliteracy, embracing, and responding to learner diversity, and creating opportunities for critical thinking, self-directed learning, and community engagement

### CURRICULUM

El Sol Academy's educational focus offers a curriculum that is intellectually rich and focused on problem solving. Students are taught in a dual language (Spanish/English) setting, following a 90/10 dual language acquisition model. Our students will enter high school with well-developed skills in reading, writing, mathematics, science, and a refined artistic ability.

### PILLARS OF SUCCESS

Trustworthiness | Care | Fairness | Respect | Responsibility | Citizenship

### CHARACTERISTICS OF DUAL IMMERSION EDUCATION

The dual immersion program, promoting bilingualism and biliteracy in English and Spanish, prepares students to excel in the global marketplace. Our goal is for students to attain fluency and literacy in both Spanish and English and meet or exceed grade level proficiency in all academic standards. Students learn to think, speak, read, and write in both languages and develop positive cross-cultural relationships. The California Department of Education standards guide all instruction in our program.

El Sol Academy's 90/10 dual language program begins with a greater amount of Spanish in the early years to provide a solid basis for future academics. The program is modeled after similar programs throughout the United States and Canada with proven success.

The percentage of Spanish and English instruction is as follows:

GRADE	SPANISH	ENGLISH
K	90%	10%
1st	80%	20%
2nd	70%	30%
3rd	60%	40%
4 <sup>th</sup> -5 <sup>th</sup>	50%	50%
6 <sup>th</sup> -8 <sup>th</sup>	Students receive concepts taught in both languages	

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## **PARENT INVOLVEMENT**

Every family is encouraged to volunteer 20 hours per academic year per child. Such activities may include copying, grading, filing, chaperoning, teaching/demonstrating, assisting, repairing, painting, or the sharing of special talents. Such a service may take place during the school day, evenings, or even on weekends. Please consult your child's teacher or the Chief Student & Family Supports Officer, Sara Flores, for available opportunities.

## EL SOL ACADEMY TEAM

### DIRECTORS

Monique Daviss	Executive Director mdaviss@elsolacademy.org
Tristan Gude	Chief Operations Officer tgude@elsolacademy.org
Sara Flores	Chief Student & Family Supports Officer sflores@elsolacademy.org
Jenny Zavala	Chief Academic Officer jzavala@elsolacademy.org

### DEAN OF SCHOOL CULTURE AND CLIMATE

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### ACADEMIC PROGRAM SPECIALIST

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#### **NOON SUPERVISORS**

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Patricia Ibarra	Flor Godínez
Karina Barrera	Adela Leyva
Claudia Delgado	Silvia Ceja
Maria Ledesma	Maria García

#### **KITCHEN AIDES**

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Rosa Miranda	Astrid Recionos
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#### **CROSSING GUARDS**

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Susana Cota	Miriam Enriquez Parada
Eufrosina Ramírez	

#### **BUILDING AND GROUNDS MAINTANACE WORKERS**

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Jesús Arredondo	Reynaldo Diaz
Salvador Higareda	José Páez



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## EL SOL ACADEMY'S SCHOOL BOARD

<b>PRESIDENT:</b>	Dr. Anaida Colon-Muniz
<b>VICE PRESIDENT:</b>	Suraj Patel
<b>TREASURER:</b>	Kristy Ollendorff
<b>Secretary:</b>	Kelly Reyes
<b>MEMBER:</b>	*vacant as of 8/1/2024

Board meetings are held every second Thursday of each month.

**Founders:** Dr. Kathleen Sabine and Susan Mas

<b>Board meetings are held every second Thursday of each month.</b>
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The Board is composed of elected members and meets monthly to monitor, plan, and discuss school matters and to provide counsel. As necessary, the Board also formulates a policy to ensure that the mission is being honored. The monthly meetings are open to the school community and the public in general.

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## EL SOL ACADEMY'S PARENT-TEACHER ORGANIZATION BOARD

<b>PRESIDENT:</b>	Elsa Saldaña
<b>VICE PRESIDENT:</b>	Hilda Ka
<b>SECRETARY:</b>	Alexis Perez
<b>TREASURER:</b>	Yeni Mauras
<b>MEMBER-AT-LARGE ELEMENTARY:</b>	Xochitlh Garcia
<b>MEMBER-AT-LARGE MIDDLE SCHOOL:</b>	Elaine Lavagnino
<b>T- SHIRT COORDINATOR:</b>	Alexxandra Cano
<b>ELEMENTARY TEACHER:</b>	Maestra Del Toro
<b>MIDDLE SCHOOL TEACHER:</b>	Maestro Sicard
<b>ADMINISTRATION STAFF:</b>	Sara Flores

**PTO meetings are held every other month.**

**For more information, please visit [www.elsolpto.com](http://www.elsolpto.com) or email the El Sol PTO President at [elsolpto@gmail.com](mailto:elsolpto@gmail.com)**

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## SCHOOL LIFE

### ADMISSION POLICY

The following guidelines implemented ensure a fair and orderly admission process. All families seeking admission are asked to participate in an orientation meeting to learn about the dual language program and mission of the school. Following attendance at this meeting, families must submit a completed application for consideration. Students will participate in formal language testing to identify their language dominance (required for proper placement in the dual language program). Additional testing may be required to determine proper placement in the school's dual language program. When necessary, a lottery will take place to determine student admission. When transferring from another school, the academic records for each student will be required along with a current immunization record.

Applications for enrollment will be considered in the following order of preference:

1. Children who are siblings of currently enrolled students.
2. Children of families in the Santa Ana community seeking a dual language education.
3. Children of families in the Orange County community seeking a dual language education.

*\*Due to the nature of the dual immersion program, applications for grades one and above will be considered on an individual case-by-case basis.*

### ARRIVAL AND DEPARTURE FROM SCHOOL

- **Students are not allowed on school grounds before 7:00 a.m.**
- Students must be lined up with their classes at 7:55 a.m.
- The gates on Halesworth Street will close at 8:10 a.m. for parents to exit.
- A child arriving at school *after* 8:00 a.m. is marked tardy.
- All parents and visitors must sign in at the office prior to entering the campus. If parents and/or visitors plan to remain on campus, they must wear a **visitor's badge**.
- Children over 12 months old and who are walking will not be allowed on campus during school hours except for any awards assembly or school event. **Parents MUST supervise their child during these times and may not allow them to run around and/or play on the playground equipment or the ramps to the classrooms.**
- Any student leaving the school grounds before dismissal *must be* signed out by the parent or authorized adult. Please minimize classroom interruptions by making doctor appointments after dismissal.
- **No skates, rollerblades, shoes with wheels (i.e., Heeley's), skateboards, or scooters may be ridden to school or on the school grounds.**
- 5th-8th grade students can ride bicycles to school.

### BICYCLE POLICY

All riders must wear a fastened helmet. In addition, the students must have a lock for their bicycles and park their bicycles in the designated area on the upper school campus. A parent permission slip must be on file prior to a student riding their bike to school. Permission slips can be found at the main campus office. **After the third warning, students in violation of any permission slip stipulations will have their bicycle privileges revoked, no exceptions.**

### CLASSROOM VISITS/VOLUNTEER HOURS

Parents are welcome to volunteer in the classroom but must make a prior arrangement with their child's teacher. When volunteering in a classroom, it is requested that volunteers not talk to the students or use classroom time for discussions with the teacher. A conference may be scheduled with the teacher if you wish to discuss aspects of the classroom curriculum or a child's progress.

Any school or classroom visits, other than volunteer time, must be approved by the Chief Student and Families Support Officer before the desired date. Our goals and desires are to minimize disruptions to the students' learning environment.

***If you have a child who is older than 12 months and can walk, we ask that you not bring the child to campus when you are planning to stay for more than 10 minutes.***

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## PLAYGROUND RULES

We at El Sol desire our students to have a fun and safe recess. All students will observe these rules:

- Follow adult directions the first time given.
- All food needs to be eaten at lunch tables. Food is never allowed on the playground.
- Students should play in the designated areas as indicated by staff.
- A count of 30 is used when waiting for your turn.
- Use appropriate language: no put-downs or rude words or actions.
- Use playground equipment in the correct manner and for its intended use.
- Bounce playground balls on the ball walls, not against the buildings.
- Use restrooms as needed, but not as play areas.
- Stop moving when the bell is rung and walk to your line when the whistle is blown.

## PLAY GAMES BY EL SOL RULES *ONLY*:

1. Play fair: If you are out, go to the end of the line.
2. Be ready to play when you enter a game.
3. No "Time Out"! A play may be interrupted for interference only.
4. Never give "Cuts" to anyone.
5. Stand behind the line while waiting for your turn.
6. **Everybody plays or nobody plays. (No "closing" games).**
7. No "Do Overs."
8. Play the same on everybody (No playing "easy" on your friends).
9. **Solve disputes peacefully: Talk, Walk, or "Rock, Paper, Scissors."**
10. If a ball touches a line, it is an out no matter what game you are playing.
11. No running on the blacktop except for P.E., basketball, and soccer.
12. No "Tag" or "Pegging" games.

## INTERNET USE

Access to the Internet enables students to explore libraries, databases, and information resources. While the school does have a filtering system in place, parents/guardians should be aware that some material on the Internet may contain items that are objectionable or inaccurate. Our intent is to provide Internet access availability to further our educational goals, and students may find ways to access other materials. We believe that the benefits to students from access to the Internet, in the form of information resources, exceed the disadvantages. Students will be accessing the Internet in their classrooms with an authorized adult present for guidance. However, ultimately, parents/guardians of minors are responsible for setting and conveying the standards that their children should follow when using information sources. To that end, El Sol supports and respects each family's rights to decide whether to apply for Internet access. The school or parent/guardian may revoke Internet access at any time.

## INTERNET ACCESS RULES: Students Grades K - 5

*Students will sign a form containing the following:*

1. I will follow the directions of my teacher/adult leader while at the computer.
2. I will not make copies of anything I find on the computer without adult permission.
3. I will keep my password private and not share it with anyone else. I will use only my password when I am on the computer. I will not ask or use anyone else's password. If I find out someone else's password I will tell that person and an adult so the password can be changed.
4. I will not use words, pictures, drawings, etc. that are not allowed at school or home. That includes drugs, threats, and unkind words.
5. I may not sell or buy anything on the computer.
6. I will not give out my (or anyone else's) full name, address, or phone number to anyone without my parent/guardian and teacher's permission.
7. I will treat the computer equipment and other users' work carefully and not damage it in any way. I understand that if I do, I may have to pay for fixing the damage if it was done on purpose or when playing around.

**I agree** to follow the above rules and understand that if I break them, I may not be allowed to use the computers again and may have other consequences.

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## **INTERNET ACCESS RULES: Students Grades 6 - 8**

*Students will sign a form containing the following:*

1. Students are personally responsible for the use of the Internet and El Sol's network. Students will abide by all rules of conduct expected on El Sol's campus while using the network.
2. Illegal activities of any kind are strictly forbidden. Illegal activities are acts that violate the Education Code, local, state and/or federal laws. Federal copyright laws will be observed in the use and distribution of information retrieved from or sent over the Internet.
3. Unauthorized access to other users' work and/or resources is prohibited. This includes the use of another's password to gain access. Access is to be limited to those resources needed to complete educational goals.
4. The network shall not be used for personal and/or commercial financial gain. Product advertisement and/or political lobbying are prohibited.
5. Use of language and/or transmission of material that is threatening, obscene, disruptive, sexually explicit, protected by trade secret, or that could be construed as harassment or disparagement of others based on their race, national origin, sex, sexual orientation, age, disability, or religion is prohibited. Inappropriate language is never to be used.
6. Use of the system to encourage the use of drugs, alcohol, tobacco, promotion of unethical practices, and/or any restricted activity as defined by law or school policy is prohibited.
7. Downloading of copyrighted material is for personal use only and may not be placed on the system for distribution without the author's and school's permission.
8. Damaging computers, other user's work, and/or networks is prohibited. Any software having the purpose of damaging any computer and/or network is prohibited.
9. Computer equipment (hardware and/or software) may not be removed from the school site without written permission from a school administrator.
10. When using the work of another, credit must be given to the person who created that work. Plagiarism is prohibited.
11. Students are not to reveal full names, home addresses, telephone numbers or any other personal information about themselves, other students, or school employees without written parent/guardian and staff approval (for scholarships, grants, and other educational uses only).

**I agree** to follow the above rules and understand that if I break them, I may not be allowed to use the computers again and may have other consequences.

## **ACADEMIC PROGRAM**

### **HOMEWORK**

El Sol Science and Arts Academy believes that homework can be beneficial to the students as a way of reinforcing the knowledge acquired in the classroom. Therefore, all students must complete and turn in the homework assigned to them by the classroom teachers. As appropriate, homework grades are modified based on students' individual needs (i.e., IEP (Individualized Education Plan), 504 Plans). Students are expected to turn in homework weekly for lower elementary (K - 2<sup>nd</sup> grade) and daily for upper elementary (3<sup>rd</sup> - 8<sup>th</sup> grade).

Furthermore, we feel that the responsibility for homework is shared jointly among teachers, parents, and students. Parents, please ensure your child has a quiet place to complete homework without interruptions.

The main purposes associated with homework are as follows:

- To give students an opportunity to review and practice what they have learned
- To help students develop time management, study, and organizational skills
- To provide parents with insights into what is being taught in the classroom and the progress of their children

### **HOMEWORK TIME**

The actual time required to complete assignments will vary with each student's study habits, academic skills, and selected course load. Students who do not finish classroom work may be asked to complete it at home, which could increase homework time. If your child is spending an inordinate amount of time on homework, you should contact your child's teachers. Starting in 3<sup>rd</sup> grade, student's homework may now include English Language Arts.

The following represents a suggested guide:

GRADE	SUGGESTED TIME SCHEDULE FOR HW	PLUS (+)	RECREATIONAL READING
K	10-15 minutes	+	10-15 minutes
1	10-20 minutes	+	10-20 minutes
2	15-25 minutes	+	15-25 minutes
3	30-40 minutes	+	20-30 minutes
4	40-50 minutes	+	20-30 minutes
5	50 minutes	+	20-30 minutes
6-8	20 minutes per subject	+	20-30 minutes

## READING ENGAGEMENT

Students at El Sol Academy participate in the Accelerated Readers Program and must read every night. Teachers assign the number of minutes required. Online tests are taken during homeroom, recess, lunch, or language arts classes. Grade level teams will inform parents and students when AR tests will be taken. Parents may go online to [www.arbookfind.com](http://www.arbookfind.com) to find books at their child's reading level.

Yearly reading totals are as follows:

Elementary		Middle School
1 <sup>st</sup> grade goal	= 100,000 words	6 <sup>th</sup> - 8 <sup>th</sup> grade English Class Student goal = 750,000 words 6 <sup>th</sup> - 8 <sup>th</sup> grade Honors English Class Student goal = 1,000,000 words
2 <sup>nd</sup> grade goal	= 200,000 words	
3 <sup>rd</sup> grade goal	= 300,000 words	
4 <sup>th</sup> grade goal	= 400,000 words	
5 <sup>th</sup> grade goal	= 500,000 words	

## PROGRESS REPORTS

About six weeks after the start of a new trimester, parents will be notified of any academic concepts their child is struggling with and of any unsatisfactory study habits. Parents must sign each progress report, return it to school the next day, and the homeroom teacher will provide a copy for parent files.

## REPORT CARDS

Report cards are issued at the end of every trimester. The first two are given to parents during Parent Conferences, and the third is sent home on the last day of school with students. Report cards will include academic performance grades, study habits, citizenship, and teacher comments.

## PARENT-TEACHER MEETINGS AND CONFERENCES

Parent-teacher meetings consistently take place at El Sol. Parents are encouraged to assume an active role in their child's education. We ask parents to make appointments with the teacher to arrange an appropriate time and place to meet.

Parent-teacher conferences give parents a detailed assessment of their child's performance. These happen twice a year with the student's homeroom teacher. The first conference is mandatory for all students. The second conference is a choice for parents whose students are at grade level but mandatory for those below grade level. Throughout the school year, parents are always welcome to contact teachers to arrange a conference. Teachers may request a parent conference at any time as well. Please call the school or email teachers to set up a meeting.

## PROMOTION/RETENTION

When a student's grades and test scores fall below the set standards, a Board of Review composed of teachers, the Student Success Team (SST) Coordinator, and an administrator meets with the parents to discuss recommendations for promotion or retention. The school will make every attempt to consult and work with parents to help support student's academic challenges throughout the year.

## TESTING

Students at El Sol are tested yearly using school and state-mandated assessments to measure student progress in reading, language, and math. In addition, teachers use multiple assessment measures to track their students' achievement and overall

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academic progress. These assessments also serve as a tool in the classroom and guide instructional practices. Thus, enabling teachers to adjust and/or modify the content they teach. Charter schools are required to participate in the California Assessment of Student Performance and Progress (CAASPP), and students in applicable grades will participate therein, unless exempted as provided by law.

The following tests administered over the course of the year:

#### **LOCALLY ADMINISTERED ASSESSMENTS**

- Writing Proficiency Test: Grades K - 8<sup>th</sup>
- Diagnostic Exams: TK (Transitional Kindergarten) - 8
- Benchmark Tests: Grades K – 8<sup>th</sup>

#### **STATE MANDATED ASSESSMENTS**

- CAASPP: California Assessment of Student Performance and Progress
- English Language Arts and Mathematics: Grade 3<sup>rd</sup> - 8<sup>th</sup>
- California Science Test: Grade 5<sup>th</sup> and 8<sup>th</sup>
- State-Mandated Physical Fitness Test: Grade 5<sup>th</sup> and 7<sup>th</sup>

*Parents will be receiving notification of their child's results.*

#### **ANIMAL DISSECTIONS**

Students at the Charter School may perform animal dissections in the science curriculum. Any student who provides the teacher with a written statement, signed by their parent/guardian, specifying the student's moral objection to dissecting or otherwise harming or destroying animals or any parts thereof may be excused from such activities if the teacher believes that an adequate alternative education project is possible. The alternative education project shall require a comparable time and effort investment by the student. It shall not, as a means of penalizing the student or be more arduous than the original education project. The student shall not be discriminated against based upon their moral objection to dissecting or otherwise harming or destroying animals or any parts thereof.

#### **EXPANDED LEARNING PROGRAM**

The Extended Day Program is an enrichment program aimed to help students academically; it provides students a variety of enrichment activities and lessons to develop various skills and knowledge.

For those enrolling in the program enrollment options include:

- **Students who participate in the program every day and attend regular classes.** These students must participate in enrichment classes. They can opt for a second enrichment class depending on age, space, and other teacher criteria. (Funded by the ASES (After School Education and Safety) Grant, the school and the parents).
- **Students who only attend the program take enrichment classes.** This group of students does not attend the program every day. They have the lowest priority at the time of enrollment. The cost of the program is \$10.00.
- For additional details please refer to the [Expanded Learning Handbook](#).

#### **ENGLISH LEARNERS**

The Charter School is committed to the success of its English Learners, and support will be offered both within academic classes and in supplemental settings for students who need additional support for English language learning. The Charter School will meet all applicable legal requirements for English Learners as they pertain to annual notification to parents, student identification, placement, program options, English Learners and core content instruction, teacher qualifications and training, reclassification to Fluent English Proficient status, monitoring and evaluating program effectiveness, and standardized testing requirements. The Charter School will implement policies to ensure proper placement, evaluation, and communication regarding English Learners and the rights of students and parents.

#### **SPECIAL EDUCATION CHILD FIND SYSTEM**

The Charter School has a duty to identify, locate, and assess children with disabilities who need special education and related services. If you believe that your child needs special education and related services, you may initiate a referral for assessment by contacting:



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Sara Flores  
Chief Student & Family Supports Officer  
328 W Halesworth, Santa Ana, CA 92701  
(714) 543-0023  
[sflores@elsolacademy.org](mailto:sflores@elsolacademy.org)

## **SECTION 504**

Section 504 requires the Charter School to provide a free appropriate public education to qualified students who have a physical or mental impairment that substantially limits one or more major life activities, including learning. The Charter School recognizes its legal responsibility to ensure that no qualified person with a disability shall, on the basis of disability, be excluded from participation, be denied the benefits of, or otherwise subjected to discrimination under any program of the Charter School. Any student who has an objectively identified disability which substantially limits a major life activity, including, but not limited to, learning, is eligible for accommodations by the Charter School. The parent/guardian of any student suspected of needing or qualifying for accommodations under Section 504 may make a referral for an evaluation to the Section 504 Coordinator. A copy of the Charter School's Section 504 policies and procedures is available upon request at the school office.

Sara Flores  
Chief Student & Family Supports Officer  
328 W Halesworth, Santa Ana, CA 92701  
(714) 543-0023  
[sflores@elsolacademy.org](mailto:sflores@elsolacademy.org)

## **SPECIAL EDUCATION/STUDENTS WITH DISABILITIES**

We are dedicated to the belief that all students can learn and must be guaranteed equal opportunity to become contributing members of the academic environment and society. The Charter School provides special education instruction and related services in accordance with the Individuals with Disabilities in Education Improvement Act ("IDEA"), Education Code requirements, and applicable policies and procedures of the El Dorado Charter SELPA (Special Education Local Plan Area). These services are available for special education students enrolled at the Charter School. We offer high-quality educational programs and services for all our students in accordance with the assessed needs of each student. The Charter School collaborates with parents, the student, teachers, and other agencies, as indicated, to appropriately serve each student's educational needs.

Pursuant to the IDEA and relevant state law, the Charter School is responsible for identifying, locating, and evaluating children enrolled at the Charter School with known or suspected disabilities to determine whether a need for special education and related services exists. This includes children with disabilities who are homeless or foster youth. The Charter School shall not deny nor discourage any student from enrollment solely due to a disability. If you believe your child may be eligible for special education services, please contact your student's teacher, Chief Student & Family Supports Officer.

## **INTERNAL COMPLAINT PROCEDURES – SPECIAL EDUCATION POLICY**

It is the policy of El Sol Academy (the "School") to maintain a positive and productive educational environment. The School is primarily responsible for ensuring that it is compliant with all applicable federal and state special education laws and regulations. There are some circumstances, however, when parents/guardians or students over the age of 18 believe that a violation of federal or state special education law is occurring in the following areas: 1) violations of Part B of the IDEA, and regulations implementing Part B; or 2) violations of Part 30 of the Education Code and the related regulations; or 3) complaints that an LEA (Local Educational Agency) or other public agency has violated the terms of a settlement agreement relating to the provision of a free, appropriate public education (an allegation relating to an attorney fees provision in a settlement agreement is expressly excluded); 2) complaints that the LEA or other public agency has failed or refused to implement a due process hearing order to which that LEA or other public agency is subject; 3) complaints that a public agency, other than an LEA, fails or refuses to comply with a law or regulation applicable to that public agency as it pertains or relates to the provision of a free appropriate public education to individuals with disabilities; or 4) complaints that allege facts that indicate that physical safety concerns interfere with the provision of a free appropriate public education.

Additionally, the School shall not directly or indirectly use or attempt to use the official authority or influence of the School employee for the purpose of intimidating, threatening, coercing, or attempting to intimidate, threaten, or coerce any person, including, but not limited to, a teacher, a provider of designated instruction and services, a paraprofessional, an instructional

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aide, a behavioral aide, a health aide, other educators or staff of the School, a private individual or entity under contract with the School, or a subordinate of the employee, for the purpose of interfering with the action of that person at any time, to assist a parent or guardian of a pupil with exceptional needs to obtain services or accommodations for that pupil. If the parent/guardian/student has a complaint relating to an evaluation or plan under section 504 of the Rehabilitation Act of 1973 ("section 504 plan"), the parent/guardian/student may complain to the school's administration. If that does not resolve the issue, the parent/guardian/student may make a formal complaint to the school's section 504 designee:

Sara Flores  
Chief Student & Family Supports Officer  
328 W Halesworth, Santa Ana, CA 92701  
(714) 543-0023  
[sflores@elsolacademy.org](mailto:sflores@elsolacademy.org)

### **FILING A COMPLAINT**

If the parent/guardian/student/organization believes that a violation of state or federal special education laws or regulations is occurring, and the issue is not resolved informally, the parent/guardian/student/organization may file a signed written complaint with the California Department of Education ("CDE"). All parties involved in the allegations will be notified when a complaint is filed, when a complaint meeting or hearing is scheduled and when a decision is made. If a complainant is unable to put a complaint in writing due to conditions such as illiteracy or a disability, the school staff will assist the person with filing the complaint.

The complaint filed must include the following: 1) a statement that an Local Education Agency ("LEA") or other public agency has violated or failed to comply with any provision set forth above; 2) the facts on which the statement is based; 3) the signature and contact information for the complainant; and 4) if alleging violations with respect to a specific child: A) the name and address of the residence of the child; B) the name of the school the child is attending; C) in the case of a homeless child or youth, available contact information for the child, and the name of the school the child is attending; D) a description of the nature of the problem of the child, including facts relating to the problem; and E) a proposed resolution of the problem to the extent known and available to the party at the time the complaint is filed.

The complaint must allege a violation that occurred not more than one year prior to the date that the complaint is received in accordance with federal regulations. The party filing the complaint must forward a copy of the complaint to the LEA or public agency serving the child at the same time as the party files the complaint with the CDE.

The state complaint procedures, investigations, and reports include those provisions set forth in 34 C.F.R. sections 300.151 through 300.153.

Refusal by the complainant to provide the investigator, at any level of the investigation, with documents or other evidence related to the allegations in the complaint, or to otherwise fail or refuse to cooperate in the investigation or engage in any other obstruction of the investigation, may result in the dismissal of the complaint because of lack of evidence to support the allegations.

### **APPEAL OF CDE'S INVESTIGATION REPORT**

Within 30 days of the date of the CDE Investigation Report, either party may request reconsideration by the Superintendent of Public Instruction ("SPI") or the SPI's designee. The request for reconsideration shall specify and explain why: 1) relative to the allegation(s) of the complaint, the CDE Investigation Report lacks material findings of fact necessary to reach a conclusion of law; and/or 2) the material findings of fact in the CDE Investigation Report are not supported by substantial evidence; and/or 3) the legal conclusion in the CDE Investigation Report is inconsistent with the law; and/or 4) in a case in which the CDE found noncompliance, the required corrective actions fail to provide a proper remedy.

The CDE shall respond in writing to the request for consideration within 60 days of the receipt of the request.

### **DISSEMINATION**

The School will send to students, employees, parents or guardians of its students, school advisory committees, and other interested parties a notice of rights under this policy on an annual basis. A copy of the Internal Complaint Procedures - Special Education Policy is available upon request at the school office.

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## ATTENDANCE

It is essential that students be prompt and regular in attendance. Every absence, including part of the day, interferes with your child's progress in school. ***Absence from school is the greatest single cause of school failure.*** Student(s) should not be absent from school unless it is necessary. If your student is absent, please call the office the morning of the absence.

**Elementary School K - 4<sup>th</sup> Grade:** (714) 543-0023

**Middle School 5<sup>th</sup> - 8<sup>th</sup> Grade:** (715) 543-0023

If you are not able to call, please send a message via the application parent square explaining the absence when your child returns to school. When a child is absent, the Office Assistant calls the student's home to verify the absence.

### EXCUSED ABSENCE

A student's absence is excused solely for the following reasons:

- If student(s) are ill
- If someone in the student's family passes away, (1-day absence is excused for local and 3 days for out of town)
- If student(s) need to observe a religious holiday
- If student(s) must go to a doctor, dentist, or other medical professional - please bring a doctor's note upon return
- If student(s) are ordered by the government to be somewhere else, such as in court
- If student(s) participate in "Take Child (son/daughter) to Workday"
- Other justifiable personal reasons

When a student has been absent, the student must bring to school on the first day they return a written excuse from his/her parent/guardian explaining why he/she was absent. The written excuse should include the date(s) student was absent, the reason for the absence, and the signature of the student's parent/guardian or of a doctor who has treated him/her.

If a student is frequently absent, the School Administration may ask the student's parent/guardian to provide more information about his/her absences.

### UNEXCUSED ABSENCE

Any absence that does not match one of the above-mentioned situations is an unexcused absence.

- Absence from school without parent consent
- Vacations or other activities taken during the school year

### TARDY POLICY

Be at school and on time every day!

**After the 5th tardy upon entering school in the morning, parent and administration will have meeting**

**Tardiness from class to class could lead to loss of privileges on middle school campus.**

Frequent tardies will result in consequences for middle school students. The consequences include:

- 1st, 2nd, and 3rd Tardy = warning
- 4<sup>th</sup> or 5<sup>th</sup> Tardy = detention
- 6<sup>th</sup> or 7<sup>th</sup> = Saturday workshop

**Early Releases:** If you need to pick up your child(ren) from school before the scheduled dismissal time, please follow these steps:

4. **Front Office:** Go to the front office and inform one of the office staff members that you are picking up your child(ren) and state the reason. The office staff will help you complete the early release form.
5. **Classroom Pickup:**
  - If your child(ren) is in the classroom, the office staff will give you the original copy of the form. Please sign the visitors log, take a visitor pass, and go to the classroom. When you arrive, knock, enter, and leave the original copy of the early release form with the teacher while you take your child(ren).  
\*Please note that some parents request the office staff to have their child(ren) ready at the office by the time they arrive on campus. The office does not have the capacity to accommodate this for each parent and will only do so in emergency cases.

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- If your child(ren) is on the playground (during recess or lunchtime), you will not need to sign in or go to the classrooms. The office staff will call the Noon-Supervisors to locate your child(ren). The noon-supervisors will instruct your child(ren) to go to their classroom to pick up their backpack and other belongings and then head to the office. The office staff will notify the teachers after you and your child(ren) leave.
6. **Returning to School:** If you bring your child(ren) back to school, please inform the office staff, and they will notify the necessary parties.

### **EARLY DISMISSAL**

A note from home is necessary when a student is to be dismissed early from school. If you wish to pick up your child during the school day, please arrange to have him or her sign out in the school office. Students may only be released to adults listed on the emergency card. We have established this procedure for the protection of all students. Please make every effort to schedule appointments after 3:00 p.m. **Dismissal within the last 15 minutes of the school day is very DISRUPTIVE to the classes.**

### **MEDICAL APPOINTMENTS**

Please try to schedule all medical/dental appointments during non-school hours whenever possible. If an appointment must be made during the day, the parents will then need to come to the office at the designated time to sign the student out. Students should remain in school before and after all appointments.

### **INDEPENDENT STUDY**

When you know in advance that your child is going to be out of school for **3 days or more** for a reason other than illness, please contact the teachers in advance so that they can prepare an Independent Study Package for your child; so, the absences will not be considered unexcused. Then, parents need to fill out the Independent Study Contract Form at the office with the Office Assistant. Upon return to school, parents need to return all work to the teachers. The absences will not be marked as Independent Study until all the assigned work is completed and returned.

## **HEALTH AND SAFETY**

### **ACCIDENTS**

In the case of most minor scrapes or falls, a capable and caring staff member will treat students. Should the injury be determined to be serious, parents and/or those designated on the emergency cards will be notified as soon as possible. Emergency medical services will be summoned, as necessary.

### **CAMPUS SECURITY**

We appreciate everyone's cooperation in helping to keep our students safe. Our gates on Halesworth Street are always locked from 8:00 - 5:55 p.m. All our parents and visitors are asked to come in through the front office where they need to sign in and out. Students will only be dismissed in the care of parents or those listed on the emergency card.

### **CHILD ABUSE**

In accordance with California State Law, our staff is obligated, under penalty of a fine or jail term, to report the reasonable suspicion of physical abuse, emotional abuse, emotional deprivation, physical neglect, inadequate supervision, sexual abuse, or exploitation.

### **CONTAGIOUS DISEASES**

The following communicable diseases **must be reported to school office staff:** chicken pox, pink eye, strep throat, and measles. Please contact the school within 24 hours of diagnosis so that appropriate measures may be considered. Students must be cleared through the office before returning to class.

### **EMERGENCY SITUATIONS**

State regulations require us to have valid emergency numbers on file for every student. Please make certain the office has a current phone listing for you and at least two emergency numbers in the event that you cannot be reached. *Should any change occur*, please notify the school office immediately of the new telephone numbers.

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In the event of an earthquake, teachers will direct students to “duck, cover, and hold.” They will remain under cover until the shaking ceases, and they are notified that it is safe to evacuate the classrooms. Upon command, students will be evacuated to the emergency drill area in the school. If there is a situation threatening our school structure and the safety of our students, they will be taken to Willard Junior High School.

### **EMERGENCY EPINEPHRINE AUTO-INJECTORS**

Emergency epinephrine auto-injectors are available in the school office for the school health clerk or trained personnel to provide emergency medical aid to persons suffering, or reasonably believed to be suffering, from an anaphylactic reaction.

### **HARASSMENT POLICY**

In accordance with the laws of the State of California, El Sol Academy is committed to providing an environment free from harassment of any form. Harassment of any student by any other student, parent, or school employee is prohibited. The school will respond to allegations of harassment seriously and will review and investigate such allegations in a prompt, confidential, and thorough manner.

### **ILLNESS**

El Sol Academy believes that it is not in the best interest of ill children to be sent home alone. If a child is determined to be too ill to remain at school, the office staff will notify the parents or designated emergency contact to pick up the child at school and to transport him/her home.

### **IMMUNIZATIONS AND HEALTH REQUIREMENTS**

Each student must submit a Record of Immunizations to comply with the Orange County Health Department regulations and the State of California. Currently, an immunization record (yellow card) must be submitted showing the individual shots and dates they were given.

All children must have their immunization record up to date before their first day of enrollment at the school. The required vaccines are listed in this website - [vaccines required for school](#)

### **FIREARMS AND SAFETY**

Parents and legal guardians of all students are reminded of their responsibilities for keeping firearms out of the hands of children as required by California law. There have been many news reports of children bringing firearms to school. In many instances, the child obtained the firearm(s) from their home. These incidents can be easily prevented by storing firearms in a safe and secure manner, including keeping them locked up when not in use and storing them separately from ammunition.

To help everyone understand their legal responsibilities, this memorandum spells out California law regarding the storage of firearms. Please review this memorandum and evaluate your own personal practices to ensure that you and your family comply with California law.

- With very limited exceptions, California makes a person criminally liable for keeping any firearm, loaded or unloaded, within any premises that are under their custody and control, where that person knows, or reasonably should know, that a child is likely to gain access to the firearm without the permission of the child’s parent or legal guardian, and the child obtains access to the firearm, and thereby (1) causes death or injury to the child or any other person; (2) carries the firearm off the premises, or to a public place, including to any preschool or school grades kindergarten through 12th grade, or to any school-sponsored event, activity, or performance; or (3) unlawfully brandishes the firearm to others. (California Penal Code sections 25100 through 25125 and 25200 through 25220). Note: The criminal penalty may be significantly greater if someone dies or suffers great bodily injury as a result of the child getting access to the firearm.
- With very limited exceptions, California also makes it a crime for a person to negligently store or leave any firearm, loaded or unloaded, on their premises in a location where the person knows or reasonably should know that a child is likely to gain access to it without the permission of the child’s parent or legal guardian unless reasonable action is taken to secure the firearm against access by the child, even where the minor never actually accesses the firearm.
- In addition to potential fines and terms of imprisonment, as of January 1, 2020, a gun owner found criminally liable under these California laws faces prohibitions from possessing, controlling, owning, receiving, or purchasing a firearm for 10 years. (California Civil Code Section 29805).

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- Finally, a parent or guardian may also be civilly liable for damages resulting from the discharge of a firearm by that person's child or ward. (See California Civil Code Section 1714.3).

### **SYNTHETIC DRUGS/FENTANYL DANGERS**

The school will address the dangers of synthetic drugs and fentanyl dangers with students. The students will be educated on the deadly consequences of recreational drug use.

### **MEDICAL VACCINE EXEMPTIONS**

**Starting January 1, 2021**

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

### **LUNCH PROGRAM**

El Sol Academy participates in the National School Lunch Program as administered through the California Department of Education. We are pleased to provide universal breakfast and lunch for all students. This year we are introducing a new food service vendor, Revolution Foods. You can read more information about Revolution Foods at [Revolutionfoods](#)

You are welcome to join your child(ren) for breakfast in the morning at the lunch tables underneath the canopies. If the space becomes limited and needed for our students, we will reevaluate this policy. Please note that while students are allowed to take fruit and any other uneaten food items with them, parents are not permitted to do so.

Please do not hesitate to reach out to either Brianda ([blemus@elsolacademy.org](mailto:blemus@elsolacademy.org)), Ana ([aarredondo@elsolacademy.org](mailto:aarredondo@elsolacademy.org)), Tristan ([tgude@elsolacademy.org](mailto:tgude@elsolacademy.org)) if you have any questions, comments or suggestions about our Food Program.

The Charter School also maintains a Local School Wellness Policy pursuant to state and federal requirements.

### **ACCESS TO DRINKING WATER**

Providing access to drinking water gives students a healthy alternative to sugar-sweetened beverages and helps to increase students' overall water consumption, and helps maintain hydration. Our campuses have water bottle filling stations available on our campuses.

## **EL SOL ACADEMY'S DRESS CODE**

Pride in one's appearance is important in fostering good self-esteem and a positive attitude toward school and others. Therefore, the students at El Sol Academy are expected to attend school in a clean and well-presented manner, wearing clothing consistent with the uniform policy. Parent adherence to the policy is important in fostering student responsibility, self-respect, and a sense of community. Parents' consistent support of the charter rules and philosophy is especially important.

Students must adhere to the school's uniform policy as follows:

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All clothing must fit properly and be in good condition, clean, free of tears, ragged edges, and safety pins. Cartoon characters, team logos, or brand names are not acceptable on uniform clothing.

## UNIFORM DRESS CODE:

### TOPS

- Red, navy blue, or white or black and gray tee shirts with El Sol Logo
- Solid colored shirts, with sleeves and collars, red, white, and navy blue for both boys and girls
- Turtlenecks, sweaters, sweatshirts, and vests may be worn if they are red, navy blue, or white.
- *El Sol Spirit shirts and sweatshirts may be worn any day and are encouraged on field trips.*

### BOTTOMS

Pants/Shorts/Skirts/Skort/Dresses/Jumpers:

- Girls' shorts/skirts need to be at an appropriate length for school.
- Administration reserves the right determine if it is appropriate or not
- Boys' pants/shorts cannot sag or be worn below the waist – NO EXCEPTIONS.
- Navy, khaki, and school plaid in uniform style.
- Cargo pants, pajama pants, and sweats ARE NOT ALLOWED.
- Leggings and tights are allowed only if they are red, white, or navy blue under a skirt or dress.

### BELT

Solid brown, black, or navy belts must be worn when belt loops are present.

### SHOES

Tennis shoes are recommended. **All shoes must have a closed toe, ankle height, and a heel.** Boots and rain boots permitted due to the weather. No dress boots, high heels/platforms, flip-flop, sandals, or dress up shoes, crocs please.

### HATS

No hats may be worn on campus. El Sol school logoed hats may be worn on free dress days

### SOCKS

Any colored socks are allowed if appropriate for school. Students in Middle School may wear black socks.

**El Sol administration reserves the right to add/modify/remove any dress code expectation at any time to prioritize student safety and/or improve the academic learning environment. Students and parents will be notified of any changes.**

## FREE DRESS DAYS

Students in Middle School will have Free Dress Days on Fridays. If approved, students need to follow the following guidelines. Shirts may not be spaghetti straps, have any cartoons, or inappropriate sayings or symbols. Clothing should not be oversized showing any undergarments. Clothing should also not be too small to show navels and/or undergarments. Free Dress Fridays is a privilege and can be revoked if students are not following school expectations and policies.

## SPIRIT DAYS

Throughout the school year, there are certain days where students can participate in Spirit Days. Flyers will be sent home in Thursday packets announcing Spirit Days and specifications. Shirts may not be spaghetti straps, have any cartoons, or inappropriate sayings or symbols. Bottoms should follow uniform dress code, unless otherwise specified on flyers. Shoes should follow uniform dress code as well.

## PHYSICAL EDUCATION



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Due to limited space availability and other safety factors, please be aware that the students will no longer dress out during their physical education classes. On days that your child has PE (Physical Education), we ask that students dress in tennis shoes and comfortable uniform clothes to permit them to participate in all PE activities.

### **HAIR AND GROOMING**

Hair must be neatly groomed and styled in a way so that it does not interfere with the student's vision. If earrings are worn, they must be post-style for safety reasons. Hoods are only to be worn on chilly days, and never to be on inside the classroom. Makeup is not permitted unless it is approved for a school sponsored event.

**\*\*\* IF YOU NEED HELP FINDING SCHOOL UNIFORMS, PLEASE CONTACT SARA FLORES AT (714)975-0544 \*\*\***

### **EL SOL SCHOOL DRESS CODE**

#### **El Sol's School Dress Code must be followed at all times.**

- Students are to ONLY wear polo shirts, tee shirts, any El Sol shirts, jeans, and shorts
- Shorts cannot be altered (rolled up or hemmed)
- Pants cannot be too tight or too baggy
- Leggings or spandex are not allowed athletics team permitted for games and will be permitted prior to practice or event
- Pajama pants are not allowed
- Shorts length must be appropriate distance from kneecap
- El Sol jackets or sweatshirts: Hooded sweatshirts are allowed, but they are **NEVER** to be worn inside of the classroom.
- Hats and Bennies are not allowed unless they are El Sol items and approved.
- Sports clothing (including team attire) is for designated days only and should not be worn unless there is a specific event. (No logoed team apparel,)
- No baseball caps or headgear with sports teams or Santa Ana/OC on them will be permitted.
- Wallet chains, and/or spiked and sharp jewelry are not allowed.
- Jerseys or shirts with team logos are not allowed.
- No belt buckles with logos or initials (including anything related to weapons, drugs, or of a sexual nature) are allowed.
- Bandanas, hairnets, rags, and beanies are not permitted. (Only students that have religious or medical conditions will be granted exceptions.)
- Hairstyles should not be a distraction to the school day.
- Make-up is not permitted.
- Large earrings and hoops are not permitted.
- CLOSED-TOED SHOES only. No Crocs, slippers, or sandals are allowed.

#### **If student does not comply with the following school dress code, the following will take place:**

1. 1st offense = warning
2. 2nd offense = Letter sent home reminding parents of the dress code policy
3. Students will be provided with a change of clothing and must leave their clothes inside the office. Clothing will only be released following a phone call with parents.
4. 3rd offense = School will provide change of clothing, and their clothing will be left in the office until parents can pick it up.
5. 4th offense = Parent and Administration will have a meeting regarding the violations. Students will no longer be able to participate in free dress days.

#### **El Sol Free Dress Days**

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“Free dress” days are offered throughout the school year, are considered privileges, and should not be a distraction to the school day. Students can earn free dress a variety of ways.

***Rule of thumb: If you are not sure, then do not wear it!***

- Shirts should cover the shoulder and stomach. No tank tops or crop tops.
- Clothes should not be oversized to show any undergarments
- Clothes should not be so small to show navels, and/or undergarments
- Jeans should not be ripped or have holes.
- No inappropriate language or logos.
- No hats or beanies.

***If you do not follow the free dress policy, you will lose your privilege. This is subject to administration discretion.***

***El Sol Academy is NOT responsible for loss, damage, or theft of any clothing/accessory that has been confiscated because of a dress code violation.***

## **HYGIENE**

Personal hygiene is important for all students. Being clean and neat helps student(s) stay healthy, feel better, and work better at school.

## **STUDENT DISCIPLINE POLICY**

The El Sol Elementary and Middle School discipline policy was developed to ensure all students can develop physically, mentally, emotionally, and socially in a secure, orderly, and productive learning environment. It has also been developed so teachers have guidelines and the support they need to teach efficiently. Finally, the school disciplinary policy provides parents with the knowledge that their student(s) will be treated fairly.

The policy works to ensure that:

- A safe and productive learning environment will be maintained for all individuals at school and in school related activities.
- Conflicts will be handled without violence or threats of violence and with respect for all rights.
- Students and staff will be expected to always be on task while in the classroom or at other learning activities.

This discipline policy considers all non-negotiable and classroom rules. Students, parents, and staff members must have a clear understanding of what is considered unacceptable behavior at El Sol Academy. They must also know the consequences for unacceptable behavior and at what level the classroom teacher or administration assumes responsibility for conferring with students and parents regarding behavior problems.

## **EL SOL STUDENT PERSONAL STANDARDS**

### **Show Respect, Make Good Decisions, Solve Problems**

#### **BEHAVIOR CODE**

The following behaviors are prohibited at school, at any school-sponsored activity or event (including but not limited to festivals, dances, fieldtrips), or while on a bus:

- Behavior that interferes with learning, including disrespect and failure to follow reasonable directions
- Damaging school property or the property of others
- Damaging or setting off a fire alarm (except in cases of fire on school premises).
- Dishonesty
- Distribution, use, access, upload, or download of vulgar, obscene, or threatening materials and/or graphics

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- Fighting and/or play fighting
  - Leaving a class or the school without permission
  - Physical contact is inappropriate
  - Possessing or using tobacco or any smoking paraphernalia
  - Possessing, using, selling, buying, giving away, bartering, or exchanging any alcoholic beverage or illegal drug
  - The misuse of technology (refer to Electronic Resources – Authorized User Policy)
  - The sale, give-away, barter, exchange, or distribution of any food, non-prescriptive or prescriptive drugs, materials, substances, toys, or other personal belongings without the consent of the administrator in charge
  - Theft
  - Littering
  - Using inappropriate language, whether written or spoken
  - Verbally or physically abusing teachers, administrators, students, or any other person, including but not limited to, acts of sexual harassment, threats, or intimidation
  - Bus misconduct (for field trips/school sponsored trips)

## **BULLYING**

Bullying is one of the most underrated problems in schools. Teachers, administrators, students, parents, and support staff work as a team in acting against bullying.

Bullying means any electronic, written, verbal, or physical act or conduct toward a student which is based on any actual or perceived trait or characteristic of the student, and which creates an objectively hostile school environment that meets one or more of the following conditions:

- Places the student in reasonable fear of harm to the student’s person or property
- Has a detrimental effect on the student’s physical or mental health
- Has the effect of interfering with the student’s academic performance - or -
- Has the effect of substantially interfering with the student’s ability to participate in or benefit from the services, activities, or privileges provided by a school.

“Electronic” means any communication involving the transmission of information by wire, radio, optical cable, electromagnetic, or other similar means. “Electronic” includes but is not limited to communication via electronic mail, internet-based communications, pager service, cell phones, electronic text messaging, or similar technologies.

Harassment and bullying may include, but are not limited to, the following behaviors and circumstances:

- Verbal, nonverbal, physical, or written harassment, bullying, hazing, or other victimization that have the purpose or effect of causing injury, discomfort, fear, or suffering to the victim;
- Repeated remarks, of a demeaning nature that have the purpose or effect of causing injury, discomfort, fear, or suffering to the victim;
- Implied or explicit threats concerning one's grades, achievements, property, etc. that have the purpose or effect of causing injury, discomfort, fear, or suffering to the victim;
- Demeaning jokes, name calling, stories, or activities directed at the student that have the purpose or effect of causing injury, discomfort, fear, or suffering to the victim; and/or
- Unreasonable interference with a student's performance or creation of an intimidating, offensive, or hostile learning environment.

## **DISCIPLINE**

El Sol Academy uses a restorative system for student discipline. A relational approach that helps build school climate, while addressing student behaviors by fostering a sense of belonging, social engagement, and accountability for all. Students who struggle with discipline issues will work with staff, dean, and the administration team to provide helpful support, and work to find best intervention to help the student. This system’s design is a firm, fair, and consistent way of working with young people in their social development.

Parent(s) will be notified in writing each time their child is being disciplined. Students are expected to have their signed slips returned to the issuing teacher or staff member the next school day. If it is not returned, parent(s) will receive a phone call.

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The school will notify their parent(s) both by phone and in writing regarding the incident with their student. Based on the incident, intervention will be applied to support the student.

Discipline is a process designed to teach, model, and use natural consequences to bring about responsible behaviors. Building social capital and achieving discipline by participatory learning and good decision-making.

Acceptable student behavior includes:

- Respect for self, all fellow students, all faculty, and all visitors to the school
- Courtesy in speech and manner
- Cooperation with all teachers, class, and school policies
- Self-control in dealing with others
- Concern for the safety and well-being of others
- Acceptance of responsibility for academic learning

### **KINDERGARTEN AND FIRST GRADE**

Student(s) in these two grade levels will receive appropriate and immediate consequences for unacceptable behavior (i.e., lying, pushing, biting, placing hands on a classmate, etc.). Grade level teachers will give consequences, and if necessary, the administration will become involved. Some of these consequences may be seating on the lunch tables during recess and/or lunch, computer and classroom privileges taken away, suspension for extreme cases.

### **INTERVENTIONS**

Parents will be notified by phone and a student incident slip will go home for a parent signature, each time a student receives a conduct referral. Each time a student in grades 2<sup>nd</sup> through 5<sup>th</sup> receives a conduct referral the parent will be notified, and their teacher will give a specific intervention. If needed, a committee of teachers, administration, and students will come together in a formal meeting to discuss an intervention plan for the students. Students in grades 6<sup>th</sup> through 8<sup>th</sup> will follow the same format. If additional support and intervention is needed several interventions will be provided by the Dean. If interventions that are in place to help support are ineffective, then a meeting with the teacher, family, student, and administration will take place. If a student has participated in two intervention workshops, the Discipline Committee will come together in a formal meeting to discuss a plan for the student. Excessive discipline issues, or Saturday/morning workshops, could result in a meeting to discuss the student's enrollment at the school.

What follows is a guideline that teachers and staff that are potential infractions. The examples listed are only examples and are in no way all-inclusive. The judgment of the teacher and staff member will be final in assigning potential interventions based on the nature and severity of the infraction. Classroom teachers may also be giving other immediate consequences (i.e., loss of recess, classroom privileges, fieldtrips, etc.) that are appropriate for unacceptable behaviors.

#### **Possible Infractions:**

- Chewing gum
- Running in class
- Being outside without a pass
- Misbehaving in line
- Not following recess and lunch procedures such as standing when the bell rings
- at the end of recess)
- Littering
- Not turning in behavior form with parent signature
- Violation of school dress code
- Going into office without a supervisor or teacher's note
- Inappropriate use of playground equipment
- Tardies during rotation
- Talking back to adults
- Rough playing
- Running away from authority
- Leaving lunch tables early
- Playing in restrooms
- Disrespectful to substitute teachers
- Offensive use of language
- Throwing food (food fights)
- Destruction of school property (restrooms, classrooms, etc.)
- Inappropriate display of affection (kissing, touching)
- Physical violence
- Throwing wet papers to the walls, ceiling, or floor of the restrooms.
- Urinating purposely outside urinals or toilets.
- Bullying (verbal or written threats towards anyone)
- Harassing
- Use of profanity
- Stealing
- Vandalism
- Sexual Harassment

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- Possession of weapons

Students, parents, and staff will demonstrate self-respect, respect for others, and respect for all things in their environment. Since behavioral development is an on-going process that involves the entire school, any teacher, faculty, or staff member can give any student a point. This discipline policy applies to all students at any time they represent the school. This includes the bus, field trips, sporting events, dances, and any other special or extra-curricular event.

### **STUDENT SUSPENSION AND/OR RECOMMENDATION FOR EXPULSION**

For specific offenses, the state law allows for the suspension (Education Code § 48900 a-q) of a student if a school investigation shows the student - while on school grounds, going to or from school, during lunch period (on or off campus), or during, or while going to or from, a school-sponsored activity - has engaged in any of the following acts:

#### **ASSAULT/BATTERY**

Causing, attempting to cause, or threatening to cause physical injury to another person, including a school employee. Also included are attempted sexual assault, sexual assault, and sexual battery. Exceptions may be made in a situation where witnesses and evidence support a case of self-defense.

#### **WEAPONS**

Possessing, selling, or otherwise providing any weapon - including guns, knives, explosives, or simulated weapons, including toys such as pellet, air soft, paintball, BB guns, and water guns. Also applies to use of any object in a threatening manner, including traditional classroom supplies such as pencils, pens, and paper clips.

#### **ALCOHOL/INTOXICANTS/CONTROLLED SUBSTANCES**

Unlawfully possessing, using, selling, or otherwise providing alcohol, intoxicants (including inhalants such as glue, paint, or liquid paper) or controlled substances, including prescribed medications. It also applies to being under the influence of alcohol, intoxicants, or controlled substances.

#### **SUBSTANCE IN LIEU OF ALCOHOL/INTOXICANTS/CONTROLLED SUBSTANCES**

Delivering, providing, or selling items, which are claimed to be alcohol, intoxicants, or controlled substances, but were not such items.

#### **DRUG PARAPHERNALIA**

Unlawfully possessing, offering, arranging for, or negotiating to sell any drug items.

#### **TOBACCO OR NICOTINE PRODUCTS**

Possessing, providing, or using tobacco, or any item containing tobacco or nicotine products, including cigarettes, cigars, clove cigarettes, smokeless tobacco, snuff, chew packets, and betel. Under district policy, a fourth offense requires an expulsion referral.

#### **ROBBERY AND EXTORTION**

Committing or attempting to commit robbery or extortion. Extortion occurs when threats are made with the intent to obtain money or something of value.

#### **PROPERTY DAMAGE**

Causing or attempting to cause damage to school property or private property. Parents or guardians are legally responsible to pay for any losses or damage to public property caused by a student.

#### **PROPERTY THEFT**

Stealing or attempting to steal school or private property or receiving stolen property. Parents may be required to pay for damages.

#### **OBSCENITY**

Committing an obscene act or engaging in regular profanity, swearing, or vulgarity. Also applies to sexual acts, even if consensual.

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## **DISRUPTION OR DEFIANCE**

Disrupting school activities or otherwise refusing to follow the valid authority of school personnel, including supervisors, teachers, school officials, or other school staff performing their duties.

## **HATE VIOLENCE (Grades 4 - 12)**

Causing, threatening to cause, attempting to cause, or participating in acts of hate against people or property. **This includes but is not limited to negative behaviors that target members of a particular gender, race, ethnicity, religion, sexual orientation, or the mentally or physically challenged.**

## **THREATS AND INTIMIDATION**

Harassing, intimidating, or threatening a student who is a witness in a school disciplinary proceeding for the purpose of either preventing that student from being a witness or retaliating against that student for being a witness, or both. It also applies to verbal or written threats against school officials or threats to cause major property damage.

## **HARASSMENT (Grades 4 - 12)**

Harassing, intimidating, or threatening a student or group of students, or school personnel, with the actual or expected effect of disrupting class work, creating substantial disorder, or creating a hostile educational environment.

## **HAZING**

Engaging in or attempting to engage in any activities used for initiation or pre-initiation into a student organization or student body or related activities, which causes or is likely to cause bodily danger, physical harm, or personal degradation or disgrace, resulting in physical or mental harm, applies to any student attending any school or school event.

## **SEXUAL HARASSMENT**

Inappropriate verbal, written, or physical conduct of a sexual nature may be defined as sexual harassment and, as such, shall be fully investigated and immediate and appropriate corrective or disciplinary action shall be initiated. A substantiated charge against a student shall subject that student to disciplinary action including suspension or expulsion.

It is important for parents to help the school explain to student(s) the importance of reporting all incidents that may relate to sexual harassment. It is equally important that parents help the school system explain to students the absolute prohibition against such acts and the consequences for acting in any manner that may be interpreted as harassing. Any student or parent who alleges sexual harassment may complain directly to the Administration, teacher, or other adult on the school campus.

***With the support and cooperation from all members of El Sol, the discipline policy will ensure that all students and teachers are in a safe, orderly, and productive learning environment. In addition, we believe that the discipline policy will support teachers, and it will ensure parents with the knowledge that their student(s) will be treated fairly.***

## **DEAN SYSTEMATIC STEPS**

**Our goal at El Sol Academy is to provide a safe and conducive learning environment for all students, fostering their growth and development. Teachers will establish clear classroom rules and expectations for students' behavior in their classrooms for the school year. We expect all students to follow these rules and school-wide expectations. We understand that a student may need more support in guidance in meeting these standards. In such cases, we have a systematic approach to address any behavioral concerns when addressed by the dean:**

**First Offense:** The Dean will issue a warning and have a conference with the student to reiterate the expectations, considering the situation.

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**Second Offense:** The student's parents or guardians will be notified either through a phone call or a written slip. The student will also participate in a workshop designed to help them understand their actions and offer necessary interventions.

**Third Offense:** Parents will be notified once again, and a reevaluation of the situation will take place. The student may attend a Saturday workshop to further reinforce their understanding of expectations. In some instances, parents may need to accompany their student to Saturday workshop.

**Fourth Offense:** A comprehensive 360 support meeting will be arranged, involving the student, parents, the dean, and other staff members needed. This meeting will result in additional interventions tailored to support the student's growth and development. Both parents and students will be required to sign documents acknowledging the notification and potential next steps if expectations are not met.

**Fifth Offense:** In the event of a fifth offense, a meeting will be scheduled between the school administration and El Sol's Board to discuss the best course of action moving forward.

## **ADMINISTRATIVE LEVEL OF PROGRESSIVE CONSEQUENCES**

**Student consequences depend on the behavior issue, students' history and will be at the discretion of the administration team.**

- Student Conference
- Student workshop/detention
- Parent conference
- Behavior Contract/ Behavior Support Plan
- Individual Class Suspension
- In-House Suspension w/ Behavioral Intervention Resource Follow Up
- Non- Attendance List (School sponsored activities, and field trips)
- Suspension w/Parents Conference w/ Behavioral Intervention Resource Follow up
- Coordination of Services Team/ Student Success Team Referral
- CICO (Check In/ Check Out)
- Mediation
- Restorative Circles

These steps are not punitive. It is intentional and a structured framework that includes intervention and support for students. Please note that each trimester, students who have been a part of this process will be reevaluated on their progress. The steps taken will be reset at the beginning of each trimester, providing students with the opportunity to start anew.

## **STUDENT WORK AND ORGANIZATION**

Students should always strive to do their best in all their work, at home and school.

### **NEWSLETTER**

Students in grades Kindergarten – 8<sup>th</sup> grade receive weekly newsletter notifications via email. If you do not receive our weekly newsletter, please contact Daisy Silva [dsilva@elsolacademy.org](mailto:dsilva@elsolacademy.org) to be included in our email list or [sign up](#).

### **PARENT SQUARE**

We use Parent Square as a form of school-to-home communication. This unified communications platform is designed to keep parents and guardians informed and encourages greater engagement and connection. It is a wonderful way for administrators



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and teachers to send out emergency messages, important reminders, upcoming event dates, volunteer opportunities, and much more!

Parent Square integrates with Parent PowerSchool Portal using parents/guardians' preferred email addresses and phone numbers from their Parent PowerSchool Portal. We encourage parents to create an account (if they have not already done so) as well as to download the mobile app and update their preferences on when and how they are notified. Sign up on ParentSquare.com or via the Parent Square app.

### **PHYSICAL EDUCATION EXCUSES**

Students are expected to participate in P.E (Physical Education). every day. A student may be excused from an activity if a parent has written and signed an excuse explaining the illness/injury. This excuse is valid for *no more than three consecutive days*. **To be excused for a period longer than three days, a written statement from the doctor is required.**

## **INFORMATION FROM A TO Z**

### **ASB: STUDENT GOVERNMENT**

Student government provides an opportunity for students to participate in their school's affairs and become involved in the decision-making process. The El Sol Student Council is composed of both elected and appointed members from the student body to help determine school activities and appropriate school functions. Elections are held at the end of the school year and members serve for one year.

### **AWARDS**

El Sol Academy takes immense pride in recognizing and rewarding students for positive character and achievement throughout the school year. Teachers bestow Student-of-the-Month Awards to those who have shown improvement, achievement, or outstanding character. At the end of each trimester, students who have perfect or outstanding attendance are recognized.

### **BIRTHDAYS**

Monthly birthday celebrations will take place in each classroom. On the day designated by each classroom, parents are welcome to bring treats to class as organized by the teacher. Teachers may need to have parents sign up in advance to limit the number of sweet items chosen. Parents may bring in sweet items if they are of a small serving size and follow the “two bite” rule. The “two bite rule” means that the portions of sweets are small enough that they may be consumed in approximately two bites of them. This allows the students to have sweet treats without consuming excessive sugars and fats. This practice also fosters healthy eating practices and instructs children in appropriate portion size. Please refer to the nutritional guidelines for more information - [Nutritional Guide](#)

### **CALENDAR**

A monthly school calendar of events is sent via the newsletter. Updated information can also be found online at [www.elsolacademy.org/calendar](http://www.elsolacademy.org/calendar)

### **CANDY AND SNACK FOODS**

At El Sol Academy we promote healthy eating habits. As a school rule, we do not allow candy to be eaten on school campus. Students are not allowed to go to the snack truck during school hours and/or ask school staff to purchase from the truck. This applies to students who participate in the Extended Day Program.

**Students are not allowed to sell candy and/or snack items before, during, or after school. In addition, an immediate consequence could be given but not limited to the following:**

- Confiscate sale items and money
- Detention at recess and lunch
- Conference with student and parent

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- In-School Suspension (conference with student and parent)

## CELL PHONES ON CAMPUS

Cell phones are the way students communicate with their parent(s)/home. However, to minimize distractions, academic dishonesty, and loss/theft; El Sol Academy has developed a Cell Phone Policy/Contract. Students in grades 4<sup>th</sup> through 8<sup>th</sup> are permitted to carry a cell phone if they have a Cell Phone Policy/Contract in file.

Cell phone use is prohibited during class instruction (bell to bell) and passing periods. Use is interpreted as using any cell phone function or feature, not just the sending or receiving of calls. This includes use in hallways, restrooms, offices, and any other place on campus. Students may **NOT** ask for a restroom pass to use their phones. Cell phones must be on silent or turned off and kept out of sight in student backpacks. If students are caught using their phone during school hours, your child's phone can be confiscated and be returned to parents only. ***Those who choose to bring a cell phone to school must have a signed Cell Phone Permission Slip on file. There are no exceptions to this rule.***

### **Any phone visible to staff is subject to being confiscated.**

Headphones of any kind are ONLY allowed to be used under teacher guidance and should not be out during the school day. They will be confiscated if seen at inappropriate times.

Should an electronic device or cell phone be confiscated, the consequences will be as follows (subject to Administration's discretion)

- 1st offense** – Student will receive a warning and give them back at the end of the day
- 2nd offense** – Parents must show up and pick up and sign for the device
- 3rd offense** – Administration must have meeting with parents regarding cell phone policy
- 4th offense** – Phone will no longer be able to be on campus unless checked in when entering the school and checked out at the end of school with the front office.

## CHARACTER COUNTS

Our teachers and staff work hard to build great character in each student. We use the Six Pillars of Character: Trustworthiness, Respect, Responsibility, Fairness, Caring, and Citizenship to teach students how to be terrific (TRRFCC) leaders and citizens in their community.

## COMMUNICATION

Excellent communication with families is of paramount importance to us. We communicate regularly in a variety of ways:

- **NEWSLETTER:** The administrative newsletter informs parents of activities taking place at El Sol and in the community. <https://www.elsolacademy.org/nl/>
- **PARENT SQUARE** – The application parent square is used by teachers and administrators to send important messages. [parent square](#)
- **WEBSITE:** Please visit our website for any updates, news, and information: [www.elsolacademy.org](http://www.elsolacademy.org)
- **TWITTER:** Please visit our Twitter for any updates, news, and information: [@elsolacademy](#)
- **INSTAGRAM:** Please visit our Instagram for any updates, news, and information: [@elsolacademy](#)
- **FACEBOOK:** Please visit our Facebook for any updates, news, and information: [www.facebook.com/elsolscienceandarts](http://www.facebook.com/elsolscienceandarts)

## COUNSELING

El Sol Academy has a full-time School Counselor to provide individual and group counseling. A teacher, parent, or administrator may refer a child to the School Counselor for evaluation and treatment. Additionally, we have partnerships in the community to which we coordinate student and family referrals. You can request counseling services by filling out this form - [counseling services form](#)

## DANCES

Middle school students (6<sup>th</sup> - 8<sup>th</sup> Grade) can participate in school dances. Participation in school dances is a privilege that students must earn. There are three dances a year organized by ASB. Students must return a signed permission form when buying a dance ticket. In addition to granting permission to attend the dance, students and parents acknowledge and

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understand the rules governing appropriate dancing. The school rules and dress code are to be followed and are enforced; students must be picked up within 15 minutes after the conclusion of the dance or consequences may be issued.

### **EMERGENCY CARDS**

It is especially important to keep phone numbers and addresses updated on your child's emergency cards. When there has been a change to either, please let the office manager know.

### **EMERGENCY DRILLS**

Regular emergency drills are required by law and are an important safety precaution. It is essential that when the first signal is given, students obey orders promptly and clear the building by the prescribed route as quickly as possible. Students are required to remain quiet and attentive to receive necessary instructions. *Consequences will be assigned to students who do not follow the directions of any staff member.*

### **EXPANDED LEARNING**

The Expanded Learning Program is an enrichment program aimed at helping students academically and a place where students find a variety of extracurricular activities and lessons to develop many different skills and new knowledge. For those enrolling in the program there are three different statuses: students who participate in the program every day and attend regular classes (may participate in extracurricular classes-art, dance, etc.), students who participate in the program every day and attend tutoring/support classes, or students who attend the program to take extracurricular classes. For more information and an application, please see the Extended Day Program Coordinator, Cesar Ledesma.

### **FIELD TRIPS**

Teachers may schedule field trips during the year to enhance and support the instructional program. A student permission form will be sent home for parents to sign, allowing the student to attend the trip. Teachers will notify parents if volunteers are required. For safety, siblings are not allowed to attend school field trips.

Student(s) must leave for a fieldtrip on the form of transportation stated on the permission slip and must return to school by the same means of transportation. A parent is not allowed to fill out an Early Release Form and take his/her child home from the fieldtrip location. Fieldtrips are a privilege and may be taken away (as stated in the Discipline Policy); if student(s) do(es) not follow school rules.

### **FORGOTTEN ITEMS/PARENT DELIVERIES**

If a child forgets an item at home, **parents are permitted to bring the forgotten items into the classroom.** Parents must check in at the front office, prior to walking to the classrooms to drop off the forgotten items, including lunch.

### **HEALTH OFFICE**

The school health office provides emergency first aid to students for accidents or sudden illnesses occurring at school. Students must report to the health office with a teacher's note. Health office personnel will notify parents when students are ill; students are not to contact parents themselves. California State Law stipulates students enrolled in public school must have on file up to date immunization records. The school should be notified/informed of any physical condition that could potentially affect the student's well-being and/or general health.

### **ITEMS NOT PERMITTED AT ANY TIME**

The following items are not permitted and will be confiscated. Students may receive discipline points based on the items confiscated on campus. As an immediate consequence, students may lose a recess or lunch recess if a student has the item in his/her possession.

In the case of electronic games and music players (i.e., iPod, MP3), parents must come to the office (after school) to sign for and retrieve the item and detention may be assigned.

- Permanent Markers or felt pens of any kind
- Liquid White Out
- Electronic games and music (i.e., DS, iPod, MP3)
- Aerosol/spray cans or bottles
- Hairspray

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- Marbles
  - Toys, stuffed animals
  - Trading cards, Pokémon cards, etc.

## LOST AND FOUND

Parents should be sure to have proper identification (students first and last name) marked on articles of clothing and all personal property. The school is not responsible for lost or damaged articles. All lost items may be claimed before school, during nutrition or lunch, or after school. The Lost and Found area for the elementary campus is outside of the main office and on the middle school campus inside the main office. Stolen items should be reported immediately. All items not claimed at the end of each month will be given to charitable organizations.

## MEDICATIONS

Medication forms, obtained from the office, are available for students required to receive medication, including over-the-counter medicines. A written request from the parent/guardian and the doctor must be on file with the office. Parents are to provide the necessary medication in the detailed pharmacy container with the student's full name clearly labeled. Any over-the-counter medication must be in the original packaging and clearly labeled with the student's full name. All medications must be kept in the office. **Students are not to have medication while on campus.**

The school should also be notified if a student is on any regular medication regardless of whether it is administered at school.

- Cough drops medicated or non-medicated are not allowed on school campus.
- Parents may come to the school office to administer medication.

## MERCADO EL SOL

El Sol has a school-based food pantry that serves El Sol families and the community. If you are interested in our food pantry, please contact [jbautista@elsolacademy.org](mailto:jbautista@elsolacademy.org) for more information.

## SNACKS AND LUNCH

Student snacks and lunches brought to school from home are kept in the classrooms. Please ensure to send a *healthy snack and lunch for your child*. Encourage your children to bring home any food they do not eat, so that you will know what they are eating. Please mark their lunches with their first and last names. All students must eat snacks and lunches in the designated eating areas. Students MAY NOT EAT by the classrooms or walk around the campus as they eat. All trash should be thrown into a trashcan.

- **Snacks:** All children have a morning nutrition break. Children are encouraged to bring healthy snacks to eat, i.e., fruit, crackers, cheese, etc.
- **Lunch:** El Sol provides a lunch program for all students. Lunch is \$2.15 a day. The school also has a free and reduced-price lunch program for those families who qualify under federal requirements. Please see the Food Program Assistant in the office for further information.

We ask that you review the following lunch procedures with your child:

1. Lunch bags and boxes should be labeled with the students' names.
2. There will be a container in the office for snacks and lunches brought to school after the start of the school day. Clearly mark these with the student's name and grade.
3. **Food MUST be consumed at the lunch tables, no exceptions.**
  - a. **Students, especially in grades 5 - 8 cannot purchase items from the food vendors or food trucks or have staff members purchase food for them at any time.**
4. Playground equipment (i.e., balls, jump ropes, etc.) is not allowed at the lunch tables.
5. Students must sit at designated tables while eating.
6. Students must sit for 15 minutes at their tables before being excused – no exceptions.
7. Students may not walk or run with food in their mouth.
8. Students must keep hands, feet, and food to themselves.
9. To be dismissed after the first 15 minutes, students need to:
  - a. Make sure their area is clean

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- b. Remain seated
  - c. Wait to be individually dismissed by an adult
10. Students must throw trash in the appropriate trash containers when dismissed.
  11. Students must walk from the lunch area to the playground after being dismissed.
  12. Parents visiting during lunch may sit at the family designated table. (\*as space allows)

## **PETS**

No pets of any kind are allowed at school without permission from the school. Teachers may give special permission for pets to be brought to school as part of a special display or activity if approved by the administration. Under no circumstance is a potentially dangerous pet to be brought to school.

## **PARENT MESSAGES**

One of our goals at El Sol is to enable "teachers to teach, and students to learn." To accomplish that goal, we are always looking for ways to protect the valuable instructional time in the classroom from unnecessary interruptions. *Parent requests to get messages to their child or the teacher during the instructional day can significantly impact the teacher's ability to keep a class focused on instruction.* Therefore, we request that you help eliminate any unnecessary classroom interruptions.

- ❖ ***Please do not call the office to relay messages to your child/ren unless it is an absolute emergency.***
- ❖ ***Inform your children, before they leave for school in the morning, of any plans for after school that they may need to know such as:***
  - Who picks them up after school?
  - Whom are they going to go home with?
  - Do they need to go to daycare today?
  - What are they to do if it rains?
  - Do they have their homework?

## **PARENT TEACHER ORGANIZATION (PTO)**

The El Sol Academy Parent/Teacher Organization (PTO) has two primary objectives:

1. Build a strong relationship between the faculty, staff, and parents to insure a united effort to create the best learning environment for our children.
  2. Raise funds that enrich and improve the quality of the educational environment for the children of El Sol Science and Arts Academy.
- \*\*\*\* Visit their website for more information - [El Sol PTO website](#)

## **PICTURES/CONSENT TO PHOTOGRAPH**

Members of the media, including newspaper photographers and television camera crews, may visit our campus during the school year to photograph and/or interview children. Parents are asked to fill out, sign, and return a permission slip so that your child may participate. Except for a media request on a controversial matter, which we would notify you separately, the permission will cover the entire school year. Your signature also permits El Sol Academy to use the photographs or interviews in our own publications and on our Internet web site.

## **SELLING THINGS AT SCHOOL**

Student(s) are not allowed to sell things like Pokémon cards, toys, Girl Scout cookies, candy bars, gum, or baseball cards to other students or teachers at school. Student(s) are also not allowed to trade or give away these things at school.

## **STUDENT SUPPORT SERVICES**

El Sol Academy has the services of a Speech and Language Therapist, a Resource Special Education teacher, and a school psychologist for students who qualify for these services. Students experiencing academic or behavioral difficulties may be referred to the Student Success Team. This team will meet with the student, parents, teachers, and administration to discuss strategies and design an improvement plan that will help the student become successful. Teachers or parents may refer a student to the team at any time. Please contact Sara Flores - [sflores@elsolacademy.org](mailto:sflores@elsolacademy.org)

## **TEXTBOOKS**

Textbooks are provided for each student as used in each content area. Textbooks must be covered with appropriate protective material. NO sticky covers! Damaged textbooks will be charged according to the damage; full replacement price will be charged for all lost textbooks. Students must clear textbook records before their final grades are issued and/or school functions can be attended.

### TRAFFIC

It is quite busy during morning drop-off and afternoon pick-up with both students and vehicles. To reduce the congestion and make this area safe for our students, drive with caution and do not stop or block the entrance or exit. Please cross your child at the designated crosswalk and wait for the El Sol Staff member to give you permission to walk across. Staff have been assigned to support students during daily pick-up and drop-off. Their priority is the welfare of students. Please always be respectful of them and other parents.

We ask that you adhere to the following guidelines:

- Be patient and do not pass other cars while driving on Halesworth or Riverine.
- Always have your children exit the vehicle on the right side, toward the sidewalk.
- Follow the instructions of the staff guiding the traffic.
- Ask your children to follow the instructions of the staff guiding the traffic.
- Cross only through the marked areas supervised by our staff.

### WELLNESS POLICY

El Sol follows a comprehensive Wellness Policy, which is provided to all families. See School Wellness Policy for additional information. Parents, we need your help to make our school healthier! Children spend most of their day at school. So, it's important that they have healthy foods and drinks while they are there. Good nutrition also helps kids learn better at school. Our school wellness policy tells how our school is making the healthy choice, the easy choice for kids. Parents can help update the school wellness policy and to put it into action. Please provide us feedback by emailing Sara Flores-sflores@elsolacademy.org.

[Nutritional Guide](#)

## SCHOOL SCHEDULE

**EL SOL OFFICE HOURS: 8:00 A.M. TO 6:00 P.M.**

### EL SOL ACADEMY'S INSTRUCTIONAL HOURS

Kindergarten through First Grade (K - 1 <sup>st</sup> )	Second Grade through Fifth Grade (2 <sup>nd</sup> - 5 <sup>th</sup> )	Middle School (6 <sup>th</sup> - 8 <sup>th</sup> grade)
8:00 a.m. to 2:30 p.m.	8:00 a.m. to 3:00 p.m.	8:00 a.m. to 3:40 p.m.

### EARLY RELEASE WEDNESDAYS

Kindergarten through First Grade (K - 1 <sup>st</sup> )	Second Grade through Fifth Grade (2 <sup>nd</sup> - 5 <sup>th</sup> )	Middle School (6 <sup>th</sup> - 8 <sup>th</sup> grade)
8:00 a.m. to 1:00 p.m.	8:00 a.m. to 1:30 p.m.	8:00 a.m. to 2:10 p.m.

### RECESS SCHEDULES

Grade	Regular Day Recess Schedule	Modified Day Recess Schedule	Minimum Day Recess Schedule
Kindergarten	9:00-9:15	9:00-9:15	9:00-9:15
First (1 <sup>st</sup> )	9:15-9:30	9:15-9:30	9:15-9:30

Second (2 <sup>nd</sup> )	9:30-9:45	9:30-9:45	9:30-9:45
Third (3 <sup>rd</sup> )	9:45-10:00	9:45-10:00	9:45-10:00
Fourth (4 <sup>th</sup> )	10:00-10:15	10:00-10:15	10:00-10:15
Fifth (5 <sup>th</sup> )	9:15-9:30	9:15-9:30	9:15-9:30
Sixth (6 <sup>th</sup> )	8:50-9:00	8:45-8:55	8:40-8:50
Seventh (7 <sup>th</sup> )	9:35-9:45	9:25-9:35	9:15-9:25
Eight (8 <sup>th</sup> )	10:15-10:30	10:00-10:15	9:45-10:00

## LUNCH SCHEDULES

Grade	Regular Day Lunch Schedule	Modified Day Lunch Schedule	Minimum Day Lunch Schedule
Kindergarten	10:45-11:30	10:45-11:30	10:45-11:30
First (1 <sup>st</sup> )	11:15-12:00	11:15-12:00	11:15-12:00
Second (2 <sup>nd</sup> )	11:45-12:30	11:45-12:30	11:45-12:30
Third (3 <sup>rd</sup> )	12:15-1:00	12:15-1:00	12:15-1:00
Fourth (4 <sup>th</sup> )	12:45-1:30	12:45-1:25	12:45-1:25
Fifth (5 <sup>th</sup> )	11:05-11:50	10:40-11:25	10:15-11:00
Sixth (6 <sup>th</sup> )	12:00-12:40	11:35-12:10	11:10-11:40
Seventh (7 <sup>th</sup> )	12:45-1:25	12:15-12:50	11:45-12:15
Eighth (8 <sup>th</sup> )	1:30-2:10	12:55-1:30	12:20-12:50

## NON-DISCRIMINATION STATEMENT

El Sol Academy is committed to providing a school that is free from discrimination and sexual harassment, as well as any harassment based upon the actual or perceived characteristics of race, religion, creed, color, gender, gender identity, gender expression, nationality, national origin, ancestry, ethnic group identification, genetic information, age, medical condition, marital status, sexual orientation, sex and pregnancy, physical or mental disability, childbirth, or related medical conditions, military and veteran status, denial of family and medical care leave, or on the basis of a person's association with a person or group with one or more of these actual or perceived characteristics, or any other basis protected by federal, state, local law, ordinance, or regulation. El Sol Academy maintains a comprehensive policy to prevent and immediately remediate any concerns about discrimination or harassment at El Sol Academy (including employee-to-employee, employee-to-student, and student-to-employee misconduct). Misconduct of this nature is very serious and shall be addressed in accordance with El Sol Academy's anti-discrimination and harassment policies. If you believe you, or your student, have been subjected to discrimination, harassment, intimidation, and/or bullying, you should contact the Title IX Coordinator:

Sara Flores  
 Chief Student & Family Supports Officer  
 328 W Halesworth, Santa Ana, CA 92701  
 (714) 543-0023  
[sflores@elsolacademy.org](mailto:sflores@elsolacademy.org)

## TITLE IX, HARASSMENT, INTIMIDATION, DISCRIMINATION & BULLYING

It is the policy of El Sol Academy to create and maintain a learning environment where students and employees are treated with dignity, decency, and respect. It is also the policy of El Sol Academy to maintain an environment that encourages and fosters appropriate conduct among all persons and respect for individual values. Accordingly, the School is committed to enforcing this Harassment, Discrimination, Intimidation, and Bullying Prevention Policy at all levels to create an environment free from all forms of discrimination, harassment, intimidation, and bullying. Discrimination, harassment, intimidation, or



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bullying based on the following characteristics, whether actual or perceived: race, religious creed (including religious dress and grooming practices), color, national origin (including language use restrictions), immigration status, citizenship status, ancestry, physical disability, mental disability, medical condition, genetic information, marital status, sex (including pregnancy, childbirth, breastfeeding and medical conditions related to pregnancy or childbirth), gender, gender identity, gender expression, age, sexual orientation, military and veteran status, or association with a person or group with one or more of the aforementioned characteristics or any other legally protected category is unlawful and undermines the character and purpose of the School. Such discrimination, harassment, intimidation, or bullying violates School policy and will not be tolerated. This policy applies to anyone on campus at the School or those attending school-sponsored activities.

Any form of retaliation against anyone who has complained or formally reported discrimination, harassment, intimidation, or bullying or against anyone who has participated in an investigation of such a complaint, regardless of whether the complaint relates to the complaining person or someone else, will not be tolerated and violates this policy and the law.

If the School possesses information that 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 school. If parents or guardians choose not to provide information that could indicate their or their children's immigration status, citizenship status or national origin information, the School shall not use such actions as a basis to discriminate against any students or families or bar children from enrolling or attending school.

Each year, the School shall educate students about the negative impact of bullying other students based on their actual or perceived immigration status or their religious beliefs or customs. The School shall also train teachers, staff, and personnel to ensure that they are aware of their legal duty to take reasonable steps to eliminate a hostile environment and respond to any incidents of harassment based on the actual or perceived characteristics noted above. Such training shall provide School personnel with the skills to do the following:

- Discuss the varying immigration experiences among members of the student body and school community;
- Discuss bullying-prevention strategies with students and teach students to recognize the behavior and characteristics of bullying perpetrators and victims;
- Identify the signs of bullying or harassing behavior;
- Report incidents to the appropriate authorities, including law enforcement in instances of criminal behavior.
- Take immediate corrective action when bullying is observed

### **Definitions**

**Discrimination:** Discrimination is adverse treatment of any person based on the protected class or category of persons to whom he/she belongs and such treatment limits students from participating or benefiting from school activities or services.

**Harassment:** Harassment is unwelcome verbal or physical conduct prohibited by law directed toward, or differential treatment of, a student because of his/her membership (or perceived membership) in any protected group or on any other prohibited basis. The harasser can be a student, a School official or employee, or someone who is not an employee of the School, such as a vendor or parent.

Examples of such conduct include, but are not limited to:

- Offensive or degrading remarks, verbal abuse, or other hostile behavior such as insulting, teasing, mocking, name calling, degrading, or ridiculing another person or group
- Racial slurs, derogatory remarks about a person's accent, or display of racially offensive symbols
- Unwelcome or inappropriate physical contact, comments, questions, advances, jokes epithets or demands

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- Physical assault or stalking
  - Displays or electronic transmission of derogatory, demeaning, or hostile materials
  - Graphic and written statements, which may include use of cell phones, or the Internet

Harassment does not have to include intent to harm, be directed at a specific target or involve repeated incidents. Harassment creates a hostile environment when the conduct is sufficiently severe, pervasive, or persistent so as to interfere with or limit a student's ability to participate in or benefit from the services, activities or opportunities offered by the School.

**Sexual Harassment:** Sexual harassment is a form of harassment based on sex, including sexual harassment, gender harassment and harassment based on pregnancy, childbirth, or related medical conditions. It generally involves unwanted sexual advances, or visual, verbal, or physical conduct of a sexual nature. This definition includes many forms of offensive behavior and includes gender-based harassment of a person of the same sex as the harasser. The following is a partial list of violations:

- Unwanted sexual advances
- Offering educational benefits in exchange for sexual favors
- Making or threatening reprisals after a negative response to sexual advances
- Visual conduct: leering, making sexual gestures, displaying of suggestive objects or pictures, cartoons, or posters
- Verbal conduct: making or using derogatory comments, epithets, slurs, and jokes
- Verbal sexual advances or propositions
- Verbal abuse of a sexual nature, graphic verbal commentaries about an individual's body, sexually degrading words used to describe an individual, suggestive, or obscene letters, notes, or invitations
- Physical conduct: touching, assault, impeding or blocking movements

**Intimidation:** Intimidation includes adverse actions intended to fill another with fear, to overawe or cow, as through force of personality or by superior display of wealth, talent, etc., or to force another into or deter from some action by including fear.

**Bullying:** Bullying may take place in a variety of hostile acts that are carried out repeatedly over time. The acts involve a real or perceived imbalance of power, with the more powerful child or group attacking those who are less powerful. It may be physical (hitting, kicking, spitting, pushing), verbal (taunting, malicious teasing, name calling, threatening), or psychological (spreading rumors, manipulating social relationships, or promoting social exclusion, extortion, or intimidation). Bullying is any severe or pervasive action or conduct directed toward one or more students that have the effect of one or more of the following: 1) places a reasonable student in fear of harm to that student's person or property; 2) causes a reasonable student to experience a substantially detrimental effect on his or her physical or mental health; 3) causes a reasonable student to experience substantial interference with his or her academic performance; 4) causes a reasonable student to experience interference with his or her ability to participate in or benefit from the services, activities or privileges provided by the School.

Other types of bullying:

- Sexual bullying includes many of the actions typical of bullying behavior with the added actions of exhibitionism, voyeurism, sexual propositioning, sexual harassment, and sexual abuse (touching, physical contact, sexual assault).
- Bias or hate-motivated bullying is a basic bias against or hate for a person or group. Examples include taunting one's race, religion, national origin, sexual orientation, or physical or mental disabilities. Bullying behavior may also be aggressive, antagonistic, and assaultive.
- Hazing is a form of aggressive behavior that usually involves intimidation and humiliation during an initiation for a student organization or body, club, group, or sports team. It may involve conduct that is likely to cause serious bodily injury or personal degradation or disgrace resulting in physical or mental harm to a former, current, or prospective pupil. Hazing does not include athletic events or school-sanctioned events.

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- Cyberbullying involves bullying conduct that is created or transmitted by means of an electronic device, including, but not limited to, a telephone, wireless telephone or other wireless communication device, computer or pager communicating any of the following: 1) a message, text, sound or image; 2) a post on a social network Internet Web site, including a “Burn Page,” an Impersonation of another student, and a false profile.

Retaliation: Retaliation is any adverse action taken against a student because he or she filed a charge of harassment, discrimination, intimidation, or bullying complaint to the School or another agency or participated in an investigation about the same (such as an internal investigation or lawsuit), including as a witness. Retaliation also includes adverse action taken against someone who is associated with the individual opposing the perceived harassment, discrimination, Intimidation or bullying.

#### Reporting Discrimination, Harassment, Intimidation, Bullying or Retaliation

- A student may make a complaint, written or oral, to any of the individuals listed below:
- Their teacher, school counselor or other school personnel
- The Chief Student & Family Supports Officer, Sara Flores

Complaints may be submitted to the Chief Student & Family Supports Officer by phone, email, or mail.

Sara Flores  
Chief Student & Family Supports Officer  
328 W Halesworth, Santa Ana, CA 92701  
(714) 543-0023  
[sflores@elsolacademy.org](mailto:sflores@elsolacademy.org)

Any teacher, school counselor or other school employee that receives any complaints of misconduct, or personally observes, learns about from others, or reasonably suspects has occurred, shall report the same to the Chief Student & Family Supports Officer so that the School may attempt to resolve the claim internally. Any School personnel that witness an act of discrimination, harassment, intimidation, bullying or retaliation shall take immediate steps to intervene when it is safe to do so.

#### Investigation and Disposition of Complaints

The School will conduct a prompt, thorough, and impartial investigation that provides all parties with appropriate due process and reaches reasonable conclusions based on the evidence collected. The investigation, conducted by a qualified investigator(s) (who may be a School employee), will include an interview with the alleged student-victim and his/her parent(s)/guardian(s). It may also include interviews with the person who made the initial report, the complainant (if not the alleged victim), the alleged wrongdoer and/or any other person who may have information regarding the incident, each of whom are encouraged to cooperate with any investigation. The investigator may also review any relevant documents

The School will endeavor to complete its investigation within thirty (30) days of a report of Discrimination, harassment, intimidation, bullying or retaliation.

Confidentiality of the complaint and investigation will be kept by the School to the extent possible but note that the investigation will not be completely confidential. The School shall ensure confidentiality with respect to a student’s or family’s immigration status.

At the conclusion of the investigation, the Chief Student & Family Supports Officer shall notify the complainant of the manner in which it has resolved the matter. If, within 30 days after notification of resolution, the complainant does not agree with the resolution, the complainant may appeal the matter to the Board of Directors of the School by filing a notice of appeal stating the reasons for the appeal and specific disagreement with the School’s resolution of the complaint. The Board of Directors will provide the student with a final decision of the School’s resolution 5 days after the Board of Directors’ next regularly

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scheduled board meeting. If the student does not agree with the final determination of the Board of Directors, the student may appeal to the California Department of Education using the appeal process adopted in the Schools Uniform Complaint Procedures.

Parental Notification: Each year, the School shall notify parents and guardians of their children’s right to a free public education, regardless of immigration status or religious beliefs. This information shall include information related to the “Know Your Rights” immigration enforcement established by the California Attorney General. The School shall also inform students who are the victims of hate crimes of their right to report such crimes.

### **PREGNANT AND PARENTING STUDENTS**

The Charter School recognizes that pregnant and parenting pupils are entitled to accommodations that give them the opportunity to succeed academically while protecting their health and their children's health. A pregnant or parenting pupil is entitled to eight (8) weeks of parental leave, or more if deemed medically necessary by the pupil’s physician, which the pupil may take before the birth of the pupil’s infant if there is a medical necessity and after childbirth during the school year in which the birth takes place, inclusive of any mandatory summer instruction, in order to protect the health of the pupil who gives or expects to give birth and the infant, and to allow the pregnant or parenting pupil to care for and bond with the infant. The Charter School will ensure that absences from the pupil’s regular school program are excused until the pupil can return to the regular school program or an alternative educational program.

Upon return to school after taking parental leave, a pregnant or parenting pupil can make up work missed during their leave, including makeup work plans and re-enrollment in courses. Notwithstanding any other law, a pregnant or parenting pupil may remain enrolled for a fifth year of instruction in the Charter School if it is necessary in order for the pupil to be able to complete any graduation requirements unless the Charter School determines that the pupil is reasonably able to complete the graduation requirements in time to graduate from high school by the end of the pupil’s fourth year of high school.

Complaints of noncompliance with laws relating to pregnant or parenting pupils may be filed under the Uniform Complaint Procedures (“UCP”) of the Charter School. The complaint may be filed in writing with the compliance officer:

Sara Flores  
Chief Student & Family Supports Officer  
328 W Halesworth, Santa Ana, CA 92701  
(714) 543-0023  
[sflores@elsolacademy.org](mailto:sflores@elsolacademy.org)

A copy of the UCP is available upon request at the school office or on our website <https://www.achievecharter.org/Policies--Forms/index.html>. For further information on any part of the complaint procedures, including filing a complaint or requesting a copy of the complaint procedures, please contact the Superintendent.

### **UNIFORM COMPLAINT PROCEDURES (UCP) POLICY**

The *El Sol Science and Arts Academy* annually notifies our students, employees, parents or guardians of its students, the district advisory committee, school advisory committees, appropriate private school officials, and other interested parties of our Uniform Complaint Procedures (UCP) process.

The UCP Annual Notice is available on our website under **School Policies**.

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We are primarily responsible for compliance with federal and state laws and regulations, including those related to unlawful discrimination, harassment, intimidation or bullying against any protected group, and all programs and activities that are subject to the UCP.

### **PROGRAMS AND ACTIVITIES SUBJECT TO THE UCP**

- Accommodations for Pregnant and Parenting Pupils
- Adult Education
- After School Education and Safety
- Agricultural Career Technical Education
- Career Technical and Technical Education and Career Technical and Technical Training Programs
- Child Care and Development Programs
- Compensatory Education
- Consolidated Categorical Aid Programs
- Course Periods without Educational Content
- Discrimination, harassment, intimidation, or bullying against any protected group as identified under sections 200 and 220 and Section 11135 of the Government Code, including any actual or perceived characteristic as set forth in Section 422.55 of the Penal Code, 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 conducted by an educational institution, as defined in Section 210.3, that is funded directly by, or that receives or benefits from, any state financial assistance.
- Educational and graduation requirements for pupils in foster care, pupils who are homeless, pupils from military families and pupils formerly in Juvenile Court now enrolled in a school district
- Every Student Succeeds Act
- Local Control and Accountability Plans (LCAP)
- Migrant Education
- Physical Education Instructional Minutes
- Pupil Fees
- Reasonable Accommodations to a Lactating Pupil
- Regional Occupational Centers and Programs
- School Plans for Student Achievement
- School Safety Plans
- School site Councils
- State Preschool
- State Preschool Health and Safety Issues in LEAs (Local Educational Agencies) Exempt from Licensing

In addition, any other state or federal educational program the State Superintendent of Public Instruction (SSPI) of the California Department of Education (CDE) or designee deems appropriate.

### **FILING A UCP COMPLAINT**

A UCP complaint shall be filed no later than one year from the date the alleged violation occurred. For complaints relating to Local Control and Accountability Plans (LCAP), the date of the alleged violation is the date when the reviewing authority approves the LCAP or annual update that was adopted by our agency.

- A pupil enrolled in any of our public schools shall not be required to pay a pupil fee for participation in an educational activity.
- A pupil fee complaint may be filed with the principal of a school or our superintendent or their designee.
- A pupil fee or LCAP complaint may be filed anonymously, that is, without an identifying signature, if the complainant provides evidence or information leading to evidence to support an allegation of noncompliance.

### **RESPONSIBILITIES OF EL SOL SCIENCE AND ARTS ACADEMY**

We shall post a standardized notice, in addition to this notice, with educational and graduation requirements for pupils in foster care, pupils who are homeless, pupils from military families and pupils formerly in Juvenile Court now enrolled in a school district.

We advise complainants of the opportunity to appeal an Investigation Report of complaints regarding programs within the scope of the UCP to the Department of Education (CDE).

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We advise complainants of civil law remedies, including injunctions, restraining orders, or other remedies or orders that may be available under state or federal discrimination, harassment, intimidation, or bullying laws, if applicable. Copies of our UCP procedures shall be available free of charge.

## **IMMIGRANT PUPILS RIGHTS INFORMATION**

All students have a right to a free public education, regardless of immigration status or religious beliefs. The California Attorney General's website provides "Know Your Rights" resources for immigrant students and family members online at <https://oag.ca.gov/immigrant>.

## **CONTACT INFORMATION**

Complaints within the scope of the UCP are to be filed with the person responsible for processing complaints:

Sara Flores  
Chief Student & Family Supports Officer  
328 W Halesworth, Santa Ana, CA 92701  
(714) 543-0023  
[sflores@elsolacademy.org](mailto:sflores@elsolacademy.org)

The above contact is knowledgeable about the laws and programs that they are assigned to investigate in *El Sol Science and Arts Academy*.

## **PROFESSIONAL BOUNDARIES: STAFF/STUDENT INTERACTION POLICY**

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

## **CORPORAL PUNISHMENT**

Corporal punishment shall not be used as a disciplinary measure against any student. Corporal punishment includes the willful infliction of, or willfully causing the infliction of, physical pain on a student.

For purposes of this policy, corporal punishment does not include an employee's use of force that is reasonable and necessary to protect the employee, students, staff, or other persons or to prevent damage to property.

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

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

## **ACCEPTABLE AND UNACCEPTABLE STAFF/STUDENT BEHAVIOR**

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

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

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

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

Staff must understand their own responsibility for ensuring that they do not cross the boundaries as written in this policy. Disagreeing with the wording or intent of the established boundaries will be considered irrelevant for disciplinary purposes. Thus, it is crucial that all employees learn this policy thoroughly and apply the lists of acceptable and unacceptable behaviors to their daily activities. Although sincere, competent interaction with students certainly fosters learning, student/staff interactions must have boundaries surrounding potential activities, locations, and intentions.

### **DUTY TO REPORT SUSPECTED MISCONDUCT**

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

### **EXAMPLES OF SPECIFIC BEHAVIORS**

The following examples are not an exhaustive list:

#### ***UNACCEPTABLE STAFF/STUDENT BEHAVIORS (VIOLATIONS OF THIS POLICY)***

- (a) Giving gifts to an individual student that are of a personal and intimate nature.
- (b) Kissing of any kind.
- (c) Any type of unnecessary physical contact with a student in a private situation.
- (d) Intentionally being alone with a student away from the school.
- (e) Making or participating in sexually inappropriate comments.
- (f) Sexual jokes.
- (g) Seeking emotional involvement with a student for your benefit.
- (h) Listening to or telling stories that are sexually oriented.
- (i) Discussing inappropriate personal troubles or intimate issues with a student in an attempt to gain their support and understanding.
- (j) attempt to gain their support and understanding.
- (k) Becoming involved with a student so that a reasonable person may suspect
- (l) Inappropriate behavior.

#### ***UNACCEPTABLE STAFF/STUDENT BEHAVIORS WITHOUT PARENT AND SUPERVISOR PERMISSION***

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

- (a) Giving students a ride to/from school or school activities.
- (b) Being alone in a room with a student at school with the door closed.
- (c) Allowing students in your home.

#### ***CAUTIONARY STAFF/STUDENT BEHAVIORS***

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

- (a) Remarks about the physical attributes or development of anyone.



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- (b) Excessive attention toward a particular student.
  - (c) Sending emails, text messages or letters to students if the content is not about school activities.

#### **ACCEPTABLE AND RECOMMENDED STAFF/STUDENT BEHAVIORS**

- (a) Getting parents' written consent for any after-school activity.
- (b) Obtaining formal approval to take students off school property for activities such as field trips or competitions.
- (c) Emails, text, phone, and instant messages to students must be very professional and pertaining to school activities or classes (Communication should be limited to school technology).
- (d) Keeping the door open when alone with a student.
- (e) Keeping reasonable space between you and your students.
- (f) Stopping and correcting students if they cross your own personal boundaries.
- (g) Keeping parents informed when a significant issue develops about a student.
- (h) Keeping after-class discussions with a student professional and brief.
- (i) Asking for advice from fellow staff or administrators if you find yourself in a difficult situation related to boundaries.
- (j) Involving your supervisor if conflict arises with the student.
- (k) Informing the Executive Director about situations that have the potential to become more severe.
- (l) Making detailed notes about an incident that could evolve into a more serious situation later.
- (m) Recognizing the responsibility to stop unacceptable behavior of students or coworkers.
- (n) Asking another staff member to be present if you will be alone with any type of special needs student.
- (o) Asking another staff member to be present when you must be alone with a student after regular school hours.
- (p) Giving students praise and recognition without touching them.
- (q) Pats on the back, high fives and handshakes are acceptable.
- (r) Keeping your professional conduct a high priority.
- (s) Asking yourself if your actions are worth your job and career.