



ENCORE



JUNIOR | SENIOR

HIGH SCHOOL FOR THE ARTS

POLICIES AND PROCEDURES

RULES AND GUIDELINES

DISCIPLINE

COMPLAINT POLICY

LEGAL NOTICES

REVISED JULY 2019

TABLE OF CONTENTS

- 1. BOARD GOVERNANCE**
- 2. POLICIES AND PROCEDURES**
 - a. Absences
 - b. Academic Eligibility
 - c. Accidents & Injuries
 - d. All Call / Parent Communication
 - e. Attendance Eligibility
 - f. Attendance Policy
 - g. Birthday Cake
 - h. Blackout Rehearsal Policy
 - i. Bullying & Harassment is not OK
 - j. Busing
 - k. Cafeteria Food
 - l. Cheating
 - m. Cyberbullying Policy and Definition
 - n. Disrespect
 - o. Dress Code
 - p. Employee Conduct & Separations
 - q. Fever & Sick Policy
 - r. Forgotten Items
 - s. Graduation Rehearsal – Mandatory Attendance
 - t. Gum
 - u. Hall Passes
 - v. Health Screenings
 - w. Homework Policy
 - x. Identification (ID Cards)
 - y. Illness, Injury, Accidents at School
 - z. Lost and Found
 - aa. Medications and Prescriptions
 - bb. Messages for Students
 - cc. Parent Lunches in the Corridor
 - dd. Parent Pick up mid day
 - ee. Plagiarism
 - ff. Posters
 - gg. Public Display of Affection (PDA)
 - hh. Refunds
 - ii. SARB Hearings
 - jj. Sexual Harassment Policy
 - kk. Social Media Acceptable Use Policy
 - ll. Sports Physicals
 - mm. Student Code of Conduct
 - nn. Student Drivers Leaving Campus

- oo. Student Insurance
 - pp. Students Passing / Posting Notes
 - qq. Theft Disclaimer
 - rr. Universal Classroom Rules
 - ss. Visitor Passes
 - tt. Volunteer Policy
 - uu. Work Permits
- 3. DISCIPLINE**
- a. Behavioral Intervention
 - b. Informal Conference
 - c. Notice to Parents / Guardians
 - d. Length of Suspension / Independent Study
 - e. Bully Traffic School / After School Detention
 - f. Demerits
 - g. Minor Behavior Offenses
 - h. Minor Office Offenses
 - i. Medium Offenses
 - j. Major Offenses
 - k. Severe Behavior Offenses
 - l. Suspension Procedures
 - m. A Pupil can be suspended /expelled if:
 - n. Expulsion Procedures
 - o. Right of Appeal for Expulsions
- 4. COMPLAINT POLICY**
- 5. LEGAL NOTICES**

Encore's Board Governance

As a non profit corporation, Encore Education Corporation has a board to oversee the operations of the organization. Board members are volunteers and work on three year terms. Generally, the board members meet monthly, for a public meeting.

Anyone that has questions, comments, or concerns that they would like addressed to the board, should submit a formal letter or send an email.

Letters should be mailed to:
Encore Board of Directors
16955 Lemon Street #A
Hesperia, CA 92345

You can also contact the board clerk, by calling 760-949-2036 or by emailing board@encorehighschool.com for the quickest response.

ENCORE EDUCATION CORPORATION BOARD

Installation of this board was June 2019, with term expiring at the end of 2022.

Mrs. Suzanne Cherry, Board President

Mrs. Cherry is a High Desert retail manager and longtime resident of Apple Valley. She is the parent of two alumni of Encore. Suzanne has been a member of an Encore Board since 2013.

scherry@encoreedcorp.com

Mr. Rob Gabler, Board Vice President

Mr. Gabler is a Riverside Fireman and is a parent of an Encore alumni. Rob has been a member of the Encore Education Corporation Board since 2017.

rgabler@encoreedcorp.com

Dr. Kelly Ahmed, Board Secretary

Dr. Ahmed is a medical doctor in the high desert and is a long time resident of Apple Valley. She is the parent of an alumni of Encore. Kelly has been a member of the Encore Education Corporation Board since 2015.

kahmed@encoreedcorp.com

Ms. Paula Gharib, Board Member

Ms. Gharib is a retired schoolteacher and one of the founders of Encore Education Corporation. Paula has been a member of the Encore Education Corporation Board since September 2018.

pgharib@encoreedcorp.com

Ms. Evelyn Rojas, Board Member

Ms. Rojas is a parent of an Encore student in Riverside. She has been an active member of the PAC since inception and has been actively engaged in volunteering at the school in Riverside since opening in 2015. Evelyn also oversees the parent site on Facebook.

erojas@encoreedcorp.com

Mrs. Mari Miller, Board Member

Mrs. Miller is a retired school records manager working in Apple Valley Unified School District and 8 years at Encore High School before retiring. Mari has been a member of the Encore Education Corporation Board since 2018.

mmiller@encoreedcorp.com

BROWN ACT COMPLIANCE –

1. Encore shall comply with the Ralph M. Brown Act as set forth in California Government Codes Section 54950 et seq. and any attendant regulations as they may be amended from time to time.
2. All meetings of the Encore Education Corporation Board of Directors shall comply with the Ralph M. Brown Act. Notices, agendas, and minutes of meetings will be recorded and retained in Encore's files. These records will be accessible to the public and the District in accordance with the Brown Act. Meetings of the Encore Education Corporation Board of Directors take place QUARTERLY unless otherwise designated. Meeting agendas are posted in Encore office windows and Encore marquees that allow for continuous public access. Meetings are also posted on the Encore website. All other public meetings, including boosters, standing and ad hoc committees formed by the Encore Education Corporation Board of Directors shall be held in compliance with the requirements of the Brown Act, as applicable. The Encore Education Corporation Board of Directors, administration (including but not limited to the Cabinet), and curriculum development team members undergo Brown Act training by a qualified individual on an annual basis.

Conflict of Interest -

The Corporation shall not enter into a contract or transaction that violates Cal. Govt. Code 1090 or constitutes a conflict of interest in violation of the Corporation's conflict of interest code. The Corporation shall not enter into a contract or transaction in which a director directly or indirectly has a material financial interest (nor any other corporation, firm, association, or other entity in which one or more of this Corporation's directors are directors have a material financial interest). Any Director, Officer, key employee, or committee member having an interest in a contract or other transaction presented to the Board or a committee thereof for authorization, approval, or ratification shall make a prompt, full and frank disclosure of his or her interest to the Board or committee prior to its acting on such contract or transaction. Such disclosure shall include all relevant and material facts known to such person about the contract or transaction which might reasonably to be construed to be adverse to the corporation's interest. The body to which such disclosure is made shall thereupon determine, by majority vote, whether the disclosure shows that a conflict of interest exists or can reasonably be construed to exist. If a conflict is deemed to exist, such person shall not vote on, nor use his or her personal influence on, nor participate (other than to present factual information or to respond to questions) in the discussion or deliberations with respect to, such contract or transaction. The minutes of the meeting shall reflect the disclosure made, the vote thereon and, where applicable, the abstention from voting and participation. The Board may adopt conflict of interest policies requiring:

1. Regular annual statements from Directors, Officers, key employees to disclose existing and potential conflict in interest; and
2. Corrective and disciplinary actions with respect to transgressions of such policies.

For the purpose of this Section, a person shall be deemed to have an "interest" in a contract or other transaction if he or she is the party (or one of the parties) contracting or dealing with the corporation, or is a Director, Trustee or Officer of, or has a significant financial or influential interest in the entity contracting or dealing with the corporation.

This Section does not apply to a transaction that is part of an educational or charitable program of this corporation if it (a) is approved or authorized by the corporation in good faith and without unjustified favoritism and (b) results in a benefit to one or more directors or their families because they are in the class of persons intended to be benefited by the educational or charitable program of this corporation.

POLICIES & PROCEDURES

ABSENCES – *Encore is a seat-based traditional program UNLESS you have signed an independent study agreement. The state projects that all seat-based schools will have an attendance rate of 95% or higher. This means that all students are required to attend school 95% or more during the school year.*

DID YOU KNOW? – Any child that misses more than 9 school days over the course of the school year is considered a high risk student for graduation? When a student misses more than 9 school days, they are listed as a chronically absent student and is placed in this high risk category. One of Encore's LCAP goals for this school year is to lower the percentage of chronically absent students.

YOU CANNOT MISS A DAY OF SCHOOL, THEN PARTICIPATE IN AN AFTER SCHOOL ACTIVITY. – This includes rehearsals, shows, dances, field trips, mock trial, concerts, spelling bees, and any other school activity that takes place outside of school hours. We know the schedule is hectic, but your first commitment is to your regular school day. **If you miss school on Friday, you are ineligible to participate in weekend activities (like prom or shows).**

Students will be given an opportunity to complete work, which is reasonably close to, but not necessarily identical to, missed work for full credit within a reasonable time to make up work. Encore encourages all students to sign an independent study / short term agreement that can help students recover attendance for absences that happen throughout the school year using Cyber High and Google classroom to complete schoolwork even when not on campus. Completed short term assignments are verified by English teachers once per month.

Monthly, Encore students will be offered an opportunity to makeup absent days on minimum days and Saturday Absence School to help students retain good attendance. If a student misses a day of school, they should prepare to complete work off site using an approved agreement OR come to makeup absent days to complete scheduled assignments.

If a student misses more than 15 days in a school year in a single class, they may not receive credit for this class.

EXCUSED ABSENCES - Life happens. There will be times when missing a day of school or arriving late will be unavoidable. At Encore, there are very specific reasons that are outlined as excused absences. Any absence for a reason that is not listed here is an unexcused absence, whether or not a parent or guardian clears it.

- Personal Illness (Encore will require a doctor's note verifying absence after 8 days of missed school due to illness in a single school year.)
- Personal medical, dental, optometric or chiropractic appointment
- Funeral services for a member of the immediate family (limited to one day in state and three days out of state)

- Observance of a religious holiday or ceremony (three days (3) advance notice to school)
- Student serving on jury duty⁶. Personal court appearance (verification required)
- Religious retreat (limited to four hours per semester)
- Exclusion for illness or medical appointment of a child of whom the student is the custodial parent
- College tours (three days (3) advance notice to school plus verification required)
- Prior Dean approval for employment conference
- Employment in the entertainment industry for a maximum of five absences per school year (verification required)
- Quarantine under the direction of a health officer
- Prior Dean approval for reasons, which may not be included elsewhere, but are pursuant to uniform standards established by the Board.

UNEXCUSED ABSENCES

Again, life happens. The following list of UNEXCUSED reasons for absences will be marked as unexcused, not cleared absences. Although sometimes unavoidable, these are not accepted reasons for absences.

- Bus not available lack of transportation
- Going to work with parent or other family member
- Babysitting, taking care of other family members
- Personal problems
- Waiting for service or repair people to arrive
- Vacation, family reunions, camping, going to the beach, lake, river, amusement park, mountains
- Attending a sporting event
- Under the influence of alcohol or drugs, joy riding or partying
- Repairing car or household items
- Participating in a student demonstration
- Any other reason not included in the list of “excused Absences”

ALL ABSENCES MUST BE VERIFIED WITHIN THREE (3) DAYS. The attendance manager must be contacted via email or phone within three days if they do not call first. Parents/guardians will give a reason for the absence and a date when the student will be able to make up their missed attendance.

HOMEWORK FOR EXTENDED LEAVE:

If a student is going on vacation or family business for two (2) or more days, a parent may request the student be put on independent study. This must be done at least four (4) days before the student leaves. A parent will need to sign a contract agreeing that their student will complete the assigned work. Assigned work will be available for pick-up in the front office prior to leaving. Upon return to school, the student is to turn in the work to the office for processing. If a student is ill and will be missing two or more days, they can also go on independent study if the parent notifies our independent study coordinator and the student can complete the work while at home.

INDEPENDENT STUDY FOR CHRONIC ABSENTEEISM:

If a student is chronically absent, the parent/guardian should complete a short term independent study contract at the commencement of each semester. When the student misses a day of school, they will be required to visit the Google classroom and/or Cyber High site to complete work outlined by the coordinator. Students will be required to complete work while at home and complete the absent day log to return to their English teacher upon their return. Only days where completed work and the absent day log was completed and approved can have attendance recovered. Only on days where logs and work were completed can a student recover absent days.

OFFICE TARDIES: If a student is late for class in the morning, they will receive an office tardy. The student will be required to scan their identification (ID) card at the attendance office before proceeding to class. Office tardies are cumulative for the semester.

CLASS TARDIES: If a student is late for class during the school day, they will receive a class tardy. Class tardies are recorded by the office. Parents are called using an automated system after the first class tardy. Class tardies are recorded by semester. Disciplinary actions are cumulative for the span of the semester.

ACADEMIC ELIGIBILITY

- Students of Encore are required to maintain passing grades in ALL of their classes in order to participate in their conservatory or team events.
- When a student is selected to participate in an event, a grade check is run by the advisor or director to make sure that the student is academically eligible.
- Periodically, the director or advisor will run additional grade checks to make sure that the student remains academically eligible.
- ON THE DAY OF OR THE DAY BEFORE THE EVENT – Advisors and directors are required to run a final grade check.
- If a student has become academically ineligible by this time, they will be removed from the show.
- It is not relevant as to what role is being played by the student. Encore has replaced leading roles and have canceled shows based on academic ineligibility.

ACADEMIC ELIGIBILITY MEANS 2.0 GPA AND NO F'S

ATTENDANCE ELIGIBILITY

It is crucial for the success of a student at Encore both academically and in the arts departments to attend school every day. With Encore's full calendar and block scheduling, miss a day miss a lot.

Students cannot participate in any event on a day that they are absent. If the event happens over the weekend, the student must be present on Friday.

Students with less than a 90% attendance rate are not eligible to participate in productions, teams, or competitions.

Students can alleviate absenteeism by signing up for short term independent study, long term independent study, or arranging for a hybrid program. Encore will help with attendance success. See your counselor for tailored ideas.

ATTENDANCE POLICY

- It is very important that your child attends school every day, on time.
- If a student misses more than 5 days in a class in a single semester, they will be unable to obtain credit for that class, regardless of the grade percentage. Students missing more than 5 days in a class in a semester may be dismissed from Encore.
- If a student misses a day of school, the absence must be cleared in the attendance office within three days. Uncleared absences will be reported as unexcused absences.
- If a student needs to be picked up from school, the guardian must report to the attendance office. Students will not be pulled from class the last 30 minutes of any school day.
- We apologize for the inconvenience, but we cannot pull students from class until their ride has arrived on campus.
- As a true pre-college block schedule, attendance is very important to every student every day.
- If a student misses five class meetings within a single class that is the equivalent of two weeks of missed coursework in that class. Parents, if you attended college after high school, think of how much course content you would miss if you did not attend five classes during a single term. Many college professors drop you after two to three consecutive absences. The Encore classes are pre-college paced. Help us help your students by making sure that they attend school every day.

ACCIDENTS AND INJURIES

- ALL ACCIDENTS OR INJURIES MUST BE REPORTED IMMEDIATELY. An incident report must be completed and can be obtained in the front office or health office.
- First aid may be administered on campus. All faculty and staff have completed both first aid and CPR training. Many members of the faculty have also been trained to administer Epi pen.
- If the situation warrants, paramedic services will be requested at a parent's expense. In all cases, an attempt will be made to notify the parent or guardian as soon as possible. It is absolutely essential to have a properly completed emergency card on file at the school to ensure prompt and effective treatment and parental notification.

ALL CALL PARENT COMMUNICATION

- To help keep everyone within the Encore community properly updated, there is a weekly "ALL CALL" message that is sent home to parents, generally every Monday or Tuesday at 6 pm.
- This phone message is sent to whatever phone numbers are provided by the family and does not exceed two minutes in length.
- This message covers a lot of important information and is essential for every parent to listen to.
- The "ALL CALL" system is also used to notify parents of important news and information and be used in the event of a schoolwide emergency.
- If you change your phone number, please contact the front office to let them know that your phone number needs to be changed for the "ALL CALL" system.
- It is very important that parents DO NOT opt out of receiving this message every week. This is the fastest and most comprehensive way that the school is able to communicate with parents.
- It is recommended that parents also ask for their cell phone numbers and their student's cell phone numbers to be added to the all call program.
- For parents that do not live in the same household, please make sure that both parents are on the "ALL CALL" system.

BIRTHDAY CAKE

- Encore is so happy that students want to celebrate their birthdays on campus.
- Unfortunately, they will be issued discipline (up to a Saturday school) if cupcakes or cakes are brought for the celebration. Frosting has costs thousands of dollars in cleanup and paint over the years at Encore.
- If you want to celebrate, bring cookies or pizza or other treat that does not have frosting.
- Any unfrosted treat is completely acceptable for celebration.
- Thank you and Happy Birthday!

BLACKOUT REHEARSAL POLICY

- Encore High School has a very busy after school schedule. The actual operation hours of Encore run from 7:00 am to about 8:30 pm Monday through Friday outside of shows and special events. Each campus has multiple productions that happen over the course of the year not including recitals and other shows throughout the year. This is how Encore students are taught how to be responsible as an employee in the future.
- For rehearsals leading up to a show, the casts will meet about two times per week. For the two weeks prior to the show, the cast and crew move into BLACKOUT. Blackout is mandatory and no student can miss school or a rehearsal during this time without being cut from the show. Encore's shows are elaborate, many times costumes are custom built for the cast, and time is extremely limited. For these reasons, the policy is that if a student misses a blackout rehearsal they are cut from the show. The production agreement that is signed by parent and student states that BLACKOUT is mandatory and there are no exceptions.
- It is critical that when a student is involved in a production that they are aware of who their directors are and who they should contact in the event that they are missing any rehearsal. They must contact the director BEFORE the absence occurs. Just like in any job, you cannot call in to your manager after you missed a day of work to give a reason for the absence. If you did that at work, you would likely be terminated as a "no call, no show." During blackout and rehearsals, directors look at this the same way because they are training the students to become viable employees in life.
- Even though BLACKOUT is mandatory and there are no exceptions, in the event of an emergency it is recommended to have a conversation with the director. You can do this by contacting the front office or the director directly to talk to them. During BLACKOUT, the directors are very busy and may not get to their email before walking into a rehearsal. Talk to the director BEFORE THE ABSENCE and let them know what is going on. The directors can have a conversation with the cast member to offer guidance and solutions. If you do not call prior to missing the blackout rehearsal, the directors will assume that you are no longer interested in being in the show. They have limited time to work through production issues so they need to replace immediately.
- In general, BLACKOUT rehearsals will be from 3:30 – 8:00 pm for the two weeks leading up to the show. During the first week, they clean whatever needs to be cleaned for the shows and they make any last minute replacements or changes in casting due to cuts or academic ineligibility. They may also have a costume run through and possible technical run through at this time as well.
- In week two, dress rehearsal, tech/dress rehearsal, and full run usually take place. There is likely a student show on Thursday directly after school, then shows on Friday and Saturday.
- With so little time to prepare for the elaborate shows that Encore puts together, BLACKOUT is critical for every member of the cast and when any cast member misses, it hurts the entire team that is working so hard to put together the show.

BULLYING & HARASSMENT IS NOT OK

All stakeholders of Encore are committed to a safe and civil educational environment for all employees, students, patrons, and volunteers. This means that the campus must be free from harassment, intimidation, and bullying.

What is harassment, bullying or intimidation?

This is any intentional verbal, physical or written/pictorial act (including social media) that:

- Physically or mentally harms a person or harms their property
- Substantially interferes with the education process of one
- Is persistent, severe, or pervasive that it creates an intimidating or threatening environment
- Disrupts the operation of the school or classroom

Nothing in this policy requires that the affected person has a characteristic that would be the basis for harassment, bullying, or intimidation. Examples of harassment, bullying, and intimidations are – SLURS, JOKES, INNUENDOS, DEMEANING COMMENTS, CARTOONS, PRANKS, GESTURES, PHYSICAL ATTACKS, THREATS, WRITTEN ACTIONS, PHYSICAL ACTIONS.

“Intentional acts” refers to the individual’s choice to engage in the act rather than the ultimate impact of the action(s).

This policy is not a prohibition of expression of religious, philosophical, or political views as long as the expression does not disrupt the education environment. Many behaviors that are not at a level of harassment, intimidation, or bullying may still be prohibited by other program rules.

Counseling, corrective discipline, and / or referral to law enforcement will be used to change the behavior of the perpetrator and remediate the impact on the victim. This includes appropriate interventions, restoration of a positive environment, or bullying also warrants violations of this policy.

BUSING

- Transportation to and from Encore is NOT included. As an additional service, Encore has contracted with charter companies to provide transportation in some limited areas for free.
- There is no guarantee that a student that wishes to ride the bus will have a spot on the bus due to limited space.
- Any person wishing to ride the bus must have a completed bus application form and take part in the bus enrollment day.
- Students riding the bus must maintain an attendance rate of 90% or higher.
- Students riding the bus cannot receive any suspensions in order to be eligible to ride the bus.
- Riding the bus is a privilege, not a right.
- Failure to follow school bus rules will have students ejected from transportation service
- Bus students are held to the same behavior standards as on campus. Infractions will be treated equally.

CAFETERIA FOOD

- Breakfast and lunch from the cafeteria are available for purchase in advance. Students that qualify for free or reduced lunch have alternate rates. Meals can be paid for DIRECTLY through Encore (Hesperia) or RUSD (Riverside). Please do not write checks that combine bus and lunch payments as these are not paid to the same accounts.
- THERE ARE NO REFUNDS FOR CAFETERIA FOOD PAYMENTS.

CHEATING

Copying work from a friend might not feel like plagiarism, but remember: you're still turning in someone else's work as your own. Copying another student's homework, whether it's with their permission or not, is still cheating, and it's still plagiarism. When you (and your friend) are caught cheating, you will face disciplinary action.

When students are caught cheating, they will receive an automatic zero on the assignment(s) without opportunity for recovery or to redo the assignment(s). All cheating violations will also face disciplinary action.

CYBER BULLYING DEFINITIONS AND POLICY

Policy Statement - A safe and civil environment in school is necessary for pupils to learn and achieve high academic standards. Cyber-bullying by a student at Encore directed toward another student or school staff member is conduct that disrupts both a pupil's ability to learn and a school's ability to educate it's pupils in a safe environment. The administration of Encore prohibits acts of cyber-bullying by students.

What is Cyber Bullying?

Cyber Bullying is the use of electronic information and communication devices, to include but not limited to e-mail messages, instant messaging, text messaging, cellular telephone communications, internet blogs, internet chat rooms, internet postings, social media websites, and defamatory websites that:

1. Deliberately threatens, harasses, intimidates an individual or damage to the individual's; or
2. Places an individual in reasonable fear of harm to the individual or group of individuals; or
3. Has the effect of substantially disrupting the orderly operation of the school.

Reporting Procedures and Investigation

- Any student or staff member who believes he/she has or is being subjected to cyber-bullying, as well as any person who has reason to believe a pupil or school staff member has knowledge or reason to believe another pupil or school staff member is being subjected to or has been subjected to cyber-bullying shall immediately make a report to the front office.
- The administrative designee shall investigate all reports of such conduct. If the investigation results indicate cyber-bullying was not committed, the affected parties of the investigation will be informed of the results. In the event the investigation results indicate cyber-bullying was committed by a school student on school grounds and/or using school technologies, the student will be subjected to appropriate discipline.

- In the event the investigation results indicate cyber-bullying was committed by an Encore student using non school technologies away from school grounds, the administration may report the investigation results to local law enforcement.
- In addition, school authorities have the right to impose a consequence on a pupil for conduct away from school grounds, including the school bus or at a school function. This shall be exercised only when it is reasonably necessary for the pupil's physical or emotional safety, security, and well-being or for reasons relating to the safety, security, and well-being of other pupils, staff, or school grounds.
- This shall be exercised only when the conduct, which is the subject consequence, materially and substantially interferes with the requirements of appropriate discipline in the operation of the school.

Reprisal or Retaliation Prohibited

Encore prohibits reprisal or retaliation against any person who reports an act of cyber-bullying. The consequence and appropriate remedial action for a person who engages in reprisal or retaliation shall be determined by administration after consideration of the nature and circumstances of the act.

REMEMBER – SOCIAL MEDIA IS NOT PRIVATE MEDIA. TREAT ALL TECHNOLOGIES AS IF ANYONE CAN SEE WHAT YOU ARE POSTING BECAUSE, IN MOST CASES, THEY CAN.

DISRESPECT -

Disrespect comes in many ugly ways. Among friends, has someone ever said or something that made you feel like you didn't matter, like you were 'less' than them? This is disrespect. Have you or a friend ever treated a teacher or student in a way that you wouldn't want to be treated? This is disrespect. Have your or a friend ever talked back to a teacher or adult? This is disrespect.

It is not disrespectful to disagree with an adult, teacher, or peer. It is the manner in which you deliver your disagreement that can be taken as disrespect. If a teacher asks you to do something and you disagree, rather than screaming, "I am so not going to do that!" The correct response would be to politely ask why they are asking you to do that particular task.

For example, Albert likes to sag his pants below his waist and show off his boxer shorts. An Encore Campus Aide asks him to pull his pants up. His response is, "they are up." This is a form of disrespect. A proper response would be if Albert was confused about the rule would be to ask, "Where is the top of my pants supposed to be because I do not understand the rule."

DRESS CODE -

In order to create a healthy, safe, and educationally motivating environment at Encore, a dress code has been implemented to support the learning environment. Staff, students, and parents are required to follow dress code policies at all school functions on and off campus. A student may not remain at school when clothing:

1. Creates a safety hazard for said student or other students at school
2. Presents a serious and unnecessary distraction to the learning process or campus order

The administration of Encore will maintain the determination of whether or not clothing or apparel constitutes a threat to safety and order or if the apparel is disrupting the educational process.

CONSEQUENCES FOR BREAKING DRESS CODE:

First offense – warning

Second offense – call home

Third offense – Lunch Detention

Fourth offense – After School Detention

Fifth offense – Saturday School

NONE OF THE FOLLOWING ARE PERMITTED AT ANY SCHOOL FUNCTION ON OR OFF CAMPUS:

1. Sagging pants – pants must be worn at the waist and shall not slide down below the waistline
2. Short Shorts – shorts must meet reach the bottom of the fingertips OR half way between the hip and knee cap
3. Spaghetti Straps – Any tank style top must have at least two fingers of fabric at the thinnest part of the shoulder strap
4. Clothing or accessories identified by the Riverside / San Bernardino County Sheriff's Department as being gang or hate group related.
5. Raiders, Kings, Skin, and Player 69 etc. clothing may not be worn
6. Items that promote hate, intolerance, or drug/alcohol use
7. Tube tops and halter tops
8. Unsafe jewelry and accessories including wallet chains and belts hanging from the waist
9. Visible undergarments
10. Clothing that is too tight, revealing, or sexually provocative
11. Gang style headwear
12. Oversized shorts, pants, or shirts

SHOES MUST BE WORN AT ALL TIMES IN THE COMMON AREAS AND WHEN OUTSIDE OF PHYSICAL ARTS CLASSES.

EMPLOYEE CONDUCT & SEPARATIONS

Encore works hard to make sure that the best experience is possible for the students and families of Encore. When an employee works for Encore, they have completed an extensive interview vetting process (usually four interviews) and have been subject to a Livescan background check. Encore strives to make sure that all employees are accountable for all of their actions. It is Encore policy that immediate terminations of employees are compulsory if the employee displays any of the following behavior:

1. Aiding and Abetting drug use on campus.
2. Failure to follow the rules of mandate reporting.
3. Misconduct with students or staff members.
4. Stealing.
5. Committing fraud.
6. Breaking Encore policies including breaking confidentiality policies.
7. Selling goods or services during business hours.
8. Bullying a child or staff member.
9. Breaking school, state, or federal education policies.
10. Fighting.
11. Aiding and abetting physical contact between students.
12. Drug or alcohol use on campus or at a school function.
13. Breaking any school rule that would put a student of Encore into a discipline hearing for expulsion.

Any claim against an employee is thoroughly investigated. If immediate termination is not warranted, other disciplinary actions may be brought forward for the staff member.

It is against the law for Encore Education Corporation to divulge any information regarding the termination of any employee. It is the employee's right to privacy to not have their employer discuss their employee records or any termination linked to such. Encore implores the stakeholders of the organization to recognize the rights of the employees and understand that Encore, by law, cannot discuss private employee files with any parent, student, or fellow staff member. Encore also implores stakeholders to refrain from posting slanderous claims on social media regarding the departure of any school employee. Encore cannot respond to any claim made on social media and cannot divulge any information regarding an employee.

If you would like to file a claim against a staff member, you can either go to the main office to fill out a Universal Complaint Form or send a complaint to the Human Resources office: abarkdull@encorehighschool.com.

Remember if you see something, say something.

FEVER AND SICK POLICY

- Every attempt to reach parents / emergency contact will be made when a student has a fever. Parents are expected to come pick up their student from school when they have a fever or vomiting. Any fever greater than 102.00 will result in a "911" call at the parent's expense if parents / contacts cannot be reached. Students must be fever free for 24 hours without fever reducing medication before returning to school. Please make sure that your student has a current Emergency Card on file and contacts other than parents are listed. Students cannot be in the health office for more than one hour while waiting for parent pickup.

FORGOTTEN ITEMS

- It happens to all of us at some time. Your student calls you because they forgot their lunch, ballet shoes, homework, etc. Items to be left for a student should be dropped off at the administration office. Your student can retrieve the items during school breaks. The office is not responsible for items that may be lost in transition as several items are left on a daily basis

GRADUATION REHEARSAL – MANDATORY ATTENDANCE

- It is mandatory that EVERY student that plans to participate in the graduation ceremony at Encore will be present and participate in the annual rehearsal and premeeting for graduation. If a student misses graduation rehearsal, they will not be allowed to participate in the ceremony.
- This time is spent making sure that all fees are paid, grade clearances are checked, the student knows how to participate in the ceremony, and the student is given actual tickets to graduation. The graduation rehearsal takes place the week of graduation and the students are reminded throughout the year, starting in August, that they must attend.
- It is critical that all graduating seniors and their families understand this policy is not flexible.

GUM

Gum is gross and not allowed on campus. Every year, thousands of dollars are spent to clean up gum that ends up all over campus. Encore is a no gum campus. If you are caught with gum –

- First offense – verbal reprimand
- Second offense – call home
- Third offense – Lunch Detention
- Fourth offense – After School Detention
- Fifth offense – Saturday School

HALL PASSES

Students are permitted to leave class for emergencies and other urgent issues only. A student must, in all circumstances, have a pass in their possession when NOT in class. It is up to the student to get their hall pass PRIOR to leaving the class room – NO EXCEPTIONS.

Students leaving class without a pass will be considered truant and can face a day of on/off campus suspension for non compliance.

1. No student will be allowed out on campus without a proper hall pass.
2. Passes cannot be issued to students during the first 10 minutes or last 10 minutes of a class period.
3. Only one student from a class is allowed on a pass at any one time.
4. Students who wish to see the health office must check in to their class first and use the appropriate pass.

HEALTH SCREENINGS

- As part of California's child health and wellness requirements, schools do periodic health screenings. In accordance with the screening practices of HUSD and RUSD, Encore will provide screenings for our students.
- Hearing & vision screening for all students in grades 8 and 10 will take place. Scoliosis screening will take place for all 7th grade girls and 8th grade boys. As public health nurses, the nurses conduct these screenings are trained to conduct these mandatory screenings in accordance with California state standards. Our health technician will assist them with all procedures and send home results as necessary. If a child fails a screening, a letter will be sent home to parent / guardian notifying them of the results. These results can then be taken to your health care provider for evaluation. If you do not have health insurance, we encourage you to contact Encore's health office for a list of low cost clinics in our area.
- If you wish that your child NOT BE SCREENED, please contact our health office prior to March 1. Otherwise, you student will be screened. If you have specific questions in regards to school health services. If we are unable to answer your questions, we will direct you to the county health department.

HOMEWORK POLICY

Encore's students have a very busy lifestyle in general. Encore understands how important it is for students to be able to keep up in classes, have the appropriate academic rigor, and be able to succeed in their busy lifestyle.

Encore believes that homework is essential to the academic process. Due to the nature of Encore's campus, there are limits that have been set as guidelines for the amount of homework that is given to a student on any given day.

- Only core academic courses can assign homework. A core class is considered math, science, English, or History based curricula.
- For each core academic course, the teacher can assign up to 30 minutes of homework per class meeting. This means that in general a student will receive about 15 minutes of homework every night from each of their core courses.
- Non core academic courses may have special projects over the course of the year, generally one per class per year that may require homework, but class time will generally be used to complete these projects.
- ALL AP AND HONORS courses do not adhere to the same homework limits. In Honors courses, students should expect an hour or more of homework for each class meeting and AP courses do not have time limits on homework.
- When a student is absent from school, they will receive homework in all of their classes to make up their missed day including non core courses.

Encore has an elective study hall that students can elect to take during the school year that will give them a class period in their block to work on homework if they wish to. This helps lower the amount of homework that a student would complete at home and is recommended if a student has a busy after school schedule.

This policy was adopted in 2012.

IDENTIFICATION

At the beginning of the school year, students will be issued an Encore ID card for the current school year. This identification card must be carried (Hesperia) and worn (Riverside) at ALL times. It includes the student's photo, name, student ID number, bar code, and grade level. The student bar code monitors and records bus payments, lunch payments, and debits. Students must present ID cards to staff upon request. Refusal by the student to identify themselves when a reasonable request to do so is made is a disciplinary offense. This is also a way for students to identify themselves in public prior to them receiving their California Driver's License or state issued ID card. If a student does not wear their appropriate ID card they will be sent to the discipline office. The Encore ID cards cannot be altered in any way. Sharing ID cards will result in disciplinary action up to and including dismissal from the school. The student identification card also bears critical phone numbers for Suicide Hotlines in the event that a student needs confidential support. **A \$5.00 replacement fee will be charged for any damaged or lost ID cards.**

Illness, injury or Accidents at School

When a student feels ill at school they need to inform the teacher and ask for a pass to the Health Office. Students feeling weak or faint will be accompanied to the office. If a student requires longer than a 15 min. rest, a parent will be contacted and asked to pick up the child so proper care and attention can be given at home. Parents, or their assigned contacts, must be available to pick a child up within 30 minutes of a call from the school. Current information including phone numbers must be updated every year on the "Emergency Card" form which is available to print on the web site.

Every effort is made to provide for the student's safety and comfort at school. If a student is actively vomiting or has a fever greater than 100.4, the student is not permitted to stay at school. A parent or their contact will need to pick up the student within 30 minutes of the call. If a fever goes over 102.0 and the parent or contact is unavailable, 911 will be called. Our school policy is that the student will need to be "fever free" for 24 hours without fever reducing medication to return to school.

If a student should have an accident or injury at school, first aid will be given immediately to make the student as comfortable as possible. If an injury is more serious than a simple bruise or scrape, a parent will be called. If parents are unavailable the Health Technician or school administrator may make the judgment to call paramedics to evaluate the emergency and render treatment. Encore High School is not liable for any medical treatment costs incurred on or off school property. All staff members are both CPR and First Aid certified. Several staff are also Epi Pen Trained. Coaches and Physical Arts Instructors undergo concussion training.

Following any illness or injury which prevents the student to come to school and/or participate in regular physical activity for more than 2 days, a note must be obtained from the physician to clear the absence and/or re-instate physical activity. Specifically for injuries, the note must be clearly dated to when the student may participate physically in their classes and/or upcoming performances, games or competitions.

The use of wheelchairs, crutches or ace wraps must be prescribed by a physician. Knee and ankle braces do not need a doctors order and may be used as needed due to muscle strain.

Seasonal flus generally begin to surface in the schools late October – November.

It is important for students to have good hygiene practices to prevent the spread and/or contact of the flu. Students are encouraged to wash their hands with soap & water before meals, as well as use hand sanitizer and tissues during school. If a student becomes ill at school, their symptoms will be evaluated in the Health Office. If fever or persistent cough are present, they will be sent home. For updated information regarding the flu please visit the government website.

LOST AND FOUND

Clothing – The lost and found box for clothing outside the Student Store in Riverside and next to vending in the F building in Hesperia. Check there for clothing items that you may have lost. This box is emptied and donated to charity at the end of each month.

BACKPACKS, JEWELRY, ELECTRONICS – These items are turned in to the reception desk on the 3rd floor and in the G building. At the end of each semester, these items are donated to charity.

WHAT TO DO IF YOU LOSE SOMETHING.

First, don't assume that your stuff has been stolen. Encore has more items of value turned in because someone left it out or forgot about it. Very rarely are items actually "Stolen." We have literally hundreds of items that go unclaimed every year.

Next, check the main office. Clothing items are not monitored so check the lost and found bin. We have had everything from shoes to dresses turned in to this box. Other items are turned in to the reception desk.

After that, if your item has not been found, fill out an incident report. The reception desk will have record of you reporting something lost in case it comes in. Be specific when describing your stuff. If you have an Iphone, but yours is red and screensaver has a bulldog on it, it will be easier to locate your stuff if it is recovered.

What if I find something?

As a stakeholder at Encore, it is your responsibility and duty to turn in the found item to a teacher of the main office immediately. Failure to do this could get you into trouble later.

Medication & Prescriptions

The following information relates to the administration of medication at Encore High School in accordance with the California Education Code (Section 49423).

Medical treatment is the responsibility of the parent and the physician; medications are rarely given at school. The only exceptions involve special or serious problems where it is deemed absolutely necessary to give the medication during school hours, and where it is not possible for the parent to administer it to the student. Consequently, the parent is urged with the help of the physician, to work out a schedule of giving medication outside of school hours.

In order for the Health Office staff to administer medication (prescription or over-the-counter) to a student; specific orders must be written and signed by the student's physician on the "Physician Instruction/Parent Request for Medication" forms which are available to print on the website.

- Physician instructions form
- Parent Request Form

Any time the medication, the dosage or the time is changed, a new form is required. Each request must clearly specify the name of the medication, the reason for the medication as well the dose, time and frequency for administration. Medication forms must be updated every new school year.

It is the parent's responsibility to take these forms to the child's physician to fill out and return them with the medication to the Health Office during normal business hours.

All student's using an asthma inhaler on campus must have these forms filled out as well.

- Physician instructions form
- Emergency card form
- Participation for sports exam form
- Release of liability

MESSAGES FOR YOUR STUDENT

- Only valid emergency messages will be delivered to students during the school day. School staff reserves the right to determine if a valid emergency does exist.
- Office telephones are for office business only. Students can only use the office phone to make phone calls in the event of emergency.
- Encore's open campus policy allows parents to have lunch with their student during regular lunch hours. To do so, parents MUST check in with the third floor desk (3666 University Avenue, Riverside) to receive visitor's credentials.

PARENT CLASS PICK UP

If you need to pick up your student from school, please do not call your student's cell phone and ask them to meet you. Your student is Encore's responsibility while on campus and proper procedure needs to be followed.

1. The legal parent / guardian or emergency contact must come in to the attendance desk and show proper ID to have a student called from class or to be picked up.
2. For security reasons, parents cannot call ahead to have a student removed from class without verification of parent / guardian identity. They can write a note to give to the attendance desk before school if they know that the student has an appointment. However, additional verification of authenticity may be requested and should be expected. This may come in the form of a phone call to the parent / guardian and/or digital verification.

PLAGIARISM & CHEATING

What is Plagiarism?

Though it is possible to accidentally copy someone else's ideas or work, it can sometimes be purposeful. Intentionally passing someone else's work off as your own is called plagiarism. Plagiarism obviously hurts the person whose work you are copying, but it hurts you too! By taking shortcuts and avoiding the creation of your own work and ideas, you cheat yourself out of learning about the subject you're studying and writing about. Your teacher gave you the assignment for a reason. It is important to learn to research, analyze, come up with your own ideas, and express them in your own words. That's not to mention the disciplinary consequences you could face should your teacher discover that you've plagiarized.

AVOIDING PLAGIARISM

To avoid accidentally plagiarizing, make sure to always be clear about where the information in your assignment came from, whether it was a book, video, or a website. To do that, you need to know the author, title, and publishing date of the source you used. Always include quotation marks around the text pulled directly from another source and ask your teacher about what format they would like you to use when including citations. If you're ever unsure how to best cite a source, or whether you need to cite a source, just ask your teacher and consult a guide on the citation format your teacher has asked you to use. (MLA, Chicago, etc.)

WHAT HAPPENS IF I PLAGIARIZE OR CHEAT AT ENCORE?

At Encore, we take cheating and plagiarism seriously. At the very least, you will receive a zero on the assignment without the opportunity to make it up, no matter what the assignment is worth (this includes homework, tests, and term papers). If you are caught cheating, your parent or guardian will be notified. It will be marked on the parent portal that you were caught cheating on the assignment. Dependent on your offense, you could also face Saturday school, suspension, and a behavior contract. If you are placed on a behavior contract and caught cheating, you will be dismissed from Encore. This offense will be placed on your discipline file and you might be faced with having to explain to potential colleges why you cheated or plagiarized.

ANTI PLAGIARISM CHECKLIST

- When I used sentences just as they were in the source, did you put quotation marks around them?
- When you summarized ideas in your own words, did you give credit to the original source?
- Did you write your own ideas instead of cutting and pasting from the internet?

- When you went on the internet, did you use a verifiable source? There is a lot of misinformation on the internet.

POSTERS –

- Permission to post flyers and posters may be obtained from the ASB Director / General Executive Manager / CEO / COO. ONLY APPROVED POSTERS MAY BE POSTED. Posters may be posted in designated areas and adhered with blue painter's tape at all four corners.

PUBLIC DISPLAY OF AFFECTION

Encore is a friendly campus, however, there is a limit of how much affection is allowed on campus. A general rule of thumb for Encore students is, "If you wouldn't do it in front of grandma, please don't do it here."

The following are allowed public displays of affection on the Encore campus and at Encore events:

- Hand holding
- Hugs that do not linger
- Quick kiss on the cheek that does not linger

PDA is also addressed under minor offenses in discipline.

REFUND POLICY

Although Encore offers free public education, there are several things that come up that will require payments. In general, Encore will not give a refund for funds paid for any event. In most cases, immediately after funds are received, they are used to pay for the item that the funds were intended for. As a result, no refund will be issued for items that were purchased whether or not the student takes part in the event or item. If the student is prohibited for participating in an event that they have already paid for due to discipline, no refund will be issued. If a student is requesting a refund for an event that has not yet happened, the adviser will assess whether the money has already been spent on the event. If there is money that has not been used, up to 100% of the refund is available if the student requests the refund more than six months in advance and no money has been spent to secure the space on the trip. 75% of the funds received that have not been used toward the event will be available for refund between 31 days and 6 months prior to the event. Only 50% of the funds received that have not been used toward the event will be available for refund if it is less than 30 days before the event.

- There are no refunds on cafeteria payments.
- There are no refunds on team gear once the gear has been purchased.
- There are no refunds on competition fees once the fees have been paid whether or not participation will happen.
- There are no refunds on camps and any overnight stays or flights once fees have been paid whether or not participation will happen.
- There is a \$25.00 check fee for any check returned as unpaid.

SARB HEARINGS –

The School Attendance Review Board (SARB) will ask the parent and the student to sign an attendance contract. Failure to comply with the contract will result in the order of a citation to appear in court. Once an attendance

contract is broken, the student will be returned to their home district.

For citations that are turned over to the courts, fines and penalties will be determined by the court. Fines and penalties will be increased for each subsequent conviction. The stakeholders of Encore recognize that success for a student can only be achieved through regular attendance.

IT'S THE LAW!

1. Any minor under the age of 18 years, but 13 years of age or older who is a habitual truant, may have his/her driving privilege suspended for one year.

2. Failure to enroll your student in an approved educational program could result in a \$2,500 fine and one year in county jail and probation for up to five years.

ENCORE IS A SCHOOL OF CHOICE. STUDENTS WITH ATTENDANCE ISSUES WILL BE RETURNED TO THEIR HOME DISTRICT.

SARB PROCESS SCHOOL ATTENDANCE REVIEW BOARD (SARB)

Information for parent and student The SARB Process – As established by law.

Three (3) unexcused absences –

Classified as a truant (reported to Dean) – 1st Letter Five (5) unexcused absences –

Second truancy (reported to the Dean) – 2nd Letter & SART Meeting Six (6) unexcused absences –

Third truancy, classified as a habitual truant and subject to a summons to appear at a SARB Hearing

By state law, PARENTS ARE RESPONSIBLE FOR A CHILD'S ATTENDANCE FROM AGE 6 UNTIL AGE 18.

When a student is subject to compulsory education and is absent from school without a valid excuse for more than three days or has a tardy or class absence for more than 30 minutes during a school day without a valid excuse on three occasions during a school year, or any combination thereof, is truant and shall be reported to the Dean. Any student that has excessive tardies and/or excessive absences may be dropped from Encore Jr./Sr. High School and required to return to their home district.

WHEN A PARENT TAKES THEIR CHILD OUT EARLY, FOR LONGER THAN A 30-MINUTE PERIOD MORE THAN THREE TIMES DURING THE YEAR, THAT CHILD BECOMES TRUANT. TEN (10) EXCUSED ABSENCES IS CONSIDERED TO BE EXCESSIVE.

SEXUAL HARASSMENT POLICY

Encore Education Corporation is committed to providing a work and learning environment free from sexual harassment. The schools prohibit sexual harassment of or by employees, students, or persons doing business with or for Encore on a basis of actual or perceived sex, sexual orientation, gender, gender identity, or gender expression. Failure to follow this policy is a violation of state and federal law.

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

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

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

Any student or employee of Encore who believes that she or he has been a victim of sexual harassment should bring the problem to the attention of the school-site administrator or the school's Title IX Complaint Manager so that appropriate action may be taken to resolve the problem. Encore prohibits retaliatory behavior against anyone who files a sexual harassment complaint or any participant in the complaint investigation process. Complaints must be promptly investigated in a way that respects the privacy of the parties concerned.

For inquiries about Encore policies and procedures related to sexual harassment, including how to file a sexual harassment complaint contact: Human Resources, 760-949-2036.

SOCIAL MEDIA and ACCEPTABLE USE POLICY INTERNET

3. *Social Media Encore's Policy –*
4. Students should always use the Internet, network resources, and online sites in a courteous and respectful manner towards the school, teachers, administrators, and fellow students. Students should also remember not to post anything online that they wouldn't want parents, teachers, law enforcement, or future colleges or employers to see. Once something is online, it's out there—and can sometimes be shared and spread in ways you never intended. ANY and ALL social media communications/statements and posts may be used in any investigation conducted by Encore administrative staff. Whether a post or communication is done as a "joke" or not, it will be treated as 'serious'.
5. Cyberbullying will not be tolerated and is grounds for expulsion. Harassing, dissing, denigrating, impersonating, outing, tricking and cyberstalking are all examples of cyberbullying.
6. Do NOT post comments with the intent of scaring, hurting, or intimidating someone else- remember "jokes" will be treated as serious statements. Engaging in these behaviors, or any online activities

intended to harm or make fun of (physically or emotionally) another person, will result in severe disciplinary action. In some cases, cyberbullying can be a crime.

7. Remember that your activities are monitored and retained.
8. *At Encore, the following are not permitted:*
 1. Using, reading, sending, or displaying lewd, offensive, or obscene messages, text, or pictures, including, but not limited to, child pornography
 2. Harassing, insulting, or attacking others
 3. Damaging computers, computer systems, computer networks, or computer software, whether by vandalism, "hacking" or corruption
 4. Violating copyright laws
 5. Using another's password, log-in information, or e-mail account without prior authorization
 6. Trespassing on another's folders, work, files or e-mail
 7. Intentionally wasting limited resources
 8. Using the network for commercial purposes
 9. Participating in online communication for any purpose other than an instructional purpose
 10. Downloading files such as applications, executables (".exe"), macros, and installations without teacher permission
 11. Revealing personal information such as addresses, phone numbers, e-mail accounts, or credit card numbers
 - 11a. Asking for or using personal information from any other person
 - 11b. Impersonating a staff member or anyone for the purposes of fraudulently changing grades or school records is grounds for expulsion.
 12. Transmitting, receiving or downloading material that is threatening, disruptive, sexually explicit, abusive; classified by an agency of the federal government; discriminatory and/or disparaging based upon race, ethnicity, disability, age, national origin, gender, sexual orientation, religion
 13. Transmitting, receiving or downloading any materials promoting the use of drugs, alcohol, or tobacco
 14. Playing games on the computer, including, but not limited to, gambling
 15. Instant-messaging others
 16. Selling or purchasing any illegal substance

Sports Physicals

At Encore High School we believe in student health for an Encore performance! Dance & Sports Conservatories can require long hours of practice. It is important to discuss proper nutrition & fluid intake with your child.

Annual physicals (sports or regular) are important because they help discover health problems that may interfere with participation in sports or daily life. Your health care provider will be able to provide consult on how to handle specific medical issues like asthma attacks or healing of broken bones. They can also provide tips on how to avoid injuries or identify specific risk factors relevant to your child's sport.

Sport's Physicals are required to participate in all Dance & Sport Conservatories except for general PE. The "Participation for Sports Exam" form is available to print on the website.

They are also included in our enrollment packs for new students and in the Health Office. Be sure to also print the medication forms to take to your appointment. If for any reason the doctor prescribes medications to be taken during school hours, including asthma inhalers, you will have the proper forms to turn in.

STUDENT CODE OF CONDUCT

A copy of this policy must be signed and returned to the school for you to be eligible to attend Encore. This is a condition of enrollment. If the policy is not returned within the first two weeks of school, you could be returned to your home district.

Students, YOU create the culture at Encore. It is important that students pledge to follow the policies and regulations of Encore. Thank you in advance for your help in making ENCORE the best it can be.

This code of conduct must be read, initialed, and signed by the student AND a parent/guardian as a condition of enrollment. Please make a copy of this form and save for your records. If either a parent or student does not adhere to the Code of Conduct, action up to and including dismissal from the school will occur.

As a student at Encore, I understand that there are certain ways to carry myself at school and at public school events- and HOW I do so directly reflects on Encore High School.

1. I understand that as a student at Encore that I must adhere to school, classroom and dress code policies at all times.
2. I must fully commit to the arts and academic classes that I have chosen.
3. I understand the safety corridor rules and regulations & will follow them at all times.
4. I will maintain at least a 2.0 GPA in both my academic & arts classes to avoid probation.
5. I will not cheat on any assignments.
6. I will not cut class.
7. I will carry myself as a professional at all times.
8. I will treat fellow students, faculty, staff and visitors with respect at all times.
9. I will not engage in Cyber Bullying, Cyber Terrorism, or Cyber Slander.
10. I will NOT use my cell phone, music player or computer except during designated times.
11. I will not be tardy to class.
12. I will at ALL times wear my ENCORE Student ID Card lanyard.
13. I will treat all ENCORE property including textbooks, furniture & buildings with respect.
14. I will get to school on time and every day that is physically possible.
15. If I have an issue, I will use the formal complaint procedures to help maintain order and give the school an opportunity to work through issues with me.

STUDENT DRIVERS LEAVING CAMPUS EARLY

Encore recognizes that our student population is largely regional. This means that we have a commuter campus much like many colleges and universities. As the students become licensed drivers, there will be circumstances that will require a student to leave the campus before the end of the school day. To insure the safety of Encore's student drivers, it is imperative that all parents recognize the policy for students leaving early without a parent/guardian present.

1. EVERY TIME the student needs to leave early, a verified phone call to a parent/guardian must be completed before the student can leave the campus.
2. PARENTS must understand that if a student misses more than 15 days in a single course, they could be denied credit for that course.

3. The front office is required to have the student come to the front office, sign out, and wait for the receptionist to get a hold of a parent/guardian prior than releasing the student.
4. If a student has a scheduled appointment that happens on the same days every week (like a counseling appointment), parents can write a letter stating that they are aware that the student will be leaving regularly on the scheduled days. The receptionist is still required to obtain permission by phone from the parent / guardian before they allow the student to leave.

Encore thanks the parents for their understanding in the matter. Encore strives to keep every student safe every day. Thank you for your cooperation.

STUDENT INSURANCE LIABILITY

Disclaimer – Your child’s school does NOT provide medical insurance for your school accidents. This means that you are responsible for the medical bills if your child gets hurt during school activities.

STUDENTS PASSING / POSTING NOTICES

At Encore, we respect the rights of our students. If a student wishes to pass out notices regarding personal opinions there are rules that must be followed. We do not allow students to pass out flyers, notices, or handbills on campus during school hours as this promotes littering, interferes with instruction, and makes students late for class.

If a student want to pass out notices, they must obtain prior approval from the administration and must pass out notices at the conclusion of the school day. Any student or group that passes out notices are responsible for the litter pickup on the days that the notices are handed out. In Riverside, a city permit might also be required.

THEFT DISCLAIMER

- Encore is not responsible for stolen, lost, or damaged items. The individual student is responsible for his/her personal property and for school items checked out to them. Encore makes every attempt to secure property, but are not responsible for any personal belongings including but not limited to clothing, backpacks, cell phone, money, and other equipment. When lockers are available, students must secure and store all valuables in a locker with their own lock. Do not place anything in an unlocked locker.
- **BE RESPONSIBLE**
- Literally hundreds of items are left unattended for fifteen minutes or more on a daily basis. From backpacks to cell phones plugged in at the closest electrical outlet. Encore students leave their stuff unattended.
- Parents, please talk to your students to let them know to leave valuable things at home and NEVER leave personal items unattended and unsecured at school. They wouldn’t leave their backpack in the food court at the mall. They shouldn’t leave it unattended at school either.

UNIVERSAL CLASSROOM RULES

1. BE RESPECTFUL

1. To feel or show deferential regard for, esteem
2. To avoid violation of or interference with: respect the speed limit
3. Willingness to show consideration or appreciation.
4. This means listen, don't interrupt, be considerate, and follow directions.

2. BE PREPARED

1. To make ready beforehand for a specific purpose, as for an event or occasion
2. To make things or oneself ready
3. This means come to class with finished work, writing utensils, and your book

3. BE ON TIME

1. By the time the bell rings, in your seat, ready to go.

VISITORS DURING THE SCHOOL DAY

- Visitors must go to the main office desk and sign in to receive a visitor's pass. Minors that attend school elsewhere are not allowed on campus for security reasons. If a student withdraws from Encore and needs to pick up records or return materials, they must make an appointment with the records clerk. Visitors should return their pass and check out through the same office they signed in at upon leaving. Parents / Guardians may not "sit in" on classrooms without prior discussion and proper consent from Encore's administration.
- Parent volunteers are not on campus to meet with staff or teachers regarding personal issues with their student. A volunteer conduct contract must be signed by volunteers BEFORE they can be let on campus during a regular school day. Any parent that is impeding the process of instruction on campus can / will be removed from the campus and will not be allowed back on campus during the regular school day.
- In order to gain access to the campus, parents / guardians must adhere to all Encore Dress Code Guidelines and Rules of Conduct at all times.

WORK PERMITS

- All working minors under 18 years of age must hold a valid work permit. Students should apply with the Guidance Counselor when wanting to work on school days, weekends, or during vacations. In order to qualify for a work permit, students must not be on either a performance or academic probation, not have any outstanding debts to the school, and maintain positive attendance. Until students reach the age of 18, working students must observe the following legal restrictions:
- 1. On part time jobs, they may not work more than four hours any day they are required to attend school unless they are enrolled in a work experience program.
2. If students are out of school for the day, they are not permitted to work that night.
Work permits are issued on a one year probationary basis. A permit may be canceled whenever it becomes apparent that the employment of a minor is impairing the health or education of the minor or that any provision or condition of the permit is being violated. A new work permit is required for each employer.

DISCIPLINE

Behavioral Intervention

- When a student violates policies that are described in the school discipline policy as major, severe, or other offense that is described as grounds for suspension or expulsion, a conference will be held between administrative staff, the student, and the parents / guardians.
- The student will be informed of the reason for the disciplinary action and the evidence against the student.
- At this time, the student will be given the opportunity to present their version and evidence in their defense.
- A behavior contract will be developed and signed by all parties present in which the student pledges to complete specified tasks and/or uphold specified codes.
- If this contract is broken by the student, another conference will be scheduled from which dismissal is a possible outcome.

Informal Conference

- For an off campus suspension, an informal conference will take place by the administrative staff with the student and the parent / guardian. The student will be informed of the reason for the disciplinary action and the evidence against them. At this time, the student will be given the opportunity to present their version and evidence in their defense. This conference may be omitted from due process if administration determines that an emergency situation exists. An “emergency situation” involves a clear and present danger to lives, safety, or health of students or school personnel. If a student is suspended without conference, the parent / guardian will be notified of the suspension and a conference will be scheduled as soon as possible. An informal conference can be a phone call.

Notice to Parent / Guardians

- At the time of suspension, an employee of Encore will make a reasonable effort to contact the parent / guardian by telephone or in person, to be followed up with written notice. This notice will state the specific offense committed by the student. In addition, the notice will state the date the student may return to school. If the school officials wish to ask the parent / guardian to call regarding matters of the suspension, the notice will require the parent / guardian to respond to this request within three days following that violation.

Length of Suspension / Independent Study

- Students cannot exceed five (5) consecutive days of off campus suspension without first scheduling a second conference between administration and guardians to discuss the progress of the suspension. Arrangements will be made to provide the student with supplied independent study agreements and work to be completed at home during the length of the suspension.

BULLY TRAFFIC SCHOOL / DETENTION FOR BULLYING

Encore has implemented an after school detention for students that engage in bullying and causing drama. This traffic school will be hosted on Tuesdays after school and will run from 3:15 – 4:15 pm. Like traffic school, students must participate in a one hour program that will teach them strategies on how to not be a bully and help

them define what bullying is. They are required to take notes and write thoughts that are turned in at the end of the session to prove that they were taking part in bully school.

Students must be at Bully Traffic School by 3:15 and the program will end at 4:15. Students that are late are not permitted to serve Traffic School at that time. They may incur additional discipline for not attending a scheduled traffic school. Other rules in traffic school:

- Any student cannot enter late. If they are late, they do not get credit for attending traffic school.
- All electronic devices must be turned off and put away. They may not be on the desks or in laps.
- Students must have paper and a writing instrument and must follow along with the training.
- Students may not talk, sleep, make noise, turn backwards in seats, or put their heads down.
- Training lasts one hour.
- If a student does not follow any of these rules, they will be ejected from traffic school immediately and will have additional consequences.

Traffic School is counted in Aeries like a detention. A parent signature is required for entry into detention. Bullying Traffic School addresses social behaviors that made a student act:

- As a bully
- As a “social media troll”
- As a gossip
- As a social behavior mistake
- Causing drama that made people feel bad

The purpose of the traffic school:

- To teach what acceptable behavior is within the scope of Encore.
- Go over types of unacceptable behavior.
- Strategies on how to improve social behavior so a student can avoid getting into trouble.

Part of the program talks about how to report bad behavior and how to ask for help from counselors if needed.

DEMERITS

A demerit is a way for a student to be reprimanded for breaking the rules. Demerits are cumulative. This means that if a student breaks a rule in their science class, during nutrition, and then during lunch – those three demerits will add up toward a detention or Saturday school. Any staff member can give a demerit. A demerit is a two part document. The first part goes to the student so they know they have received a demerit. The second part goes to the discipline office where they are logged. Once a student receives five demerits, they will receive an after school detention. Demerits are cumulative for the school year.

MINOR BEHAVIOR OFFENSES

A minor behavior offense is something that happens within the classroom that is a nuisance only in the classroom, but not a disruption that interrupts the educational process. Examples of these minor behavior offenses include:

- Breaking classroom rules
- Use of or bringing personal items from home (toys, roller blades, skateboards, laser pointers)
- Having food, drinks, candy, etc. in the classroom
- Chewing gum
- Minor disrespect

- Throwing objects, littering (objects that do not pose a safety hazard)
- Running in the hallways, classrooms
- Failing to return contracts

For these offenses, teachers will handle the discipline within the classroom. Teachers will give demerits to the student for each offense. When a student acquires five demerits, they will receive an after school detention.

MINOR OFFICE OFFENSES

Since Encore has a strict discipline policy, some offenses that would be considered minor at other schools will still be referred to the discipline office. The following offenses are “cite and release offenses” that should not require a lot of time at the front office, but need to be documented so behaviors can be determined.

- Dress Code
- No ID Card
- Public Display of Affection (PDA)
- Horseplay
- Creating and / or engaging in “drama” with other students

First offense – Demerit to be signed by parent and returned to discipline office

Second offense – Demerit to be signed by parent and returned to discipline office

Third offense – Lunch Detention or equivalent

Fourth offense – After School Detention

Fifth offense – Saturday School, Behavior Contract

MEDIUM OFFENSES

These offenses will require the student to fill out an incident report in the front office.

- Obscene language, materials, gestures or behavior, racial remarks or comments
- Defiance or disrespectful behavior
- Excessive horseplay
- Disrupting the classroom
- Misbehavior for substitute teacher
- Unauthorized selling inventory (inventory will be confiscated)
- Causing drama that disrupts school activities

First Offense – After School Detention

Second Offense – Saturday School

Third Offense – On campus suspension

Fourth Offense – 1 day off campus suspension / behavior contract

MAJOR OFFENSES

These offenses will require an investigation, incident report, and interviews will take place before any action is taken. Major offenses include:

- Ditching (on or off campus)
- Bullying (threatening, extorting and language of aggressive nature)

- Throwing hazardous objects (rocks, pencils, etc.) or any other activity that poses an extreme safety hazard
- Deceitful behavior (false accusations, forgery, lying, cheating, plagiarism, etc.)
- Unauthorized distribution, selling, or buying of materials or information without prior administration approval

First Offense – 1 day on campus suspension

Second Offense – 2 days on campus suspension

Third Offense – 3 days on campus suspension / Behavior Contract

SEVERE BEHAVIOR OFFENSES

These offenses will require an investigation, incident reports, and interviews before any discipline takes place. Students will be placed on independent study until the discipline hearing can take place. Severe offenses include:

- Fighting / battery, regardless of who started the fight (employing hostile contact in which at least on party or both individuals have contributed to a situation by verbal action and/or bodily harm or intent of harm)
- Assault (or conspiracy for assault)
- False alarms, unauthorized calls; dialing 911 from any phone
- Vandalism
- Bomb threats; terrorist threats
- Gang related activities
- Possession, use, being under the influence, sale or distribution of a controlled substance (this includes look alike items, tobacco, and any version of e-cigarettes)
- Weapon possession (this includes but is not limited to knife, pocket knife, chain, gun, etc.)
- Stealing
- Arson

This is not an all-inclusive list, however, the offenses listed here will result in five days off campus suspension pending an expulsion hearing.

SUSPENSION PROCEDURES

ON CAMPUS ALL DAY SUSPENSION

Students that have been placed on “on campus all day detention” will be required to serve their disciplinary time in an assigned area. The detention is served at school. Absence from “on campus detention” will result in additional disciplinary action. A student cannot be absent for their “on campus detention” date.

Written notice of on campus all day detention is made and given to the student. The student must have the notice of detention signed by a parent or guardian before they can serve this detention. Students will retrieve work from their teachers and work independently in the office for the entire school day. Campus Aides will release the student to retrieve lunch and bring it back to the assigned area. Students in “on campus all day detention” are not allowed to speak, roam, or leave the area. If they are found breaking the rules, they will be forced to add an additional day to “on campus all day detention.”

No more than five (5) days of an on campus all day detention can be given to a student in a row. If action requires different discipline, off campus suspension and / or expulsion process will ensue. If five (5) days of on campus detention are given to a student during the school year, they will be placed on a behavior contract.

A PUPIL CAN BE EXPELLED OR SUSPENDED IF: (this is not an all inclusive list)

- 51.1 Attempted to cause or threatened to cause physical injury to another person
- 51.2 Willfully used force or violence upon another person, except in self defense
- 51.3 Possessed, sold, or otherwise furnished any firearm, knife, explosive or other dangerous object, unless, in the case of possession of any object of this type that the student had obtained written permission to possess the object from the administration
- 51.4 Unlawfully possessed, used, sold or otherwise furnished or been under the influence of any controlled substance, alcoholic beverage, or intoxicant of any kind
- 51.5 Unlawfully offered, arranged, or negotiated to sell any controlled substance
- 51.6 Committed or attempted to commit robbery or extortion
- 51.7 Attempted to cause damage to school or private property
- 51.8 Stole or attempted to steal school or private property
- 51.9 Possessed or used tobacco, or any product containing Nicotine including but not limited to cigarettes, cigars, e-cigarettes, clove cigarettes, smokeless tobacco snuff, chew packets, betel
- 51.10 Committed an obscene act or engaged in habitual profanity or vulgarity
- 51.11 Had unlawful possession of, or willfully offered or arranged for the sale of any drug paraphernalia
- 51.12 Disrupted school activities or otherwise willfully defied the authority of supervisors, teachers, administrators, school officials, or staff
- 51.13 Knowingly received stolen school or private property
- 51.14 Possessed an imitation firearm (like a replica) that would lead a reasonable person to believe the replica is a firearm
- 51.15 Committed or attempted to commit sexual assault
- 51.16 Committed sexual battery
- 51.17 Harassed, threatened, or intimidated a student who is a complaining witness or witnesses in a school disciplinary proceeding for the purpose of either preventing that student from being a witness or retaliating against that student for being a witness, or both
- 51.18 Unlawfully offered, arranged to sell, negotiated to sell prescription drugs
- 51.19 Engaged in or attempted to engage in hazing
- 51.20 Aids or abets the infliction or attempted infliction of physical injury to another person
- 51.21 Caused, threatened to cause, or participated in an act of hate violence
- 51.22 Made terrorist threats against school officials or school property, or both
- 51.23 Sale of any goods for private or fundraising purposed without express written consent from the school administration
- 51.24 Destruction of school property
- 51.25 Gang related activity
- 51.26 Excessive cyber bullying, threats
- 51.27 Criminal behavior
- 51.28 Cyber hacking

In the event that any of these offenses lead a student to suspension or expulsion, the administration of Encore will notify the parents as soon as possible of the infraction and will arrange a parent / student conference with administration to discuss the infraction and consequences of the act.

If a student receives more than a total of fifteen (15) days of suspension within a single school year, they can be placed for a dismissal hearing from the school.

Encore will collect and produce data regarding the suspension and expulsion of special education students as required by the Modified Consent Decree. Encore will adhere to all provisions of the individuals with disabilities education act (IDEA) and its amendments

The decision to admit a previously expelled pupil from another school district or charter school shall be in the sole discretion of the Encore District Office. The student, guardian or representative, and District Office must determine whether the student has successfully completed the rehabilitation plan and whether there is a threat of harm or disruption posed to others on campus. The student's admission is also contingent on the capacity of Encore at the time the student seeks readmission or admission. All previously expelled students will be required to complete all admissions requirements including but not limited to lottery, new auditions and workshops.

EXPULSION PROCEDURES

Encore High School is zero tolerance, so any behavior that is unsatisfactory or dangerous will lead to immediate consequences. ALL CRIMINAL BEHAVIOR WILL IMMEDIATELY BE FORWARDED TO THE LOCAL AUTHORITIES AND PROSECUTED IF NECESSARY.

Students recommended for expulsion are entitled to a hearing to determine whether they should be expelled or not. This hearing must be held within thirty (30) days after the administration determines that an act warranting expulsion has occurred. If all parties agree to the expulsion, the hearing can be waived.

- Written notice of the hearing will be communicated to the student's parent or guardian at least ten (10) calendar days prior to the date of the hearing using one or more of the following means of communication
 - A copy of the notice will be hand delivered to the parent/guardian
 - A copy of the notice will be emailed to the parent/guardian
 - A copy of the notice will be mailed USPS to the parent/guardian
 - A copy of the notice will be mailed certified to the parent/guardian
 - A copy of the notice will be shipped via FedEx to the parent/guardian
- The notice will include
 - date, time, and place of the hearing
 - statement specifying the fact, charges, offenses upon which the proposed expulsion is based
 - copy of the school's disciplinary rules as it relates to the alleged violation
 - statement that the student and parent / guardian may appear in person at the hearing

In the event of an expulsion, Encore will work with the district of residence, county, and / or private school to assist with academic placement of the expelled student. Incidents of violent and / or serious student misconduct will be communicated to the district / school that the student enrolls in.

When a student is expelled, written notice of the expulsion will be sent by administration to the student's legal guardian. This notice will include:

1. Specific reason for expulsion
2. Notice of the student and / or legal guardian obligation to inform any new school in which the student seeks to enroll about their status with Encore.
3. Encore will notify the school where transcripts are requested of the expulsion

RIGHT OF APPEAL FOR EXPULSIONS

Parents and students will have the right to appeal a decision for suspension or expulsion from the discipline committee. A legal guardian or a student can request an appeal by submitting a formal letter of appeal to the Encore Education Corporation Board. This formal letter must be received by the Board within seven business days of the formal decision.

This formal letter must be mailed to:

- Encore Education Corporation
Attn. Appeals
16955 Lemon Street #A
Hesperia, CA 92345

Upon receipt of the appeal, the board will have ten (10) business days to review the case and give their recommendations regarding the specific suspension or expulsion. The school board can choose to meet with the student and their legal guardian during closed session to determine final outcome of an expulsion, although not required. The administration of Encore will be required to uphold the final recommendation by the Encore Education Corporation Board.

The suspension and expulsion policy will be reviewed annually and when necessary, modified.

COMPLAINT PROCESS

Encore Education Corporation strives to make sure that all stakeholders are properly served. Part of this promise of service is adopting a Universal Complaint Process.

- **START HERE** – Whenever there is an incident, concern, or complaint (whether you are a teacher, student, staff member, or other stakeholder) an incident report or a formal letter must be filed in the front office of the campus where the report is being made. All filings should start at the school level.
 - **For discipline and safety issues**, the complaint should be filed with our Dean of Students.
 - In Hesperia contact the Dean of Students. They can be reached through front reception, 760-956-2632, email or by mail 16955 Lemon Street #G, Hesperia, CA 92345.
 - **For academic and staff issues**, the complaint should be filed with our Dean of Academics.
 - Contact the Dean of Academics. They can be reached through the front desk receptionist 760-956-2632, email or by mail 16955 Lemon Street, Hesperia CA 92345
 - **Anonymous complaints** can be filed by placing an incident report in a sealed envelope and giving it to any staff member or dropping the sealed envelope into a staff box (A and F buildings) addressed to the person that should open the envelope. They can also be mailed to the General Executive Manager, 16955 Lemon Street, Hesperia, CA 92345
 - **Title IX Discrimination Complaint Form** (Including gender equity / sexual harassment / sexual violence). The Title IX Discrimination Complaint form is available in the front office or online. Once completed, this form should be given to Encore's Title IX coordinator, Ms. Ashlin Barkdull, abarkdull@encorehighschool.com, 16955 Lemon Street, Hesperia, CA 92345

SITE INVESTIGATION – Once a complaint is filed, it needs to be investigated.

- ***Time Required*** – Investigations take time so it is important to be patient. Anyone reporting an incident should allow no less than seventy two (72) business hours to investigate a claim. Depending on the claim, investigations can take less or more than seventy two (72) business hours.
- ***Notification*** – If a person files a complaint directly to a Dean, they will be notified upon completion of the investigation. Anonymous complaints will be investigated and reported as logical.
- ***Confidentiality*** – If the investigation is protected by confidentiality laws for staff and/or students, outcomes of the investigation may be protected by law and you may not be allowed to know what the results and/or actions are coming out of the investigation.
- ***Results*** – If a complainant is unsatisfied with the investigation conducted at the site level, they can file a complaint directly to the Encore (District) Executive Office.
- ***EXECUTIVE (DISTRICT) COMPLAINTS*** – When a complainant is unsatisfied with the results from a site based investigation, they can file a complaint directly to the Executive Officer Team. Whenever there is an incident, concern, or complaint (whether you are a teacher, student, staff member, or other stakeholder) an incident report or a formal letter can be filed to the Executive Officers. If no prior complaint was filed at the site level, the Executive Office (District) can refer the investigation back to the site for investigation.
 - ***Operations, Safety, Facilities, Discipline*** – These questions and concerns should be directed to the Chief Operation Officer (COO) Mr. John Griffin by contacting General Executive Manager Ms. Ashlin Barkdull, 760-949-2036, abarkdull@encorehighschool.com, Encore Education Corporation, 16955 Lemon Street #A, Hesperia, CA 92345.
 - ***Academics, Arts, Student Services, Policies*** – Questions and concerns relating to these topics should be directed to the Chief Executive Officer (CEO) Mrs. Denise Griffin by contacting General Executive Manager Mrs. Ashlin Barkdull, 760-949-2036, abarkdull@encorehighschool.com, Encore Education Corporation, 16955 Lemon Street #A, Hesperia CA 92345.
 - ***Enrollment, Media, Social Media, Events*** – Questions and concerns relating to these topics should be directed to the Chief Executive Officer (CEO) Mrs. Denise Griffin by contacting General Executive Manager Ms. Ashlin Barkdull, 760-949-2036, abarkdull@encorehighschool.com, Encore Education Corporation, 16955 Lemon Street #A, Hesperia, CA 92345.
- ***EXECUTIVE (DISTRICT) INVESTIGATION*** – Once a complaint is filed, it will be investigated.
 - ***Time Required*** – Investigations take time so it is important to be patient. Anyone reporting an incident should allow no less than seven (7) business days to investigate a claim. Depending on the claim, investigations can take less or more than seven (7) business days to investigate a claim.
 - ***Notification*** – If a person files a complaint directly to the District, they will be notified upon completion of the investigation. Anonymous complaints will be investigated and reported as logical.
 - ***Confidentiality*** – If the investigation is protected by confidentiality laws for staff and/or students, outcomes of the investigation may be protected by law and you may not be allowed to know what the results and/or actions are coming out of the investigation.
 - ***Results*** – If a complainant is unsatisfied with the investigation conducted at the District level, they can file a complaint directly to the Encore Board.
- ***ENCORE EDUCATION CORPORATION BOARD COMPLAINTS*** – When a complainant is unsatisfied with the results from an Executive (District) based investigation, they can file a complaint directly to the Encore Education Corporation Board. Whenever there is an incident, concern, or complaint (whether you are a teacher, student, staff member, or other stakeholder) an incident report or a formal letter can be filed to the Encore Education Corporation Board. If no prior complaint was filed at the site or Executive (District) level, the Board can refer the investigation back to the site or Executive Level for service and/or investigation.
 - ***Filing*** – To file a complaint with the Encore Education Corporation Board, send a formal letter to the Board Clerk, Ms. Ashlin Barkdull at Encore Education Corporation, 16955 Lemon Street, Hesperia, CA

92345. They can also contact her via email abarkdull@encorehighschool.com or contact the board directly.

- **Time Required** – Investigations take time so it is important to be patient. Anyone reporting an incident should allow no less than ten business days to investigate a claim. Depending on the claim, investigations can take less or more than ten business days
- **Notification** – If a person files a complaint directly to the Board, they will be notified upon completion of the investigation. Anonymous complaints will be investigated and reported as logical.
- **Confidentiality** – If the investigation is protected by confidentiality laws for staff and/or students, outcomes of the investigation may be protected by law and you may not be allowed to know what the results and/or actions are coming out of the investigation.
- **Results** – Results stemming from the Encore Education Corporation Board are binding to the fullest extent of the law.
- **TITLE IX DISCRIMINATION COMPLAINT** (including gender equity / sexual harassment / sexual violence)
 - To file a complaint with the school, please complete and mail, email or bring this form to the office designated below. If you are unable for any reason to complete this form and would like to make a verbal complaint, please call the office below to schedule an appointment.
 - HESPERIA
 - Encore Junior / Senior High School for the Arts, 16955 Lemon Street, Hesperia CA 92345. 760-956-2632
 - RIVERSIDE
 - Encore High School for the Arts, 3800 Main Street Third Floor, Riverside, CA 92501. 951-824-1358
 - Although the school cannot commit to keeping a complaint of discrimination confidential because of the school's obligation to investigate the complaint, the school will use its best efforts not to disseminate information concerning the complaint beyond those who have a need to know.
 - Please feel free to contact the office designated above if you have any questions regarding the process for filing or investigating complaints of discrimination (including sexual harassment).
 - Note: A victim of discrimination or harassment is encouraged to use the school's internal complaint process. Persons believing they have been discriminated against or harassed may seek assistance from government agencies such as the federal Equal Employment Opportunity Commission, the federal Department of Labor, or Office of Civil Rights.

Legal Notices

PERSONS RESPONSIBLE FOR COORDINATING 504, TITLE II, TITLE IX, AND TITLE V

- 504/EL Coordinator – Darnell Smith, dsmith@encorehighschool.com. 760-949-2036
- Title II & Title V Coordinator – Julia Dolf, jdolf@encorehighschool.com. 760-949-2036
- Title IX Coordinator – Ashlin Barkdull, abarkdull@encorehighschool.com. 760-949-2036

NON DISCRIMINATION POLICY

Encore Education Corporation does not and shall not discriminate on the basis of race, color, religion (creed), gender, gender identity or expression, age, national origin (ancestry), ethnic group identification, mental and physical disability, marital or parental status, sex, sexual orientation, military status, or genetic information in any of its activities or operations. The perception of one or more of such characteristics: or association with a person or group with one or more of these actual or perceived characteristics. Encore Education is an equal opportunity employer.

NON DISCRIMINATION POLICY STUDENT ELIGIBILITY

All students of Encore are eligible to participate in all programs provided they have met the eligibility criteria based on attendance eligibility, behavior eligibility, academic eligibility, and have met the minimum requirements (including auditions) to participate in the program.

No student will be discriminated against for entry into any program on the basis of race, color, religion (creed), gender, gender identity or expression, age, national origin (ancestry), ethnic group identification, mental and physical disability, marital or parental status, sex, sexual orientation, military status, or genetic information in any of its activities or operations. The perception of one or more of such characteristics: or association with a person or group with one or more of these actual or perceived characteristics.

ATTENDANCE AREA FOR STUDENTS

Encore is open for enrollment for any student that resides in the state of California. Any student that wishes to attend Encore that meets the requirements of grade level, resides in California, and has not been previously expelled from another school will be enrolled according to the outlines of the Encore lottery policies. No student will be discriminated against for entry into any program on the basis of race, color, religion (creed), gender, gender identity or expression, age, national origin (ancestry), ethnic group identification, mental and physical disability, marital or parental status, sex, sexual orientation, military status, or genetic information in any of its activities or operations. The perception of one or more of such characteristics: or association with a person or group with one or more of these actual or perceived characteristics.

NON DISCRIMINATION POLICY FOR RECRUITMENT & CTE ACTIVITIES

Encore is open for enrollment for any student that resides in the state of California. All programs, including CTE programs are open to all students without regard to race, color, national origin, sex, or disability. CTE opportunities will be available to all potential students. Admission to CTE programs will not exclude students from CTE programs on the basis of race, color, national origin, sex, or disability. Candidates will not be assessed for admission to CTE programs on the bases of criteria that have the effect of disproportionately excluding persons of a particular race, color, national origin, sex, or disability. Encore will not restrict admission to CTE program because the applicant, as a member of a national origin minority group with limited English language skills, cannot participate in and benefit from CTE to the same extent as students whose primary language is English.

NON DISCRIMINATION FOR HONORS AND AWARDS

Encore shall not limit honors, awards, and scholarships to a group on the basis of race, color, national origin, sex, or disability unless such targeting is done to provide opportunities to members of a group that has not traditionally been represented. Outside agencies that provide awards are to be notified of the agency's nondiscrimination policy.

NON DISCRIMINATION FOR COUNSELING

Counseling programs will not include steering of students toward particular courses or programs that are "Traditional" for the student's race, color, national origin, sex, or disability. Services and materials related to counseling and recruitment must be free of discrimination and stereotyping in language, content, and illustration. Counseling materials and activities and recruitment efforts will not discriminate on the basis of race, color, sex, or disability. Counselors will not direct students into programs based on their race, color, national origin, sex, disability, sexual orientation, gender, ethnic group identification, ancestry, or religion. Districts and schools that use testing or other materials for appraising or counseling students shall not use different materials for student on the basis of their sex or use materials which permit or require different treatment of such students unless the different materials cover the same occupations and interest areas and the use of such materials is shown to be essential to eliminate sex bias.

NON DISCRIMINATION SERVICES FOR STUDENTS WITH DISABILITIES

A qualified person with a disability may not be excluded from, denied benefits of, or subjected to discrimination in any course, program, or activity. A district/school may not restrict access for students with disabilities to schools, programs, services, and activities because of architectural barriers, equipment barriers, the need for related aids and services, or the need for auxiliary aids. Section 504 and ADA Title II are based upon the premise that students with disabilities will be integrated with their nondisabled peers as much as possible. Historically, the assumption was made that persons with disabilities would not be able to function and the able-bodied should not put them in a position where they might be "uncomfortable." However, research shows that gains made by persons with disabilities in the educational setting are enhanced when they are integrated with the appropriate aids and services.

- (1) No qualified person with a disability is excluded from, denied benefits of, or subjected to discrimination in any course, program, service, or activity solely on the basis of disability.
- (2) Students with disabilities must not be excluded from CTE, career, or academic programs, courses, services or activities due to equipment barriers or because necessary related aids and services or auxiliary aids are not available.
- (3) A district/school that operate an elementary or secondary program or activity must provide a free, appropriate public education (FAPE) to each qualified disabled person in its jurisdiction.
- (4) Disabled secondary students must be placed in the regular educational environment of any CTE, academic, physical education, athletic, or other school program or activity to the maximum extent appropriate to their needs with the use of supplementary aids and services
- (5) Secondary students with disabilities are placed in a CTE program only when the 504 FAPE requirements for evaluation, placement, and procedural safeguards have been satisfied.

ENCORE ENSURES EQUITABLE ACCESS

12.1 The agency implements policies and procedures ensuring access for students with disabilities to programs, services, and activities.

12.2 The agency provides appropriate aids and services for students with disabilities and does not have policies

that limit participation of students with disabilities.

12.3 Any educational institution shall treat pregnancy, child birth, false pregnancy, termination of pregnancy and recovery there from in the same manner and under the same policies as any other temporary disabling condition.

12.4 The FAPE policies and procedures provide for the identification, evaluation, and placement of disabled persons and include procedural safeguards. Evaluation and placement records of individual students with disabilities indicate that placement decisions are fully documented and timely re- evaluations are conducted. Persons who are knowledgeable about placement options in CTE programs participate in CTE placement decisions.

12.5 Students with disabilities enroll in regular academic courses to the maximum extent appropriate to their needs.

12.6 504 plan, placement record or IEP reflects the group's or team's determination that the CTE program is appropriate setting for the individual student.

NON DISCRIMINATION EMPLOYMENT REQUIREMENT

Districts/schools are prohibited from engaging in any employment practice that discriminates against any employee or applicant for employment on the basis of sex, disability, race, color, national origin, sexual orientation, gender, ethnic group identification, ancestry, religion, or mental or physical disability. Specific issues include employment policies, recruitment and selection matters, salary establishment and administration, reasonable accommodation, and overcoming the effects of past discrimination.

(1) Encore must notify every source of faculty that it does not discriminate on the basis of race, color, national origin, sex, or disability.

(2) Encore will establish and maintain faculty salary scales on the basis of the conditions and responsibilities of employment without regard to race, color, national origin, sex, or disability.

(3) Encore must provide equal employment opportunities for teaching and administrative positions to applicants with disabilities who can perform the essential functions of the positions and make reasonable accommodations for the physical or mental limitations of disabled (otherwise qualified) applicants unless it can be demonstrated that such accommodations would impose undue hardship.

NON DISCRIMINATION EXTRACURRICULAR ACTIVITIES AND TEAMS

Encore may not exclude any person from membership in student clubs regardless of sex, sexual orientation, gender, ethnic group identification, race, ancestry, national origin, religion, color, or mental or physical disability.

NON DISCRIMINATION PARENTAL, FAMILY, OR MARITAL STATUS

Encore may not exclude any person from any program or activity or employment because of actual or potential parental, family, or marital status, or the exclusion of any person because of pregnancy or related conditions.

GRIEVANCE POLICY

Encore Education Corporation hereby notifies students and employees that there is a grievance procedure for persons who feel they have been discriminated against based on sex, disability or any provision of 5 CCR, Title 5, and Chapter 5.3

The procedure is readily available to students and employees and it is prompt and equitable. If you feel that you have a grievance based on sex, disability or any provision of 5 CCR, Title 5, and Chapter 5.3 – Please contact Encore's Title IX Coordinator immediately. Complaint procedures are described in this handbook.

Encore Education Corporation hereby notifies students and employees that harassment is a form of discrimination subject to disciplinary consequences. Contact Encore's Title IX Coordinator, Ashlin Barkdull at 760-949-2036.

SCHOOL POLICY RELATED TO HATE MOTIVATED BEHAVIOR

Precursors to Hate Violence - Hate violence prevention requires being able to recognize precursors to violence and having effective strategies in place to respond. These behaviors include:

1. Use of racial, ethnic, immigration status, national origin, disability, gender identity, sexual orientation, religious, or sexual slurs
2. Use of symbols of hate, such as a swastika or a burning cross
3. Similar behavior by the wrongdoer towards other students from the same racial, ethnic, religious, disabled, gender or sexual orientation group or immigration status
4. Graffiti that identifies or targets particular groups with racial, ethnic, immigration status, religious, or sexual overtones

Examples of Hate Violence - Examples of hate violence include, but are not limited to:

1. A physical attack or a threat of bodily harm, on the basis of another's race, gender, ethnicity, national origin, immigration status, religion, disability, sexual orientation or gender identity
2. Intimidating or threatening language based on a student's race, gender, ethnicity, national origin, immigration status, religion, disability, sexual orientation, or gender identity
3. Damage to a student's personal property or belongings because of race, gender, ethnicity, national origin, immigration status, religion, disability, sexual orientation or gender identity
4. Circulation of written or online material or pictures

TITLE IX CONTACT INFORMATION

Name: Ashlin Barkdull, General Executive Manager
Phone: 760-949-2036
Fax: 760-956-3338
Mailing Address: 16955 Lemon Street, Hesperia, CA 92345
Email: abarkdull@encorehighschool.com

TITLE IX OVERVIEW

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

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

California Education Code Sections of 200 through 282 and Encore Education Corporation's policy prohibit discrimination on the basis of sex, sexual orientation, or gender. Title IX requires that every school or institution have a Title IX Bullying Complaint Manager to whom concerns or complaints regarding sex discrimination can be made.

Complaint Process:

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

Where can students / parents obtain further information or assistance?

- At Encore: Speak to the administration or Title IX Complaint Manager using the contact information shown above.

KNOW YOUR RIGHTS – SEXUAL HARASSMENT

Know Your Rights: Title IX Prohibits Sexual Harassment¹ and Sexual Violence Where You Go to School

Title IX of the Education Amendments of 1972 ("Title IX"), 20 U.S.C. §1681 *et seq.*, is a Federal civil rights law that prohibits discrimination on the basis of sex in education programs and activities. All public and private elementary and secondary schools, school districts, colleges, and universities (hereinafter "schools") receiving any Federal funds must comply with Title IX. Under Title IX, discrimination on the basis of sex can include sexual harassment or sexual violence, such as rape, sexual assault, sexual battery, and sexual coercion.

Below is additional information regarding the specific requirements of Title IX as they pertain to sexual harassment and sexual violence.

What are a school's responsibilities to address sexual harassment and sexual violence?

- A school has a responsibility to respond promptly and effectively. If a school knows or reasonably should know about sexual harassment or sexual violence that creates a hostile environment, the school must take immediate action to eliminate the sexual harassment or sexual violence, prevent its recurrence, and address its effects.
- Even if a student or his or her parent does not want to file a complaint or does not request that the school take any action on the student's behalf, if a school knows or reasonably should know about possible

sexual harassment or sexual violence, it must promptly investigate to determine what occurred and then take appropriate steps to resolve the situation.

- A criminal investigation into allegations of sexual harassment or sexual violence does not relieve the school of its duty under Title IX to resolve complaints promptly and equitably.

What procedures must a school have in place to prevent sexual harassment and sexual violence and resolve complaints?

- **Every School Must Have And Distribute A Policy Against Sex Discrimination**
 - Title IX requires that each school publish a policy that it does not discriminate on the basis of sex in its education programs and activities. This notice must be widely distributed and available on an on-going basis.
 - The policy must state that inquiries concerning Title IX may be referred to the school's Title IX coordinator or to OCR.
- **Every School Must Have A Title IX Coordinator**
 - Every school must designate at least one employee who is responsible for coordinating the school's compliance with Title IX. This person is sometimes referred to as the Title IX coordinator. Schools must notify all students and employees of the name or title and contact information of the Title IX coordinator.
 - The coordinator's responsibilities include overseeing all complaints of sex discrimination and identifying and addressing any patterns or systemic problems that arise during the review of such complaints.
- **Every School Must Have And Make Known Procedures For Students To File Complaints Of Sex Discrimination.**
 - Title IX requires schools to adopt and publish grievance procedures for students to file complaints of sex discrimination, including complaints of sexual harassment or sexual violence. Schools can use general disciplinary procedures to address complaints of sex discrimination. But all procedures must provide for prompt and equitable resolution of sex discrimination complaints.
 - Every complainant has the right to present his or her case. This includes the right to adequate, reliable, and impartial investigation of complaints, the right to have an equal opportunity to present witnesses and other evidence, and the right to the same appeal processes, for both parties.
 - Every complainant has the right to be notified of the time frame within which: (a) the school will conduct a full investigation of the complaint; (b) the parties will be notified of the outcome of the complaint; and (c) the parties may file an appeal, if applicable.
 - Every complainant has the right for the complaint to be decided using a preponderance of the evidence standard (*i.e.*, it is more likely than not that sexual harassment or violence occurred).
 - Every complainant has the right to be notified, in writing, of the outcome of the complaint. Even though federal privacy laws limit disclosure of certain information in disciplinary proceedings:
 - Schools must disclose to the complainant information about the sanction imposed on the perpetrator *when the sanction directly relates to the harassed student*. This includes

an order that the harasser stay away from the harassed student, or that the harasser is prohibited from attending school for a period of time, or transferred to other classes or another residence hall.

- Additionally, the Clery Act (20 U.S.C. §1092(f)), which only applies to postsecondary institutions, requires that both parties be informed of the outcome, including sanction information, of any institutional proceeding alleging a sex offense. Therefore, colleges and universities may not require a complainant to abide by a non-disclosure agreement, in writing or otherwise.
- The grievance procedures may include voluntary informal methods (e.g., mediation) for resolving some types of sexual harassment complaints. However, the complainant must be notified of the right to end the informal process at any time and begin the formal stage of the complaint process. In cases involving allegations of sexual assault, mediation is not appropriate.

If you want to learn more about your rights, or if you believe that a school district, college, or university is violating Federal law, you may contact the U.S. Department of Education, Office for Civil Rights, at (800) 421-3481 or ocr@ed.gov. If you wish to fill out a complaint form online, you may do so at: <http://www2.ed.gov/about/offices/list/ocr/complaintintro.html>.

IMMIGRATION AND CITIZEN STATUS

School officials and employees of an LEA shall not collect information or documents regarding citizenship or immigration status of pupils and their family members.

- The Agency shall report to the responsible governing board in a timely manner any requests for information or access to a school site by an officer or employee of a law enforcement agency for the purpose of enforcing the immigration laws in a manner that ensures confidentiality and privacy of any potentially identifying information.
- If an employee of a school is aware that a pupil's parent or guardian is not available to care for the pupil, the school shall first exhaust any parental instruction relating to the pupil's care in the emergency contact information it has for the pupil to arrange for the pupil's care. A school is encouraged to work with parents or guardians to update the emergency contact information and not to contact Child Protective Services to arrange for the pupil's care unless the school is unable to arrange for care through the use of emergency contact information or other information or instructions provided by the parent or guardian.
- Encore shall do both of the following:
 - (a) Provide information to parents and guardians, as appropriate, regarding their children's right to a free public education, regardless of immigration status or religious beliefs. This information shall include information relating to "know your rights" immigration enforcement established by the Attorney General and may be provided in the annual notification to parents and guardians pursuant to Section 48980 or any other cost-effective means determined by the local educational agency.
 - (b) Educate pupils about the negative impact of bullying other pupils based on their actual or perceived immigration status or their religious beliefs and customs.
- All LEAs shall adopt policies based on Promoting a Safe and Secure Learning Environment for All (EC § 234.7[g]).

KNOW YOUR RIGHTS – IMMIGRATION

Law enforcement asks about your immigration status

How to reduce risk to yourself

- Stay calm. Don't run, argue, resist, or obstruct the officer, even if you believe your rights are being violated. Keep your hands where police can see them.
- Don't lie about your status or provide false documents.

Your rights

- You have the right to remain silent and do not have to discuss your immigration or citizenship status with police, immigration agents, or other officials. Anything you tell an officer can later be used against you in immigration court.
- If you are not a U.S. citizen and an immigration agent requests your immigration papers, you must show them if you have them with you.
- If an immigration agent asks if they can search you, you have the right to say no. Agents do not have the right to search you or your belongings without your consent or probable cause.
- If you're over 18, carry your papers with you at all times. If you don't have them, tell the officer that you want to remain silent, or that you want to consult a lawyer before answering any questions.

What to do in such an encounter

- In some states, you must provide your name to law enforcement if you are stopped and told to identify yourself. But even if you give your name, you don't have to answer other questions.
- If you are driving and are pulled over, the officer can require you to show your license, vehicle registration and proof of insurance, but you don't have to answer questions about your immigration status.
- Customs officers can ask about your immigration status when entering or leaving the country. If you are a lawful permanent resident (LPR) who has maintained your status, you only have to answer questions establishing your identity and permanent residency. Refusal to answer other questions will likely cause delay, but officials may not deny you entry into the United States for failure to answer other questions. If you are a non-citizen visa holder, you may be denied entry into the U.S. if you refuse to answer officers' questions.

Additional resources:

- If you need more information, contact your local ACLU affiliate.
- National Immigration Law Center: Know Your Rights
- A Toolkit for Organizations Responding to Mass Worksite Immigration Raids
- Immigrant Legal Resource Center
- American Immigration Lawyers Association
- ACLU VIDEO: What to do if stopped by police or ICE

REQUEST FOR SOCIAL SECURITY NUMBERS

Encore Education Corporation will not ask for student or parent social security numbers nor will they file or house social security numbers for the purposes of enrollment or admissions. Social security numbers may be requested for special programs. Employees will be required to furnish the appropriate documentation as outlined by the state. Encore will ensure that social security numbers are kept secure and will not share information except what is required by law.

INFORMATION SHARING

Encore Education Corporation will not share confidential information with any third party as directed under the umbrella of legal status.