

**SOUL GOVERNING COUNCIL MEETING  
Sanctuary Recreation Room  
2336 Calaveras Street  
Fresno, CA 93721  
Tuesday September 12, 2023  
8:30 a.m.**

**AGENDA**

	<u><b>Presenter</b></u>	<u><b>Motion</b></u>	<u><b>Page</b></u>
1. <u><b>CALL TO ORDER</b></u>	Dr. Terry Allen		
2. <u><b>COMMUNITY ACTION PROMISE</b></u>	Dr. Terry Allen		1
3. <u><b>ROLL CALL</b></u>	Commissioner Rodgers		
4. <u><b>BOARD TRAINING: BROWN ACT AND FAIR POLITICAL PRACTICE ACT</b></u>	Kenneth J. Price Baker Manock & Jensen, PC		
5. <u><b>PUBLIC COMMENTS</b></u> (This portion of the meeting is reserved for persons wishing to address the Council on items within jurisdiction but not on the agenda. Comments are limited to three minutes).			
6. <u><b>APPROVAL OF MINUTES</b></u> May 9, 2023 Meeting Minutes	Dr. Terry Allen	<b>Approve</b>	2
7. <u><b>INDEPENDENT STUDY BOARD POLICY INDEPENDENT POLICIES AND PROCEDURES</b></u>	Susan Lopez	<b>Approval</b>	5
8. <u><b>2023-24 PARENT INVOLVEMENT POLICY</b></u>	Susan Lopez	<b>Approval</b>	12
9. <u><b>2023-24 STUDENT/PARENT HANDBOOK</b></u>	Susan Lopez	<b>Approval</b>	17
10. <u><b>2023-24 PROFESSIONAL DEVELOPMENT PLAN</b></u>	Susan Lopez	<b>Approval</b>	79
11. <u><b>MAY MEETING DATE CHANGE</b></u>	Susan Lopez	<b>Approval</b>	81
12. <u><b>OTHER BUSINESS</b></u> The next Governing Council meeting is scheduled for October 17, 2023. The Membership Sub-committee will meet prior to this date to complete a report that will be presented at the October meeting.	Dr. Terry Allen		
13. <u><b>ADJOURNMENT</b></u>			

# Community Action Promise

Community Action changes people's lives, embodies the spirit of hope, improves communities, and makes America a better place to live.

We care about the entire community, and we are dedicated to helping people help themselves and each other.



**FRESNO EOC SCHOOL OF UNLIMITED LEARNING  
GOVERNING COUNCIL MEETING  
Sanctuary Recreation Room  
Tuesday, May 9, 2023  
MINUTES**

1. Meeting called to order by Dr. Terry Allen 8:30 a.m.
2. Community Action Promise  
Susan Lopez guided the Governing Council in reading the Community Action Promise.
3. Roll call facilitated by Commissioner Rodgers.

Voting Members	Present	Excused	Absent	Staff	Present	Excused	Absent	Non-Voting Member	Present	Excused	Absent	Guests
Terry Allen, Ed.D., Chair, Retired Teacher Representative	X			Jack Lazzarini	X			Felicia Olais	X			Dr. Sean Virnig, FUSD Charter Office Shelly Cooper, FUSD interpreter  Dr. Laurie Goodman, WASC Visiting Team Jeremy Blue, WASC Visiting Team
Benita Washington, Vice Chair, FSU Social Worker Representative	X			Cha Vang	X							
Jimi Rodgers, Secretary, Fresno EOC Commissioner	X			Michelle Tutunjian	X							
Larry Metzler, Cultural Arts Rotary Interact Club Advisor		X		Emilia Reyes		X						
Chuck Riojas, Community Member			X									
Jeanne Starks, Retired Law Enforcement Juvenile Probation	X											
Julio Romero, EOC Health Services	X											
Brittney Angeles	X											
Steven Taylor, Fresno EOC Commissioner	X											
Parent Rep Maria Amaro Morales,			X									
Student Rep's Lauren Rodriguez, Gabrielle Perez (2)	X											
Alternate Student Rep	X											
Susan Lopez, Staff Representative, Principal	X											
Rena Failla, Staff Representative, Guidance Coordinator	X											
Courtney Griffin, Staff Representative, Guidance Dean	X											
Ly Ngin, Staff Representative, College and Career Counselor	X											
Sandy Lomelino, Staff Representative, Coordinator of Curriculum & Instruction	X											
Nicholas Rodriguez, Teacher Representative,	X											
Patricia Billeadeau, Interact Representative	X											

4. **Approval of Minutes**  
April 18, 2023 Governing Council Meeting Minutes.

Public Comments: None heard.

**Motion by:** Lopez **Second by:** Billeadeau

**Ayes:** Allen, Washington, Failla, Rodgers, Taylor, Rodriguez, Griffin, Starks, Ngin, Lomelino, Rodriguez, Perez, Angeles

**Nays:** None

5. **Public Comments**

Susan Lopez introduced Felicia Olais and Dr. Sean Virnig from FUSD Charter Office. Rena Failla introduced the WASC Visiting Team, Dr. Laurie Goodman and Mr. Jeremy Blue. All visitors were in attendance to observe the Governing Council Meeting.

**6. Proposed Meeting Dates 2023-2024**

Dr. Terry Allen presented the Proposed Meeting Dates for 2023-2024 to the Council Members for approval.

Public Comments: None heard.

**Motion by:** Rodgers **Second by:** Washington

**Ayes:** Allen, Failla, Taylor, Rodriguez, Griffin, Starks, Ngin, Lomelino, Lopez, Billeadeau, Rodriguez, Perez, Angeles

**Nays:** None

**7. Election of Officers**

Allen presented the job duties and 12-month term appointment delineated on the agenda cover for the Officers selected. The Council unanimously elected to retain the current slate of Officers: Dr. Terry Allen, Chair, Benita Washington, Vice-Chair and Jimi Rodgers, Secretary.

Public Comments: None heard.

**Motion by:** Starks **Second by:** Failla

**Ayes:** Allen, Rodgers, Taylor, Rodriguez, Griffin, Ngin, Lomelino, Lopez, Billeadeau, Rodriguez, Perez, Washington, Angeles

**Nays:** None

**8. By-Laws Sub-Committee Report**

Lopez reported that the By-Laws Sub-Committee met and after review and discussion of the current By-Laws, concluded that they were acceptable at this time.

Public Comments: None heard.

**Motion by:** Starks **Second by:** Rodriguez

**Ayes:** Allen, Failla, Taylor, Rodriguez, Griffin, Rodgers, Ngin, Lomelino, Lopez, Billeadeau, Washington, Perez, Angeles

**Nays:** None

**9. Finance Sub-Committee Report**

Lopez reported that the Finance Sub-Committee met and reviewed the Preliminary Budget. The Sub-Committee discussed the current budget and concluded that it is acceptable at this time. Lopez shared that the budget is balanced and SOUL's finances look good. The Preliminary Budget will be finalized next week. Commissioner Rodgers suggested that the Council approve the Preliminary budget draft until the Preliminary budget is finalized.

Public Comments: None heard.

**Motion by:** Rodgers **Second by:** Washington

**Ayes:** Allen, Failla, Taylor, Rodriguez, Griffin, Starks, Ngin, Lomelino, Lopez, Billeadeau, Rodriguez, Perez, Angeles

**Nays:** None

**10. 2023-2024 LCAP Update**

The Local Control Accountability Plan is a three-year plan that describes the goals, actions, services and expenditures to support positive student outcomes. Lopez reported on the 2023-2024 LCAP updates, required annually by State of California Department of Education. SOUL's plan is developed to share the how, what and why programs and services are selected to meet the needs of our students. Lopez also shared more details about what SOUL uses to track and record the results. The LCAP goals are: 1) Increase Reading and Math, 2) Increase Graduation Rate, 3) Increase Student Connectedness, 4) Increase Parent Involvement. The Council had a lengthy discussion regarding SOUL's four goals, and the matrix used to measure the outcomes and whether or not goals are being achieved.

Public Comments: None heard.

**Motion by:** Rodgers **Second by:** Washington

**Ayes:** Allen, Failla, Taylor, Rodriguez, Griffin, Starks, Ngin, Lomelino, Lopez, Billeadeau, Rodriguez, Perez, Angeles

**Nays:** None

#### **11. SOUL Updates: Principal Report**

- Lopez presented the data on SOUL demographic information for the school enrollment and updates.
- SOUL had 6 seniors apply and interview for the Rotary scholarships.
- The Interact students are assembling backpacks as a gift for our graduating seniors.
- SOUL's Interact Club will donate in October 2023 to an international project, Saint Jude High School, Arusha, Tanzania, Africa.
- SOUL has approximately 40 graduates participating in graduation. Lopez invited all those in attendance at the Governing Council members to attend.
- Three Interact students were selected to attend Camp Royal.
- Graduation will be held at the Warnors Center for the Performing Arts, Wednesday, June 7 at 12:30 pm.

#### **12. Other Business**

Jeanne Starks and Dr. Allen shared about the San Joaquin Valley Town Hall, Fresno County Lecture Series. Dr. Allen will provide more detailed information prior to the fall lecture.

Failla asked Council Members to stay after the meeting to meet with the WASC visiting team, Dr. Allen announced the next scheduled meeting will be held on Tuesday, September 12, 2023.

#### **13. Adjournment of Meeting**

Meeting adjourned at 9:30 am

Submitted by Commissioner Jimi Rodgers, SOUL Governing Council Secretary

## **SCHOOL OF UNLIMITED LEARNING GOVERNING COUNCIL MEETING**

<b>Date:</b> September 12, 2023	<b>Program:</b> School of Unlimited Learning
<b>Agenda Item #:</b> 7	<b>Director:</b> Susan Lopez
<b>Subject:</b> 2023-24 Independent Study Board Policy & Independent Study Policies and Procedures	<b>Officer:</b> Jack Lazzarini

### **Recommended Action**

Staff recommends Governing Council approval of the 2023-24 Independent Study Board Policy and Independent Study Policies and Procedures.

### **Background**

Independent Study Board Policy was initially approved by the Governing Council, and then submitted for review and approval whenever recommended changes are made by the California School Boards Association. SOUL's Independent Study Program was initially established in 1998 at which time the SOUL Independent Study Board Policy was reviewed and submitted for approval. SOUL's Independent Study Board Policy and Independent Study Policies and Procedures were last approved by the SOUL Governing Council and the Fresno EOC Board of Commissioners in 2022. Since then, on an annual basis, SOUL's administrative regulations are reviewed and submitted for approval annually.

### **Fiscal Impact**

None

### **Conclusion**

The SOUL's updated Independent Board policy and SOUL Independent Policies and Procedures reflect recent changes by the California Department of Education.

# Fresno EOC

## School of Unlimited Learning

### **2023-24 Independent Study Board Policy & Independent Study Policies and Procedures**

School of Unlimited Learning (the “Charter School”) may offer independent study to meet the short- or long-term educational needs of pupils enrolled in the Charter School. Independent study is an optional educational alternative in which no pupil may be required to participate and is designed to teach the knowledge and skills of the core curriculum. The Charter School shall provide appropriate existing services and resources to enable pupils to complete their independent study successfully. The following written policies have been adopted by the School of Unlimited Learning Board of Directors for implementation at Charter School:

1. For pupils in all grade levels and programs offered by the Charter School, the maximum length of time that may elapse between the time an assignment is made and the date by which the pupil must complete the assigned work shall be five (5) school days.
2. The Chief Executive Officer or designee shall conduct an evaluation to determine whether it is in the best interests of the pupil to remain in independent study upon the following triggers:
  - a. When any pupil fails to complete two (2) assignments during any period of five (5) school days.
  - b. In the event a student’s educational progress falls below satisfactory levels as determined by ALL of the following indicators:
    - i. The pupil’s achievement and engagement in the independent study program, as indicated by the pupil’s performance on applicable pupil-level measures of pupil achievement and pupil engagement set forth in Education Code Section 52060(d) paragraphs (4) and (5).
    - ii. The completion of assignments, assessments, or other indicators that evidence that the pupil is working on assignments.
    - iii. Learning required concepts, as determined by the supervising teacher.
    - iv. Progressing toward successful completion of the course of study or individual course, as determined by the supervising teacher.

A written record of the findings of any evaluation conducted pursuant to this policy shall be treated as a mandatory interim pupil record. The record shall be maintained for a period of three years from the date of the evaluation and, if the pupil transfers to another California public school, the record shall be forwarded to that school.

3. The Charter School shall provide content aligned to grade level standards that is substantially equivalent to in-person instruction. For high school grade levels this shall include access to all courses offered by the Charter School for graduation and approved by the UC or CSU as creditable under the A-G admissions criteria.

4. The Charter School has adopted tiered reengagement strategies\* for the following pupils:

- a. All pupils who are not generating attendance for more than 10 percent of required minimum instructional time over four continuous weeks of the Charter School's approved instructional calendar;
- b. Pupils found not participatory in synchronous instructional offerings pursuant to Education Code Section 51747.5 for more than 50 percent of the scheduled times of synchronous instruction in a school month as applicable by grade span; or
- c. Pupils who are in violation of the written agreement pursuant to Education Code Section 51747(g).

These procedures shall include local programs intended to address chronic absenteeism, as applicable, with at least all of the following:

- a. Verification of current contact information for each enrolled pupil.
  - b. Notification to parents or guardians of lack of participation within one (1) school day of the recording of a nonattendance day or lack of participation.
  - c. A plan for outreach from the school to determine pupil needs, including connection with health and social services as necessary.
  - d. A clear standard for requiring a pupil-parent-educator conference to review a pupil's written agreement, and reconsider the independent study program's impact on the pupil's achievement and well-being, consistent with the policies adopted pursuant to paragraph (4) of subdivision (g) of Education Code Section 51747.
5. The following plan shall be in place in accordance with Education Code Section 51747(e) for synchronous instruction and live interaction\*:
- a. For pupils in grades 9-12, inclusive, the plan to provide opportunities for at least weekly synchronous instruction for all pupils throughout the school year by each pupil's teacher or teachers of record shall be as follows: Students must attend (instructional meetings) with their teacher at least once a week for a minimum **of one hour per week**. Teachers will set appointment times with students.
6. The following plan\* shall be utilized to transition pupils whose families wish to return to another program or school expeditiously, and, in no case, later than five instructional days: If a parent, or adult student, wishes to transfer from the School of Unlimited Learning Independent Study program at any time, they may request a withdrawal slip and transcripts which will be available within five (5) instructional days.

*\* The tiered reengagement strategies, plan for synchronous instruction and live interaction, and plan to transition pupils whose families wish to return to in-person instruction shall not apply to pupils who participate in an independent study program for fewer than 15 schooldays in a school year and pupils enrolled in a comprehensive school for classroom-based instruction who, under the care of appropriately licensed professionals, participate in independent study due to necessary medical treatments or inpatient treatment for mental health care or substance abuse. Local educational agencies shall obtain evidence from appropriately licensed professionals of the need for pupils to participate in independent study pursuant to this subdivision. These sections shall not apply to independent study offered due to school closure or material decrease in attendance for 15 school days or less for affected pupils under one or more of the circumstances described in Education Code Sections 41422 and/or 46392, and 46393 for which the Charter School files an affidavit seeking an allowance of attendance due to emergency conditions.*



7. A current written agreement shall be maintained on file for each independent study pupil, including but not limited to, all of the following:
- a. The manner, time, frequency, and place for submitting a pupil's assignments, for reporting the pupil's academic progress, and for communicating with a pupil's parent or guardian regarding a pupil's academic progress.
  - b. The objectives and methods of study for the pupil's work, and the methods used to evaluate that work.
  - c. The specific resources, including materials and personnel, that will be made available to the pupil. These resources shall include confirming or providing access to all pupils to the connectivity and devices adequate to participate in the educational program and complete assigned work.
  - d. A statement of the policies adopted pursuant to subdivisions (a) and (b) of Education Code Section 51747 regarding the maximum length of time allowed between the assignment and the completion of a pupil's assigned work, the level of satisfactory educational progress, and the number of missed assignments allowed before an evaluation of whether or not the pupil should be allowed to continue in independent study.
  - e. The duration of the independent study agreement, including the beginning and ending dates for the pupil's participation in independent study under the agreement. No independent study agreement shall be valid for any period longer than one school year.
  - f. A statement of the number of course credits or, for the elementary grades, other measures of academic accomplishment appropriate to the agreement, to be earned by the pupil upon completion.
  - g. A statement detailing the academic and other supports that will be provided to address the needs of pupils who are not performing at grade level, or need support in other areas, such as English learners, individuals with exceptional needs in order to be consistent with the pupil's individualized education program or plan pursuant to Section 504 of the federal Rehabilitation Act of 1973 (29 U.S.C. Sec. 794), pupils in foster care or experiencing homelessness, and pupils requiring mental health supports.
  - h. The inclusion of a statement in each independent study agreement that independent study is an optional educational alternative in which no pupil may be required to participate. In the case of a pupil who is referred or assigned to any school, class, or program pursuant to Section 48915 or 48917, the agreement also shall include the statement that instruction may be provided to the pupil through independent study only if the pupil is offered the alternative of classroom instruction.
  - i. For a pupil participating in an independent study program that is scheduled for more than 14 school days, each written agreement shall be signed, before the commencement of independent study, by the pupil, the pupil's parent, legal guardian, or caregiver, if the pupil is less than 18 years of age, the certificated employee who has been designated as having responsibility for the general supervision of independent study, and the certificated employee designated as having responsibility for the special education programming of the pupil, as applicable. Beginning in the 2022–23 school year, for a pupil participating in an independent study program that is scheduled for less than 15 school days, each written agreement shall be signed within 10 school days of the commencement of the first day of the pupil's enrollment in independent study, by the pupil, the pupil's parent, legal guardian, or caregiver, if the pupil is less than 18 years of age, the certificated employee who has been designated as having responsibility for the general supervision of independent study, and the certificated employee designated as having responsibility for the special education programming of the pupil, as applicable. For purposes of this paragraph "caregiver" means a person who has met the

requirements of Part 1.5 (commencing with Section 6550) of Division 11 of the Family Code.

- Written agreements may be signed using an electronic signature that complies with state and federal standards, as determined by the California Department of Education, that may be a marking that is either computer generated or produced by electronic means and is intended by the signatory to have the same effect as a handwritten signature. The use of an electronic signature shall have the same force and effect as the use of a manual signature if the requirements for digital signatures and their acceptable technology, as provided in Section 16.5 of the Government Code and in Chapter 10 (commencing with Section 22000) of Division 7 of Title 2 of the California Code of Regulations, are satisfied.
8. The Charter School shall comply with the Education Code sections 51745 through 51749.3 and the provisions of the Charter Schools Act of 1992 and the State Board of Education regulations adopted there under.
  9. The Chief Executive Officer may establish regulations to implement these policies in accordance with the law.

The School of Unlimited Learning Independent Study education component offers a unique opportunity for students to work “independent” of regular daily classroom attendance and without the requirement of meeting with their instructor on a daily basis. Typically, the ideal student for this type of program is one who does not need ongoing classroom structure and curriculum lecture, works well on his/her own, and needs little academic or programmatic structure in order to move forward academically. Other situations requiring placement in this component may be a necessity to work during the school day, or unavoidable childcare issues. Prior to being enrolled in Independent Study, all students will be given a placement test in reading and math. It is our educational approach and philosophy that, short of these skills or personal demands, a school-age student is best suited for a classroom or a more traditional educational setting.

Independent Study requires students to meet with a SOUL instructor on an (agreed upon) weekly basis to receive assignments which coincide with the student’s overall academic-credit needs detailed in his/her Master Agreement. No Independent Study agreement is valid for longer than one school year. Academic credit assignment and ADA tabulations for the student are based solely upon the teacher’s assessment of the student’s independently completed work. During each scheduled appointment the student will be given weekly course material that, when completed, will be graded and assigned credit toward graduation. Students are required to attend all scheduled appointments with their instructor and to participate in all standardized testing as required by the state, the district, or the school. Students will earn 1 credit towards graduation for every 20 hours of work assigned, with a maximum of 40 core academic credits per semester. Students are expected to attend regularly and maintain satisfactory progress on work completed in order to remain in this program. The students are required to attend instructional meetings with their teacher at least once a week for a minimum of one hour per week. The maximum length of time allowed between the assignment and the date the assignment is due is one week. Students failing to appear for two scheduled appointments or missing two assignments will be re-evaluated regarding their academic placement in this component.

## INDEPENDENT STUDY: RULES, REGULATIONS & POLICIES

### Discipline Rules and Regulations

Rules and regulations are established to maintain an atmosphere conducive to learning. Students who fail to comply with these rules and regulations will be counseled, reprimanded, suspended, expelled, or involuntarily removed from the Charter School. Each disciplinary action will be handled on a case-by-case basis.

All students will comply with the regulations, pursue the required course of study, and respect the authority of the teachers, administration and support staff of the educational site.

Attendance and participation at certain extracurricular activities are considered a part of the educational program. All rules of student conduct and dress code apply to extracurricular activities.

### Attendance

Students must attend (instructional meetings) with their teacher at least once a week for a minimum of **one hour per week**. Teachers will set appointment times with students. Further, students must provide documentation from their parent/guardian verifying their daily completion of independent study assignments. In compliance with SOUL's Independent Study policies for grades 9 through 12, the maximum length of time allowed between the assignment and the date the assignment is due is one week.

Excused absences are not recognized in Independent study. If for any reason the student cannot keep the appointed time, the student's parent/guardian must contact the teacher, explain the reason for the missed appointment, and reschedule the appointment to make-up for the missed time.

If a student is absent and the instructional time is not rescheduled, the teacher will evaluate the students continued enrollment, and take corrective action, if needed, in the following manner:

- Student fails to reschedule the meeting: Teacher contacts the student/parent. The meeting is rescheduled for the same week.
- Student fails to attend the rescheduled meeting: Teacher puts the student on "Attendance Warning" to address his/her attendance issues. Parent will be contacted.
- If the student has an absence following the warning, then the student is placed on an "Attendance Agreement." Student and parent will be notified of this action.
- If the student fails to comply with the Attendance Agreement they will be referred to the Guidance Dean for a parent/student meeting to address their absences.
- If the student has further absences, they can be withdrawn from the program.

### Credits

To complete graduation requirements in a timely manner, students are expected to complete 2 credits per week. To remain in independent study, students **must** complete a **minimum of one credit of work per week**. If the student needs extra help or a place to study, the student can come in for tutoring. This extra session does not replace the student's regularly scheduled instructional time. Individual or group tutorial for math and English may be offered to assist students who are having difficulty with these subjects.

Independent study students must understand that their work is designed to be completed at home:

- Student gets the assignments from the teacher
- Student does the assignments at home or comes in for extra help if the assignment is too difficult. Important: The regularly assigned instructional meeting is not time to do assignments. Assignments are to be completed at home.
- Student returns at his/her appointed time. Teacher goes over the work with the student and

- tests the student on their completed work.
- Student receives new assignment(s).

**Failure to Meet Credit Requirement**

- First time student fails to meet the one-credit a week requirement: The teacher will contact the parent and discuss whether independent study is meeting the student's needs.
- Second time student fails to meet the one-credit a week minimum: The teacher refers the student and parent to the Guidance Office to review the academic progress of the student.
- Student fails to comply with the credit minimum: Student may be withdrawn from independent study.

During each scheduled appointment the student will be given weekly course material that, when completed, will be graded and assigned credit toward graduation.

- Students are required to attend all scheduled appointments with their instructor and to participate in all standardized testing as required by the state, the district or the school.
- Students will earn 1 credit towards graduation for every 20 hours of work assigned.
- Students are expected to attend regularly and maintain satisfactory progress in order to remain in the program.
- A student failing to appear for two scheduled appointments or missing two assignments will be re-evaluated regarding his/her placement in independent study.



## **SCHOOL OF UNLIMITED LEARNING GOVERNING COUNCIL MEETING**

<b>Date:</b> September 12, 2023	<b>Program:</b> School of Unlimited Learning
<b>Agenda Item #:</b> 8	<b>Director:</b> Susan Lopez
<b>Subject:</b> 2023-24 Parent Involvement Policy	<b>Officer:</b> Jack Lazzarini

### **Recommended Action**

Staff recommends Governing Council approval of the proposed 2023-24 Parent Involvement Policy.

### **Background**

As a requirement for Title I funding, each year SOUL updates its Annual Parent Involvement Policy, which stipulates times, dates, and agendas for parent meetings throughout the year. Attached is the 2023-24 SOUL Parent Involvement Policy, which outlines SOUL's proposed parent meeting schedule for the current school year.

In accordance with Federal Title 1 requirements, and the new criteria for the Local Control and Accountability Plan, SOUL's written parent involvement policy describes how SOUL involves parents to improve student academic achievement and school performance. The Parent Involvement Policy includes a variety of ways that parents can become actively involved in their child's educational experience at SOUL.

### **Fiscal Impact**

None

### **Conclusion**

The Parent Involvement Policy is designed to help build the school's and parents' capacity for increased parent involvement and shared decision-making.

# **Fresno EOC**

## **School of Unlimited Learning**

### **2023-24 Parent Involvement Policy**

In accordance with Federal Title 1 requirements, and the new criteria for the Local Control and Accountability Plan, the School of Unlimited Learning has developed a written parent involvement policy, which describes how SOUL involves parents to improve student academic achievement and school performance. The Parent Involvement Policy includes a variety of ways that parents can become actively involved in their child's educational experience at SOUL. The Parent Involvement Policy is designed to help build the school's and parents' capacity for increased parent involvement and shared decision-making.

#### **Development of the 2023-2024 Parent Involvement Plan**

In April 2023, all parents were contacted by SOUL staff to deliver a satisfaction survey, which included a question regarding preference of in-class or independent study classes. In addition to gathering information on these items, SOUL staff also conducted "wellness checks" on every family.

In May 2023, SOUL shared its instruction plan for the 2023-2024 school year with the Governing Council, Fresno EOC Board of Commissioners, school staff, students, and parents. SOUL staff also held three parent meetings, one of which was the English Learning Advisory Committee (in Spanish) to discuss the draft of SOUL's Learning Continuity and Attendance Plan. Parent input from its stakeholders were addressed and incorporated into in SOUL's LCAP.

#### **SCHOOL DESCRIPTION**

The School of Unlimited Learning, or SOUL, is a public charter high school serving Fresno's youth, grades 9 through 12. The private not-for-profit Fresno County Economic Opportunities Commission operates the school in partnership with the Fresno Unified School District. The Fresno County Economic Opportunities Commission is one of the nation's leading community action agencies established to help individuals and families become self-sufficient. The Fresno Unified School District's Board of Trustees approved the school's charter petition on March 26, 1998. The Fresno County Economic Opportunities Commission established this multiple-site charter school to provide enhanced educational opportunities for students at risk of not completing high school. The State Board of Education approved the charter in July of 1998. SOUL's latest single-site charter was reauthorized in 2018 for an additional five years which has recently been extended for an additional 2 years.

## PARENT INVOLVEMENT GOALS

- Parents play a crucial role in the joint development of a plan for continuous school improvement
- Positive working relationship exists between educators and parents.
- Close communication exists between school and home.
- Strong parent involvement is evident through attendance and participation at school-sponsored events.
- Parents are viewed as a vital component to the academic success of their students.

## RIGHTS OF PARENTS

1. To expect that their child will spend time at school in a safe, wholesome stimulating atmosphere engaged in productive activity under the care and direction of a dedicated staff.
2. To be assured that school personnel will at no time preempt parental prerogative.
3. To be informed of district policy, school rules, and regulations.
4. To review their child's record with a certificated staff member.
5. At the beginning of each academic year, schools receiving Title 1 funds must inform parents of their right to request information regarding the professional qualifications of their child's teacher. Also, any school that has been identified for Program Improvement or Corrective Action must promptly notify parents regarding an explanation of the identification as well as other requirements specified in the Act.

## RESPONSIBILITIES OF PARENTS

1. To maintain regular communication with SOUL teachers and support staff by participating in conferences with teachers, counselors, or administrators regarding the academic, attendance and behavioral status of their child.
2. To support their child by ensuring that he/she receives adequate sleep, nutrition, and appropriate clothing before coming to school.
3. To apply and maintain consistent and adequate restraints in regards to their child's overall behavior and to approve of reasonable behavioral guidelines as applied by school personnel.
4. To cooperate with the school in bringing about improvements designed to enhance the educational program offered to students.
5. To provide the school with current information regarding legal address, phone, medical data, and other facts, which may help the school to serve their child.

## PARENT INVOLVEMENT OPPORTUNITIES

### **SOUL Governing Council**

Parent involvement is essential to the success of the School of Unlimited Learning. Parent and student representatives will be asked to participate in the School Site Governing Council.

### **SOUL Parent Meetings**

Parent meetings will be held regularly throughout the year. The meeting time and date is determined by the parents completing a questionnaire when enrolling their child or at Back to School Night in September. The meetings focus on all school information pertinent to parents, including instruction, protocols for students and parents entering campus, school improvement efforts, mandated testing, school policies and procedures, etc.

### **English Learner Advisory Committee (ELAC)**

Bilingual Advisory (ELAC) meetings are scheduled regularly throughout the school year. Due to the need to increase communication with all parents, ELAC Meetings are conducted in Spanish and provide non-English speaking parents an opportunity to be informed of all school updates and changes, LCAP/LCP, charter and WASC goals, as well as ELPAC, and Smarter Balanced and other assessments. Moreover, the committee meetings provide our non-English speaking parents of EL students a voice in school policies and decision-making, while at the same time delineates interventions and strategies that SOUL has implemented to help its English language learners become academically successful through increased English proficiency.

## **PARENT INVOLVEMENT AND SCHOOL IMPROVEMENT MEETING SCHEDULE**

During the 2023/2024 school year, the School of Unlimited Learning will utilize a variety of communication modes to continue its school improvement efforts such as phone calls, emails, texts, surveys, and individual in-person meetings. As a major stakeholder, parent input is crucial to the continuous improvement efforts of our school. Throughout the year, there are frequent opportunities for regular parent participation. Regularly scheduled parent meetings, school-wide assemblies, and student study teams are many of the ways that parents can participate regularly with the school. Attached is a list of tentative 2023/2024 parent meeting dates, which include SOUL's English Learner Advisory Committee meetings.



## Proposed 2023/2024 Parent Involvement Meeting Schedule

<b>Month</b>	<b>Meeting Title</b>	<b>Meeting Date</b>	<b>Time</b>
<b>August 2023</b>	SOUL Parent Meeting English Learners Advisory Cte (ELAC)	08/30/2023	1:30 p.m. – 2:30 p.m. 2:00 p.m. – 3:00 p.m.
<b>October 2023</b>	SOUL Parent Meeting English Learners Advisory Cte (ELAC)	10/17/2023	11:30 p.m. – 1:00 p.m. 1:00 p.m. – 1:45 p.m.
<b>November 2023</b>	SOUL Parent Meeting English Learners Advisory Cte (ELAC)	11/14/2023	11:30 p.m. – 1:00 p.m. 1:00 p.m. – 1:45 p.m.
<b>December 2023</b>	SOUL Parent Meeting English Learners Advisory Cte (ELAC)	12/12/2023	11:30 p.m. – 1:00 p.m. 1:00 p.m. – 1:45 p.m.
<b>January 2024</b>	SOUL Parent Meeting English Learners Advisory Cte (ELAC)	01/16/2024	11:30 p.m. – 1:00 p.m. 1:00 p.m. – 1:45 p.m..
<b>March 2024</b>	SOUL Parent Meeting English Learners Advisory Cte (ELAC)	03/05/2024	11:30 p.m. – 1:00 p.m. 1:00 p.m. – 1:45 p.m.
<b>April 2024</b>	SOUL Parent Meeting English Learners Advisory Cte (ELAC)	04/016/2024	11:30 p.m. – 1:00 p.m. 1:00 p.m. – 1:45 p.m.
<b>May 2024</b>	SOUL Parent Meeting English Learners Advisory Cte (ELAC)	05/21/2024	11:30 p.m. – 1:00 p.m. 1:00 p.m. – 1:45 p.m.



## **SCHOOL OF UNLIMITED LEARNING GOVERNING COUNCIL MEETING**

<b>Date:</b> September 12, 2023	<b>Program:</b> School of Unlimited Learning
<b>Agenda Item #:</b> 9	<b>Director:</b> Susan Lopez
<b>Subject:</b> 2023-24 Student & Parent Handbook	<b>Officer:</b> Jack Lazzarini

### **Recommended Action**

Staff recommends Governing Council approval of the revised 2023-24 Student & Parent Handbook.

### **Background**

The Student & Parent Handbook is reviewed, updated and adopted annually.

### **Fiscal Impact**

None

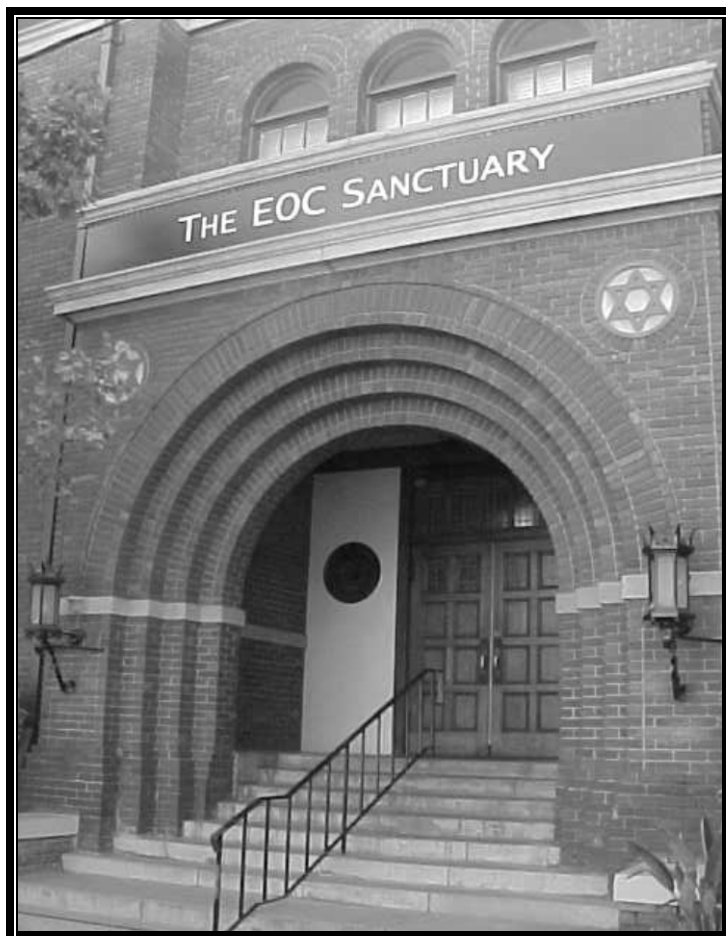
### **Conclusion**

The SOUL Student & Parent Handbook explains procedures to be followed in order to maintain a safe environment for academic progress. The handbook is revised yearly in order to address the needs of our students and families.



Fresno **Economic Opportunities Commission**  
**School of Unlimited Learning**

**2023-2024**



## ***Student & Parent Handbook***

2336 Calaveras Street  
Fresno, CA 93721  
(559) 500-1352

# Fresno Economic Opportunities Commission's School of Unlimited Learning

## A PUBLIC CHARTER SCHOOL

Chartered through Fresno Unified School District

and

fully accredited by the Western Association of Schools and Colleges



## Administered by



Fresno **Economic Opportunities Commission**

Emilia Reyes, Chief Executive Officer  
Jack Lazzarini, Chief Programs Officer  
Susan Lopez., Principal/Chief Academic Officer

*Approved by SOUL Governing Council*

## TABLE OF CONTENTS

SCHOOL OF UNLIMITED LEARNING GOVERNING COUNCIL .....	3
FRESNO EOC BOARD OF COMMISSIONERS .....	3
STAFF AND FACULTY .....	4
SCHOOL DESCRIPTION .....	5
MISSION .....	5
VISION .....	5
EXPECTED SCHOOLWIDE LEARNING RESULTS .....	6
2023 – 2024 SCHOOL CALENDAR .....	8
2023 – 2024 BELL SCHEDULE .....	9
GRADUATION REQUIREMENTS .....	10
Standardized Testing and Reporting Program	
Final Exams/Grades	
HYBRID LEARNING .....	12
INDEPENDENT STUDY .....	13
Independent Study Student Attendance	
Independent Study Credits	
SPECIAL EDUCATION SERVICES .....	18
COLLEGE ENTRANCE INFORMATION .....	19
COUNSELING AND CASE MANAGEMENT SERVICES .....	20
FRESNO EOC PROGRAMS AND SERVICES .....	20
PARENT & STUDENT INVOLVEMENT .....	21
Rights of Parents	
Responsibilities of Parents	
Parent Involvement Opportunities	
Rights of Students	
Responsibilities of Students	
Student Grievances	
RULES, REGULATIONS & POLICIES .....	23
ATTENDANCE POLICY (Classroom-Based Program) .....	23
POSITIVE ATTENDANCE STRATEGIES .....	24
TRUANCY PROCEDURES & CONSEQUENCES .....	25

DISCIPLINE RULES AND REGULATIONS .....	26
DISCIPLINARY ACTION .....	27
SUSPENSION/EXPULSION. ....	29
CLOSED CAMPUS POLICY .....	32
HARASSMENT POLICY .....	33
DRESS CODE POLICY.....	37
TAGGING POLICY .....	39
ZERO TOLERANCE POLICY .....	41
LIABILITY OF PARENT OR GUARDIAN FOR WILLFUL PUPIL MISCONDUCT ...	42
LOCAL WELLNESS POLICY .....	45
COMPUTER/INTERNET USE POLICY .....	48
Use Agreement and Release of Agency From Liability (Students)	
EMERGENCY PROCEDURES .....	54
STUDENT HEALTH & MEDICAL PROCEDURES .....	56
SOUL's ILLNESS AND QUARANTINE GUIDLINES .....	58
CONCLUSION .....	59

## SCHOOL OF UNLIMITED LEARNING GOVERNING COUNCIL

TERRY ALLEN ED.D., **COUNCIL CHAIR**  
BENITA WASHINGTON, **COUNCIL VICE-CHAIR**  
JIMI RODGERS, **COUNCIL SECRETARY**  
JEANNE STARKS  
JULIO ROMERO  
STEVEN TAYLOR  
RENA FAILLA  
SANDY LOMELINO  
SUSAN LOPEZ

COURTNEY GRIFFIN  
LY NGIN  
NICHOLAS RODRIGUEZ  
PATRICIA BILLEADEAU  
Parent Representative  
Student Representative  
Student Representative

---

## FRESNO ECONOMIC OPPORTUNITIES BOARD OF COMMISSIONERS

LINDA R. HAYES, **BOARD CHAIR**  
AMY ARAMBULA  
OLIVER BAINES  
ALYSIA BONNER  
EARL BROWN  
ZINA BROWN JENKINS  
CHARLES GARABEDIAN, JR.  
LUPE JAIME-MILEHAM  
BRIAN KING  
REY LEON  
DANIEL MARTINEZ  
JAMES MARTINEZ

PASTOR BRUCE MCALISTER  
BARIGYE MCCOY  
LISA MITCHELL  
SHERRY NEIL  
ALENA PACHECO  
DANIEL T. PARRA  
ROBERT PIMENTEL  
ITZI ROBLES  
JIMI RODGERS  
DAVID PEREZ  
STEVEN TAYLOR  
RUBEN ZARATE

## **STAFF AND FACULTY 2023/2024**

### **Management**

Susan Lopez	Principal/Chief Academic Officer
Rena Failla	Guidance Counseling Coordinator
Courtney Griffin	Guidance Dean
Sandy Lomelino	Coordinator of Curriculum and Instruction

### **Teachers**

Alexandros Acedo	Social Science
Luis Baca	Science
Meghan Ballard	Science
Gladys Banda	Electives
Michael Cantu	English
Nicholas Rodriguez	English
John Koontz	Music/Performing Arts
Sandy Lomelino	Physical Education/Health
Shannon Sani	Math
Sean Sayles	Math
Joseph Turner	Social Science

### **Counseling and Support Staff**

Patricia Billeadeau	Student Resource and Data Specialist
Carlos Custodio	Maintenance
Susan Hernandez	Registrar
Ly Ngin	College and Career Counselor
Michael Potts	School Services Technician
Gloria Rodriguez	Home School Liaison
Mong Vang	Case Manager
Nidia Vargas	Career Services Technician
Marilyn Wheeler	Senior Administrative Assistant



# **SCHOOL OF UNLIMITED LEARNING**

**A PUBLIC CHARTER SCHOOL**  
Administered by the Fresno Economic Opportunities Commission

---

## **DESCRIPTION**

The School of Unlimited Learning, or SOUL, is a public charter school serving Fresno's youth, grades 9 through 12. The private not-for-profit Fresno Economic Opportunities Commission operates the school in partnership with the Fresno Unified School District. The Fresno Economic Opportunities Commission is one of the nation's leading community action agencies established to help individuals and families become self-sufficient. The Fresno Unified School District's Board of Trustees approved the school's charter petition on March 26, 1998. The Fresno Economic Opportunities Commission established this multiple-site charter school to provide enhanced educational opportunities for students at risk of not completing high school. The State Board of Education approved the Charter in July of 1998.

SOUL offers a classroom -based program, as well as an Independent Study program. Both programs, along with SOUL's administrative offices, are located at 2336 Calaveras, Fresno, CA 92721.

## **MISSION**

The mission of the School of Unlimited Learning is to provide comprehensive learning experiences in a manner and environment that enables students to obtain the skills, knowledge, and motivation to be self-directed, life-long learners as they mature towards adult self-sufficiency.

## **VISION**

The vision for the Fresno Economic Opportunities Commission School of Unlimited Learning is for the student to be a self-directed learner, a collaborative worker, and a complex thinker who is equipped with the skills and self-confidence to be productive and self-sufficient as an adult through work and community service. The academic focus is on building skills in reading, writing, math and other core subjects. The school will document this process through a variety of assessment techniques.

## **EXPECTED SCHOOLWIDE LEARNING RESULTS**

In order to obtain skills, knowledge, and motivation to be self-directed, life-long learners as they mature toward self-sufficiency, the students at the School of Unlimited Learning will be:

### ***Effective Communicators***

- Demonstrate ability to read, write, speak and listen for a variety of reasons.
- Possess social and cultural literacy skills to function productively in today's society.

### ***Academic Achievers***

- Demonstrate proficiency in all core academic subjects

### ***Critical Thinkers and Problem Solvers***

- Analyze, synthesize, and apply information.
- Apply problem-solving and decision-making skills to real life situations.

### ***Information Processors***

- Demonstrate the ability to effectively access resources and information in a complex and technological world.

### ***Self-Directed Lifelong Learners***

- Set, pursue, and accomplish realistic and challenging goals.
- Develop a post-secondary (college and/or career preparation) plan that clearly reflects the options and choices available to them upon graduation.

### ***Responsible and Productive Citizens***

- Demonstrate healthy, responsible behavior and work collaboratively and respectfully in an ethnically, culturally, linguistically and socio-economically diverse community.
- Recognize and respect the rules and processes that govern society.

# INTRODUCTION

## **To Students**

This handbook is a guide and reference for your use during this school year. Please read it thoroughly. It is expected that you will follow its rules and procedures and be knowledgeable of its contents. If you have any questions, please discuss them with the appropriate staff.

## **To Parents/Guardians**

This handbook contains information that is very important to you and your child during the school year. Please review the information and ensure that your child is knowledgeable of its contents. If you have any questions or concerns, please call the school at (559) 500-1352.

## **Visitors**

To promote a safe educational environment, the law (EC 32211) requires all visitors to report to the front desk upon entering a school campus during regular school hours (7:30 am to 4:00 pm). All visitors are required to check in at the reception desk. Your cooperation is appreciated in this matter as it will help the staff ensure student safety.

## **Notice of Implied Agreement**

The registration of a student in the School of Unlimited Learning is deemed to be an agreement on his/her part and on the part of his/her parents or guardians to fully comply with all policies, rules, and regulations of the school as outlined in this handbook. While the handbook contains the policies, rules, and practices of the School of Unlimited Learning, some of them are provided in summary form only. Contact the principal if you have a question concerning a school policy, rule, or practice.

## **Handbook as Contract**

It is presumed that the Parent/Guardian accepts all of the conditions as set forth in the current Student/Parent/Teacher Handbook, and agrees to comply with all school regulations. The Parent(s)/Guardian(s) are responsible for all regulations created by the school. In cases of doubt, please contact the principal of the school.

## **Admission Requirements**

The School of Unlimited Learning has an open enrollment/exit policy. Students are able to enter at any time during the school year, pending space availability. Enrollment shall be voluntary and no tuition shall be charged. The School of Unlimited learning is non-sectarian in its admission policies and its programs, and shall not discriminate against any student on the basis of ethnicity, national origin, gender or disability, and will follow Federal laws concerning discrimination. In the event that there are too many eligible applicants for the space available, a waiting list will be used. The school will use this list by a public random drawing to determine who is enrolled. In the event a student has been expelled from another school district, the School of Unlimited Learning shall reserve the right to review the student expulsion data to determine feasibility of placement.

Institute & BuyBack Days (non-student days)  
 October 9, 2023  
 March 4, 2024

# 2023-2024 School Calendar

SCHOOL BEGINS: **August 14, 2023**  
 SCHOOL ENDS: **June 6, 2024**

JULY 2023				
M	T	W	TH	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
31				

AUGUST 2023				
M	T	W	TH	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
School Begins				
21	22	23	24	25
28	29	30	31	

SEPTEMBER 2023				
M	T	W	TH	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

OCTOBER 2023				
M	T	W	TH	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30	31			

NOVEMBER 2023				
M	T	W	TH	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	

DECEMBER 2023				
M	T	W	TH	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

JANUARY 2024				
M	T	W	TH	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30	31		

FEBRUARY 2024				
M	T	W	TH	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	

MARCH 2024				
M	T	W	TH	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

APRIL 2024				
M	T	W	TH	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30			

MAY 2024				
M	T	W	TH	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	31

JUNE 2024				
M	T	W	TH	F
3	4	5	6	7
			Last Day of School	
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28

## VACATION & HOLIDAYS

Labor Day: September 4  
 Veterans' Day: November 10  
 Thanksgiving: November 20 – 24  
 Winter Break: December 18 - January 5  
 M.L. King, Jr. Day: January 15

Lincoln's Birthday: February 12  
 Presidents' Day: February 19  
 Spring Break: March 25 – April 1  
 Memorial Day: May 27  
 Juneteenth: June 19

## BELL SCHEDULE 2023-2024

Regular Day Schedule			Early Release Schedule		
8:30 AM	9:25 AM	Period 1	8:30 AM	9:25 AM	Period 1
9:25 AM	9:30 AM	Passing	9:25 AM	9:30 AM	Passing
9:30 AM	10:25 AM	Period 2	9:30 AM	10:25 AM	Period 2
10:25AM	10:30 AM	Passing	10:25 AM	10:30 AM	Passing
10:30 AM	11:25 AM	Period 3	10:30 AM	11:25 AM	Period 3
11:25 AM	11:30 AM	Passing	11:25 AM	11:30 AM	Passing
11:30 AM	12:25 PM	Period 4	11:30 AM	12:25 PM	Period 4
12:25 PM	12:55 PM	Lunch	12:25 PM	12:55 PM	Lunch
12:55 PM	1:00 PM	Passing	12:55 PM	1:00 PM	Passing
1:00 PM	2:10 PM	Period 5	1:00 PM	2:10 PM	Period 5
2:10 PM	2:15 PM	Passing	Total daily minutes: 310		
2:15 PM	3:20 PM	Period 6			
Total daily minutes: 380					
Finals A Schedule			Finals B Schedule		
8:30 AM	9:25 AM	Period 1	8:30 AM	9:25 AM	Period 4
9:25 AM	9:30 AM	Passing	9:25 AM	9:30 AM	Passing
9:30 AM	10:25 AM	Period 2	9:30 AM	10:25 AM	Period 5
10:25AM	10:30 AM	Passing	10:25AM	10:30 AM	Passing
10:30 AM	11:25 AM	Period 3	10:30 AM	11:25 AM	Period 6
Total daily minutes: 175			Total daily minutes: 175		

# HIGH SCHOOL GRADUATION REQUIREMENTS

A total of 230 units of credit must be earned for high school graduation. Five (5) units are granted for successfully (D or better) completing each semester in each of the core classes, ten (10) units are granted for successfully (D or better) completing each semester in each elective class, upon completion of the extra credit assignments.

1.	To enter:	10 <sup>th</sup> grade	11 <sup>th</sup> grade	12 <sup>th</sup> grade	Graduation
		50 units	110 units	170 units	230 units

(STUDENTS NORMALLY WILL BE RECLASSIFIED BY GRADE IF THE GRADE REQUIREMENTS ARE NOT MET, HOWEVER REQUIREMENT YEAR WILL NOT CHANGE)

2. The following are the specific course requirements for graduation:

English Language Arts.....	40 units
Modern World History.....	10 units
United States History.....	10 units
American Government.....	5 units
Economics.....	5 units
Science.....	30 units
*Mathematics.....	30 units
Physical Education.....	20 units
Health/Sociology for Living.....	5 units
District-approved Fine Arts or Foreign Language.....	10 units
Electives.....	65 units

Algebra and Foreign Language are currently being offered at all middle schools. Geometry is offered at several middle schools. Middle school students can enter high school with 30-40 units of high school graduation credit; e.g., Algebra 10 units, Geometry 10 units, and two years of foreign language 20 units.

\* Mathematics requirements will include Algebra and Geometry.

## **Standardized Testing and Reporting Program**

SOUL follows all California State Standardized testing and reporting procedures. These tests are mandatory per the State of California unless a parent exempts their child through a written request to the school.

## **Final Exam Policy**

It is the policy of SOUL NOT to allow early final exams. If you have a question, please contact your student's counselor. Teachers are required to give final exams at the end of each semester.

## **Grades**

The cumulative grade point average is computed by awarding grade points for all classes passed on a 4 point scale.

## **Homework (Absent)**

If a classroom-based program student is absent from school, it is the student's responsibility to check with their teacher to see what work was missed. They can arrange to stay after school for make-up work. If a student knows in advance he/she will be absent the parent can contact the Coordinator of Curriculum and Instruction for a "Short Term" Independent Study contract. Student and parent must sign paperwork. See "Short Term Independent Study Procedures" page 23.

## **Progress Reports**

Progress reports are given to each classroom-based student on the ninth week of each semester. Students must contact his/her counselor or case manager to request a progress report. Students must present the progress report to each of their teachers to verify the computer-based data and provide comments as needed. Grades and progress can also be viewed on Pathways Student and/or Parent Portals. Contact the Guidance Office for log-in information.

## **Drop/Credit Policy**

In the seated program, a student earns 5 credits per class after the "successful completion of a semester." *(Successful completion is defined as earning a grade of D (60%) or better when all scores for the semester are calculated in each course. First semester ends the day prior to Winter Break. Second semester ends the last day of school.)*

If a student transfers or is dropped from the seated program at any time prior to the end of the semester, they may not be eligible to receive any credits from SOUL. The parent can take the withdrawal form and final grades to their district school to enroll their student for the completion of the semester.

If a student transfers from the SOUL seated program to the SOUL Independent Study program due to medical/emotional reasons as verified in writing by a medical doctor, partial credit from classes may be transferred if the student has a passing score (60% or higher) as of the transfer date.

A student enrolled at the SOUL Independent Study program can earn a maximum of 40 credits per semester. A student is required to complete 2 credits per week.

With approval, an Independent Study student may get administrative permission to complete 3 credits per week. They may also earn additional credits for elective courses taken outside of the independent study curriculum through enrollment in hybrid courses.

## **Grade Reports**

### First Semester

End of 1<sup>st</sup> quarter, deficiency notices will be sent home.

End of 2<sup>nd</sup> quarter, report cards will be sent home.

### Second Semester

End of 3<sup>rd</sup> quarter, deficiency notices will be sent home.

End of 4<sup>th</sup> quarter, report cards will be sent home.

### **Fifth-Year Policy**

Students who are 18 years old and/or have completed four years of high school, but are deficient on credits, can return to SOUL for a fifth year with administrative approval. Students that have an IEP or 504 plan will be considered on an individual basis. Students must remain in good standing for consideration of 5<sup>th</sup> year approval.

## HYBRID LEARNING

In the 2023-2024 school year SOUL will offer a hybrid program which includes classroom-based elective courses that can be taken in conjunction with their core independent study classes. The hybrid classes will focus on career development, special interests, intervention and social emotional learning with a hands-on approach.



# INDEPENDENT STUDY

Updated July 2023

School of Unlimited Learning (the “Charter School”) may offer independent study to meet the short- or long-term educational needs of pupils enrolled in the Charter School. Independent study is an optional educational alternative in which no pupil may be required to participate and is designed to teach the knowledge and skills of the core curriculum. The Charter School shall provide appropriate existing services and resources to enable pupils to complete their independent study successfully. The following written policies have been adopted by the School of Unlimited Learning Board of Directors for implementation at Charter School:

1. For pupils in all grade levels and programs offered by the Charter School, the maximum length of time that may elapse between the time an assignment is made and the date by which the pupil must complete the assigned work shall be five (5) school days.
2. The Chief Executive Officer or designee shall conduct an evaluation to determine whether it is in the best interests of the pupil to remain in independent study upon the following triggers:
  - a. When any pupil fails to complete two (2) assignments during any period of five (5) school days.
  - b. In the event a student’s educational progress falls below satisfactory levels as determined by ALL of the following indicators:
    - i. The pupil’s achievement and engagement in the independent study program, as indicated by the pupil’s performance on applicable pupil-level measures of pupil achievement and pupil engagement set forth in Education Code Section 52060(d) paragraphs (4) and (5).
    - ii. The completion of assignments, assessments, or other indicators that evidence that the pupil is working on assignments.
    - iii. Learning required concepts, as determined by the supervising teacher.
    - iv. Progressing toward successful completion of the course of study or individual course, as determined by the supervising teacher.

A written record of the findings of any evaluation conducted pursuant to this policy shall be treated as a mandatory interim pupil record. The record shall be maintained for a period of three years from the date of the evaluation and, if the pupil transfers to another California public school, the record shall be forwarded to that school.

3. The Charter School shall provide content aligned to grade level standards that is substantially equivalent to in-person instruction. For high school grade levels this shall include access to all courses offered by the Charter School for graduation and approved by the UC or CSU as creditable under the A-G admissions criteria.
4. The Charter School has adopted tiered reengagement strategies\* for the following pupils:
  - a. All pupils who are not generating attendance for more than 10 percent of required minimum instructional time over four continuous weeks of the Charter School’s approved instructional calendar;
  - b. Pupils found not participatory in synchronous instructional offerings pursuant to Education Code Section 51747.5 for more than 50 percent of the scheduled times of synchronous instruction in a school month as applicable by grade span; or
  - c. Pupils who are in violation of the written agreement pursuant to Education Code Section 51747(g).

These procedures shall include local programs intended to address chronic absenteeism, as applicable, with at least all of the following:

- d. Verification of current contact information for each enrolled pupil.
  - e. Notification to parents or guardians of lack of participation within one (1) school day of the recording of a nonattendance day or lack of participation.
  - f. A plan for outreach from the school to determine pupil needs, including connection with health and social services as necessary.
  - g. A clear standard for requiring a pupil-parent-educator conference to review a pupil's written agreement, and reconsider the independent study program's impact on the pupil's achievement and well-being, consistent with the policies adopted pursuant to paragraph (4) of subdivision (g) of Education Code Section 51747.
5. The following plan shall be in place in accordance with Education Code Section 51747(e) for synchronous instruction and live interaction\*:
- a. For pupils in grades 9-12, inclusive, the plan to provide opportunities for at least weekly synchronous instruction for all pupils throughout the school year by each pupil's teacher or teachers of record shall be as follows: Students must attend (instructional meetings) with their teacher at least once a week for a minimum **of one hour per week**. Teachers will set appointment times with students.
6. The following plan\* shall be utilized to transition pupils whose families wish to return to another program or school expeditiously, and, in no case, later than five instructional days: If a parent, or adult student, wishes to transfer from the School of Unlimited Learning Independent Study program at any time, they may request a withdrawal slip and transcripts which will be available within five (5) instructional days.

*\* The tiered reengagement strategies, plan for synchronous instruction and live interaction, and plan to transition pupils whose families wish to return to in-person instruction shall not apply to pupils who participate in an independent study program for fewer than 15 schooldays in a school year and pupils enrolled in a comprehensive school for classroom-based instruction who, under the care of appropriately licensed professionals, participate in independent study due to necessary medical treatments or inpatient treatment for mental health care or substance abuse. Local educational agencies shall obtain evidence from appropriately licensed professionals of the need for pupils to participate in independent study pursuant to this subdivision. These sections shall not apply to independent study offered due to school closure or material decrease in attendance for 15 school days or less for affected pupils under one or more of the circumstances described in Education Code Sections 41422 and/or 46392, and 46393 for which the Charter School files an affidavit seeking an allowance of attendance due to emergency conditions.*

7. A current written agreement shall be maintained on file for each independent study pupil, including but not limited to, all of the following:
- a. The manner, time, frequency, and place for submitting a pupil's assignments, for reporting the pupil's academic progress, and for communicating with a pupil's parent or guardian regarding a pupil's academic progress.
  - b. The objectives and methods of study for the pupil's work, and the methods used to evaluate that work.
  - c. The specific resources, including materials and personnel, that will be made available to the pupil. These resources shall include confirming or providing access to all pupils to the connectivity and devices adequate to participate in the educational program and complete assigned work.
  - d. A statement of the policies adopted pursuant to subdivisions (a) and (b) of Education Code Section 51747 regarding the maximum length of time allowed between the assignment and the completion of a pupil's assigned work, the level of satisfactory educational progress, and

- e. the number of missed assignments allowed before an evaluation of whether or not the pupil should be allowed to continue in independent study.
  - f. The duration of the independent study agreement, including the beginning and ending dates for the pupil's participation in independent study under the agreement. No independent study agreement shall be valid for any period longer than one school year.
  - g. A statement of the number of course credits or, for the elementary grades, other measures of academic accomplishment appropriate to the agreement, to be earned by the pupil upon completion.
  - h. A statement detailing the academic and other supports that will be provided to address the needs of pupils who are not performing at grade level, or need support in other areas, such as English learners, individuals with exceptional needs in order to be consistent with the pupil's
  - i. individualized education program or plan pursuant to Section 504 of the federal Rehabilitation Act of 1973 (29 U.S.C. Sec. 794), pupils in foster care or experiencing homelessness, and pupils requiring mental health supports.
  - j. The inclusion of a statement in each independent study agreement that independent study is an optional educational alternative in which no pupil may be required to participate. In the case of a pupil who is referred or assigned to any school, class, or program pursuant to Section 48915 or 48917, the agreement also shall include the statement that instruction may be provided to the pupil through independent study only if the pupil is offered the alternative of classroom instruction.
  - k. For a pupil participating in an independent study program that is scheduled for more than 14 school days, each written agreement shall be signed, before the commencement of independent study, by the pupil, the pupil's parent, legal guardian, or caregiver, if the pupil is less than 18 years of age, the certificated employee who has been designated as having responsibility for the general supervision of independent study, and the certificated employee designated as having responsibility for the special education programming of the pupil, as applicable. Beginning in the 2022–23 school year, for a pupil participating in an independent study program that is scheduled for less than 15 school days, each written agreement shall be signed within 10 school days of the commencement of the first day of the pupil's enrollment in independent study, by the pupil, the pupil's parent, legal guardian, or caregiver, if the pupil is less than 18 years of age, the certificated employee who has been designated as having responsibility for the general supervision of independent study, and the certificated employee designated as having responsibility for the special education programming of the pupil, as applicable. For purposes of this paragraph "caregiver" means a person who has met the requirements of Part 1.5 (commencing with Section 6550) of Division 11 of the Family Code.
    - Written agreements may be signed using an electronic signature that complies with state and federal standards, as determined by the California Department of Education, that may be a marking that is either computer generated or produced by electronic means and is intended by the signatory to have the same effect as a handwritten signature. The use of an electronic signature shall have the same force and effect as the use of a manual signature if the requirements for digital signatures and their acceptable technology, as provided in Section 16.5 of the Government Code and in Chapter 10 (commencing with Section 22000) of Division 7 of Title 2 of the California Code of Regulations, are satisfied.
8. The Charter School shall comply with the Education Code sections 51745 through 51749.3 and the provisions of the Charter Schools Act of 1992 and the State Board of Education regulations adopted there under.
9. The Chief Executive Officer may establish regulations to implement these policies in accordance with the law.

The School of Unlimited Learning Independent Study education component offers a unique opportunity for students to work "independent" of regular daily classroom attendance and without the requirement of meeting

with their instructor on a daily basis. Typically, the ideal student for this type of program is one who does not need ongoing classroom structure and curriculum lecture, works well on his/her own, and needs little academic or programmatic structure in order to move forward academically. Other situations considered in this program may be a necessity to work during the school day, or unavoidable childcare issues.

Independent Study requires students to meet with a SOUL instructor on a weekly basis for a *minimum* of one hour to receive assignments which coincide with the student's overall academic-credit needs detailed in their Master Agreement. No Independent Study agreement is valid for longer than one school year. Academic credit assignment and ADA tabulations for the student are based solely upon the teacher's assessment of the student's independently completed work. During each scheduled appointment the student will be given weekly course material that, when completed, will be graded and assigned credit toward graduation. Students are required to attend all scheduled appointments with their instructor and to participate in all standardized testing as required by the state, the district, or the school. Students will earn 1 credit towards graduation for every 20 hours of work assigned, with a maximum of 40 core academic credits per semester. Students are expected to attend regularly and maintain satisfactory progress on work completed in order to remain in this program. The students are required to attend instructional meetings with their teacher at least once a week for a minimum of one hour per week. The maximum length of time allowed between the assignment and the date the assignment is due is one week. Students failing to appear for two scheduled appointments or missing two assignments will be re-evaluated regarding their academic placement in this component.

## **INDEPENDENT STUDY: RULES, REGULATIONS & POLICIES**

### **Discipline Rules and Regulations**

Rules and regulations are established to maintain an atmosphere conducive to learning. Students who fail to comply with these rules and regulations will be counseled, reprimanded, suspended, or removed from the program. Each disciplinary action will be handled on a case-by-case basis. The School of Unlimited Learning follows FUSD's Zero Tolerance Policy and Suspension/Withdrawal Guidelines.

All students will comply with the regulations, pursue the required course of study, and respect the authority of the teachers, administration and support staff of the educational site.

Attendance and participation at extracurricular activities are considered a part of the educational program. All rules of student conduct and dress code apply to extracurricular activities.

### **Attendance**

Students must attend (instructional meetings) with their teacher *at least* once a week for a *minimum* of **one hour per week**. Teachers will set appointment times with students. Further, students must provide documentation from their parent/guardian verifying their daily completion of independent study assignments. In compliance with SOUL's Independent Study policies for grades 9 through 12, the maximum length of time allowed between the assignment and the date the assignment is due is one week.

Excused absences are **not** recognized in Independent Study. If for any reason the student cannot keep the appointed time, the student's parent/guardian must contact the teacher, explain the reason for the missed appointment, and reschedule the appointment to make-up for the missed time.

If a student is absent and the instructional time is **not** rescheduled, the teacher will evaluate the students continued enrollment, and take corrective action, if needed, in the following manner:

- Student fails to reschedule the meeting: Teacher contacts the student/parent. The meeting is rescheduled for the same week.
- Student fails to attend the rescheduled meeting: Teacher puts the student on an "Attendance Warning" to address his/her attendance issues. Parent will be contacted.
- If the student has an absence following the warning, then the student is placed on an "Attendance Agreement." Student and parent will be notified of this action.
- If the student fails to comply with the Attendance Agreement they will be referred to the Guidance Dean for a parent/student meeting to address their absences.
- If the student has any further absences, they can be withdrawn from the program.

## Credits

To complete graduation requirements in a timely manner, students are expected to complete 2 credits per week. To remain in independent study, students **must** complete a **minimum of one credit of work per week**. If the student needs extra help or a place to study, the student can come in for tutoring. This extra session does not replace the student's regularly scheduled instructional time. Individual or group tutorial for math and English may be offered to assist students who are having difficulty with these subjects.

Independent study students must understand that their work is designed to be completed at home:

- Student gets the assignments from the teacher
- Student does the assignments at home or comes in for extra help if the assignment is too difficult. Important: The regularly assigned instructional meeting is not time to do assignments. Assignments are to be completed at home.
- Student returns at his/her appointed time. Teacher goes over the work with the student and tests the student on their completed work.
- Student receives new assignment(s).

## Failure to Meet Credit Requirement

- First time student fails to meet the one-credit a week requirement: The teacher will contact the parent and discuss whether independent study is meeting the student's needs.
- Second time student fails to meet the one-credit a week minimum: The teacher refers the student and parent to the Guidance Office to review the academic progress of the student.
- Student fails to comply with the credit minimum: Student may be withdrawn from independent study.

During each scheduled appointment the student will be given weekly course material that, when completed, will be graded and assigned credit toward graduation.

- Students are required to attend all scheduled appointments with their instructor and to participate in all standardized testing as required by the state, the district or the school.
- Students will earn 1 credit towards graduation for every 20 hours of work assigned.
- Students are expected to attend regularly and maintain satisfactory progress in order to remain in the program.
- A student failing to appear for two scheduled appointments or missing two assignments will be re-evaluated regarding his/her placement in independent study.

## **SPECIAL EDUCATION SERVICES**

Special education students are part of the total school community with equal access to educational, co-curricular, and social activities of the school. The IEP team determines appropriate special education services for each special education student accessing the school curriculum. These special education services may include case management/consultation with special education staff, skill development in existing tutorials, and consultation with Speech professionals, along with Health/Nursing, Counseling, Hearing-Impaired, Visually Impaired, and Orthopedic Impaired assistance.

Special education staff (ISGI, school psychologist) will work collaboratively with other members of the staff to provide an array of educational options to meet the varied needs of all students at the school. The delivery model at the School of Unlimited Learning may include: monthly consultation, direct services based on IEP needs, skills development in existing tutorial programs, consultation and collaboration, alternative materials and/or curriculum, physical accommodations, modified teaching strategies, curriculum and material adaptation, and in-service training for other staff members. Special education staff may work with students and/or staff in the general education classroom to the maximum extent possible to allow for a Least Restrictive Environment. If the IEP team feels the above services are not adequately meeting the student's identified needs the student will be referred to an appropriate FUSD special education program.

Students referred to SOUL or requesting enrollment, will go through an IEP process prior to enrollment to define appropriate services and placement. Independent study will be an option if agreed upon by the IEP team and will be closely monitored for adequate progress.

## **COLLEGE ENTRANCE INFORMATION**

### **Free Application for Federal Student Aid**

A financial aid application is now required by the State of California to be completed by all students in grade 12. The Career Center will assist your student and family in meeting this requirement. An “opt out” form can be completed by the parent upon request.

### **College Grants and Scholarships**

Scholarships and financial aid are available through a wide variety of public and private sources. They are generally awarded based on financial need, or academic, athletic, musical, or other specialized achievements. Others are awarded on future promise, or a combination of all these factors. It is never too early to begin a portfolio of information specifically required for scholarships. Students and parents who are interested in more information should contact the student’s case manager, the counseling office, the Career Workshop Facilitator, or the admissions offices of colleges, universities, and career/vocational oriented schools in which they are interested. Students should not wait until the second semester to seek scholarship information. Many deadlines may occur before January.

## **COUNSELING AND CASE MANAGEMENT SERVICES**

At the School of Unlimited Learning we take special interest in the overall success of our students during their stay in our program, both academically and socially. We realize that a student's progress can be greatly affected by issues occurring beyond the classroom.

### **Case Management**

To help our families in these areas, Case Management Services are provided to every student upon enrollment. Our Case Managers work diligently to assist in the following areas:

- Crisis Intervention
- Service Referrals (educational, financial, medical, legal, etc.)
- Conflict Mediation
- Truancy
- Academics
- Acting as Liaison between school, student and family
- Goal Setting
- Career Planning and higher education by referral to our Career Workshop Facilitator

### **CSU Fresno and Fresno Pacific University**

Social Work and Counseling interns may be available to provide additional case management services for identified students.

### **Career Counseling**

Throughout the San Joaquin Valley, public and private high schools are realizing the importance of school-based career centers. Schools now realize that preparing students academically is only half the battle. School staff must take on the responsibility of preparing each student for his/her careers as well.

Students enrolled in the hybrid classes can receive career exploration and career awareness education within the classes. In addition, SOUL has a Career Center that provides career services for all of our students, including those enrolled in SOUL's Independent Study program.

Career Center individualized services include, but are not limited to:

- Career Assessment Workshops
- Job Readiness Skills Workshops (motivation, job search, applications, resumes, interviews, work behavior, etc.)
- Guest Speakers
- Continuing Education Opportunities (field trips, financial aid, on-line school searches, etc.)
- Computer Based Instruction
- School and Business Partnerships and more!!

## **Fresno Economic Opportunities Commission Programs and Services**

For a complete list of Fresno EOC programs, please visit: [www.fresnoeoc.org/programs](http://www.fresnoeoc.org/programs)

Follow us on Facebook  
[facebook.com/FresnoEOC](https://facebook.com/FresnoEOC)



# PARENT INVOLVEMENT

Approved by the School of Unlimited Learning Governing Council

## Rationale

In accordance with Federal Title 1 requirements, the School of Unlimited Learning has developed a written parent involvement policy, which describes how SOUL involves parents to improve student academic achievement and school performance. The Parent Involvement Policy includes a variety of ways that parents can become actively involved in their child's educational experience at SOUL. The Parent Involvement Policy is designed to help build the schools' and parent's capacity for increased parent involvement. In the spring of each year, SOUL will conduct an annual review of the content and effectiveness of its parent involvement policy. SOUL will use those findings to develop additional opportunities for parental involvement that will lead to increased student academic success.

## School Description

The School of Unlimited Learning, or SOUL, is a public charter school serving Fresno's youth, grades 9 through 12. The private not-for-profit Fresno Economic Opportunities Commission operates the school in partnership with the Fresno Unified School District. The Fresno Economic Opportunities Commission is one of the nation's leading community action agencies established to help individuals and families become self-sufficient. The Fresno Unified School District's Board of Trustees approved the school's charter petition on March 26, 1998. The Fresno Economic Opportunities Commission established this charter school to provide enhanced educational opportunities for students at risk of not completing high school. The State Board of Education approved the charter in July of 1998.

## Annual Approval

Each year, after being reviewed by parents in the spring, the SOUL's Parent Involvement Policy is submitted for review and approval each September to the School of Unlimited Learning Governing Council. Once approved, the plan is distributed to parents and reviewed at the first scheduled parent meeting after the Governing Council.

## PARENT INVOLVEMENT GOALS

- Parents play a crucial role in the joint development of a plan for continuous school improvement
- Positive working relationship exists between educators and parents.
- Close communication exists between school and home.
- Strong parent involvement is evident through attendance and participation at school-sponsored events.
- Parents are viewed as a vital component to the academic success of their students.

## Rights of Parents

1. To expect that their child will spend time at school in a safe, wholesome stimulating atmosphere engaged in productive activity under the care and direction of a dedicated staff.
2. To be assured that school personnel will at no time preempt parental prerogative.
3. To be informed of district policy, school rules, and regulations.
4. To review their child's record with a certificated staff member. To be informed, in regards to, schools receiving Title 1 funds, of their right to request information regarding the professional qualifications of their child's teacher. Also, any school that has been identified for Program Improvement or Corrective Action must promptly notify parents regarding an explanation of the identification as well as other requirements specified in the Act.

## **Responsibilities of Parents**

1. To visit the school periodically to participate in conferences with teachers, counselors, or administrators regarding the academic, attendance and behavioral status of their child.
2. To support their child by ensuring that he/she receives adequate sleep, nutrition, and appropriate clothing before coming to school.
3. To apply and maintain consistent and adequate restraints in regards to their child's overall behavior and to approve of reasonable behavioral guidelines as applied by school personnel.
4. To cooperate with the school in bringing about improvements designed to enhance the educational program offered students.
5. To provide the school with current information regarding legal address, phone, medical data, and other facts, which may help the school to serve their child.

## **PARENT INVOLVEMENT OPPORTUNITIES**

### **SOUL Governing Council**

Parent involvement is essential to the success of the School of Unlimited Learning. Parent and student representatives will be asked to participate in the School Site Governing Council.

### **SOUL Parent Meetings**

Parent meetings will be held regularly throughout the year. Meeting times and dates will be determined by parents completing a questionnaire when enrolling their child or at Back to School Night in September. The meetings will be co-chaired by parents. They will focus on information pertinent to parents, such as school improvement efforts, mandated testing, school policies and procedures, etc.

## **RIGHTS OF STUDENTS**

1. To attend school unless removed under due process as specified in California Education Code.
2. To attend school in a secure academic and social climate, free of fear and violence.
3. To enjoy the full benefit of their teacher's instruction efforts, free of distraction by disruptive students.
4. To have ready access to a designated teacher/advisor.
5. To examine personal records upon reaching the age of sixteen.
6. To be fully informed of school rules and regulations.

## **RESPONSIBILITIES OF STUDENTS**

1. To attend school and classes regularly and on time.
2. To be prepared for class with appropriate materials and assignments.
3. To know and obey school rules and regulations.
4. To respect the rights of school personnel, fellow students, and the public in general.
5. To demonstrate pride in the appearance of school buildings and school grounds.

## **STUDENT GRIEVANCE**

Any student with a problem or concern may submit a Student Grievance Form to the Guidance Dean. A meeting to resolve the issue will be held within five days of receipt of complaint. Grievance forms are available in the Guidance Dean's office.

# RULES, REGULATIONS & POLICIES

## ATTENDANCE POLICY (Classroom-Based Program)

### Goal

To encourage consistent attendance on the part of our student body and positive participation on the part of the parents/guardians, thereby reducing truancy at SOUL and developing a stronger sense of accountability within the families.

- A parent must call the school to inform the Case Manager of the students whereabouts if they are not in school. (559) 500-1352
- Do I need to call every day my child is absent? Yes
- Any students with three or more consecutive absences should have a note from a health care provider.

### Absences Defined

**Students are expected to attend class every day. The law no longer provides for “excused” absences. Students may have a “valid absence” but their attendance will be impacted and they will be required to make up any assignments missed. (EC48205). Valid absences can be defined as personal illness, attendance at funeral services for a member of the immediate family, part-day absences for medical/dental appointments, but will still be counted as an absence from school or class.**

Parent conferences will be scheduled for any student who demonstrates excessive absences for any reason. Invalid absences (truancy) occur when a student misses one or more classes without a valid reason. The police may detain students who are off campus without a valid excuse. Disciplinary action for cutting class, skipping school, or being habitually tardy or truant will be determined by the Guidance Dean’s office.

### Maximum Number of Absences

The maximum number of total absences that a student can have in any given semester is 17. When the student incurs their 18<sup>th</sup> full day absence, they will be subject to being withdrawn from the program. If they incur 18 absences in a class, they will be withdrawn from the class and will not receive any credit for that class. When a student reaches nine absences, he/she is placed on an attendance contract. If the student breaks the attendance contract due to an invalid absence, the student is subject to being withdrawn from school. Students with a valid reason for being absent from school may participate in the Short-Term Independent Study Program.

### Short-Term Independent Study

There are times throughout the year that a student may be absent for more than one day due to illness, travel, or unexpected family crises. SOUL’s classroom-based program offers a short-term independent study option for students who need to be absent for a period of more than two school days but fewer than 10 school days. During their short-term absence from school, students are assigned independent work, which is supervised by their parent/guardian and due upon their designated return to school. Students who successfully complete the assigned work will not be marked absent during the days missed. Students who fail to submit completed assignments by due date designated on their independent study Master Agreement will be marked absent for all days missed. Students interested in the Short-Term Independent Study program must meet with their case manager and complete all necessary paperwork before they can participate.

Absences that are considered valid are NOT excused absences and will continue to count towards the students’ final attendance record. Absences may be considered valid for reasons specified in the California Education Code:

- Illness
- Quarantine
- Medical, dental, optometry, or chiropractic services

Funeral for a member of the family

Jury duty

Justifiable personal reason, including but not limited to:

- a. An appearance in court
- b. Observance of a holiday or ceremony of his/her religion
- c. Attendance at religious retreats (limited to four hours per semester)
- d. An employment conference when the pupil's absence has been requested in writing by the parent or guardian and approved by the Principal or a designated representative pursuant to uniform standards established by the governing board
- e. When the pupil is the custodial parent of a child who is ill or has a medical appointment during school hours.

## **Our Expectations**

With regard to student attendance, the School of Unlimited Learning retains the following expectations for all participating parties:

### **Staff**

The staff of the School of Unlimited Learning will provide our students every opportunity to attend school on a regular basis, and in a timely manner.

### **Student**

Every SOUL student will attend school and classes regularly and on time, and they will be prepared for class with appropriate materials and assignments.

### **Parent/Guardians**

The parent/guardian of every SOUL student will encourage his/her child to attend school and class on a regular basis, in a timely manner, and will provide their child every opportunity to avoid "truancy".

## **POSITIVE ATTENDANCE STRATEGIES**

In the interest of encouraging positive attendance, SOUL School has implemented the following strategies:

### **Attendance Accountability Agreement**

All families seeking enrollment at the School of Unlimited Learning are required to sign an Attendance Accountability Agreement upon enrollment, (see appendix).

### **Truancy Risk List**

A list comprised of SOUL's 5 worst absenteeism cases will be updated on a weekly basis. Any student on the Top Five list that appears to have an invalid absence will receive a home visit from available staff on the day of their absence. The particulars of the home visit will be forwarded to appropriate staff and recorded in the student's case management file. In addition, staff will phone the home of every absent student on a daily basis to inform the parent/guardian of their child's attendance and to verify the reason for the absence.

## **TRUANCY PROCEDURES & CONSEQUENCES**

In the event that proactive truancy intervention fails to affect change in a truant student's performance, the following action(s) may be taken:

- \*Case manager and/or teacher/student conference
- \*Parent notification by telephone or home visit by case manager
- \*Home/Parent visit by appropriate staff
- \*Referral to tutorial class to make up tardy/absence
- \*Detention
- \*Parent conference
- \*Referral to counseling, as appropriate
- \*School site alternatives
- \*Shortened day/modified schedule/modified program
- \*Student/parent contacts by case manager or Guidance Dean; student placement on contract
  - Referral to Principal
  - Additional parent notification by telephone, letter, or home visit
  - Referral to Charter School Attendance Review Board, possible withdrawal

Education Code Sections 48291 and 48293 provides that parents/guardians who fail to send their children to school shall be subject to criminal complaint and, upon conviction, payment of a fine.

## **DISCIPLINE RULES AND REGULATIONS**

Rules and regulations are established to maintain an atmosphere conducive to learning. Students who fail to comply with these rules and regulations will be counseled, reprimanded, suspended, or removed from the program. Each disciplinary action will be handled on a case-by-case basis. The School of Unlimited Learning follows FUSD's Zero Tolerance Policy and Suspension/Withdrawal Guidelines.

All students will comply with the regulations, pursue the required course of study, and respect the authority of the teachers and administration of the educational site.

Attendance and participation at extracurricular activities are considered a part of the educational program. All rules of student conduct and dress code apply to extracurricular activities.

### **Food/Beverages**

Food and beverages are not permitted in the theater or classrooms. Food and beverages are allowed during breakfast and lunch in the lunch/recreation room.

### **Use of Tobacco and Vaping**

The use of tobacco and/or vaping products or paraphernalia on the school grounds is illegal by state law. Any items found will be confiscated. Students found with such items may be subject to additional searches and disciplinary consequences.

### **Littering**

Students are expected to help keep our school premises clean. Littering is prohibited. Littering includes throwing paper, food products, or any trash on school grounds.

### **Defacing Property**

Any student or the parent/guardian of minor students will be held liable for all school property that is defaced. All incoming students, along with a parent/guardian, will be asked to read and sign the SOUL School Tagging Policy form. This form will outline the consequences for defacing the building and school property or any student's personal items. This form will be placed in every student's case management file. Any cost incurred from defacing property will be paid by student/family. All markers; e.g., sharpies, magic makers, or felt pens are prohibited. Students are not to bring markers to school. They will be confiscated and not returned.

### **Use of Electronic Devices, such as Cell phones, Smart Watches and Earbuds/Headphones**

Use of an electronic device of any kind is strictly prohibited on campus except in the recreation room during breakfast or lunch. The School of Unlimited Learning will not be responsible for lost or stolen property.

### **Use of Office Supplies**

Office supplies and equipment are for staff use (e.g.: copy machine, hole punchers, paper clips, telephones, etc.). Student use of office supplies, telephones and/or equipment must be by permission and under the supervision of appropriate staff.

### **Use of School Telephones**

A student may be given permission to use their Case Manager's phone if, in the judgment of available staff, the call is absolutely necessary. Only in an emergency should the Case Manager be contacted to interrupt a student in the classroom to deliver personal messages.

### **Profanity**

The use of profanity is not permitted on school grounds. For the purpose of this handbook, profanity is defined as any type of obscene or vulgar language that is offensive to others.

# DISCIPLINARY ACTIONS

The following are the disciplinary sanctions that may be invoked by the staff of the School of Unlimited Learning.

## **Detention**

A student is assigned detention for violating school rules and regulations. An assigned detention will last 25 minutes. Detention takes priority over all other school obligations. Students are required to report to detention that same day unless another date and time has been assigned or prearranged. No one is excused from detention without prior approval from the Guidance Dean. Students who do not serve detention when it is assigned are subject to additional penalties.

## **In-School Suspension Community Service**

The School of Unlimited Learning works to provide positive corrective measures through its In-School Suspension Community Service Program. Prior to the implementation of more serious disciplinary actions students are given the opportunity to perform physical labor and service at one of our many community service sites in the Fresno area. This program is a disciplinary course of action that results in positive community interaction.

## **Student Contract**

Student contracts are utilized as a means to reinforce disciplinary actions. Students are placed on a contract to emphasize the importance of a change from unacceptable to acceptable behavior. The Student Contract spells out for the student the type of behavior that is acceptable. The contract is used prior to punitive measures in an attempt to correct behavioral problems before they escalate into offenses that lead to suspension and/or withdrawal from the program. Violation of the contracts results in a referral to the Guidance Dean. Violation may lead to community service, mandatory student/parent counseling with a case manager, or withdrawal from the program.

## **Suspension**

Suspension, the temporary removal of the student from the student body, is a serious disciplinary sanction. A student is suspended for violating the California Educational Code, or the School of Unlimited Learning's Zero Tolerance Policy. The student may be referred to parental supervision for the period of suspension or may be assigned on-campus suspension under the supervision of school personnel. A suspended student is removed from all extra-curricular and co-curricular activities for a designated period of time. It is the responsibility of the student to complete any assignments missed during their suspensions.

## **Expulsion**

Upon recommendation by the Guidance Dean, the Principal pursues a student's expulsion from the school. A student may be expelled for continual or serious misconduct (violation of the Zero Tolerance Policy). A student can be expelled for a serious offense or for a series of infractions detrimental to the order of the school. Students of the School of Unlimited Learning may be expelled from the charter school for persistent non-compliance with the terms of this charter or the rules, procedures, and policies outlined in the SOUL parent/student handbook. SOUL maintains a comprehensive set of student discipline policies. These policies are distributed as part of the school's parent/student handbook and clearly describe the school's expectations regarding attendance, mutual respect, substance abuse, violence, safety, work habits, and acceptable behavior.

SOUL's procedures for handling student discipline, suspension, and expulsion from the program are clearly defined. Prior to enrollment, each student and his/her parent/guardian are required to verify that they have reviewed and understand the school policies. Students that have either violated the school's discipline policies, who have caused a serious disruption to the educational process, and/or who present a safety threat may be suspended for up to 5 school days. The school notifies and confers with the student's parent/guardian as soon as possible regarding the suspension as provided below. If the violation of the discipline policy constitutes a serious offense, and/or if the student presents an ongoing threat to the safety of the school in general, the Guidance Dean will make a recommendation to the Principal to expel the student from the school. In such cases, the school sends a written notice of the facts, allegations, and student/parent rights to the parent/guardian and a hearing regarding the offense is held before the Principal or his/her designee as described below. The Principal may determine that the student be expelled or offered reinstatement, as appropriate. These processes are amended as required by law to protect the rights of students with disabilities or exceptional needs.



## **SUSPENSION OR EXPULSION**

### **Suspension or Expulsion**

#### **Education Code 48900 - Conditions for Suspension, Expulsion**

A pupil shall not be suspended from school or recommended for expulsion unless the superintendent or the principal of the school in which the pupil is enrolled determines that the pupil has violated section 48900, section 48900.2, section 48900.3, or section 48900.4 of the California Education Code: (1) While open school grounds; (2) While going to or coming from school; (3) During the lunch period whether on or off campus or (4) During, or while going to or coming from a school sponsored activity or under the supervision of school staff.

A student may be suspended or expelled for an action when it is determined that the pupil has committed an act as defined pursuant to any of subdivisions listed in CA Education Code 48900-48927. For a full list please visit [www.cde.ca.gov](http://www.cde.ca.gov).

This policy will apply to students in grades 9-12. Hereafter, all students who possess and/or commit the actions listed under the Zero Tolerance Policy are immediately suspended and recommended for expulsion, unless the particular circumstances of the case show that expulsion is inappropriate following a hearing.

#### **Enforcement of Discipline**

A pupil may not be suspended or expelled from the program, for any of the acts enumerated unless that act is related to SOUL School academia, activities and/or attendance under the jurisdiction of the Fresno Economic Opportunities Commission. A pupil may be suspended or expelled for the enumerated acts related to school academics, activities, or attendance that occur anytime, including but not limited to, any of the following: while on school grounds, while going to or coming from school, during the lunch period (whether on or off the campus), during, or while going to or coming from a school sponsored activity.

The principal or designee takes appropriate action to eliminate possession, use, or sale of alcohol and other drugs and related paraphernalia on school grounds, at school events, or in any situation in which the school is responsible for the conduct and well-being of students. Student possession, sales, and/or use of drugs or alcohol, and the results thereof, is subject to disciplinary procedure that result in suspension and/or expulsion. Upon recommendation by the Guidance Dean, the Principal will determine whether the student will be expelled from the school based on the below procedures. A student may be expelled for continual or serious misconduct (violation of Zero Tolerance Policy outlined in the SOUL parent/student handbook and consistent with the enumerated offenses). A student can be expelled for a serious offense, or for a series of infractions detrimental to the order of the school.

All acts of violence committed and instances of possession of weapons are recorded per pupil, on their record. In every case, students who violate the enumerated offenses are referred to the appropriate law enforcement authorities. Parents/guardians acknowledge review of the SOUL's Zero Tolerance Policy by their signature on said policy during an orientation upon student enrollment.

#### **Suspension Procedures**

Suspensions shall be initiated according to the following procedure:

##### **1. Conference**

Suspension shall be preceded, if possible, by a conference conducted by the Guidance Dean or his/her designee with the student and his or her parent and, whenever practical, the teacher, supervisor, or SOUL employee who referred the student. The conference may be omitted if it is determined that an emergency situation exists. An "emergency situation" involves a clear and present danger to the lives, safety, or health of students or SOUL personnel. If a student is suspended without this conference, both the parent/guardian and student shall be notified of the student's right to return to school for the purpose of a conference. At the conference, the student shall be informed of the reason for the disciplinary action and the evidence against him or her and shall be given the opportunity to present his or her version and evidence in his or her defense. This conference shall be held within two school days unless the student waives this right or is physically unable to attend for any reason including, but not limited to, incarceration

or hospitalization. No penalties may be imposed on a student for failure of the student's parent or guardian to attend a conference with SOUL officials. Reinstatement of the suspended student shall not be contingent upon attendance by the student's parent or guardian at the conference.

## 2. Notice to Parents/Guardians

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

## 3. Suspension Time Limits/Recommendation for Expulsion

Suspensions, when not including a recommendation for expulsion, shall not exceed five (5) consecutive school days per suspension. Upon a recommendation of expulsion by the Guidance Dean or his/her designee, the student and the student's guardian or representative will be invited to a conference to determine if the suspension for the pupil should be extended pending an expulsion hearing. This determination will be made by the Guidance Dean or his/her designee upon either of the following: 1) the student's presence will be disruptive to the education process; or 2) the pupil poses a threat or danger to others. Upon either determination, the pupil's suspension will be extended pending the results of an expulsion hearing.

## Expulsion Procedures

Students recommended for expulsion are entitled to a hearing before the Principal or his/her designee to determine whether the student should be expelled. Unless postponed for good cause, the hearing shall be held within thirty (30) school days after the Guidance Dean or his/her designee determines that the student has committed an expellable offense.

In the event the Principal hears the case, he/she will make a recommendation to the Board for final decision whether to expel.

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

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

## Presentation of Evidence

While technical rules of evidence do not apply to expulsion hearings, evidence may be admitted and used as proof only if it is the kind of evidence on which reasonable persons can rely in the conduct of serious affairs. A recommendation by the Guidance Dean to expel must be supported by substantial evidence that the student committed an expellable offense. Findings of fact shall be based solely on the evidence at the hearing. While hearsay evidence is admissible, no decision to expel shall be based solely on hearsay. Sworn declarations may be admitted as testimony from witnesses of whom the disciplinary committee or designee determines that disclosure of their identity or testimony at the hearing may subject them to an unreasonable risk of physical or psychological harm.

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

The Principal will make a final determination regarding expulsion. Following a decision to expel, written notice of the decision to expel shall be sent, including the adopted findings of fact, to the student or parent/guardian. This notice shall also include the following: 1) Notice of the specific offense committed by the student; and 2) Notice of the student's or parent/guardian obligation to inform any new district in which the student seeks to enroll of the student's status with SOUL. A written notice of the decision to expel shall also be sent to the authorizing district. This notice shall include the following: 1) The student's name; 2) the specific expellable offense committed by the student.

The final decision shall be made within ten (10) school days following the conclusion of the hearing. The Decision may be appealed to the Board. Any decision on the appeal by the Board is final.

If the Principal decides against expulsion, the student shall immediately be returned to his or her educational program.

#### *Special Procedures for the Consideration of Suspension/Expulsion of Students with Disabilities.*

A student receiving special education services can be suspended for less than 10 days to the same extent applied to students without disabilities. Parents are immediately informed of disciplinary action via telephone and in writing. Fresno Unified Special Education personnel is also informed of the disciplinary action including the date, incident and number of days the student is suspended. The Special Education staff will begin a review of the IEP when the student has accumulated 8 suspension days.

If a student is suspended 10 days or more, a parent meeting is held, parents are informed of their right to appeal the disciplinary action, and given the rights and responsibilities for students with disabilities. Fresno Unified Special Education personnel is informed and an IEP meeting is held to conduct the manifest determination and the functional behavior assessment.

If the IEP team determines that the behavior is not related to the disability, the student may be suspended or withdrawn, as would a non-disabled student. Special education services would continue to be provided, including a behavior plan that would allow him/her to continue progress toward the IEP and general education goals.

If the IEP team determines that the behavior is related to the disability, the student is not suspended, withdrawn, or recommended for expulsion. The team decides on an appropriate program and service options, along with the development of an appropriate behavior plan.

#### *Services During Suspension*

Students suspended for more than ten (10) school days in a school year continue to receive services so as to enable the student to:

- a) Continue to participate in the general education curriculum, although in another setting.
- b) To make progress toward the goals set out in the child's IEP, and receive a functional behavioral assessment or functional analysis.
- c) Receive behavioral intervention services and modifications that are designed to address the behavior violation so that it does not recur. These services may be provided on an interim basis in an alternative, educational setting.

#### *Procedural Safeguards/Manifestation Determination*

Within ten (10) school days of a recommendation for expulsion or any decision to change the placement of a child with a disability because of a violation of a code of student conduct, the SOUL staff, the parent, and relevant members of the IEP Team review all relevant information in the student's file, including the child's IEP, any teacher observations, and any relevant information provided by the parents to determine:

- a) If the conduct in question was caused by, or had a direct and substantial relationship to the child's disability.
- b) If the conduct in question was the direct result of the local educational agency's failure to implement the IEP.

If the Charter School, the parent, and relevant members of the IEP Team determine that either of the above is applicable for the child, the conduct is determined to be a manifestation of the child's disability.

If the Charter School, the parent, and relevant members of the IEP Team make the determination that the

conduct was a manifestation of the child's disability, the IEP Team does the following:

- a) Conducts a functional behavioral assessment or a functional analysis assessment, and implements a behavioral intervention plan for said child, provided that the Charter School had not conducted such an assessment prior to the behavior that resulted in a change of placement;
- b) Reviews the child's behavioral intervention plan if the child already has such a plan (or develop one if necessary) and discuss what, if any, modifications would be necessary to address the behavior.
- c) Returns the child to the placement from which the child was removed, unless the parent and the Charter School agree to a change of placement as part of the modification of the behavioral intervention plan.

If the Charter School, the parent, and relevant members of the IEP team determine that the behavior was not a manifestation of the student's disability and that the conduct in question was not a result of the failure to implement the IEP, then the Charter School may apply the relevant disciplinary procedures to children with disabilities in the same manner and for the same duration as the procedures would be applied to students without disabilities.

### **CLOSED CAMPUS POLICY**

The School of Unlimited Learning is a closed campus. This is to assist in creating a safe educational setting. At no point during the school day are students permitted to leave campus for any reason without an off-campus permit issued by appropriate staff.

Title IX of the Education Amendments of 1972 ("Title IX") prohibits discrimination on the basis of sex in any federally funded education program or activity. Sexual harassment, which includes sexual violence, is a form of sex discrimination. Fresno EOC's School of Unlimited Learning, as a recipient of federal funds, complies with Title IX and has designated the following individual to serve as the Title IX Coordinator:

Rena Failla, Guidance Counselor Coordinator, School of Unlimited Learning  
559-500-0961  
[Rena.failla@fresnoeoc.org](mailto:Rena.failla@fresnoeoc.org)

Any student, employee, or applicant for employment or admission to the Fresno EOC's School of Unlimited Learning Charter High School who believes that he or she has been discriminated against on the basis of sex, may file a complaint with the Title IX Coordinator. The Title IX Coordinator will assist the complainant in identifying the appropriate school policy and corresponding grievance procedure to resolve the complaint in a prompt and equitable manner. The Title IX Coordinator may consult with Fresno EOC Human Resources, as needed, to resolve the complaint in the most effective manner.

Nelson Dible, Human Resources Officer  
Fresno Economic Opportunities Commission  
559-263-1070  
[nelson.dible@fresnoeoc.org](mailto:nelson.dible@fresnoeoc.org)

The following list of rights, as delineated in California Education Code 221.8, are based on the relevant provisions of the federal regulations implementing Title IX of the Education Amendments of 1972 (20 U.S.C. Sec. 1681 et seq.).

- (a) You have the right to fair and equitable treatment and you shall not be discriminated against based on your sex.
- (b) You have the right to be provided with an equitable opportunity to participate in all academic extracurricular activities, including athletics.
- (c) You have the right to inquire of the athletic director of your school as to the athletic opportunities offered by the school.
- (d) You have the right to apply for athletic scholarships.
- (e) You have the right to receive equitable treatment and benefits in the provision of all of the following:
  - (1) Equipment and supplies.
  - (2) Scheduling of games and practices.
  - (3) Transportation and daily allowances.
  - (4) Access to tutoring.
  - (5) Coaching.
  - (7) Practice and competitive facilities.
  - (9) Publicity.
- (f) You have the right to have access to a gender equity coordinator to answer questions regarding gender equity laws.
- (g) You have the right to contact the State Department of Education and the California Interscholastic Federation to access information on gender equity laws.
- (h) You have the right to file a confidential discrimination complaint with the United States Office of Civil Rights or the State Department of Education if you believe you have been discriminated against or if you believe you have received unequal treatment on the basis of your sex.
- (i) You have the right to pursue civil remedies if you have been discriminated against.
- (j) You have the right to be protected against retaliation if you file a discrimination complaint.

More information regarding Title IX rights of pupils and the public, and the responsibilities of the school, can be found on the following websites:

Office for Equal Opportunity: [https://www.eeoc.gov/eeoc/internal\\_eeo/](https://www.eeoc.gov/eeoc/internal_eeo/)

United States Department of Education Office of Civil Rights: <https://www2.ed.gov/about/offices/list/ocr/know.html>

## **Título IX Notificación de no Discriminación**

El Título IX de las Enmiendas a la Educación de 1972 ("Título IX") prohíbe la discriminación basada en el sexo en cualquier programa o actividad de educación financiada con fondos federales. El acoso sexual, que incluye la violencia sexual, es una forma de discriminación sexual. SOUL, La Escuela Preparatoria Fresno EOC, como recipiente de fondos federales, cumple con el Título IX y ha designado a la siguiente persona para servir como Coordinador del Título IX:

Rena Failla, Coordinadora de Consejeros de Orientación, Escuela de Aprendizaje Ilimitado  
559-500-0961  
[Rena.failla@fresnoeoc.org](mailto:Rena.failla@fresnoeoc.org)

Cualquier estudiante, empleado o solicitante de empleo o admisión a la Escuela Preparatoria SOUL de Fresno EOC que crea que ha sido discriminado en base al sexo, puede presentar una queja con el Coordinador Título IX. El Coordinador ayudará al reclamante a identificar la política de escuela apropiada y el procedimiento de queja correspondiente para resolver la queja de manera rápida y equitativa. El Coordinador del Título IX puede consultar con el Departamento de Recursos Humanos Fresno EOC, según sea necesario, para resolver la queja de la manera más efectiva.

Nelson Dibie, Oficial Asociado de Recursos Humanos  
Comisión de Oportunidades Económicas de Fresno  
559-263-1070  
[Nelson.dibie@fresnoeoc.org](mailto:Nelson.dibie@fresnoeoc.org)

La siguiente lista de derechos, según se delinea en el Código de Educación de California 221.8, se basa en las disposiciones pertinentes de las regulaciones federales que implementan el Título IX de las Enmiendas a la Educación de 1972 (20 Sec. 1681 y ss.

- (A) Usted tiene el derecho a un trato justo y equitativo y no se le discriminará en base a su sexo.
- (B) Usted tiene el derecho de recibir una oportunidad equitativa de participar en todas las actividades académicas extracurriculares, incluyendo atletismo.
- (C) Usted tiene el derecho de investigar al director atlético de su escuela en cuanto a las oportunidades atléticas ofrecidas por la escuela.
- (D) Usted tiene el derecho de solicitar becas de atletismo.
- (E) Usted tiene derecho a recibir tratamiento y beneficios equitativos en la provisión de todo lo siguiente:
  - (1) Equipos y suministros.
  - (2) Programación de juegos y prácticas.
  - (3) Transporte y dietas.
  - (4) Acceso a la tutoría.
  - (5) Entrenamiento.
  - (6) Práctica y facilidades competitivas.
  - (7) Publicidad.
- (F) Usted tiene el derecho de tener acceso a un Coordinador de Equidad de Género para responder preguntas sobre leyes de equidad de género.
- (G) Tiene derecho a comunicarse con el Departamento de Educación del Estado y la Federación Interscholástica de California para acceder a información sobre leyes de equidad de género.
- (H) Usted tiene el derecho de presentar una queja confidencial de discriminación ante la Oficina de Derechos Civiles de los Estados Unidos o el Departamento de Educación del Estado si usted cree que ha sido discriminado o si cree que ha recibido un trato desigual sobre la base de su sexo .
- (I) Usted tiene el derecho de perseguir los recursos civiles si ha sido discriminado.
- (J) Usted tiene derecho a ser protegido contra represalias si presenta una queja de discriminación.

Para más información sobre los derechos del Título IX de los alumnos y el público, y las responsabilidades de la escuela, véase los siguientes sitios web:

Oficina para la Igualdad de Oportunidades: [https://www.eeoc.gov/eeoc/internal\\_eeo/](https://www.eeoc.gov/eeoc/internal_eeo/)

Departamento de Educación de los Estados Unidos Oficina de Derechos Civiles:  
<https://www2.ed.gov/about/offices/list/ocr/know.html>

## **Fresno EOC'S School of Unlimited Learning Uniform Discrimination/Harassment Complaint Procedure**

The School of Unlimited Learning is committed to providing a learning environment that is free from illegal harassment. Harassment of any student by any other student or employee is prohibited. The school will treat allegations of harassment seriously and will review and investigate such allegations in a prompt, confidential, and thorough manner. A charge of harassment shall not, in and of itself, create a presumption of wrongdoing; however, any substantiated acts of harassment will result in disciplinary actions, up to and including withdrawal.

1. Harassment occurs when an individual is subjected to treatment, or a school environment which is hostile or intimidating because of the individual's race, creed, color, national origin, ancestry, physical disability, mental condition, marital status, age, sex or sexual preference, or any other basis protected under federal, state and local law.

The School of Unlimited Learning has the primary responsibility to insure compliance with applicable state and federal laws and regulations and has established procedures to address allegations of unlawful discrimination and complaints alleging violation of state or federal laws governing educational programs.

The School of Unlimited Learning shall investigate and seek to resolve complaints using policies and procedures known as the Uniform Complaint Procedures (UCP) adopted by our board. Unlawful discrimination complaints may be based on actual or perceived sex, sexual orientation, gender, ethnic group identification, race, ancestry, national origin, religion, color, or mental or physical disability, or age, or on a person's association with a person or group with one or more of these actual or perceived characteristics, in any program or activity that receives or benefits from state financial assistance. The UCP shall also be used when addressing complaints alleging failure to comply with state and/or federal laws in Adult Education, Consolidated Categorical Aid Programs, Career Technical, Technical Education, Training Programs, Child Care and Developmental Programs, Special Educational Programs, and Federal Safety Planning Requirements.

In accordance with the SOUL's Uniform Complaint Procedures we shall follow uniform complaint procedures when addressing complaints alleging unlawful discrimination against protected group. Protected groups put forth under Title IX and in California are enumerated by Education Code §§ 200 and 220, Government Code §§ 11135, and include actual or perceived sex, sexual orientation, gender, ethnicity, race, ancestry, national origin, religion, color, mental or physical disability, and age, as well as association with members of a protected class. Additionally, it is the policy of the State of California, pursuant to Section 200, that all persons should enjoy freedom from discrimination and/or harassment of any kind in the educational institutions of the state. This also includes sexual harassment, which is a form of sexual discrimination. UCP forms are available upon request from administration.

The Agency designates the individual(s) identified below as the employee(s) responsible for coordinating the Agency's response to complaints and for complying with state and federal civil rights laws. The individual(s) also serve as the compliance officer(s) specified in Nondiscrimination/Harassment as the responsible employee to handle complaints regarding sex discrimination. The individual(s) shall receive and coordinate the investigation of complaints and shall ensure Agency compliance with law.

Nelson Dibie, Human Resources Officer  
Fresno Economic Opportunities Commission  
559-263-1070  
nelson.dibie@fresnoeoc.org

## **Fresno EOC School of Unlimited Learning (SOUL)**

### **PROCEDIMIENTOS UNIFORMES DE QUEJAS POR DISCRIMINACIÓN/HOSTIGAMIENTO**

La Escuela SOUL se compromete a proveer un ambiente de aprendizaje que esté libre de acoso ilegal. Se prohíbe el acoso de cualquier estudiante por cualquier otro estudiante o empleado. La escuela tratará las denuncias de acoso en serio y revisará e investigará estas denuncias de manera rápida, confidencial y minuciosa. Una acusación de acoso no, en y por sí misma, crea la presunción de mala conducta, sin embargo, los actos comprobados de hostigamiento resultarán en acciones disciplinarias, hasta e incluyendo la retirada.

El acoso ocurre cuando una persona se somete a tratamiento, o un ambiente escolar que es hostil o intimidante debido a la raza de la persona, credo, color, origen nacional, ascendencia, discapacidad física, enfermedad mental, el estado civil, la edad, el sexo o preferencia sexual, o cualquier otra base protegida por las leyes federales, estatales y locales.

La Escuela SOUL es el principal responsable de asegurar el cumplimiento de las leyes y reglamentos estatales y federales aplicables y ha establecido procedimientos para hacer frente a las acusaciones de discriminación ilegal y quejas de supuesta violación de las leyes estatales o federales que rigen los programas educativos.

La Escuela SOUL debe investigar y tratar de resolver las quejas mediante políticas y procedimientos conocidos como los Procedimientos Uniformes de Quejas adoptados por el La Mesa Directiva de la Comisión de Oportunidades Económicas de Fresno. Las quejas de discriminación ilegal pueden estar basadas en el sexo real o percibido, orientación sexual, género, identificación de grupo étnico, raza, ascendencia, origen nacional, religión, color o discapacidad mental o física, o la edad, o en asociación de una persona con una persona o grupo con una o más de estas características reales o percibidas, en cualquier programa o actividad que reciba o se beneficie de la asistencia financiera del estado. La UCP también se utilizará la hora de abordar las quejas alegando el incumplimiento de leyes estatales y / o federales en Educación de Adultos, Programas Consolidados de Ayuda Categórica, la Educación Técnica, Programas de Formación, Cuidado de Niños y Programas para el Desarrollo de Programas de Educación Especial, y los Requisitos Federales de la Planificación de Seguridad.

De conformidad con el Procedimiento Uniforme de Quejas de la escuela SOUL, seguiremos los procedimientos de quejas uniformes al tratar con quejas alegando discriminación ilegal en contra de grupo protegido. Los grupos protegidos incluidos bajo el Título IX y en California se enumeran por el Código de Educación § 200 y 220 del Código de Gobierno § 11135, e incluye el sexo real o percibido, orientación sexual, género, origen étnico, raza, ascendencia, origen nacional, religión, color, discapacidad mental o física, y la edad, así como la asociación con los miembros de una clase protegida. Además, es la política del Estado de California, conforme a la Sección 200, que todas las personas deben gozar de la libertad frente a la discriminación y / o acoso de cualquier tipo en las instituciones educativas del estado. Esto también incluye el acoso sexual, que es una forma de discriminación sexual. Formularios de Procedimiento Uniforme de Quejas están disponibles a petición de la administración.

La Agencia designa al individuo identificado más adelante como el empleado responsable de coordinar la respuesta de la Agencia a las quejas y de cumplir con las leyes de derechos civiles estatales y federales. El individuo también sirve como el oficial especificado en el cumplimiento de No Discriminación / Acoso y el empleado responsable de manejar las quejas relativas a la discriminación sexual. El individuo deberá recibir y coordinar la investigación de las quejas y velará por el cumplimiento de la ley por parte de la Agencia.

Nelson Dibie, Oficial Asociado de Recursos Humanos  
Comisión de Oportunidades Económicas de Fresno  
559-263-1070  
[Nelson.dibie@fresnoeoc.org](mailto:Nelson.dibie@fresnoeoc.org)



## **The School of Unlimited Learning's DRESS CODE POLICY**

The staff at SOUL appreciates the individuality and unique qualities of each of our students, yet also recognize the need for student conformity to school, community and job site standards of dress. Accordingly, nothing in this code shall be construed as prohibiting the staff from occasionally requiring individual students to comply with a change in garb or personal expression if, in the opinion of the staff, the individual's appearance is disruptive to the educational process.

A student will not be prevented from attending school or a school function, or otherwise be discriminated against, as long as his/her dress and appearance does not disrupt the educational process and complies with requirements for health and safety.

Any apparel, hairstyle or cosmetic that draws undue attention to the wearer and tends to detract from the educational process will not be tolerated.

- All clothing must be clean and worn appropriately.
- Headwear including hairnets and plastic caps, will not be allowed at school. Hats or caps must be removed in all buildings/classrooms.
- Sunglasses are not to be worn in the buildings/classroom.
- Shoes must be worn on campus and at school functions.
- Attire with lettering or drawings that depict sexually suggestive expressions or actions, profanity, obscenity, depict drugs, alcohol, tobacco, gang or neighborhood affiliations, or degrades the integrity of the individual may not be worn at school or school functions.
- Underwear type sleeveless shirts, tube tops, and halter-tops, spaghetti straps and braless dresses or tops are not acceptable.
- All see-through apparel and any attire that exposes the midriff are not acceptable. This includes radically altered clothing.
- Dresses, skirts, and shorts must be at least the length of walking shorts. All shorts must have a minimum 6" in-seam.
- Attire that may be used as a weapon may not be worn, e.g.; steel toed boots, chains, items with spikes or studs.
- Gang-related symbols, insignia, or any apparel that tends to intimidate others are not to be worn.
- Tank tops must be at least 2" wide at the shoulder.
- Under garments must be covered at all times.
- Baggy pants must not exceed more than 5 inches when gathered from around the knee while the student is standing up.
- Pants must be worn no lower than 2 inches below waist.
- Piercings are acceptable as long as they are not disruptive to the educational environment. A student may be asked to remove a piercing if it becomes disruptive.
- No solid Red or Blue attire above the waist.

### Consequences

First Incident: Student may be sent home to change or given a loaner shirt at school. If student goes home, upon return, he/she will be given a tardy and detention for the day. If student does not return, the absence will be considered a ditch.

Second Incident: Same as first incident.

Third Incident: Student will be put on student contract.

Possible program changes could include termination from the school and referral back to the appropriate district alternative education department.

## POLÍTICA SOBRE EL CÓDIGO DE VESTIR

Valoramos la originalidad y la individualidad de los estudiantes. Al mismo tiempo, reconocemos que la vestimenta de la escuela influye significativamente en el comportamiento del estudiante y que la vestimenta y arreglo personal apropiado contribuyen a un ambiente de aprendizaje productivo, así como promover la dignidad individual. Los estudiantes deben prestar la debida atención a la limpieza personal y para usar ropa que sea apropiada para las actividades escolares en las que participan con el fin de no poner en peligro su salud, seguridad o bienestar, o la de los demás, a fin de no fomentar la competencia entre pares o no para causar una interrupción en el proceso educativo. Códigos de vestimenta del Distrito y de aseo personal se harán efectivos en el plantel escolar y en cualquier actividad patrocinada por la escuela. El vestido apropiado para los bailes de la escuela, las actividades de graduación y otros eventos especiales se comunicará a los padres y estudiantes por la escuela.

Un estudiante no será impedido asistir a la escuela ni una función escolar, ni de lo contrario ser objeto de discriminación, siempre y cuando su vestimenta no interrumpa el proceso educativo y cumple con los requisitos de salud y seguridad.

Se prohíbe el uso de cualquier ropa, peinado o cosmético que llama la atención indebida y tiende a distraer el proceso educativo.

- Toda la ropa debe estar limpia, sin roturas o rasgaduras, y usada apropiadamente..
- Sombreros, gorras, y otros para cubrir la cabeza no deben ser usados en la escuela.
- Lentes oscuros no deben ser usados en interiores, excepto por razones médicas válidas autorizadas por el director o la administración y verificadas por escrito por un médico.
- Se debe llevar calzado en todo momento. Zapatos que interfieren con el juego seguro y actividades de instrucción son inapropiados.
- Vestimenta con letras o dibujos que representan expresiones o acciones , la blasfemia, la obscenidad , representar drogas , afiliaciones de alcohol , tabaco , pandillas o de vecinos, o degrada la integridad de la persona , no se puede usar en la escuela o funciones escolares sexualmente sugerentes. Ropa o accesorios relacionados con pandillas, incluyendo pero no limitado a, pañuelos, u otros símbolos, emblemas o insignias están prohibidos. Los funcionarios escolares deben utilizar la información obtenida a partir de recursos de la comunidad y el equipo de trabajo pandilla local para hacer juicios sobre lo que son los artículos y accesorios relacionados con pandillas
- Tipo de la ropa interior de las camisas sin mangas, blusas de tubo y halter tops, tirantes y vestidos sin sujetador o camisetas no son aceptables.
- Toda la ropa transparente y cualquier ropa que expone el estómago no son aceptables. Esto incluye la ropa alterada radicalmente.
- Vestidos, faldas y pantalones cortos deben ser de al menos la longitud de pantalones cortos para caminar. Todos los cortometrajes deben tener un mínimo de 6 " en la costura.
- Vestimenta que puede ser utilizado como un arma no puede ser usado , por ejemplo , botas con punta de acero, cadenas, artículos con punta o clavos.
- Los símbolos relacionados con pandillas, insignias, o cualquier ropa que tiende a intimidar a los demás no deben ser usados.
- Las tapas del tanque deben tener al menos 2 " de ancho en el hombro.
- Ropa interior debe estar cubierta en todo momento.
- Pantalones holgados no deben exceder más de 5 pulgadas cuando se reunieron alrededor de la rodilla, mientras que el estudiante está de pie.
- Los pantalones deben llevarse menos de 2 pulgadas por debajo de la cintura. Pantalones caídos o con bolsas excesivos no deben ser usados. La ropa interior no puede estar expuesta

- Los pendientes son aceptables para los oídos. Espárragos sólo para la nariz, las cejas o la barbilla. Un estudiante puede ser que quitarse un piercing que es perjudicial para el proceso educativo incluyendo tacos de lengua.

#### Consecuencias

Primer Incidente: El estudiante será enviado a casa a cambiarse. Cuando los rendimientos de los estudiantes, el / ella se les dará una detención tardía y para el día. Si el estudiante no regresa, la ausencia será considerada una zanja.

Segundo Incidente: Igual que el primer incidente.

Tercer Incidente: El estudiante será puesto en contrato de los estudiantes.

Posibles cambios en el programa podrían incluir la terminación/expulsión de la escuela.

### **SCHOOL OF UNLIMITED LEARNING TAGGING POLICY**

Students caught with and/or in possession of ANY of the following items will be subject to consequences up to and including Suspension and/or Expulsion from the School of Unlimited Learning. They include:

1. Back Packs with ANY form of tagging on them.
2. Binders with ANY form of tagging on them.
3. SOUL School books, binders, journals, written assignments, etc
4. Personal books, binders, journals, written assignments, etc.
5. Tagging Materials (permanent markers, spray cans, felt pens, etc.)

This policy was enacted in an effort to ensure our school maintains a consistently safe and productive environment for both students and staff. If you have any questions please contact Courtney Griffin, Guidance Dean, at (559) 500-0954.

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## **POLÍTICA SOBRE ACTOS DE VANDALISMO**

Los estudiantes sorprendidos con y / o en posesión de cualquiera de los siguientes artículos estarán sujetos a las consecuencias hasta e incluyendo la suspensión y / o expulsión de la Escuela SOUL . Ellos incluyen:

1. Mochilas con cualquier escritura inapropiada en ellas.
2. Carpetas con cualquier escritura inapropiada en ellos.
3. Libros escolares SOUL, carpetas , revistas, trabajos escritos, etc.
4. Libros personales, carpetas , revistas, trabajos escritos, etc.
5. Otros objetos de Vandalismo (marcadores permanentes, aerosoles etc.)

Esta política fue promulgada para asegurar que nuestra escuela mantiene un ambiente consistentemente seguro y productivo para los estudiantes y los oficiales escolares. Si usted tiene alguna pregunta, por favor póngase en contacto con Courtney Griffin, Subdirector, al (559) 500-0954

Firma de Padre/Guardian \_\_\_\_\_

Firma de Estudiante \_\_\_\_\_

Fecha \_\_\_\_\_

## **ZERO TOLERANCE POLICY**

The following offenses represent the School of Unlimited Learning's Zero Tolerance Policy. All students who possess and/or commit the actions listed under the Zero Tolerance Policy are immediately suspended and recommended for expulsion unless, following a hearing, the particular circumstances of the case show that expulsion is inappropriate. A student may also be expelled for continual or serious misconduct.

### **FIREARMS**

Possession, brandishing, sale or furnishing any firearm:

\*First Offense: Student will be recommended for expulsion.

### **DANGEROUS OBJECTS (KNIVES, EXPLOSIVES)**

Possession of any knife, explosive or other dangerous object, including but not limited to Swiss-Army style knives, exacto knives, box cutters, single-edged razor blades, pepper spray, aerosol cans:

\*First Offense: The student will be recommended for suspension.

\*Second Offense: The student will be recommended for expulsion.

Brandishing any explosive, dangerous object or knife:

\*First Offense: The student will be recommended for expulsion.

### **OTHER PROHIBITED ITEMS:**

Laser pointers, tobacco or nicotine products (including but not limited to cigarettes, vape products, snuff, smokeless tobacco, chew packets and betel), prescription and non-prescription drugs, aerosol cans and drug paraphernalia.

### **SEXUAL HARASSMENT:**

Sexual harassment is a violation of state and federal laws and disciplinary consequences will be applied.

### **SEXUAL BATTERY/ASSAULT:**

Sexual battery, which involves unlawful and unwanted touching of another or sexual assault, is a violation of penal code and will result in a recommendation for expulsion.

### **CONTROLLED SUBSTANCES (ILLEGAL DRUGS, ALCOHOL, INTOXICANTS)**

Using or possessing a controlled substance (illegal drugs, alcohol, intoxicants) or being under the influence:

\*First Offense: The student will be suspended and recommended for placement/completion of a drug counseling program.

\*Second Offense: The student will be recommended for expulsion.

### **SELLING OR FURNISHING A CONTROLLED SUBSTANCE (ILLEGAL DRUGS, ALCOHOL, INTOXICANTS):**

\*First Offense: The student will be recommended for expulsion.

### **FIGHTING**

Fighting, attempting to fight:

\*First Offense: The student will be recommended for expulsion.

### **THREATS / BULLYING / RACIAL SLURS**

Repeated threats to fight, bullying, or racial slurs will result in disciplinary actions:

\*First Offense: Student will be recommended for suspension.

\*Second Offense: The student will be recommended for expulsion.

### **SERIOUS BODILY INJURY/TERRORIST THREATS**

For causing serious bodily injury, striking or threatening a student or district employee or making terrorist threats:

\*First Offense: The student will be recommended for expulsion.

(Any offenses involving drugs, alcohol, dangerous objects, causing serious bodily injury or making terrorist threats will be reported to the proper legal authorities).

THESE REGULATIONS APPLY AT ANY SCHOOL RELATED ACTIVITY INCLUDING, BUT NOT LIMITED TO:

1. On school grounds (this includes the parking lot, lockers, as well as vehicles )
2. Going to or coming from school, including the bus stop
3. On breakfast or lunch break
4. At, going to, or coming from a school-sponsored activity

### **LIABILITY OF PARENT OR GUARDIAN FOR WILLFUL PUPIL MISCONDUCT**

California Education Code (EC) Section 48904(a)(1) provides that the parent or guardian of a minor is liable for all damages caused by the willful misconduct of the minor that results in the injury or death of any pupil, school district or private school employee, or school volunteer. The parent or guardian is also liable for damages to real or personal property belonging to the school district or private school, or personal property belonging to a school employee, resulting from the willful misconduct of the minor. The liability of the parent or guardian shall not exceed \$10,000, adjusted for inflation per EC section 48904 (a)(2).

EC Section 48904 (a)(1) also specifies that the parent or guardian of a minor is liable for any reward offered by a local agency pursuant to *Government Code* Section 53069.5 for information leading to the identification and apprehension of the minor who willfully damages or destroys property, or whose willful misconduct results in injury or death to any person. This liability also shall not exceed \$10,000, adjusted for inflation per EC Section 48904(a)(2).

## **SCHOOL OF UNLIMITED LEARNING (SOUL)**

### **AVISO SOBRE LA POLITICA DE CERO TOLERANCIA**

Los siguientes delitos representan la Política de Cero Tolerancia de la Escuela SOUL. Todos los estudiantes que poseen y / o cometen las acciones enumeradas en la Póliza de Zero Tolerancia serán suspendidos inmediatamente y recomendados para la expulsión a menos que, después de una audiencia, las circunstancias particulares del caso muestran que la expulsión es inapropiada. Un estudiante también puede ser expulsado por mala conducta continua o grave.

#### **ARMAS DE FUEGO**

**Poseer, Blandir , vender, o suministrar cualquier arma de fuego:**

\* Primera Ofensa: El estudiante será recomendado para expulsión.

#### **OBJETOS PELIGROSOS (CUCHILLOS , EXPLOSIVOS )**

**Poseción de cualquier cuchillo , objeto peligroso explosivo u otro , incluyendo, pero no limitado a cuchillos estilo Swiss-Army , cuchillos Exacto , cortadores de cajas , cuchillas de afeitar de un solo filo , spray de pimienta , latas de aerosol :**

\* Primera Ofensa: El estudiante será recomendado para la suspensión.

\* Segunda Ofensa: El estudiante será recomendado para expulsión.

**Blandir cualquier objeto o un cuchillo peligroso explosivo:**

\* Primera Ofensa: El estudiante será recomendado para expulsión.

#### **OTROS ARTÍCULOS PROHIBIDOS:**

**Los punteros láser, tabaco o productos de nicotina (incluyendo, pero no limitados a los cigarrillos, tabaco , tabaco sin humo, masticar y betel ) , drogas o remedios con receta médicas o sin receta de médicas , latas de aerosol y parafernalia de drogas.**

#### **ACOSO SEXUAL:**

**El acoso sexual es una violación de las leyes estatales y federales y las consecuencias disciplinarias se aplicarán.**

#### **AGRESION/ ASALTO SEXUAL:**

**La agresión sexual, que implica tocar ilegal o inapropiadamente y no deseado, o el asalto sexual, es una violación del código penal y dará lugar a una recomendación de expulsión**

#### **SUSTANCIAS CONTROLADAS ( DROGAS ILEGALES, ALCOHOL, SUSTANCIAS TÓXICAS**

**Uso o posesión de una sustancia controlada (drogas ilegales, alcohol, bebidas alcohólicas ) o estar bajo la influencia :**

\* Primera Ofensa: El estudiante será suspendido y recomendado para participar en un programa de consejería sobre drogas.

\* Segunda Ofensa: El estudiante será recomendado para la expulsión.

**La venta o el suministro de una sustancia controlada ( drogas ilegales, alcohol, bebidas alcohólicas):**

\* Primera Ofensa: El estudiante será recomendado para la expulsión.

#### **PELEAR**

**Pelear o Intentar pelear con alguien:**

\* Primera Ofensa: El estudiante será recomendado para expulsión.

### **AMENAZAS / INTIMIDACIÓN / INSULTOS RACIALES**

**Repetidas amenazas de pelear, la intimidación o insultos raciales resultarán en acciones disciplinarias:**

- \* Primera Ofensa: El estudiante será recomendado para la suspensión.
- \* Segunda Ofensa: El estudiante será recomendado para expulsión.

### **CAUSAR LESIONES GRAVES / AMENAZAS TERRORISTAS**

**Causar lesiones corporales graves, golpear o amenazar a otro estudiante o empleado de la escuela o de hacer amenazas terroristas:**

- \* Primera Ofensa: El estudiante será recomendado para expulsión.

(Cualesquier delitos relacionados con las drogas , el alcohol, los objetos peligrosos , causar graves lesiones corporales o hacer amenazas terroristas serán reportados a las autoridades legales apropiadas.)

ESTAS REGULACIONES SE APLICAN EN CUALQUIER ACTIVIDAD RELACIONADA CON LA ESCUELA, INCLUYENDO, PERO NO LIMITADO A:

1. Los terrenos de la escuela (esto incluye el estacionamiento y en los vehículos)
2. El ir y venir de la escuela, incluyendo la parada de autobús
3. En el desayuno o el almuerzo
4. Ir, venir, o durante una actividad patrocinada por la escuela.

Aquí certifico que yo \_\_\_\_\_, y mi hijo/a \_\_\_\_\_

hemos recibido, leído y revisado con un oficial escolar las políticas y procedimientos de la escuela esbozados en el Manual para Padres y Estudiantes. Entiendo todas las políticas, en especial las políticas relativas a la asistencia, la disciplina, y los derechos y responsabilidades de los estudiantes y padres de familia. También se me ha informado de la Política de Cero Tolerancia de SOUL, y entiendo perfectamente que mi estudiante puede ser recomendado para la expulsión si viola cualquier parte de la Política de Cero Tolerancia de la escuela.



# **The School of Unlimited Learning's**

## ***LOCAL SCHOOL WELLNESS POLICY 2023-2024***

### **Objectives**

The School of Unlimited Learning recognizes the link between a healthy diet and a student's ability to learn effectively and achieve high standards in school. SOUL also recognizes its role, as part of the larger community, to promote family health and provide a sound foundation for future physical well-being.

SOUL Believes:

1. In providing the most healthy and appealing food choices possible on school premises, significantly contributing to the nutritional well-being of students and staff.
2. That the nutritional quality of breakfast, lunch, snacks, and beverages that it serves should be considered as carefully as it's selection of educational support materials.
3. That foods prepared and served in ways that provide a pleasant atmosphere for students and staff will encourage a fundamental experience toward building friendships, celebrating our diversity, and developing life-long healthy eating patterns.

### **Goals and Strategies**

1. Ensure that a healthy and nutritious breakfast and lunch is made available to every student so that they are prepared to perform in the classroom at an optimum level.
  - a. SOUL shall maintain the financial stability of its Food Service Program.
  - b. SOUL shall develop a coordinated and comprehensive outreach and promotion plan to ensure maximum participation in the school meal program.
  - c. SOUL shall ensure that all students be made aware of the availability of a free lunch through its participation in the Provision 2 program.
2. Ensure the nutritional quality and quantity of all foods served or made available to students and staff.
  - a. The Child Nutrition Service program will ensure that all foods sold through its' program will comply with SB 19 standards.
  - b. The Child Nutrition Service program will increase the availability of fresh fruits and vegetables, using California grown produce when feasible, as part of the school food service program.
  - c. The District shall exercise control over all vending machines on it's property including vendors, locations, contents, and appearance.
    - i. Vending machines accessible to students shall only dispense SB 19 compliant foods and beverages.
    - ii. Vending machines accessible to staff shall dispense SB 19 compliant and non-compliant foods and beverages in appropriate proportion.
  - d. The Child Nutrition Service program will serve food in quantities appropriate to the needs of students at their age level.
3. Ensure meals are served in a pleasant environment with sufficient time for eating, while fostering good manners and respect for students and staff.
  - a. The Child Nutrition Service shall work with school site leadership to improve cafeteria décor and atmosphere.

- b. The Child Nutrition Service shall solicit student preferences in planning menus and snacks through focus groups, surveys, and taste tests of new foods and recipes.
  - c. SOUL staff shall be encouraged to periodically join the students for lunch in the cafeteria in an effort to model good manners and behavior.
  - d. Students will be provided sufficient time to eat and socialize with classmates.
  - e. Custodial staff shall adjust clean up times to coincide with the end of student's lunch period.
- 4. Ensure that nutrition education becomes an integral part of its educational program.
  - a. SOUL shall create increased training opportunities for all staff on basic nutrition and nutrition education.
  - b. Teachers shall be provided with training and resources to integrate nutritious eating experiences, gardens, and nutrition education into the curriculum for math, science, history, and language arts at all grade levels.
  - c. SOUL shall establish a garden giving students the opportunity to plant, harvest, prepare, cook, and eat food they have grown.
- 5. Ensure all food and beverage not served through Child Nutrition Services meet basic nutrition standards.
  - a. Non-nutritious foods, including but not limited to candy, soft drinks, and chewing gum, cannot be sold by or to students during their official school day (defined as one half hour before the official school day begins, until one half hour after the official school day ends).
  - b. SOUL will encourage alternative fundraising strategies such as sales of non-food items, promotion of physical activity, and/or sales of nutritious food items.
- 6. Ensure students are offered expanded opportunity for physical activity and promote lifelong physical activity.
  - a. Increase the amount of class time spent engaging in moderate-to-vigorous activity through curriculum and/or teacher training.
    - i. The Physical Education Program will decrease time spent on competitive sports (which can exclude potential participants) and increase emphasis on teaching fitness and lifelong recreational aerobic activities.
  - b. Develop lunch time and after-school activities that involve physical activity such as walking clubs, organized sport games, and increased access to sports equipment.
- 7. Create/expand community partnerships to increase the range of physical activity options available to students and staff, on and off campus.
  - a. Bring in local experts that specialize in sports or activities not traditionally taught during P.E. classes or an after-school setting, such as local law enforcement teaching self-defense.
  - b. Partner with fitness clubs and off-campus physical activity classes allowing students and staff access to special rates.
  - c. Increase the amount of physical activity related enrichment classes.
- 8. Establish and sustain a Child Nutrition and Physical Education Advisory Committee (CNPEAC).
  - a. The Child Nutrition and Physical Education Advisory Committee will discuss nutrition and physical education related topics of concern in

- the school community and help make policy recommendations to the Board of Education.
- b. The Advisory Committee shall include, but not limit itself to, the following members:
    - 1. A minimum of one Community/Parent representative.
    - 2. A Child Nutrition Services representative.
    - 3. The Principal.
    - 4. Two teachers with at least one being the physical education teacher.
    - 5. An independent evaluator.
  - c. The Advisory Committee shall meet at least six times during the year at hours convenient for public participation.
8. Increase community knowledge of nutrition and physical activity as it relates to childhood and adult health.
- a. Provide nutrition information monthly through SOUL newsletter and menu.
  - b. Involve parents/community in annual evaluation of program services and delivery to improve quality, access, and knowledge of services.

*Approved by SOUL Governing Council*

## **ACCEPTABLE USE AGREEMENT AND RELEASE OF AGENCY FROM LIABILITY (STUDENTS)**

Fresno Economic Opportunities Commission (hereafter referred to as "Agency") authorizes students to use technology at the School of Unlimited Learning owned or otherwise provided by the Agency as necessary for instructional purposes. The use of Agency technology is a privilege permitted at the discretion of Fresno Economic Opportunities Commission and is subject to the conditions and restrictions set forth in applicable Agency policies, administrative regulations, and this Acceptable Use Agreement. The Agency reserves the right to suspend access at any time, without notice, for any reason.

The Agency expects all students to use technology responsibly in order to avoid potential problems and liability. The Agency may place reasonable restrictions on the sites, material, and/or information that students may access through the system.

Each student who is authorized to use Agency technology and his/her parent/guardian shall sign this Acceptable Use Agreement as an indication that they have read and understand the agreement.

### **Definitions**

The Agency's technology includes, but is not limited to, computers, the Agency's computer network including servers and wireless computer networking technology (wifi), the Internet, email, USB drives, wireless access points (routers), tablet computers, smartphones and smart devices, telephones, cellular telephones, wearable technology, any wireless communication device including emergency radios, and/or future technological innovations, whether accessed on or off site or through Agency-owned or personally owned equipment or devices.

### **Student Obligations and Responsibilities**

Students are expected to use Agency technology safely, responsibly, and for educational purposes only. The student in whose name Agency technology is issued is responsible for use at all times. Students shall not share their assigned online services account information, passwords, or other information used for identification and authorization purposes, and shall use the system only under the account to which they have been assigned.

Students are prohibited from using Agency technology for improper purposes, including, but not limited to, use of Agency technology to:

1. Access, post, display, or otherwise use material that is discriminatory, libelous, defamatory, obscene, sexually explicit, or disruptive
2. Bully, harass, intimidate, or threaten other students, staff, or other individuals ("cyberbullying")
3. Disclose, use, or disseminate personal identification information (such as name, address, telephone number, Social Security number, or other personal information) of another student, staff member, or other person with the intent to threaten, intimidate, harass, or ridicule that person
4. Infringe on copyright, license, trademark, patent, or other intellectual property rights
5. Intentionally disrupt or harm Agency technology or other Agency operations (such as destroying Agency equipment, placing a virus on Agency computers, adding or removing a computer program without permission from a teacher or other Agency personnel, changing settings on shared computers)
6. Install unauthorized software
7. "Hack" into the system to manipulate data of the Agency or other users
8. Engage in or promote any practice that is unethical or violates any law or Board policy, administrative regulation, or Agency practice

### Privacy

Since the use of Agency technology is intended for educational purposes, students shall not have any expectation of privacy in any use of Agency technology.

The Agency reserves the right to monitor and record all use of Agency technology, including, but not limited to, access to the Internet or social media, communications sent or received from Agency technology, or other uses. Such monitoring/recording may occur at any time without prior notice for any legal purposes including, but not limited to, record retention and distribution and/or investigation of improper, illegal, or prohibited activity. Students should be aware that, in most instances, their use of Agency technology (such as web searches and emails) cannot be erased or deleted.

All passwords created for or used on any Agency technology are the sole property of the Fresno EOC. The creation or use of a password by a student on Agency technology does not create a reasonable expectation of privacy.

### Personally Owned Devices

No personally owned devices are allowed to access Agency technology

### Reporting

If a student becomes aware of any security problem (such as any compromise of the confidentiality of any login or account information) or misuse of Agency technology, he/she shall immediately report such information to the teacher or other school personnel.

### Consequences for Violation

Violations of the law or this agreement may result in revocation of a student's access to Agency technology and/or discipline, up to and including suspension or expulsion. In addition, violations of the law, as outlined in this agreement, may be reported to law enforcement agencies as appropriate.

### Network Etiquette and Privacy

You are expected to abide by the generally accepted rules of network etiquette. These rules include, but are not limited to:

- BE POLITE: Never send, or encourage others to send abusive messages.
- USE APPROPRIATE LANGUAGE. You are a representative of your school and your district on a public system. Never swear, use vulgarities, or any other inappropriate language.
- PRIVACY: Do not reveal your home address, phone number, name or addresses of family members, or the addresses or phone numbers of other students or colleagues.
- DISRUPTIONS: Do not use the network in any way that would disrupt the use of the network by others,
- REPRESENTATION: Do not send anonymous messages or represent a message to have been written by another. All correspondence should be clearly identified as to its originator.

### Use-Agreement

The School of Unlimited Learning has actively pursued making advanced technology and increased access to learning opportunities available to its students. Prior to using the computer and the Internet, students and parent/guardians must sign a "use-agreement". Student users must always receive permission from their instructors before using the network or accessing any specific file or application.

### Security

If you identify a security problem in the building in Agency networks, notify the system administrator at once. Never demonstrate the problem to others. Never use another individual's account. Never tell anyone else your password,. Any user identified as a security risk will be denied access to the network and may be liable for disciplinary action or prosecution.

### Vandalism

Vandalism is defined as any malicious attempt to physically deface, disable, or destroy computers, peripherals, or other network hardware or to harm or destroy data of another user or any agencies or networks that are connected to the system. This includes, but is not limited to, the creation or transmission of computer viruses. Any vandalism will result in loss of network privileges, disciplinary action, or possible legal referral. See the EOC School of Unlimited Learning Tagging Policy handout.

### Student Acknowledgment

I have received, read, understand, and agree to abide by this Acceptable Use Agreement and other applicable laws and Fresno EOC policies and regulations governing the use of Agency technology. I understand that there is no expectation of privacy when using Agency technology. I further understand that any violation may result in loss of user privileges, disciplinary action, and/or appropriate legal action.

STUDENT:

Name: \_\_\_\_\_ Grade: \_\_\_\_\_  
(Please print)

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

School: \_\_\_\_\_

### Parent or Legal Guardian Acknowledgment

If the student is under 18 years of age, a parent/guardian must also read and sign the agreement.

As the parent/guardian of the above-named student, I have read, understand, and agree that my child shall comply with the terms of the Acceptable Use Agreement. By signing this Agreement, I give permission for my child to use Agency technology and/or to access the school's computer network and the Internet. I understand that, despite the Agency's best efforts, it is impossible for the school to restrict access to all offensive and controversial materials. I agree to release from liability, indemnify, and hold harmless the school, Agency, and Agency personnel against all claims, damages, and costs that may result from my child's use of Agency technology or the failure of any technology protection measures used by the Agency. Further, I accept full responsibility for supervision of my child's use of his/her access account if and when such access is not in the school setting.

PARENT or LEGAL GUARDIAN:

Name: \_\_\_\_\_ Date: \_\_\_\_\_  
(Please print)

Signature: \_\_\_\_\_

## **ACUERDO DE USO ACEPTABLE Y DIVULGACIÓN DE LA AGENCIA DE RESPONSABILIDAD (ESTUDIANTES)**

Las Comisión de Oportunidades Económicas de Fresno (Fresno EOC o, en lo sucesivo, "la Agencia") autoriza a los estudiantes a utilizar la tecnología en la Escuela School of Unlimited Learning (SOUL), propiedad o de otro modo proporcionado por la Agencia, según sea necesario para fines de instrucción. El uso de la tecnología de la Agencia es un privilegio permitido a discreción por la Agencia y está sujeto a las condiciones y restricciones establecidas en las políticas aplicables de la Agencia, los reglamentos administrativos, y este Acuerdo de Uso Aceptable. La Agencia se reserva el derecho de suspender el acceso en cualquier momento, sin previo aviso, por cualquier razón.

La Agencia requiere que todos los estudiantes utilicen la tecnología de manera responsable con el fin de evitar problemas y responsabilidades potenciales. La Agencia podrá imponer restricciones razonables en los sitios, material y / o información que los estudiantes pueden acceder a través del internet.

Cada estudiante que está autorizado a utilizar la tecnología de la Agencia y su padre / madre / tutor deberá firmar este Acuerdo de Uso Aceptable como una indicación de que han leído y entendido el acuerdo.

### Definiciones

La tecnología de la Agencia incluye, pero no se limita a, las computadoras, la red informática de la Agencia incluyendo servidores y tecnología de red informática inalámbrica (WiFi), Internet, correo electrónico, unidades USB, puntos de acceso inalámbricos (routers), computadoras tablet, teléfonos inteligentes y dispositivos inteligentes, teléfonos, teléfonos celulares, asistentes digitales personales, buscapersonas, reproductores de MP3, la tecnología portátil, cualquier dispositivo de comunicación inalámbrica que incluye radios de emergencia, y / o futuras innovaciones tecnológicas, tanto si se accede o fuera de sitio o a través de equipos o dispositivos de propiedad de Agencia-o de otra persona .

### Obligaciones y Responsabilidades de los Estudiantes

Se requiere que los estudiantes usen la tecnología de la Agencia de forma segura, responsable y solo con fines educativos. El estudiante en cuyo nombre se emite la tecnología de la Agencia es responsable del uso en todo momento. Los estudiantes no deben compartir su información, contraseñas u otra información que se utiliza con fines de identificación y autorización, y deberán usar el sistema solamente bajo la cuenta a la que se les ha asignado.

Los estudiantes tienen prohibido el uso de la tecnología de la Agencia para fines impropios, incluyendo, pero no limitado a, el uso de la tecnología de la Agencia para:

1. El acceso, publicación, muestra o de otra manera utilizar material que es discriminatorio, difamatorio, calumnioso, obsceno, sexualmente explícito, o perjudicial.
2. Agredir, acosar, intimidar o amenazar a otros estudiantes, empleados u otras personas ("cyberbullying")
3. Divulgar, usar o divulgar información de identificación personal (como nombre, dirección, número de teléfono, número de Seguro Social u otra información personal) de otro estudiante, miembro del personal, u otra persona con la intención de amenazar, intimidar, acosar, o ridiculizar esa persona
4. Infringir los derechos de autor, licencias, marcas, patentes, u otros derechos de propiedad intelectual
5. Intencionalmente interrumpir con la tecnología de la Agencia o causar daños u interferir con otras operaciones de la Agencia (como la destrucción de equipos Agencia, la colocación de un virus en los servers de la Agencia, la adición o eliminación de un programa de computadora sin el permiso de un maestro u otro personal de la Agencia, cambiar la configuración de equipos compartidos)
6. Instalar software no autorizado
7. "Hack" es decir, entrar ilegalmente en el sistema para manipular los datos de la Agencia o de otros usuarios
8. Participar en o promover cualquier práctica que no es ético o que viole cualquier ley o política de la Junta, regulación administrativa, o en la práctica Agencia.

### Privacidad

Dado que el uso de la tecnología de la Agencia es para propósitos educativos, los estudiantes no tendrán ninguna expectativa de privacidad en cualquier uso de la tecnología de la Agencia. La Agencia se reserva el derecho de supervisar y registrar todo el uso de la tecnología de la Agencia, incluyendo, pero no limitado al acceso a Internet o las redes sociales, las comunicaciones enviadas o recibidas de la tecnología de la Agencia, u otros usos. Tal monitoreo / grabación podría ocurrir en cualquier momento sin previo aviso y por cualquier propósito legal, incluyendo, pero no limitado a la retención de registros y la distribución y / o investigación de la actividad indebida, ilegal o prohibido. Los estudiantes deben ser conscientes de que, en la mayoría de los casos, su uso de la tecnología de la Agencia (como las búsquedas en la web y correos electrónicos) no puede ser borrado o eliminado.

Todas las contraseñas creadas por o usados en cualquier tecnología de la Agencia son propiedad exclusiva del Fresno EOC. La creación o utilización de una contraseña por un estudiante en la tecnología de la Agencia no crea una expectativa razonable de privacidad.

### Equipo Personal

No se permite que el equipo personal acceda a la tecnología de la Agencia bajo ninguna circunstancia.

### Informes

Si un estudiante se da cuenta de cualquier problema de seguridad (por ejemplo, cualquier violación de la confidencialidad de cualquier usuario o información de la cuenta) o mal uso de la tecnología de la Agencia, el / ella deberá informar inmediatamente dicha información al maestro u otro personal de la escuela.

### Consecuencias por La Violación de Este Acuerdo

Las Violaciones de la ley o de este acuerdo pueden resultar en la revocación del acceso del estudiante a la tecnología y / o disciplina, hasta e incluyendo la suspensión o expulsión de la escuela. Además, las violaciones de la ley subrayado en este acuerdo ser reportados a las autoridades legales según corresponda.

### Etiqueta y Privacidad de la Red

Se requiere que cada estudiante acate las reglas generalmente aceptadas de la etiqueta de la red. Estas reglas incluyen, pero no se limitan a:

- **SER CORTÉS:** Nunca envíe o anime a otros a enviar mensajes abusivos. Usar lenguaje apropiado. Cada estudiante es un representante de su escuela. Es prohibido usar palabras profanas, vulgares, otro lenguaje inapropiado.
- **PRIVACIDAD:** Es prohibido revelar su domicilio, número de teléfono, nombre o dirección de los miembros de la familia, o las direcciones o números de teléfono de otros estudiantes
- **INTERRUPCIONES:** Es prohibido interrumpir el uso de la red por otros.
- **REPRESENTACION:** Es prohibido enviar mensajes anónimos o representar a un mensaje que ha sido escrito por otro. Toda la correspondencia debe estar claramente identificada por su autor.

### Acuerdo del Uso

SOUL ha buscado activamente aumentar un mayor acceso a la tecnología avanzada por sus estudiantes. Antes de usar la computadora y el Internet, los estudiantes y los padres / tutores deben firmar un "acuerdo de uso". Los estudiantes usuarios siempre deben recibir permiso de sus maestros antes de usar la red o acceder a cualquier archivo o aplicación específica.

### Seguridad

Si un estudiante identifica un problema de seguridad en las redes de la Agencia, deben avisar al Director de la escuela y no mostrar el problema a otros. Es prohibido usar la cuenta de otro individuo o divulgar su contraseña. Cualquier usuario identificado como un riesgo de seguridad se le negará el acceso a la red y puede ser responsable de una acción disciplinaria o el enjuiciamiento.



### Vandalismo

El vandalismo se define como cualquier intento malicioso de desfigurar físicamente, desactivar o destruir computadoras, periféricos, u otro hardware de red o de dañar o destruir datos de otro usuario o de cualquier agencia o redes que están conectadas al sistema. Esto incluye, pero no se limita a la creación o la transmisión de virus informáticos. Cualquier vandalismo resultará en la pérdida de privilegios de la red, la acción disciplinaria, o posible referencia a las autoridades legales.

### Reconocimiento por el Estudiante

He recibido, leído, entiendo, y estoy de acuerdo en cumplir con este Acuerdo de Uso Aceptable y otras leyes aplicables y las políticas Fresno EOC y reglamentos que rigen el uso de la tecnología de la Agencia. Entiendo que no hay ninguna expectativa de privacidad al usar la tecnología de la Agencia. Además, entiendo que cualquier violación puede resultar en la pérdida de privilegios de usuario, acción disciplinaria y/ o acción legal apropiada.

ESTUDIANTE:

Nombre: \_\_\_\_\_ Grado: \_\_\_\_\_  
(Por favor imprimir)

Fecha de firma: \_\_\_\_\_

### Reconocimiento por el Padre o Tutor/Guardián Legal

Si el estudiante es menor de 18 años de edad, el padre / tutor debe también leer y firmar el acuerdo.

Como padre / tutor del estudiante arriba mencionado, he leído, entendido, y estoy de acuerdo que mi hijo/a deberá cumplir con los términos del Acuerdo de Uso Aceptable. Al firmar este Acuerdo, le doy permiso para que mi hijo/a a use la tecnología de la Agencia y / o acceda a la red informática de la escuela y de Internet. Entiendo que, a pesar de los mejores esfuerzos de la Agencia, es imposible que la escuela restrinja el acceso a todos los materiales ofensivos y controversiales. Estoy de acuerdo en liberar de responsabilidad, indemnizar y mantener indemne a la escuela, el personal de la Agencia, y de la Agencia contra todo reclamo, daños y costos que pueden derivarse del uso de mi hijo de la tecnología de la Agencia o el fracaso de cualquier medida de protección de tecnología utilizada por la Agencia. Además, acepto toda la responsabilidad de la supervisión del uso de mi hijo de su cuenta / acceso, aun cuando dicho acceso no está en el entorno escolar.

Padre o tutor/guardián legal:

Nombre \_\_\_\_\_ fecha: \_\_\_\_\_  
(Por favor imprimir)

Firma: \_\_\_\_\_

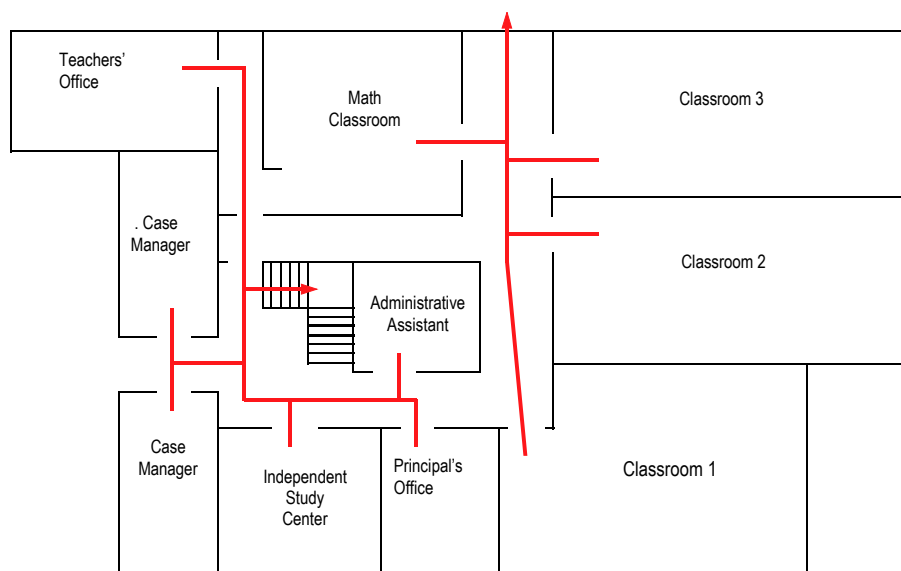
# EMERGENCY PROCEDURES

Each year, the School of Unlimited Learning revises and submits for approval a safe school plan, which delineates school safety procedures and emergency drill information, including a schedule for fire drills, lockdown procedures, and a school evacuation process. The safe school plan is available for review to anyone upon request. SOUL's 2023-2024 Safe School plan was reviewed and approved at the SOUL Governing Council in March 2023.

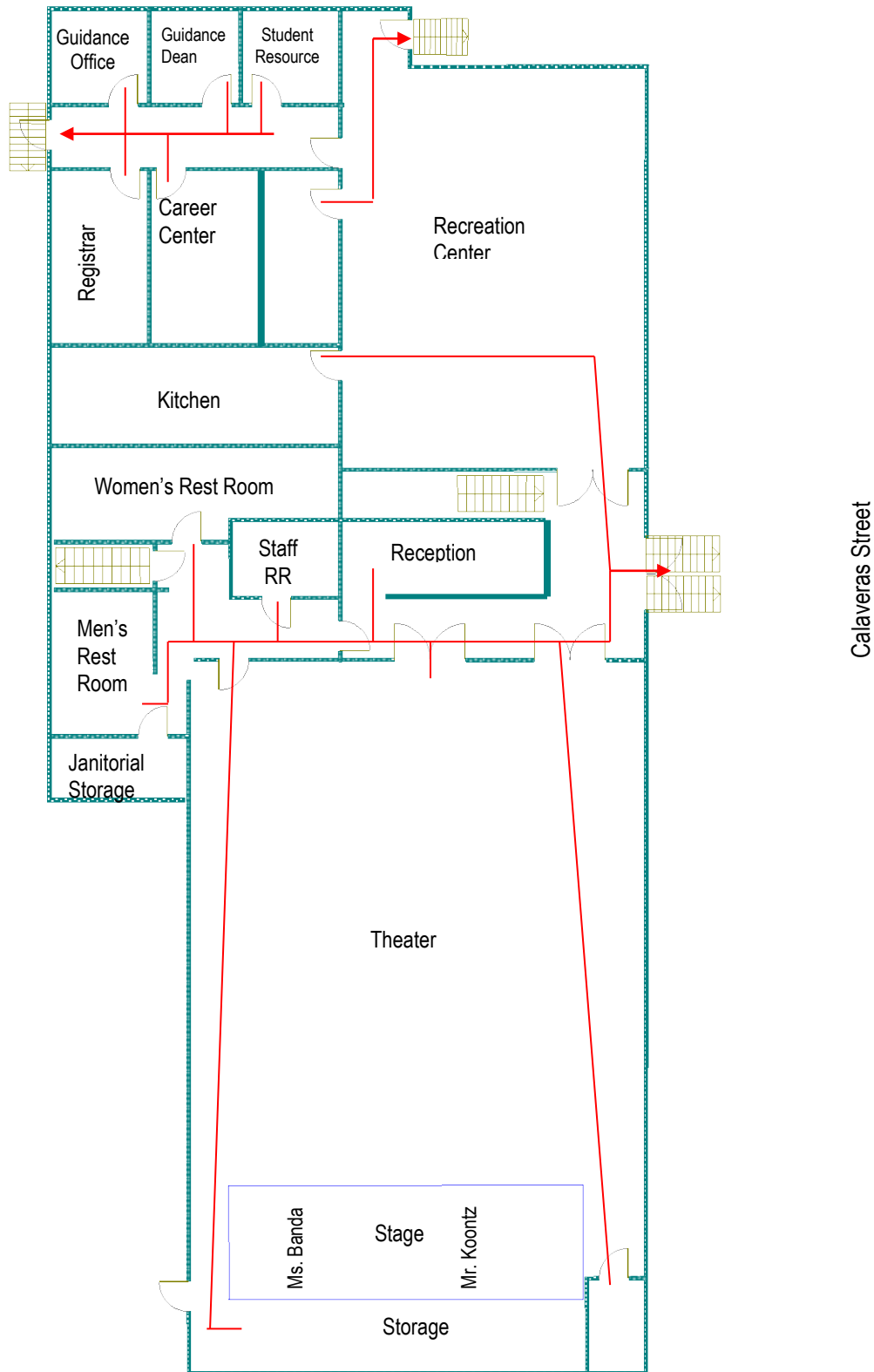
Emergency drills for various kinds of disasters are part of the school experience conducted on a regular basis. Emergency procedures for fire, earthquake, and other natural disasters will be provided to students. The most common drill is the fire drill. All students must understand the seriousness of the drills. There will be at least four fire drills per school year in an effort to increase student efficiency when leaving the classroom in the event of a fire. Parents/guardian may assist in their child's safety by reinforcing the following rules:

- Exit the classroom according to the teacher's instructions.
- Walk! Do not run!
- Exit and remain silent.
- Do not push or shove.
- Once out of the classroom and in the designated area, remain in line quietly, until the teacher/staff dismisses you.

School of Unlimited Learning- 2<sup>nd</sup> Floor



## School of Unlimited Learning - 1<sup>st</sup> Floor



# STUDENT HEALTH & MEDICAL PROCEDURES

**PLEASE FILL OUT THE EMERGENCY CARD COMPLETELY. IF THERE IS A CHANGE IN ADDRESS, TELEPHONE, OR EMPLOYMENT NOTIFY US IMMEDIATELY SO THAT WE CAN CHANGE THE EMERGENCY CARD.**

## **Medication**

Education Code Section 49423 defines the requirements for administration of medication at school as: (a) Notwithstanding Section 49422, any pupil who is required to take, during the regular schoolday, medication prescribed for him or her by a physician and surgeon or ordered for him or her by a physician assistant practicing in compliance with Chapter 7.7 (commencing with Section 3500) of Division 2 of the Business and Professions Code, may be assisted by the school nurse or other designated school personnel or may carry and self-administer prescription auto-injectable epinephrine if the school district receives the appropriate written statements identified in subdivision (b).

(b) (1) In order for a pupil to be assisted by a school nurse or other designated school personnel pursuant to subdivision (a), the school district shall obtain both a written statement from the physician and surgeon or physician assistant detailing the name of the medication, method, amount, and time schedules by which the medication is to be taken and a written statement from the parent, foster parent, or guardian of the pupil indicating the desire that the school district assist the pupil in the matters set forth in the statement of the physician and surgeon or physician assistant.

(2) In order for a pupil to carry and self-administer prescription auto-injectable epinephrine pursuant to subdivision (a), the school district shall obtain both a written statement from the physician and surgeon or physician assistant detailing the name of the medication, method, amount, and time schedules by which the medication is to be taken, and confirming that the pupil is able to self-administer auto-injectable epinephrine, and a written statement from the parent, foster parent, or guardian of the pupil consenting to the self-administration, providing a release for the school nurse or other designated school personnel to consult with the health care provider of the pupil regarding any questions that may arise with regard to the medication, and releasing the school district and school personnel from civil liability if the self-administering pupil suffers an adverse reaction as a result of self-administering medication pursuant to this paragraph.

(3) The written statements specified in this subdivision shall be provided at least annually and more frequently if the medication, dosage, frequency of administration, or reason for administration changes.

(c) A pupil may be subject to disciplinary action pursuant to Section 48900 if that pupil uses auto-injectable epinephrine in a manner other than as prescribed.

*(Amended by Stats. 2010, Ch. 512, Sec. 6. (SB 1069) Effective January 1, 2011.)*

The medication must be clearly labeled with the name of the student, name of the medication and the dosage. At the beginning of each school year or upon entry to a school, a "Medication at School" form must be completely renewed.

Aspirins and other over-the-counter medications cannot be given unless specified in writing from a physician.

**Immunizations**

All students entering SOUL will be required to submit written proof of all immunization records and a completed copy of a negative TB skin test from a physician, clinic or the Health Department before they can attend class.

**Accidents**

If a serious injury occurs on the school grounds or during transportation, the parents will be notified and asked to pick up the child for their own observation or examination by their family physician. Parents will be promptly notified of all injuries not considered minor. In the event that the parents cannot be reached, the student will only be released to a person named on the emergency card. It is critical that the emergency card information is accurate. If a student needs immediate, emergency attention, 911 will be called.

The School of Unlimited Learning does not provide medical coverage for your child. This means that you are responsible for all medical bills if your child is injured during school activities.

**First Aid and Illness**

If a student should become ill or injured at school he/she will receive every care and consideration possible. Parents will be contacted for injuries of a serious nature, or if a student is too ill to remain at school.

**Physical Education Medical Excuse**

A written prescription from a physician should be brought to the office for an excuse from physical education class. This note should indicate length of time to be excused, diagnosis, and physician's signature.

## SOUL's Illness and Quarantine Guidelines

### **Sick Student: Stay Home**

Any student who is sick and not feeling well should stay home. Call the Guidance Dean for attendance purposes. COVID testing is encouraged to rule out COVID-19. If positive, see POSITIVE STUDENT guidelines.

Students can return when:

- ✓Symptoms have improved
- ✓Fever-free for 24 hours (1 day) WITHOUT the use of fever reducing medication

### **Positive Student: Isolate**

Any student who has tested POSITIVE, no matter their vaccination status should isolate at home. Stay home while sick. Student can return when:

- ✓Symptoms have improved
- ✓Fever-free for 24 hours (1 day) WITHOUT the use of fever reducing medication

Isolating away from a household when positive is recommended, but not required based on reduced COVID cases. Isolation is defined as "separation of sick people with a contagious disease from people who are not sick;" SOUL is no longer group tracing classes or groups.

### **Sick School Staff: Assumed Positive**

Per Cal OSHA, any employee who has COVID 19 symptoms will stay home and report it to their supervisor. They will be asked to stay home and test for COVID. Based on a negative COVID test, the employee can return when:

- ✓Symptoms have improved
- ✓Fever-free for 24 hours (1 day) WITHOUT the use of fever reducing medication

If employee tests positive or doesn't test, see CONFIRMED POSITIVE guidelines.

### **School Staff Positive for COVID: Isolate**

Per Cal OSHA, with or without (asymptomatic) symptoms: Isolate for five (5) days until the following requirements have been met:

- ✓Symptoms improved.
- ✓Fever-free for 24 hours (1 day) WITHOUT the use of fever reducing medication

A negative test on/or after day 5 is no longer needed to return after being confirmed positive. Employees can return after day 5 if symptoms have improved and there has been no fever for 24 hours. Employees returning after day 5, must wear face coverings around others for a total of 10 days.

### **Additional Information**

Symptoms of COVID-19 includes new or worsening presence of the following:

- |                                       |  |
|---------------------------------------|--|
| ---Fever, chills, headache or cough   | ---Shortness of breath or difficulty breathing |
| ---Fatigue, .Congestion or runny nose | ---Repeated shaking/ tremors                   |
| ---Muscle pains or body aches         | ---Sore throat                                 |
| ---New loss of taste or smell         | --- Nausea, vomiting or diarrhea               |

COVID Tests for confirming a diagnosis can be either over the counter home test (rapid antigen) or a PCR test taken through a lab or testing facility. For students and staff who are interested in testing, the District has established regional onsite testing sites and makes over the counter (OTC) home test kits available multiple times during the school year. OTC test kits can also be found at local pharmacies.

## **CONCLUSION**

The staff of the School of Unlimited Learning is dedicated to helping each student succeed in school, work, and every aspect of his or her daily life. An individualized plan, prepared with student involvement, is tailored to meet each student's needs for successful completion of the program. Students are responsible for good behavior, regular school attendance, and compliance with any agreement that he or she signs.

The school, the student, and the parents working cooperatively will ensure a meaningful and successful experience for the students at the School of Unlimited Learning.



## SCHOOL OF UNLIMITED LEARNING GOVERNING COUNCIL MEETING

<b>Date:</b> September 12, 2023	<b>Program:</b> School of Unlimited Learning
<b>Agenda Item #:</b> 10	<b>Director:</b> Susan Lopez
<b>Subject:</b> 2023-24 Professional Development Plan	<b>Officer:</b> Jack Lazzarini

### Recommended Action

Staff recommends Governing Council approval of the 2023-24 Professional Development Plan.

### Background

Consistent with its charter goals and identified WASC Action Plan, the School of Unlimited Learning creates an annual professional development plan each school year. The Plan is designed to help teachers increase student learning and the number of SOUL graduates. All proposed professional development activities are supported through eligible Federal Title I and Title II funds. SOUL's professional development plan specifically addresses one or more of the following charter goals:

- Increase math and English literacy skills.
- Increase SOUL's graduation rate to meet or exceed California's minimum graduation rate.
- Increase school connectedness and address student, parents, and staff social and emotional wellbeing.
- Increase efforts to identify, monitor, and support students who are at high risk of failure, especially whose studies are negatively impacted by depression, isolation, lack of motivation, or COVID related family illnesses. Provide intervention resources as needed.

### Fiscal Impact

Funding from SOUL's Title II allocation, as well as 10% of SOUL's Title IA allocation is set aside for Development activities as delineated in the 2023-2024 Professional development Plan

### Conclusion

The Professional Development Plan is designed to help teachers increase student learning and the number of SOUL graduates.





**SOUL 2023-2024  
Professional Development Plan**

August 8	Active Shooter Training
September 18	MTSS training
November 13	NWEA training
December 11	ELD Across the Curriculum training
January 8	NWEA review/ELD Across the Curriculum
February 5	ELD Standards and ELPAC test review
February 26	CAASPP training
March 2024	CCSA Conference – 4 staff members will attend workshops
April 2024	School Climate training

## **SCHOOL OF UNLIMITED LEARNING GOVERNING COUNCIL**

<b>Date:</b> September 12, 2023	<b>Program:</b> School of Unlimited Learning
<b>Agenda Item #:</b> 11	<b>Director:</b> Susan Lopez
<b>Subject:</b> May 14, 2024 Governing Council Meeting has been rescheduled to May 21, 2024	<b>Officer:</b> Jack Lazzarini

### **Recommended Action**

Staff recommends approval of the proposed rescheduling Tuesday, May 14, 2024 Governing Council Meeting to Tuesday, May 21, 2024

### **Background**

Due to the scheduled May 14, 2023 Governing Council meeting being within three weeks of the April Governing Council meeting, we would like to reschedule the May meeting to May 21, 2024.

### **Fiscal Impact**

None

### **Conclusion**

The May 21, 2024 Governing Council meeting must be approved to change the meeting date.