



Environmental Charter
Middle School

PARENT/STUDENT HANDBOOK

2018-19

(ECMS reserves the right to amend & revise policies)

**ECMS-Gardena
812 W 165th Place
Gardena, CA 90247
310-425-1605**

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Mission/Vision/Core Values

Our Mission

Reimagine public education in low-income communities of color to prepare conscious, critical thinkers who are equipped to graduate from college and create a more equitable and sustainable world.

Our Vision

ECS's vision is that our students are equipped with the knowledge and skills to graduate from college, inspired to discover their own sense of purpose, and empowered to become quality stewards of their communities.

Core Values

At Environmental Charter Schools, we value:

- JUSTICE - We examine bias, racism, and prejudice. We deliver culturally-responsive curricula. We succeed when students' race and class cease to predict their level of achievement. (footnote Noguera).
- COMMUNITY - We care. We collaborate. We respect the rights and voices of our stakeholders.
- CURIOSITY - We question. We explore. We innovate.
- SUSTAINABILITY - We think globally and act locally. We adapt. We encourage systems thinking to create a sustainable future.
- LEADERSHIP - We listen. We think critically. We advocate. We shift public discourse. We are our own superheroes.
- Exceptional Student Achievement which reflects relentless effort and continuous improvement;
- Experiential Learning which is authentic, relevant, and active;
- Empowered Learners who discover their own passion and purpose;

- Collaborative Relationships among students, parents, teachers, and community members;
- Community Responsibility, beginning with the individual and extending to the classroom, campus, community, and world; and
- Environmentally Sustainable Practices that utilize “systems thinking” and wisely manage resources for today and tomorrow.

Charter Schools

Charter schools offer students and parents an alternative to traditional public schools. There are many different kinds of charter schools reflecting a myriad of educational approaches. As such, ECMS is a school of choice and not bound to any geographic area. Any child in the state of California is eligible to attend ECMS.

Educational Program

The ECMS educational program is designed for students who have a desire to develop the skills, knowledge, and attitudes that prepare them for success in college preparatory courses at the high school level as well as those skills that prepare them to be effective stewards of their community.

The curriculum is presented with an integrated approach that addresses rigorous academic concepts in an authentic, interdisciplinary manner. Students also take specialty subject courses to support their academic, social, and physical development, including College Readiness, Games and Movement (physical education), Arts and Handwork, and Green Ambassadors, an environmental education and leadership sequence. As hands-on components of the curriculum, environmental service learning projects empower students to utilize their skills and energy to help solve our community’s most pressing environmental issues.

Our Team

Our Faculty

ECMS teachers are active in all parts of the school’s life, advising committees and participating in community-building events. In addition to the full-time faculty, ECMS hires specialty teachers to teach arts and handwork and games and movement.

Communication between school and home is critical to student success. Families are encouraged to contact their student’s teachers regularly. Teachers can be reached by calling the main office, sending a note, or via email.

ECMS Gardena Staff & Faculty

Dr. Qiana O’Leary	Principal
Tanya Esqueda	Assistant Principal
Cesar Delgado	Counselor/Homeless and Foster Liaison / College Readiness 8th Grade
LaKeisha Jerome	DIS Counselor / College Readiness 6 & 7
Eunice Reyes	6 th Grade Math & Science

Kalie Aiken	6 th Grade Math & Science
Ryan Hawkins	6 th Grade English & History
Jeff McBurney	6 th Grade English & History
Jordan Limon	7 th Grade English & History
MacKenzie Selig	7 th Grade English & History
Gregory Sewalt	7 th Grade Math & Science
Garrett Gibson	7 th Grade Math & Science
Michelle Bradford	8 th Grade History
Katie Mann	8 th Grade English
Adam Underwood	8 th Grade Science
Ryan Valles	8 th Grade Math
Tiffany McGinnis	Math Instructional Coach
Stephanie Lee	English Language Development Coordinator
Celese Heron	Special Education Coordinator
Susan Yu	Education Specialist
Beronica Miranda	Education Specialist
Lisa Johnson	Education Specialist
Hugo Alarcon	Games Teacher
Lindsay Ash	Handwork Teacher
Tyler Kenney	Green Ambassadors Teacher
Karolay Montoya	Community Liaison
Alejandra Camarena	Para-educator
Cyclary Mora	ELD Para-educator
Maria Rubalcaba	Office Manager
Claudia Soriagalvarro	Office Coordinator
John Escareno	Office Assistant
Sabrina Johnson	Student Services Coordinator
Luis Gonzalez	Site Engineer
Veronica Hernandez	Campus Supervision
Ezequiel Barba	Campus Supervision
Michael Salone	Campus Supervision
Alma Gonzalez	Lunch Service
Maria Lupercio	Lunch Service

Administration

The ECMS Administrative Team consists of an Executive Director, Principal, Assistant Principal, Counselor and Office Manager. They are supported by Environmental Charter Schools' staff; including a Director of Curriculum & Instruction. They participate in the creation and implementation of the school's policies and procedures. They are responsible for the financial integrity of the school and collaboratively coordinate the work done by the families to support the school. The Administrative Team focuses on curriculum, assessment, professional development, special education, and student support. The Office Manager and other office staff are responsible for the front office, all communications relating to daily attendance, the handling of student records, and student needs.

ECS Staff

Alison Suffet-Diaz	Founder & Executive Director
Danielle Kelsick	Director of Curriculum & Instruction
Kami Cotler	Director of Strategic Initiatives
Farnaz Golshani-Flechner	Chief Operating Officer
Marcela Pak	Human Resources Manager/Title IX & Uniform Complaint Coordinator
Alayna Santos	Facilities and Sustainability Manager

Board of Directors

The Board of Directors has final legal and fiduciary responsibility for all of the schools within the ECS network. It is comprised of business and education professionals, community members, and parents. It is the ultimate authority in financial and policy issues. To make informed decisions, the Board receives input and recommendations from the Administration. The Board is responsible for ensuring that the school's practices and educational outcomes are consistent with the approved charter petition. Board meetings are held regularly and are open to the public. All parents are invited to attend. Time and location of Board meetings are posted on the school's website and on the bulletin board outside the school's office.

Board Members

Anthony Jowid,, President
Ken Deemer, Vice President
Denise Berger, Secretary
Treasurer (open)
Cathy Creasia
Zena Fong
Ernie Levrony
Jenina Ramirez

Lawndale Elementary School District Representative
Los Angeles County Office of Education, Ex-Officio Representative

Authorizer

ECMS-Gardena is authorized by the Los Angeles County Office of Education.

Family Participation

Family involvement is a key component of student and school success. At ECMS families should participate through:

- Orientation program on the first day of school
- Attending parent/teacher conferences throughout the year
- Helping with homework

- Reading Friday Letter and other communication from school
- Reviewing and signing weekly progress reports
- Checking student's progress on PowerSchool
- Observing the school's programs and visiting classrooms
- Volunteering—including gardening,, assisting in handwork class, chaperoning field trips, helping with fundraisers and fairs and participation in Parent Council, School Site Council and English Learner Advisory Committee..
- Attending benchmark presentations, fairs, special events, and parent education events.

Information about the events and opportunities to participate are posted on our website and featured in our Friday Letter.

Parents/Guardians also support ECMS and their child by meeting the terms of the School/Family contract they sign when enrolling. In this contract families promise to:

1. Ensure their student attends school on time every day and stays the entire school day as per required by law.
2. Bring their student to school completely in dress code, including outerwear and footwear.
3. Send their student to school with a backpack and all the materials needed for class each day.
4. Establish a nightly homework routine to provide a quiet place and regular time to do homework; Check student's agenda and look at completed homework assignments as needed.
5. Check Progress Reports every single week; Sign and return on Mondays; Use PowerSchool to regularly check grades.
6. Read the Friday Letter
7. Attend 2 regular parent conferences and other parent meetings as needed including IEPs, SSTs or discipline-related shadows.
8. Arrange for their student to attend after school tutoring, as needed for remediation.
9. Support their student's health. Ensure they get enough sleep. Do not send gum, candy, soda or other sugary junk food to school for lunches or celebrations; send student with reusable water bottle.
10. Follow school policies and procedures described in the parent student handbook, including the discipline process and supporting the Tribes Agreements.

The class teacher may have specific recommendations for participation in addition to those listed above.

Parent/guardians attend four mandatory meetings with their student's advisor each school year.

- The first meeting is at the beginning of the year to officially meet the student's advisor and other teachers, outline grade-level expectations, review student parent handbook changes, and other noteworthy items.
- The second and third meetings throughout the school year are to meet with your child's teachers on a one-to-one basis and review academic and behavioral progress, test scores, and other relevant information. Bilingual staff

members will be available to assist teachers who need help with translation. Some families may be required to attend a fourth teacher meeting, if student requires additional supports.

Parent Council

The ECMS Parent Council consists of two parents from each grade level. The Parent Council is elected by the parents they represent every year. A member of the administration attends Parent Council meetings and seeks input on campus issues, clarifies school policy and identifies parent education needs. The Parent Council elects a Governor who reports on parent activities to the ECS Board of Directors and works closely with the administration as a resource on calendaring and other issues that affect parent involvement activities. Parent Council and Administration review school data to establish priorities, identify school needs and determine whether programs and actions are effectively progressing towards achieving ECMS-G's student learning outcomes. Parent Council members also serve on School Site Council.

The Parent Council's role is advisory and consultative. It has an important role in informing decision-making processes, but it cannot make decisions on behalf of the school.

School Site Council

The School Site Council includes parents, teachers and staff members. It works with the principal to develop, review and evaluate school improvement programs and school budgets.

Equity and Diversity Committee

The Equity and Diversity Committee(EDC) is group of parent, teacher, staff, and administrator representatives who analyze school data looking for indicators of inequity. This year we are implementing a series of interventions to foster a "community of belonging" for African American students and parents at ECMS-G.

District & Site English Learner Advisory Committees

The DELAC & ELAC are parents, staff, and community members designated to advise district officials on English learner programs and services. Parents of English Learners are encouraged to participate. The ELAC includes at least the same percentage of parents of English Learners as there are English Learners enrolled at ECMS-G.

Communication

Communication with your child's teacher is very important. At the beginning of the year, teachers will notify you of the best ways to contact them.

- Parents must make arrangements with the teacher or the office to schedule any and all visits.
- Parents may not arrive during the instructional day, before or after school to meet with teachers unless arrangements have been made in advance with the teacher.
- Teachers are available via telephone, email, and by appointment.

School information is available via:

- Flyers
- Bulletin board in office
- Notes sent home with the student
- Email
- Automated phone calls/texts
- Friday letter
- Website: www.ecmsgardena.org

Every Friday, a letter will be sent home with your student. Please look for the “Friday Letter” each week. Friday Letters are also available in the front office and posted on our website.

Powerschool is our online student information system. Parents receive a Powerschool password at the beginning of the school year. With it, they can access Powerschool using any computer with an Internet connection. There is a computer in the front office parents may use for Powerschool access. On Powerschool, parents can see their students’ scores on standards, absences and missing school work. If you have questions about Powerschool or need a new password, please contact the front office.

Dispute Resolution

Members of the school community should first attempt to resolve any conflict with the person or persons directly involved or affected by the issue.

- **Students:** If there is a conflict between students and direct discussion cannot resolve the conflict, students will be expected to follow the conflict resolution techniques taught in the classrooms through real-life situation, role-playing and/or discussions. Students may choose to walk away from a situation, choose to share how they feel without continuing to find consensus, or chose to use active listening and problem-solving strategies to reach a consensus amongst the students. Learning and practicing these skills and strategies is a part of ECMS’s Tribes program. Staff will incorporate these techniques into problem-solving situations as a regular practice. If students are unable to resolve the conflict they will be expected to ask a teacher or staff member for assistance in resolving the conflict. If the teacher or staff member is unable to resolve the conflict, the counselor will facilitate a dispute resolution process.
- **Parents:** If a parent has a conflict with their student’s teacher, the parent should first attempt to resolve the conflict with the person or persons directly involved or affected by the issue. If the conflict is not resolved they should contact administration for assistance.
- If parents have concerns about student conflicts or discipline, they should speak with the administrator handling the issue. If conflicts are not resolved, contact the Principal for assistance. If the conflict involves the Principal, parents will request a dispute resolution process through the Executive Director.
- If parents have conflicts with other parents, they should speak with an administrator. If conflicts are not resolved, contact the Principal for assistance. If the conflict involves the Principal, parents will request a dispute resolution process through the Executive Director.

The final school-level appeal is the Principal. Conflicts not resolved at the school-level can be appealed to the Executive Director. The final level of appeal is the school’s Board of Trustees.

The party initiating the appeal must submit a written request for Board of Trustees review to the board chair within (5) five business days of the Executive Director's final decision. The Board of Trustees will hear the appeal at the next scheduled regular meeting, unless the board chair determines that the urgency of the issues necessitate that a special meeting be called to hear the appeal. All confidential issues will be heard in closed session, in accordance with the Brown Act.

Student Work & Images

Environmental Charter Middle School may use photographs of children's work to document the life and growth of our school. There may be occasions when photographs of children performing are part of that documentation. Please be aware that images of your child or their work might be shared with the state or other schools as part of our effort to demonstrate the efficacy of our curriculum. If you do not wish for pictures of your child to be used, please contact the main office.

ECMS-Gardena School-Wide Rules

1. Follow the Tribes Agreements
2. Follow all handbook/classroom rules and directions given by ECMS-G staff on campus. If directions are not followed, any staff may take disciplinary action.
3. Students must dress as described in the dress code at all times on campus and field trips.
4. Students are responsible for keeping each classroom, computer cart, the patio, the courtyard, and all parts of campus clean. No spitting, littering or vandalism.
5. Students are expected to bring healthy food for snacks and meals. Students may not have junk/sugary food, candy, gum, soda or plastic bottles on campus.
6. All electronic devices must be powered off and put away on campus during school hours unless facilitated by a teacher for instructional purposes.
7. Students must have a pass to be out of their classrooms. Students may not be in any classroom, the educational building, patio or the parking lot without staff supervision.
8. In the educational building everyone must walk in appropriate areas, use quiet voices, take off hats, carry balls, and refrain from throwing objects.
9. Students are responsible for their own belongings. Don't touch other people's belongings without permission.
10. Students will maintain school appropriate physical contact at all times. Fighting and play fighting are strictly forbidden on campus.

The Tribes Agreements

The Tribes Learning Community program is designed to create a safe and supportive community for students. Teachers include Tribes activities in their lessons to ensure that students feel included and learn the skills they need to be successful members of a learning community. Parent support of our Tribes Agreements at home will help students avoid disciplinary problems.

Environmental Charter Middle School students are expected to follow the five Tribes Agreements:

1. Attentive listening
2. Appreciations/No put downs
3. Right to Pass & Right to Participate
4. Mutual Respect
5. Mindfulness

In following the Tribes Agreements students will:

- Demonstrate respect for and cooperate with all adults at school.
- Treat classmates and schoolmates with respect, both in the classroom and on the playground.
- Be in class on time and prepared to do work.
- Complete all assignments in a timely manner, both in class and at home, to the best of their abilities.
- Follow all school rules and behavior codes, including no fighting, threatening, bullying or put downs.
- Accept responsibilities and consequences for their choices.
- Contribute to creating an atmosphere where school is a place to feel safe and supported in the learning process.
- Deliver all home-school communications promptly.
- Treat our school environment with respect.
- Participate in classroom activities.

Academic Honesty/Cheating

It is our expectation that students take responsibility for their learning and experience the pride that accompanies academic achievement. This ensures a positive learning environment that emphasizes intellectual integrity. Plagiarism/Cheating impedes a student's academic progress and compromises the trust between teacher and student, which is fundamental to the learning process. Cheating/Plagiarism may lead to disciplinary action.

Cheating and/or Plagiarism includes but is not limited to:

1. Receiving or providing information during a test or for a test given in an earlier period.
2. Using material on tests when the teacher has not given permission to do so.
3. Violating the teacher's testing rules and procedures.
4. Using somebody else's writing (word for word—or almost word for word) and using it as your own (plagiarism) or using somebody else's ideas and saying they are your own and not giving credit.
5. Using or copying another student's assignment to turn in as your own work.

6. Allowing other students to use your work on assignments with the exception of specific group, lab, or collaborative projects.

Student Success Team

To assist our staff in better identifying and meeting the needs of underachieving students, our school utilizes a Response to Intervention process.

The Response To Intervention (RTI) process begins in the classroom, with teachers' expectation that all students shall succeed. ECMS teachers will use multiple assessment tools to monitor student progress and implement differentiated instruction to meet the needs of individual students.

If these adjustments are not sufficiently effective to resolve concerns, the core teachers will meet to evaluate student strengths and challenges and collaborate on possible strategies to support student success. The student's situation is re-evaluated at each subsequent core-team meeting and, if insufficient progress is made, a Student Success Team meeting is scheduled. Teachers, parents or administrators may schedule a Student Success Team (SST) meeting.

Student Success Teams are a formal way to address concerns administrators, teachers or parents have regarding a student. Student Success Teams can address social, academic or behavioral concerns. A Student Success Team consists of the class teacher, parents, administrator and/or other suitable staff members (e.g., teachers or staff with appropriate expertise or special knowledge of the student or situation). Depending on the child's age and the situation, the child may be a member of the Student Success Team. During an SST meeting, participants explore the issue of concern, strategies used previously to address the issue and brainstorm future strategies. SST meetings can result in the creation of either a "Student Behavior Contract" or a "Student Success Plan". Both can include strategies to be implemented by teacher, administration, parent and/or student. The Student Success Plan describes strategies to be implemented to help the student improve in identified academic areas and, in some cases, includes a behavior contract. The Student Success Plan also includes goals and benchmarks for student achievement, time frames for progress, and follow-up meeting dates.

The SST is not a special education function. It is not subject to the special education timelines or legal requirements. The conclusion of the SST process may result in the referral for services through the provisions of a Section 504 Plan, services for English Language Learners, G.A.T.E., academic remediation, or for Special Education Assessment. ECMS will refer a student for a special education assessment when the team identifies that the modifications or assistance provided in the general education classroom is not sufficient in meeting the student's needs.

Student Success Team meeting request forms are available at the school office. Parents may request a Student Success Team meeting after having met with their classroom teacher and/or administrator regarding their concerns.

Students with Special Needs

As a public school within California, state law requires all charter schools to identify and assist students with academic, physical, or social/emotional issues that may impede their school performance. ECMS serves its special education students with an onsite special education teacher who collaborates with classroom teachers and provides resource support to students. We also receive support from the Southwest SELPA

If your child has previously received special education and/or been served under a 504 Accommodation Plan at another school it is the responsibility of the parent/guardian to notify the school that the student has an IEP or a 504 plan when completing

the enrollment packet once your child is formally enrolled. If you have indicated your child has an IEP or a 504 plan, our special education teacher or counselor will contact you to discuss continued services.

Students with disabilities may be eligible to receive special education services. These services are based on assessment and determined by an Individualized Education Program (IEP) team, which includes the parents/guardians, on-site special education coordinator/teacher, classroom teachers, and administration. Special education services are designed to meet the unique educational needs of students. Such services may include support, instruction and accommodations in the general education classroom, or other settings.

Section 504 of the Rehabilitation Act of 1973 (Section 504) is a federal civil rights law that prohibits discrimination against individuals with disabilities in programs and activities that receive financial assistance from the US Department of Education. Section 504 requires that students with disabilities be provided a free and appropriate public education (FAPE), a program designed to meet the educational needs of students with disabilities as adequately as the educational needs of students without disabilities. For students who are not eligible for special education services, but meet the federal definition of disabled under Section 504, a Section 504 Plan is developed which indicates the accommodations, supplementary aids and or services that will be provided to assist the student in accessing the general education program.

Attendance

Attendance is critical to success in school. Every student is expected to attend school on a daily basis, unless there is a valid reason for his/her absence. Education Code 48400 states that each person between the ages of 6 and 18 years is subject to compulsory full-time education.

Truancy

Students are truant when:

- Absent from school without a valid excuse for three full days in one year.
- Absent for more than any 30-minute period during the school day without a valid excuse on nine occasions in one school year
- Any combination of the above

Students that are considered truant will be referred to the School Attendance Review Team for intervention.

Do not allow your child to have excessive unexcused absences. Unexcused absences/truancy may include the following:

- Personal business
- Car problems
- Family vacations or trips
- Rain
- Walk out/demonstrations
- Personal travel

If your student has an excused absence or is tardy they must:

- Report to the office before going to the classroom.

- Turn in a note for the absence
- Sign in
- Obtain a pass to class or a tardy slip
- Return to class

Students who are tardy or absent are responsible for making up missed work with the individual teacher. Allow 48 hours for homework requests, and understand that class activities and projects may not be able to be replaced with make-up work.

EARLY PICK UP

We discourage parents from picking students up early, but if your child must leave early, please come to go to the office and sign out your child. Parents or authorized people listed on the emergency card must show valid identification to the main office. Parents should not go to the classroom to get their student.

We also encourage you to keep your Emergency Contact information current, so we can reach you without delay. If we cannot reach you, then we will call the other emergency contacts on your contact list. Students will only be released to those people who are listed on the emergency card.

Repeated inability to reach parents and emergency contacts may result in referral to the Department of Child and Family Services.

Medication/Health Services

ECMS's health services are offered in the Main Office. Although ECMS does not have a health specialist on staff, a trained staff member is available to provide basic assistance during school hours.

HEALTH ALERTS parents must inform ECMS of any medical conditions which restricts physical activity; require special attention. Also inform ECMS of medical conditions such as asthma, seizures and allergies such as medications, peanut and bee stings.

Students needing health services during school hours should go to the main office, sign in, and wait for instruction or directions.

PRESCRIPTION AND NONPRESCRIPTION DRUG POLICY

When a student must take any medication at school or during a school-sponsored event, a parent or guardian must:

- Bring the prescription or nonprescription medication to the office in its original container with the student's name, physician's name and the name of the medication.
- Make sure the dosage and time to be administered is clearly labeled.
- Bring in proper medical forms filled out (please see the main office for these forms).
- Pick up unused medication at the end of each school year. Medication cannot be stored over the summer. Medication not collected by the parent or guardian will be discarded.

Students must report to the main office when the medication is to be dispensed. Students may not carry prescription medication while at school, with the exception of asthma inhalers. For a student to carry an asthma inhaler parent, parent or guardian must first fill in proper medical forms.

Students may not carry non-prescription items including, but not limited to, cough drops, ibuprofen, acetaminophen, and/or allergy medicine. ECMS does not provide non-prescription items to students.

EPI PENS

Epi Pen administration the California Education Code (EC) Section 49414, as amended by Senate Bill 1266, effective January 1, 2015, requires school districts to provide emergency epinephrine auto-injectors to trained personnel who have volunteered, and provides that trained personnel who have volunteered may use epinephrine auto-injectors to provide emergency medical aid to persons suffering or reasonably believed to be suffering from an anaphylactic reaction.

Suicide Prevention and Intervention

Suicide is a major cause of death among youth. Our staff is trained to recognize the risk factors and warning signs of suicide and our counseling office is ready to connect students and families to resources that can help youth in crisis.

If you believe that your child is thinking about suicide, approach the situation by asking. Asking is the first step in saving a life and can let them know that you are there for them and will listen. If you need IMMEDIATE assistance due to a life threatening situation, call 911. For a psychiatric emergency, contact the Department of Mental Health 24-hour ACCESS Center at (800) 854-7771.

Our suicide prevention policy is available in the office.

Pupil Fee Policy

ECMS students are not required to pay any fees, deposits, or other charges for their participation in an educational activity which is an integral part of ECMS's educational program, including curricular and extracurricular activities. Students are responsible for the replacement cost of books or materials that are loaned to them, if they are damaged or not returned. When the ECS Board approves fees that are authorized by law (Education Code 49011), they shall consider students' and parents/guardians' ability to pay when establishing fee schedules and granting waivers or exemptions.

Fundraising can help develop students' sense of social responsibility and bring valuable resources to our school. However, students will not be barred from an event or activity because they did not participate in fundraising and donations are always voluntary.

Concerns or questions about fees should be brought to an administrator. The complete pupil fees policy is available in the ECMS office. Unresolved concerns can be submitted to the Executive Director and/or submitted through the Uniform Complaint Procedure.

Lunch and Snacks

If you are interested in applying for our Free and Reduced lunch program, applications are available in the main office. Lunch can be ordered by the month in the main office.

Lunch is also available for purchase or as part of the National School Lunch Program. After the first few weeks of school, monthly order forms are distributed to students and the school orders lunch selections based upon the forms returned. The order form does not guarantee the section will be available.

Students are allowed to bring a mid-morning snack each day. Do not send students to school with sugary foods, coffee drinks, gum, candy, or soda. These are not allowed and students will need to throw them away.

Students who are bringing a sack lunch should have:

- A healthy lunch including vegetables, fruit, and whole grains
- A plain, logo free reusable container for their lunch
- A reusable water container – single use plastic bottles SHOULD NOT be brought to campus

Due to the possibility of severe allergic reactions and a variety of other considerations, we request that children do not share food. If your student has a food allergy, please notify the main office and note it on the emergency card. If you order school lunch and your student has a food allergy you must bring documentation from your medical provider in order to receive an alternate meal.

Dress Code

Dress code is plain, solid-colored polo shirts and plain pants or shorts. All clothing must fit comfortably, so it does not interfere with students' ability to jump, run, and climb.

- Shirt: White, Black, Lime Green, and Teal polo or knitted style shirt with short or long sleeves.
- Outerwear: Jackets, sweaters or sweatshirts must be solid colors and free of logos: White, Black, Lime Green, Teal, only. Uniform must be visible under the outerwear.
- Bottom: Black, Khaki, or Grey skorts/shorts, chinos, dress pants, and black or grey jeans only. Blue denim jeans are not allowed.
- Shoes: Flat, comfortable, and closed-toed. Students need to be able to run in their shoes. No wheeled shoes.

Other Rules and Regulations:

- Pants cannot fall below the waist, be baggy or sag, and may not contain designs.
- Pants must be free of tears, slits, or rips.
- No sweat pants, Dickies, or blue denim jeans.
- Black leggings/jeggings may be worn only with shorts or skirts.
- Skirts, shorts, and skorts must be knee length.
- Belts: solid black, brown or blue, no adornment on belt or buckle.
- Students should wear flat, comfortable, closed-toed shoes.

- Students not in uniform will not be permitted to attend field trips.
- No bandanas or 'do-rags'.
- The wearing of hoods, hats and beanies is not allowed inside the school.
- Outerwear should be free of logos.
- Plain sun hats are allowed on the playground.
- Perfumes, colognes, scented body sprays and scented lotions may not be brought to school. Students may apply them before coming to school, and, if they wish, use unscented deodorants or lotions at school.

DRESS CODE COMPLIANCE PROCEDURES

- First offense: receive a warning notice to bring home to parents to sign and return.
- Second offense: the student will be given loaner clothes to wear, and their parent will be called and required to bring appropriate clothing.
- Third offense: student will receive a disciplinary referral.
-

Cell Phone/Electronic Devices

- Students must have cell phones and/or electronic devices off during school hours
- There is an office/classroom phone for emergencies
- Students may use office phone during break, lunch, and after 3:45pm
- If ANY teacher/staff member asks for a student's phone and/or electronic device student must follow directions
- If a student gets their cell phone/electronic device taken away:
 - First offense: Warning, student may pick up after school
 - Second offense: Parent pick-up
 - Third offense: Disciplinary Referral

ENROLLMENT PROCEDURES

Admission to ECMS is open to any child who resides in California.

Applications for admission will be available by December. Application information will be posted on our website. Siblings of ECMS-G students have a preference in enrollment at ECMS-G. If more applications are received than seats are available, there will be a random public lottery. Date of the lottery will be printed on the application and stated on the school's website.

The decision to admit a pupil previously expelled pupil from another school district or charter school shall be at the sole discretion of ECMS's principal or designee.

ECMS students do not automatically transfer (enroll) into Environmental Charter High School. Parents will need to apply and follow the high school's application process.

RE-ENROLLMENT PROCEDURES

Each spring, enrolled students will need to notify ECMS of their intent to return the following year.

- Deadline for re-enrollment notification is the last Friday in February. This deadline will be posted in the Friday Letter.
- Re-enrollment forms will be distributed via the student's advisory teacher and will be available in the office. A signed Re-enrollment form needs to be submitted for each student in order to complete the re-enrollment process. We cannot accept telephone or email messages in place of a signed form.
- If ECMS does not receive notification of re-enrollment by the deadline, a student's space may be given away.
- Students who lose their space may apply for re-admission. Their application will be treated the same as any other applicant's.

DISENROLLMENT PROCEDURES

If your child is absent for the first three school days of the academic year, on the third day, a written notice will be sent to you. This notice will state that if we do not hear from you for five school days after receiving this notice, your child will be disenrolled. You as the parent have the option to send a letter of appeal to the Board of Directors contesting their disenrollment prior to finalization.

If your child is absent for more than five consecutive days and there is no notification to the school, you will also receive a notice from the school stating that if we do not hear from you for five school days after receiving this notice, your child will be disenrolled. You as the parent have the option to send a letter of appeal to the Board of Directors contesting their disenrollment prior to finalization.

Following disenrollment, your child's space will be allocated to another student on the waiting list and we will notify your home district that your child no longer attends this school.

Retention Policy

Upon enrollment at ECMS, students whose previous year's English and math state test scores are "Standard Not Met" and/or students who score more than three years below grade level on the NWEA Measures of Academic Progress (ECMS's diagnostic assessment), may be identified as at risk of retention. The following will take place for those identified as at risk of retention:

- Parents will be promptly informed of the student's academic standing
- Student will be admitted to the SST process for academic support.
- An academic plan will be developed with the teachers, parents, and student.
- The student will receive supplemental support services such as: one-to-one instruction by the classroom teacher and/or aide, computer programmed learning tutorial to address specific individual needs, after school mathematics and/or literacy lab, or a small-group class within the school day (in lieu of a specialty class).
- Student success will be regularly monitored with recommendations.

ECMS is committed to helping students achieve the necessary skills to progress from grade to grade each year. Each student will be assessed individually according to his/her academic needs.

The promotion and retention of special education students will be determined according to their Individualized Education Plan (IEP).

Student Safety

PICK-UP AND DROP-OFF

Staff supervises the yard during pick-up and drop-off. Each campus has a different pick-up and drop-off plan. Supervision at the end of the day is not available after pick up time, unless students are enrolled in the after school program or are participating in tutoring. Families who are repeatedly late to pick up their child will be encouraged to enroll their student in the after school program. The Police and/or Department of Child and Family Services will be contacted if a child is not picked up by the close of the after school program day or if a family refuses to enroll their student in after school program and persists in picking their student up more than 15 minutes after the end of the regular school day.

EMERGENCY CONTACT INFORMATION

Please be sure that your emergency contact information is up to date. The office uses this information whenever a child is ill, injured or needs to go home for any reason. Students cannot be released to anyone who is not listed on the Emergency Card.

ANTI-BULLYING POLICY

A healthy, positive school environment helps students learn and develop; preventing and responding effectively to bullying are therefore fundamental to achieving our mission and vision.

ECMS will not tolerate behavior, such as intimidation, harassment or bullying, that infringes on the safety and well being of any student. Bullying is unwanted, aggressive behavior that involves a real or perceived power imbalance. The behavior is repeated, or has the potential to be repeated, over time. Bullying includes: direct physical contact, such as hitting or shoving; verbal assaults, such as teasing or name-calling; and social isolation or manipulation. Bullying can occur via electronic communication or social media. Our full bullying policy is available in the ECMS office.

ECMS expects students and/or staff to immediately report incidents of bullying to the principal or designee. This policy applies to students on school grounds, while traveling to and from school or a school-sponsored activity, during the lunch period, whether on or off campus, and during a school-sponsored activity.

Per the Tribes Agreements, students are expected to treat others with respect. Violations of the Tribes Agreements or school expectations may result in disciplinary action.

- Any student who engages in bullying may be subject to disciplinary action up to and including expulsion.
- Students can rely on staff to promptly investigate each complaint of bullying
- The school will make reasonable efforts to keep a report of bullying and the results of investigation confidential.
- If the complainant student or the parent of the student feels that appropriate resolution of the investigation or complaint has not been reached, the student or the parent of the student should contact the principal or the counselor.

- ECMS prohibits retaliatory behavior against any complainant or any participant in the complaint process.

Discipline Policy

The purpose of discipline is to both facilitate learning in the classroom and to teach students self-regulation skills that will serve them in all areas of their lives. ECMS supports student behavior through our Tribes social emotional program, counseling services and with a developmentally appropriate educational program. Please see page 9 for a description of the Tribes agreements and the rights and responsibilities of ECMS students.

PROGRESSIVE DISCIPLINE POLICY

ECMS's progressive discipline policy provides a progression of interventions that accompany each successive disciplinary referral. When a student receives a disciplinary referral he/she will meet with the principal, assistant principal or counselor and reflect on their actions, take a cooling-off period, and if necessary, ask for help in resolving ongoing issues. School activities and privileges may be revoked as a consequence with any referral based administrators discretion.

When a student violates classroom rules teachers use interventions, such as verbal reminders, moving a student's seat, one on one after class conversations, or a phone call home. After documenting three interventions, including a phone call home on the second and third intervention, teachers issue students a disciplinary referral.

For highly disruptive or unsafe behaviors, students can receive an immediate referral. More serious school violations may result in immediate suspension or referral for expulsion, and include but are not limited to:

- Physical violence
- Threatening others
- Vandalism
- Jeopardizing the safety of others
- Theft and any other illegal or dangerous activities

Progression of Disciplinary Referrals

First Referral

- Student reflects on actions
- Student meets with Student Services Coordinator, Counselor, Assistant Principal, or Principal and finds a way to repair his/her actions
- Student loses recess or school activity
- Student Services Coordinator, Counselor, Assistant Principal, or Principal calls parents to inform them of the situation.

Second Referral

- Students reflect on his/her actions,
- Student meets with Counselor, Assistant Principal or Principal
- Student performs a repair and loses recess

- Parents must meet with Counselor, Assistant Principal, or Principal.

Third Referral

- Student reflects on his/her actions,
- Student and parent meets with Counselor, Assistant Principal or Principal
- Student performs a repair and loses recess.
- Parent and student should visit student's resident school to provide the student with perspective on his/her educational choices.
- Student may be referred for counseling.
- Parent must spend a day at school "shadowing" their student

Fourth Referral

- Student reflects on his/her actions,
- Student and parent meets with Counselor, Assistant Principal, or Principal,
- Student performs a repair and loses recess
- Student is referred for additional counseling or other remediation.
- Parent is encouraged to take student to visit the alternative/continuation school that student's district might require him/her to attend if student is expelled.
- Student loses field trip privileges and must perform an act of service to make up for the impact of his/her actions on his/her community.
- 8th grade students lose end of year privileges, which include student culmination ceremony.

Fifth Referral

- Student reflects on his/her actions,
- Student meets with Counselor, Assistant Principal, or Principal, performs a repair and loses recess. Student may be suspended.
- Parents must attend a meeting where a probationary contract is created. Students will be referred for expulsion if he/she violates the contract.

Sixth Referral

- Administrative Hearing
- Suspension
- Possible referral for expulsion.

SUSPENSION/EXPULSION PROCEDURES

Since the Suspension/Expulsion Procedures can have an extremely significant impact on both the student and the school, ECMS adheres to the following guidelines.

Grounds for Suspension and Expulsion

ECMS's rules and procedures for suspension and expulsion are intended to afford students due process rights. The decision to recommend suspension or expulsion of a student will be at the discretion of the Administrator or the administrative designees. A student may be suspended or expelled for any of the acts that are enumerated in this section and that are related to school activities of any kind. These acts may occur:

- While on school grounds
- While going to or coming from school
- During, or while going to or coming from, a school-sponsored activity

A pupil shall not be suspended from school or recommended for expulsion unless the Executive Director or Principal of the school in which the pupil is enrolled determines that the pupil has:

- Recklessly caused, attempted to cause, or threatened to cause physical injury to another person or willfully used force or violence upon the person of another, except in self-defense.
- 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, the pupil had obtained written permission to possess the item from a certificated school employee, which is concurred in by the Principal, or the designee of the Principal.
- Unlawfully possessed, used, sold, or otherwise furnished, or been under the influence of, any controlled substance listed in Chapter 2 of Division 10 of the Health and Safety Code (commencing with §11053), an alcoholic beverage, or an intoxicant of any kind.
- Unlawfully offered, arranged, or negotiated to sell any controlled substance listed in Chapter 2 (commencing with §11053) of Division 10 of the Health and Safety code, an alcoholic beverage, or an intoxicant of any kind, and then either sold, delivered, or otherwise furnished to any person another liquid, substance, or material and represented the liquid, substance, or material as a controlled substance, alcoholic beverage, or intoxicant.
- Committed or attempted to commit robbery or extortion.
- Recklessly caused or attempted to cause damage to school property or private property.
- Stolen or attempted to steal school property or private property.
- Possessed or used tobacco, or any products containing tobacco or nicotine products, including, but not limited to, cigarettes, cigars, miniature cigars, clove cigarettes, e-cigarettes, vaporizers, smokeless tobacco, snuff, chew packets, and betel. However, this section does not prohibit use or possession by a pupil of his or her prescription products.
- Committed an obscene act or engaged in habitual profanity or vulgarity.
- Had unlawful possession of, or unlawfully offered, arranged, or negotiated to sell any drug paraphernalia, as defined in §11014.5 of the Health and Safety Code.
- Knowingly received stolen school property or private property.
- Disrupted school activities or otherwise willfully defied the valid authority of supervisors, teachers, administrators, school officials, or other school personnel engaged in the performance of their duties.
- Possessed an imitation firearm.
- Committed or attempted to commit a sexual assault or committed a sexual battery.
- Harassed, threatened, or intimidated a pupil who is a complaining witness or witness in a school disciplinary proceeding for the purpose of either preventing that pupil from being a witness or retaliating against that pupil for being a witness, or both.
- Unlawfully offered, arranged to sell, negotiated to sell, or sold the prescription drug Soma.
- Unlawfully offered, arranged to sell, negotiated to sell, or sold drug, alcohol, or tobacco.
- Engaged in, or attempted to engage in hazing.
- Engaged in an act of bullying. Bullying means any severe or pervasive physical or verbal act or conduct, including communications made in writing or by means of an electronic act.
- Aided or abetted the infliction or attempted infliction of physical injury to another person (suspension only).

- Committed sexual harassment
- Caused, attempted to cause, threatened to cause, or participated in an act of hate violence
- Engaged in harassment, threats, or intimidation directed against school district personnel or pupils
- Made terroristic threats against school officials and or school property.

Mandatory Grounds for Suspension/Expulsion

If the Executive Director or Principal determines that a student committed one of the following acts at school or at a school activity off school grounds:

1. Possessing, selling or furnishing a firearm
2. Brandishing a knife at another person
3. Selling a controlled substance
4. Committing or attempting to commit sexual assault or committing sexual battery
5. Possession of an explosive

Procedures for Suspension and/or Expulsion and Rights of Students Ensuring Due Process

Informal Conference

When a situation involving a student arises that calls for suspension, an informal conference will be conducted by the administrative staff and will include the student and the student's parents/guardians. In the case of an emergency situation, where a clear and present danger exists that threatens the health and safety of students or school personnel, the student may be suspended without a conference. Should a student be suspended without a conference, the parent/guardian will be notified of the suspension and a conference will be held as soon thereafter as reasonably possible.

Notice to Parents/Guardians

At the time a suspension is recommended, a member of the administrative staff or designated personnel will make reasonable attempts to contact the parent/guardian immediately via telephone. If the parent cannot be reached immediately by telephone, staff will continue to follow up throughout the day or attempt to contact the parent in person (for example, when the parent picks the student up from school). In addition, a written notification will be sent home promptly. The written notice will detail the incident and specify the grounds for suspension, including the recommended date(s) of suspension. The notice will request a conference with the parents/guardians, if one has not already been conducted, and will require parents/guardians to respond to this request immediately.

Length of Suspension

The maximum number of days of suspension for a single incident is five (5) consecutive school days, unless the administration and parents/guardians agree to a longer term or under the circumstances set forth in the expulsion procedure. For suspensions exceeding five days, a second conference will be scheduled with the parent/guardian upon completion of the fifth day of suspension to discuss the progress of the suspension. The total number of days for which a student may be suspended shall not exceed 20 school days.

Provisions for Students' Education While Suspended

ECMS will make all reasonable arrangements to provide the student with classroom materials and current assignments to be completed by the student at home during the suspension.

Administrative Hearing

Upon a suspension that may lead to a recommendation by the Principal or designee for expulsion, the pupil and the pupil's guardian or representative will be invited to an administrative hearing to determine if the suspension for the pupil should be extended pending an expulsion hearing.

Expulsion Hearing

The decision to recommend expulsion of a student will be at the discretion of the Principal or the administrative designees, while the decision for expulsion rests with the ECS Board-appointed Expulsion Committee. Students may be recommended for expulsion if any of the following conditions exists:

- Repeated violations persist and other means of correction have been unsuccessful in bringing about an improvement in behavior.
- The severity of the violation is such that the presence of the student poses a continuing threat to the health and safety of the student or others.
- Possessing, selling or furnishing a firearm.
- It is a federal mandate that a school expel, for a period of not less than one year (except on a case by case basis) any student who is determined to have brought a firearm to school.

Students recommended for expulsion are entitled to a hearing to determine whether the student should be expelled. The hearing will be held within 30 days after the administrative staff determines that the student committed an act subject to expulsion. The hearing will be presided over by a fair and impartial panel of representatives assigned by the ECS Board of Directors.

Written notice of the hearing will be forwarded to the student and the student's parent at least 10 calendar days before the date of the hearing. This notice will include:

- a) The date, time and place of the hearing.
- b) A statement of the specific facts, charges, and offenses upon which the proposed expulsion is based.
- c) A copy of ECMS-G's disciplinary rules that relate to the alleged violation.
- d) The opportunity for the student or the student's parent to appear in person at the hearing.
- e) Parent's right to review all evidence and question witnesses.
- f) Parent and student due process rights.
- g) Parent has a right to be represented by an attorney.
- h) Parent has a right to bring witness, written statements, written documents
- i) Notice of the student or parent's obligation to inform any new district in which the student seeks to enroll of the student's status with ECMS.

Record of Hearing

A record of the hearing shall be made and may be maintained by any means, including electronic recording, as long as a reasonably accurate and complete written transcription of the proceedings can be made.

Presentation of Evidence

While technical rules of evidence do not apply to expulsion hearings, evidence may be admitted and used as proof only if it is the kind of evidence on which reasonable persons can rely in the conduct of serious affairs. A recommendation by the Principal or designee to expel must be supported by substantial evidence that the student committed any of the acts listed in "Grounds for Suspension and Expulsion" above.

Written Notice to Expel

The Principal or designee, following a decision of the ECS Board Expulsion Committee to expel, shall send written notice of the decision to expel to the student or parent/guardian. This notice shall include the following:

- 1) The specific offense committed by the student for any of the acts listed in “Grounds for Suspension and Expulsion”
- 2) Notice of the right to appeal the expulsion. Expulsion appeals shall be brought the ECS Board of Directors.
- 3) Notice of the student or parent/guardian’s obligation to inform any new district in which the student seeks to enroll of the student’s status with the ECMS
- 4) Rehabilitation Plan

The ECMS Principal or Designee shall send written notice of the decision to expel to the Student’s district of residence and the Los Angeles County Office of Education (LACOE). This notice shall include the following:

- a) The student’s name
- b) The specific offense committed by the student for any of the acts listed in “Grounds for Suspension or Expulsion.”
- c) Rehabilitation Plan

Rehabilitation

Pupils who are expelled from ECMS shall be given a rehabilitation plan upon expulsion as developed by the ECS board appointed Expulsion Committee at the time of the expulsion order, which order may include, but is not limited to, periodic review as well as assessment at the time of review for readmission. The rehabilitation plan should include a date not later than one year from the date of expulsion when the pupil may reapply to ECMS for readmission.

Alternative Educational Programs for Expelled Students

If a decision is made to expel a student from ECMS, the school will work cooperatively with the student’s district of residence (Student Discipline Proceedings Unit for former LAUSD students) and/or county to assist with the educational placement of the expelled student. As permitted by law, ECMS will communicate any incident of violent and/or serious behavior to the district/school to which the student matriculates.

Readmission

The decision to readmit a previously expelled pupil shall be at the sole discretion of the Principal, based upon the pupil’s successful completion of their Rehabilitation Plan. If the Principal determines that the pupil has not met the criteria for readmission, the parent may appeal this decision to the ECS Board of Directors’ designated expulsion committee. The pupil’s readmission is also contingent upon the capacity of ECMS-G at the time the pupil seeks readmission.

Suspension and Expulsion Periodic Review

The ECS Board of Directors or a committee appointed by the Board will hold an annual review of the Suspension and Expulsion Procedures to make sure that the policies and procedures. During the review, the Board of Directors and/or a committee appointed by the Board will make any necessary modifications to the list of offenses for which students are subject to suspension or expulsion.

Discipline of Students with Disabilities

In the case of students with disabilities, ECMS will comply with the discipline procedures as set forth in the Individuals with Disabilities Education Act (IDEA). For students who receive special education services, the maximum number of suspension days cannot exceed a total of 10 school days in a school year. ECMS will follow IEP components in terms of student discipline. ECMS

will work with the Special Education Program Coordinator within the Local District Office that serves its geographical area if it is determined that an alternative placement is in order.

Discipline of Students with 504 Plans

Students with Section 504 Plans will be afforded the following protections: As the 504 student's cumulative suspensions approach a total of 10 days, the Student Success Team must meet to hold a re-evaluation meeting. The purpose of this meeting is to determine whether the misconduct of the student is caused by the student's disabling condition and whether the student's current educational placement is appropriate. If the student's Section 504 Plan and placement are appropriate, and if it is determined that the behavior is not the result of the student's disabling condition, the school may proceed in the same manner as it would with non-disabled students.

ECMS Compliance Policies

TOBACCO FREE SCHOOL POLICY

Environmental Charter Schools have a 100% tobacco free school policy. This policy prohibits all tobacco use by everyone, everywhere on campus, at all times – including school events after regular school hours. This policy also prohibits students from bringing tobacco products on campus. A copy of the new policy is available in the office.

ABUSE REPORTING POLICY

ECMS employees are required by law to report any suspected child abuse to the Department of Children and Family Services for investigation. (Tel:1-800-540-4000). These reports are confidential and staff cannot provide any specific information regarding reports to parents. Complaints filed by parents will be referred to local law enforcement for investigation.

SUDDEN CARDIAC ARREST PREVENTION POLICY

A student who passes out or faints while participating in or immediately following an athletic activity or who is known to have passed out or fainted while participating in athletic activity, will be removed from participation in the activity. Student will be permitted to return to participate after being evaluated and cleared in writing by a physician, surgeon, nurse practitioner, or physician assistant.

A student that exhibits symptoms of cardiac arrest during an athletic activity may be removed from participation by an authorized person if that individual reasonably believes the symptoms are cardiac related.

STUDENT AND FAMILY PRIVACY RIGHTS POLICY

All children have a right to equal access to free public education, regardless of their or their parents'/guardians' immigration status. Information about citizenship/immigration status is never needed for school enrollment. A Social Security number is never needed for school enrollment. You do not have to share information, including passports or visas, regarding the immigration status of students, parents, guardians, or other family members.

ECS personnel shall not inquire specifically about a student's citizenship or immigration status or the citizenship or immigration status of a student's parents or guardians; nor shall personnel seek or require, to the exclusion of other permissible documentation or information, documentation or information that may indicate a student's immigration status, such as a green card, voter registration, a passport, or citizenship papers. ECS shall not allow school resources or data to be used to create a registry based on race, gender, sexual orientation, religion, ethnicity, or national origin. ECS will not release information to third parties for immigration-enforcement purposes, except as required by law or court order.

Unless, as covered in the section directly below, ECS is providing information for a legitimate educational purpose under FERPA and the California Education Code or directory information, ECS shall notify parents or guardians and eligible students—and receive their written consent—before it releases a student's personally identifiable information.

FEDERAL AND STATE LAWS AFFECTING FAMILY EDUCATIONAL RIGHTS AND PRIVACY (FERPA)

The privacy of school records is protected by federal and state laws, which cover nearly every type of pupil. School employees and district officials, who have a legitimate educational interest, have a right to access pupil record information without the consent of the parent or student. Other individuals or agencies may be authorized to access, review and/or obtain pupil records by court order or by statute. Under the law, a school district may identify certain categories of information as directory information and may provide directory information to certain individuals, officials and organizations identified by the district as those who have a legitimate need to know. Some student records such as discipline, special education or psychology records may be maintained in local district or central district offices. Parents have the right to file complaints regarding District procedures affecting rights of privacy with California State Department of Education and/or the Family Educational Rights and Privacy Act Office, Department of Health, Education, and Welfare, 330 Independence Avenue, S.W., Washington, D.C. 20201

TITLE IX POLICY

Each student and employee has a right to learn and work in an environment that is free from unlawful discrimination. No Environmental Charter Schools ("ECS") 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.

Title IX equity and compliance concerns should be directed to Human Resources:

Marcela Pak
Title IX Coordinator
(310) 214-3408, ext. 1603
marcela_pak@ecsonline.org
2625 Manhattan Beach Blvd, Suite 100

Filing a Title IX Complaint

Students, parents/guardians, or employees should report their Title IX complaint to the Title IX Coordinator named above using ECS' Uniform Complaint Policy and Procedures.

UNIFORM COMPLAINT POLICY AND PROCEDURES (UCP)

Environmental Charter Middle School's (ECMS) policy is to comply with applicable federal and state laws and regulations. ECMS is the local educational agency primarily responsible for compliance with federal and state laws and regulations governing educational programs. ECMS will seek to resolve complaints pertaining to compliance in accordance with state law, Title 5, California Code of Regulations.

ECMS prohibits unlawful discrimination under the following federal laws: the Americans with Disabilities Act (ADA) or Section 504 (discrimination based on mental or physical disability); age; ancestry; ethnic group identification; religion; Title VI (discrimination based on race, color or national origin), and Title IX (discrimination based on sex, sexual orientation) or on the basis of a person's association with a person or group with one or more of these actual or perceived characteristics.

Discrimination complaints must be filed within six months from the date the alleged discrimination occurred or the date when knowledge of the facts of the alleged discrimination was first obtained. To file a complaint at an Environmental Charter School, contact the office for a UCP form. Fill the form in and fax or mail it to Marcela Pak at the address on the form. Any person with a disability or who is unable to prepare a written complaint can receive assistance from Ms. Pak or an ECMS-G Administrator.

The sixty (60) day timeline for an investigation and ECMS response will begin when the complaint is received. The review will conclude within 60 calendar days from date of receipt of complaint, unless the complainant agrees in writing to extend the time.

If the complainant disagrees with ECMS's decision, they have fifteen days after receipt of the decision to file an appeal with the California Department of Education. The appeal must be in writing and include a copy of the original complaint, as well as a copy of ECMS's decision provided to them.

ECMS acknowledges and respects every individual's rights to privacy. Discrimination complaints shall be investigated in a manner that protects the confidentiality of the parties and the integrity of the process. This includes keeping the identity of the complainant confidential, as appropriate and except to the extent necessary to carry out the investigation or proceedings, as determined by the Principal or designee on a case-by-case basis.

ECMS prohibits any form of retaliation against any complainant in the complaint process, including but not limited to a complainant's filing of a complaint or the reporting of instances of discrimination. Such participation shall not in any way affect the status, grades or work assignments of the complainant.

The complete Uniform Complaint Policy and Procedure is available in the main office.

Non-Discrimination

Environmental Charter Middle School does not discriminate on the basis of race, ethnicity, gender, religion, gender identity, gender expression, immigration status, or disability.

Homeless Students

The McKinney-Vento Homeless Assistance Act for Homeless Children and Youth entitles all homeless school-aged children to the same free and appropriate public education that is provided to non-homeless students. A homeless student is defined as a person between the ages of six to eighteen who lacks a fixed, regular, and adequate nighttime residence and may:

- Live in an emergency or transitional shelter; abandoned building, parked car, or other facility not designed as a regular sleeping accommodation for human beings;
- Live “doubled up” e.g., with another family, due to loss of housing caused by financial difficulty
- Live in a hotel or motel;
- Live in a trailer park or campsite with their family;
- Have been abandoned at a hospital;
- Be awaiting foster placement in limited circumstances;
- Reside in a home for school-aged, unwed mothers or mothers-to-be if there are no other available living accommodations; or
- Be a migratory or abandoned, runaway, or pushed out youth that qualifies as homeless because he/she is living in circumstances described above.

A homeless student has the right to attend either the school that the student was last enrolled or the school of residence. ECMS will help provide transportation as appropriate, at the request of the parent/guardian/unaccompanied homeless youth, to and from the school if feasible.

ECMS will enroll homeless students without school or immunization records and help homeless families find resources. If a dispute arises over school selection or enrollment, the parent/guardian has the right to dispute the school’s decision. For further information please contact our counselor at 310-425-1605.

Calendar and School Schedule

Important Dates

First Semester (8/20/2018 – 12/14/2018)

August 20: First Day of School—(Parent/Student Orientation) Half Day

August 21: First Full Day of School (All Students)

August 28-September 1: NWEA Testing Gardena

September 3: Labor Day Holiday (No School)

September 17: No School for Students—Professional Development for Teachers

September 25: Picture Make-Up Day & 8th Grade Formal Attire Picture Day

October 4 - Parent Conferences Minimum Day

October 5 - Parent Conferences, No School for Students

October 8: No School for Students—Professional Development for Teachers

October 12: Last day of Quarter 1

October 15: First Day of Quarter 2

November 12: Veterans' Day Holiday—No School

November 5-16: IBM Presentations

November 19 & 20: No School for Students—Professional Development for Teachers

November 21, 22, 23, 24: Thanksgiving Break (No School)

November 27 -December 1 NWEA Testing

December 4: Last day of second quarter, first semester

December 17 - January 4: Winter Break

Second Semester (1/11/2017 – 6/15/2018)

January 7: No School for Students—Professional Development for Teachers

January 8 - First Day of Quarter 3, Semester 2

January 21: Holiday – Martin Luther King Day

February 6: Minimum Day

February 7 & 8: No School for Students—Professional Development for Teachers

February 18: Holiday – Presidents' Day

March 11-15: Interdisciplinary Benchmark #2 Presentations

March 18: No School for Students—Professional Development for Teachers

March 29: Last day of quarter 3

April 1-5- Spring Break

April 8- No School for Students—Professional Development for Teachers

April 9- First Day of Quarter 4

April 18-21: NWEA #3

April 25: Minimum day - Parent Conferences

April 26: Student free day - Parent Conferences

May 17: Minimum Day—Professional Development for Teachers

May 27: Memorial Day

June 3-7: 8th Grade Overnight Camping Trip (3 days/2 nights- Boys & Girls separately)

June 13 – Last Day of School

Monday			
6 & 7			
Per 1/2	8:00	10:00	2:00
Recess	10:00	10:17	0:17
Passing	10:17	10:20	0:03
Per 3/4	10:17	12:20	2:03
Lunch	12:20	12:57	0:37
Passing	12:57	1:00	0:03
Advisory 6	1:00	1:30	0:30
Advisory 7	1:00	1:35	0:35

Monday			
8			
P1	8:00	8:59	0:59
Passing	8:59	9:02	0:03
P2	9:02	10:00	0:58
Recess	10:00	10:17	0:17
Passing	10:17	10:20	0:03
Per 3	10:17	11:17	1:00
Passing	11:17	11:20	0:03
Per 4	11:20	12:20	1:00
Lunch	12:20	12:57	0:37
Passing	12:57	1:00	0:03
Advisory 8	1:00	1:35	0:35

Tuesday & Wednesday				Thursday & Friday			
All Grades				All Grades			
Per 0	8:00	8:40	0:40	Per 1	8:00	8:58	0:58
Passing ALL	8:40	8:43	0:03	Passing 8	8:58	9:01	0:03
Per 1	8:43	9:40	0:57	Per 2	9:01	9:59	0:58
Passing 8	9:40	9:43	0:03	Recess	9:59	10:14	0:15
Per 2	9:43	10:40	0:57	Passing All	10:14	10:17	0:03
Recess	10:40	10:55	0:15	Per 3	10:17	11:15	0:58
Passing All	10:55	10:58	0:03	Passing 7	11:15	11:18	0:03
Per 3	10:58	11:55	0:57	Per 4	11:18	12:16	0:58
Passing 7	11:55	11:58	0:03	Lunch	12:16	12:56	0:40
Per 4	11:58	12:55	0:57	Passing All	12:56	12:59	:03
GRADE 7 & 8				GRADE 7 & 8			
Lunch	12:55	1:35	0:40	Per 5	12:59	1:59	:60
Passing All	1:35	1:38	0:03	Per 6	1:59	2:58	0:59
Per 5	1:38	2:37	0:59	Passing 7 & 8	2:58	3:01	0:03
Per 6	2:37	3:35	0:58	Advisory	3:01	3:36	0:35
GRADE 6				GRADE 6			
Lunch	12:55	1:33	0:38	Per 5	12:59	1:55	0:56
Passing	1:33	1:36	0:03	Passing 6	1:55	1:58	0:03
Per 5	1:36	2:32	0:56	Per 6	1:58	2:54	0:56
Passing 6	2:32	2:35	0:03	Passing 6	2:54	2:57	0:03
Per 6	2:35	3:31	0:56	Advisory	2:57	3:30	0:33

Minimum Day								
GRADE 8			GRADE 7			GRADE 6		
Per 1	8:00	9:00	Per 1	8:00	9:00	Per 1	8:00	9:00
Passing	9:00	9:03						
Per 2	9:03	10:03	Per 2	9:00	10:03	Per 2	9:00	10:03
Recess	10:03	10:18	Recess	10:03	10:18	Recess	10:03	10:18
Passing	10:18	10:21	Passing	10:18	10:21	Passing	10:18	10:21
Per 3	10:21	11:21	Per 3	10:21	11:21	Per 3	10:21	11:21
Passing	11:21	11:24	passing	11:21	11:24	Passing		
Per 4	11:24	12:26	Per 4	11:24	12:24	Per 4	11:21	12:21
lunch	12:26	12:31	lunch	12:24	12:29	lunch	12:21	12:26

ENVIRONMENTAL CHARTER MIDDLE SCHOOL GARDENA

Re-Enrollment Application 2019- 20

Please note this form is required to re-enroll at ECMS.

Solicitud de Re-inscripción para año escolar 2019-20

Este formulario es obligatorio para matricularse en ECMS para el próximo año escolar.

STUDENT INFORMATION / INFORMACION DEL ESTUDIANTE

Student Name: _____ Grade in 2018-19 _____

Nombre de Estudiante First/Primer Middle/Segundo Last/apellido Grado en 2018-19

Home Address: _____

Domicilio: Address/Numero y calle Apartment/Apartamento

City/Ciudad State/Estado Zip/Código Postal

Home Telephone: _____ Parent Cell#: _____

Teléfono de casa Telefono Celular

Yes my student will be returning to ECMS for the 2018-19 school year.

Si mi estudiante va a regresar a ECMS para el año escolar de 2018-19.

No my student will not be returning to ECMS for the 2018-19.

My student will be attending _____.

No mi estudiante no va a regresar a ECMS para año escolar 2018-19.

Mi estudiante va asistir a: _____.

Parent Name/ Nombre de Padre: _____

Parent Signature/ Firma de Padre _____ Date/Fecha _____

If you fail to return this form by the due date your space may be given away to another student. If you are not planning to re-enroll your student please notify ECMS as soon as possible so that we can make an offer to another student on the waiting list.

Si usted no regresa esta forma antes de la fecha indicada el espacio de su hijo(a) será asignado a otro estudiante. Si usted no está planeando que su hijo(a) asista a ECMS favor comuniquese lo más pronto posible para poder darle la oportunidad a otro estudiante en la lista de espera.