



INSPIRE

SCHOOL OF ARTS & SCIENCES

Student/Parent Handbook

STUDENT NAME _____ GRADE _____
(Last) (First)

1050 Fremont Street, Chico, CA 95928

INSPIRECHICO.ORG

(530) 891-3090 Office

(530) 891-3243 Fax

Revised July 2026 | 1

ANNUAL ACKNOWLEDGEMENT OF RIGHTS

PLEASE COMPLETE AND RETURN THIS FORM PRIOR TO RECEIVING A CLASS SCHEDULE

California law requires public school districts to annually notify the parent/guardian of each public student of a variety of parental rights. California law also requires that the parent/guardian provide school officials with written confirmation that he/she has been so notified. Therefore, you are requested to read the following Parents' Rights and Responsibilities information, and return this signed form, *Acknowledgement of Rights*, to Inspire prior to students receiving their class schedule. Students' schedules will be held until this acknowledgement and the Digital Citizenship Agreement are returned.

Parents who DO NOT want Student Directory Information released must make this known in writing to the principal of their child's school by completing the form on the back of this page.

I acknowledge that I have reviewed the Inspire Student/Parent Handbook and Digital Citizenship Agreement.

Signature of Parent or Guardian

Date

STATEMENT OF NON-DISCRIMINATION: Inspire does not discriminate on the basis of actual or perceived actual race, color, ancestry, national origin, ethnic group identification, age, religion, marital or parental status, physical or mental disability, sex, sexual orientation, gender, gender identity, or gender expression, or association with a person/group with one or more of these actual or perceived characteristics. Inspire will take steps to assure that the lack of English will not be a barrier to admission and participation in District programs. Complaints alleging noncompliance with Inspire's policy of non-discrimination should be directed to Becky Brown, Principal, at the Inspire office (1050 Fremont Street, Chico, California, 95928; 530-891-3090). A copy of the Inspire's non-discrimination policy is available from the Inspire Office.

Parents who **DO NOT** want Student Information released must make this known in writing to the principal of their child's school by completing the form below and returning this form directly to the school office.

Student Information is by law considered public information and is generally not considered harmful or an invasion of privacy if released. Student Directory Information may be released to parent organizations, news media, law enforcement agencies, alumni associations, military recruiters, colleges/universities, and outside organizations including companies that manufacture class rings or publish yearbooks.

Student Directory Information may include one or more of the following items:

- student's name,
- address,

- telephone number,
- date and place of birth,
- major field of study,
- dates of attendance,
- degrees and awards received
- the most recent public or private school attended by the student
- photographs and videos of students for publicity, including, but not limited to, television, school websites, public bulletin boards, displays, and school and other local publications.

If you do not inform your child's school in writing, Student Directory Information may be released according to law.

DO NOT Release Student Information to (**MUST** specify):

- ☐ parent organizations (Inspire Support Team/IST),
- ☐ news media,
- ☐ alumni associations,
- ☐ military recruiters (applies to grades 9-12 only),
- ☐ outside organizations including companies that manufacture class rings,
- ☐ other _____

Signature of Parent or Guardian

Date

INSPIRE SCHOOL DIRECTORY

1050 Fremont Street, Chico, CA 95926

SCHOOL OFFICE	(530) 891-3090
ATTENDANCE LINE	(530) 891-3133
FAX.....	(530) 891-3243
Section 504 Information	891-3090
School Psychologist	891-3026
Special Education Eligibility & Coordination.....	891-3090
Uniform Complaint Procedure.....	891-3090

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1050 Fremont Street
Chico, California 95928
Phone: (530) 891-3090
Fax: (530) 891-3243

INSPIRE BOARD OF DIRECTORS

Inspire is governed by its Board of Directors whose members have a legal and fiduciary responsibility for the well-being of the organization. The Inspire Board of Directors is composed of a broad cross-section of the school community and the community at-large, including parents, professionals, and community leaders.

The number of people serving on the Board of Directors, the length of terms, and the selection process for Directors is specified in the Inspire Board of Director by-laws. The Board of Directors consists of five (5) to seven (7) voting members. The voting members reflect constituencies within our school community and the community-at-large, and may include representatives of local post-secondary faculty; community members with a strong background in the arts and/or sciences; the Inspire parent community; the local professional business and/or arts community; and educators. The Inspire Principal serves in an advisory capacity to the board. Inspire teachers may elect a representative to attend meetings to speak on their behalf and make recommendations to the board. This representative will not be a voting member of the board nor an officer to the board. Consistent with Education Code section 47604(b), one (1) Chico Unified School District representative may serve on the Inspire Board of Directors as a voting member.

Regular monthly Board meeting:	Second Monday of the month
Time:	6:30pm
Location:	Inspire Campus

MISSION STATEMENT

The mission of Inspire School of Arts and Sciences is to provide high levels of learning and support within a personalized environment that allows students to explore their interests and develop their talents.

INSPIRE GRADUATE ATTRIBUTES

Educated Individuals who:

- possess and apply a broad body of knowledge
- attain subject area learning standards including, but not limited to, English/Language Arts, History/Social Science, Science, Math, Health, PE, Visual & Performing Arts, World Language
- access information from a variety of sources

Contributing members of society who:

- possess the skills to be productive members of the work force, family and community
- adjust to new situations and ideas
- adapt to a changing world
- work effectively in a team setting
- analyze, interpret and communicate information effectively
- serve as positive role-models
- develop skills to maintain a healthy & physically fit life style

Critical reflective thinkers and problem solvers Who:

- gather, analyze, and process information from a variety of sources
- organize relevant information, make connections, and draw conclusions
- work individually and cooperatively toward effective solutions.

Informed, responsible individuals who:

- recognize and accept individual and cultural uniqueness
- contribute to solutions of community and worldwide issues
- take positive action on issues affecting our environment
- demonstrate teamwork and/or leadership skills
- exhibit mutual respect
- set, prioritize, and revise personal goals

Effective communicators who:

- understand and convey written, oral, and visual ideas and information
- listen and ask questions

Effective users of technology who:

- use technology to gather, select, and apply information appropriate to individual needs

Confident individuals with positive self-esteem who:

- have a respect for themselves and others
- have a clear, realistic, and positive view of self
- can accept differing values and belief systems in their interactions with others

Self-motivated, creative, lifelong learners who:

- are willing to take risks in creating and developing untried ideas
- demonstrate an ability to 'think outside the box'
- understand the value of creativity and imagination

Diploma Requirements

The principal will issue a diploma certifying that each student has met the approved course of study. Those students who have met the Inspire graduation requirement standards, listed below, will qualify to participate in the school's graduation ceremony. Inspire may provide students with alternative means for meeting the Inspire-approved course of study which may include practical demonstration of skills and competencies, supervised work experience or other outside school experience, vocational education classes offered in high schools, interdisciplinary study, and credit earned at a postsecondary institution. Students or families interested in alternative means may make proposals directly to the principal for consideration.

Five units of credit per semester are earned when a student passes one class (with the exception of Health, Advisory and Study Hall).

To be considered as making “adequate progress towards graduation” students must complete 65 credits each academic year. Inspire monitors progress and will contact families of students who become “credit deficient” to discuss options for credit recovery and/or appropriate placement options.

Subject Requirements – Class of 2025 & All Future Classes

<u>Subjects</u>	<u>Years/Credits</u>
English 9-12	4 yrs/40 credits
Fine Arts/World Language/CTE	1 yr/10 credits
Health and Career Life Planning	2 sem/5 credits
Mathematics	3 yr/30 credits
Physical Education	2 yrs/20 credits
Physical Science	1 yr/10 credits
Life Science	1 yr/10 credits
Add'l Science	1 yr/10 credits
Economics	1 sem/5 credits
Government	1 sem/5 credits
US History	1 yr/10 credits
World History	1 yr/10 credits
Electives	90 credits

*All 9th grade students will be enrolled in one year of Health and Career Life Planning. Each semester earns 2.5 credits of health and 2.5 credits of career life planning (elective credit).

CREDIT REQUIREMENTS

- 255 credits must be completed to earn a diploma
- Graduates **must** pass Integrated Math I

CSU-UC Minimum Freshman Admission Requirements

CSU-UC Comparison of Minimum Freshman Admission Requirements

	California State University (CSU)	University of California (UC)
SUBJECT REQUIREMENTS		
	15 year-long/30 semester college preparatory A-G courses are required with letter grades of C or better ^a :	
		11 UC-required college-preparatory courses must be completed prior to senior year (including summer courses)
A History/Social Science	2 years/4 semesters of history/social science, including one year of U.S. history OR one semester of U.S. history and one semester of American government, AND	
	1 year of history/social science from either the A or G subject area	1 year of world history, cultures, or historical geography (including European History) from the A subject area.
B English	4 years/8 semesters of college preparatory English composition/literature (including no more than 1 year of Advanced ESL/ELD):	
	Advanced ESL may be substituted for the first year of the 4 years of English.	The ESL/ELD cannot be completed during the senior year
C Mathematics	3 years/6 semesters of mathematics (including or integrating topics covered in algebra I and II, geometry)* (Integrated math sequences may be used to satisfy the C Mathematics requirement.)	
	Students applying to CSU and UC must complete a geometry course (or integrated math courses with geometry content).	
D Science	2 years/4 semesters of science	
	At least 1 year of physical science and 1 year of biological science, one year must be from the D subject area and the second year may be from the D or G area**	Must include at least two of the three foundational subjects of biology, chemistry, and physics (including Biology/Earth & Space Sciences, Chemistry/ Earth & Space Sciences, and Physics/Earth & Space Sciences as part of the Next Generation Science Standards [NGSS] models); or two years of a three-year NGSS integrated science model; or one year of biology, chemistry or physics and one year of an approved science chosen from the earth & space sciences or interdisciplinary sciences disciplines. Approved courses in the applied science, computer science, and engineering disciplines may only be used for a 3 rd year (or beyond) of the science requirement. Courses must be from the D subject area.
	Integrated/interdisciplinary courses may be used to fulfill either physical or biological science.	
E Language Other Than English	2 years/4 semesters (or equivalent to the 2 nd level of high school instruction) of a language other than English* (Courses must be in the same language, American Sign Language allowed)	
F Visual and Performing Arts	1 year/2 semesters (or two one-semester courses in the same discipline) required, chosen from the following disciplines: Dance, Music, Theater, Visual Arts or Interdisciplinary Arts	
G College Preparatory Elective	1 year/2 semesters of elective course work chosen from any area on approved A-G course list	
REPEATED COURSES		
	California State University (CSU)	University of California (UC)
	CSU and UC do not use plus/minus grades in the GPA calculation; for example, a C- = C.	
	Required A-G courses must be completed with a grade of C or better. Any course may be repeated with the exact same course. There is no limitation on the number of times a course can be repeated.	Required A-G courses must be completed with a letter grade of C or better ^a . Courses with D/F grades may be repeated. There is no limitation on the number of times a course can be repeated. Repeated courses can have the same or similarly named course titles (e.g. English 9 or English 1). The first instance of a letter grade C or better will be used in the GPA calculation.

* Pass/Credit grades allowed for A-G coursework completed in winter/spring/summer 2020.

* High school-level coursework completed in 7th and/or 8th grade can be used to meet the area C and/or E requirements.

** It is best to prepare for both UC and the CSU by completing two laboratory courses from the D subject area.

Information is accurate as of August 2020

California College Guidance Initiative (CCGI) Partnership: Opt-out Opportunity

Inspire School of Arts & Sciences has transcript-informed functionality with the California College Guidance Initiative (CCGI) to help your child develop a well-informed college and career plan.

1. CCGI is a nonprofit that works with school districts throughout California to ensure that all high school seniors in California graduate with clear postsecondary goals and a plan for how to achieve them.
2. Each student's academic transcript data follows them as they advance across educational systems to reduce information gaps that could otherwise hinder their success.

As part of this effort, CCGI manages the state of California's college and career planning platform, CaliforniaColleges.edu. This web-based platform offers students, families, and educators a single access point for college, career, and financial aid planning. It offers planning and application tools along with information to help plan for life after high school.

With transcript-informed functionality in CaliforniaColleges.edu, Inspire School of Arts & Science students have access to exclusive tools and resources to support their college and career planning. These resources are only provided when students' transcript data is uploaded from Inspire's Student Information System (Aeries) into CaliforniaColleges.edu in accordance with all state and federal student privacy laws.

The benefits of the transcript-informed functionality include giving students access to California State University (CSU) and University of California (UC) eligibility tools to view progress toward meeting the "a-g" course requirements. This will help your child know if they are taking the right courses in high school to meet their goals after graduation.

You and your student can use the platform to keep track of application deadlines and submissions. Students can apply to a California Community College, CSU, and UC directly from CaliforniaColleges.edu.

Inspire's transcript-informed accounts allow key information to transfer from your student's account to these applications, making the entire process faster and easier. It also allows your student's verified course information to be shared directly with community colleges and CSUs, helping those colleges make faster and better decisions about admission, placement, and financial aid. Students can also launch and track their FAFSA or California Dream Act Applications from their account, potentially smoothing the process of determining Cal-Grant eligibility.

Should you wish to opt out of Inspire's disclosure of your Student Information, please email registrar@inspirechico.org to begin the process and request an opt-out form. Completed forms may be submitted to the Main Office. Opting out will remove your student's access to CaliforniaColleges.edu's transcript-informed functionality. This opt-out process should be renewed annually as part of the data confirmation process at the beginning of the school year during review of the Parent/Student handbook.

California Student Aid Commission – Notice to Parents/Guardians of 11th Grade Students Student Grade Point Average will be submitted to the California Student Aid Commission unless the school receives a parent opt out request by September 1st. HIGH SCHOOL GRADUATION & BEYOND 9 The California Student Aid Commission (CSAC) has a goal of making education beyond high school financially accessible to all Californians. California law requires that public schools, including charter schools, electronically submit a grade point average (GPA) to the California Student Aid Commission (CSAC) for all grade 12 pupils by October 1st each academic year. High schools will upload all senior GPA's by October 1st to ensure that all students are considered for Cal Grants unless the school receives a written request from the parent to NOT upload the student's GPA. This will opt the student out of the Cal Grant program. Parents and 18-year-old students may choose to opt out of the electronic GPA submission by submitting a request on the district GPA OPT-OUT form in writing. If you would like to opt out, please obtain the OPT-OUT form from your high school counseling office and submit it to your high school counseling office prior to September 1st of the student's senior year. Please note that if you do decide to opt out of the GPA submission process, your student will not be eligible to receive a Cal Grant. You may still complete the FAFSA application and possibly receive government aid in the form of a Pell Grant. A Cal Grant is money for college you don't have to pay back. To qualify, you must meet the eligibility and financial requirements as well as any minimum GPA requirements. Cal Grants can be used at any University of California, California State University or California Community College, and qualifying independent colleges, career colleges, and technical schools in California.

Free Application for Federal Student Aid (FAFSA) - California's FAFSA completion policy (AB 132) was passed in 2021 to increase awareness of college financial aid availability and therefore college access for students in the state (California Legislative Information 2021). The law aims to maximize federal, state, and institutional financial aid for students, and directs school districts to use existing programs to provide supports for students and their families, coordinate information campaigns, and secure data management. As of 2023, California is one of 15 states that have passed legislation for a universal FAFSA completion policy, meaning California requires school districts to ensure that all graduating first-time filers (high school seniors) either complete the FAFSA, a state financial aid form, or an opt-out form.

Inspire Career and Technical Education Pathways

A Career and Technical Education (CTE) Pathway is a series of classes within a subject area designed to provide high school students with the skills and knowledge to be successful in college and careers in their chosen field.

Students who take CTE courses learn hands-on skills, explore careers, and gain experiences that will help pave the way for life beyond high school. Studies have shown that CTE

participation is linked to better high school graduation rates, increased likelihood of enrollment in college, and higher pay.

Students can take introductory CTE courses at Inspire to explore their interests and discover what they might like to pursue in life. Or, if they already have a passion for their subject area, students can take advanced courses in their pathway, learn from teachers and mentors who inspire them, and do what they love to do in classes with peers who share their interests.

Inspire Capstones

To be an Inspire Capstone Student, students must take each of the two or three courses offered within a CTE Pathway in sequence, plus the Inspire Capstone course. Inspire Capstone Students will earn a cord to wear at graduation acknowledging their efforts and excellence.

Why should students choose to pursue an Inspire Capstone? Capstone courses encourage students to be self-directed learners, researching and developing projects that demonstrate their advanced knowledge and skills in their discipline. Capstone Students have the opportunity to lead and teach others within their program, and learn how to give back to their communities. Students often work independently, under the direction of excellent teachers who know and trust what they can do (and understand what support they might need).

Programs & Pathways	Advisor	E-mail
Art	Linnea Smith	lsmith@inspirechico.org
Dance	Jarrah Myles	jmyles@inspirechico.org
Digital Media Arts	Erin Hall	ehall@inspirechico.org
Engineering	Hannah Metzger	hmetzger@inspirechico.org
Instrumental Music	Jim White	jwhite@inspirechico.org
Musical Theatre	Olivia Cerullo	ocerullo@inspirechico.org
Recording Arts	Jim White	jwhite@inspirechico.org
Science	Justin Peek	jpeek@inspirechico.org
Technical Theatre	Jarrah Myles	jmyles@inspirechico.org
Theatre	Sarah Shoemaker	sshoemaker@inspirechico.org
Vocal Music	Olivia Cerullo	ocerullo@inspirechico.org
Live Event Production	Jarrah Myles	jmyles@inspirechico.org
Computer Programming	April Browne	browneap@butte.edu

ADDITIONAL OPPORTUNITIES

Students at Inspire are also eligible for additional programs listed here.

1. **Advanced Placement** – Inspire offers Advanced Placement (AP) classes in many areas. Students who enroll in these classes are eligible to take the AP exam in the subject area at the end of the year. Some colleges and universities accept AP exam scores of 3 or higher for college credit. Contact AP teachers or counseling for more information about Advanced Placement classes and exams.
2. **CSU, Chico High School Scholars** – Junior and senior students with a 3.0 GPA are eligible to enroll in classes at CSU, Chico for a fee. The registration process starts in spring for the fall semester. For more information contact counseling, call 898-6322 or go to the following website:
<http://www.csuchico.edu/admissions/counselors/high-school-scholars.shtml>
3. **Inspire Student Government** – Students at any grade level interested in leadership may enroll in the Student Government class. Inspire Student Government (INSTUGO) students are held to high academic and behavioral standards on campus and may also run for a class officer or Associated

student body officer position. Note that freshman class officers are appointed from within the class rather than elected.

4. **Performing Arts** – Inspire supports a wide variety of co-curricular and extra-curricular opportunities for students to express themselves through performance art. Along with this, students are also directly involved with producing events, stage managing, costuming, hair, make-up, props, audio, and lighting for each production.
5. **STEM Competitions** – Inspire offers unique courses supporting STEM (Science, Technology, Engineering, and Math). Students in these courses as well as the Inspire Robotics club are encouraged to participate in local, regional, and state STEM competitions. Past competitions have included Butte College Chemistry Day, Project Lead the Way Design Challenge (regional and State), FIRST Robotics Competition, and the Butte County Fair.
6. **Work Permit** – Students interested in working while enrolled and under the age of 18 require an Inspire issued work permit. *Students must maintain a 2.0 Grade Point Average, must attend all assigned Saturday Schools, and must maintain a 95% attendance rate to be eligible for the permit.* A work permit can be cancelled and taken away at any time by an Inspire administrator. In addition, a work permit can be cancelled at a parent's/guardian's request with good reason. Good reasons for canceling a work permit include: job does not fit legal requirements for minors, hours scheduled create a truancy or absence problem for the student, or demands of job are causing student to fail classes at school. A minor must obtain a work permit for each job. A work permit is no longer valid when a minor quits or leaves a job. A new work permit application must be filled out for each new job. In addition, all work permits in the state of California expire five days after the opening of school in the fall. This is to insure that all minors report to school in the fall before continuing to work after summer vacation.
7. **Clubs** – Inspire offers a wide variety of clubs that are open to all students. Meetings are advertised in the daily Perch and often held during the lunch hour.
8. **Dual Enrollment** – **Dual Enrollment courses allow students to get a head start on their future by earning College Credit...** for free! These classes are offered by Inspire teachers during the regular school day, and students who earn a passing grade earn both high school credit and college credit through Butte College. These credits can be transferred to almost any 2-year or 4-year institution toward a certificate, Associate's or Bachelor's degree.

The following classes offer dual enrollment credit:

- Inspire Class: Health and Career Life Planning > Butte Course: CLP-101 – Career Ed/Life
- Inspire Class: AP English Choices Language and Composition > Butte Course: ENGL-2 – and Composition
- Inspire Class: Intro to Programming > Butte Course: CSCI-4 – Intro to Programming
- Inspire Class: Guitar I > Butte Course: MUS-20 – Guitar I
- Inspire Class: Electronic Music Composition > Butte Course: MUS-51 – Digital Music Production I
- Inspire Class: Recording Arts > Butte Course: MUS-52 – Intro to Recording Techniques
- Inspire Class: AP Music Theory > Butte Course: MUS 80 – Theory & Musicianship

ADVISORY

Every student at Inspire is assigned a grade level advisor at the time of enrollment. Advisory consists of a teacher (or co-teachers) and approximately 30 students who “loop” together all four years until advisors give students their diploma at the graduation ceremony. A primary purpose of advisory is to provide opportunities for students to increase connection and engagement with school. Advisory meets 4 times a week for 35 minutes each session and includes the following elements:

1. **School-wide discussions** – Throughout the year, faculty and staff identify key topics concerning the school as a whole and seek feedback from students through advisor-led discussions.
2. **Grade-level meetings** – Elected class officers may call a class meeting during advisory as needed to discuss important events, fundraising efforts, and other class related items.
3. **Enrichment** – The entire school reorganizes once a week when advisors offer several enrichment sessions throughout the school year. This comes in the form of a one session a week for 4 weeks and includes a wide variety of activities, guest speakers, and unique skill exposure. Students may choose any enrichment available based on a selection rotation.
4. **Academic Check-ins** – Once a week Inspire affords time for students to seek additional support during advisory. Advisors create environments for students to support one another academically as well as check in with students regarding their academic progress.
5. **Advisory Challenge** – Each school year, students spend the first two days of school working in advisories and address the advisory challenge presented to them by faculty and staff. Advisories brand themselves with titles, chants, banners, and designs to represent their advisory at school rallies.

COURSE REQUESTS AND ADJUSTMENT

Students at Inspire are enrolled in a year-long program. The comprehensive placement process begins with a classroom presentation by counselors and advisors covering graduation requirements, college entrance requirements, and an overview of course offerings. Students receive a course offering list and they are asked to share it with parents and discuss/decide on courses for the subsequent school year. Students then complete a course request form, usually in a classroom with counselors present. Counseling reviews transcripts ensuring students have requested appropriate courses according to prerequisites, requirements, major, and college/career goals. After course requests are completed, teachers review the requested courses and give confirmations and/or recommendations for appropriate placement based on the student's academic progress.

There may be cases where Inspire recommends a course of study for a student that a student or family does not agree with. In such cases, Inspire offers an academic waiver to enroll in courses that are not recommended due to a student's previous poor academic performance or failure to meet the prerequisite requirements. Please inquire with the office to request a waiver.

The following additional options are available to students depending on grade level and academic standing:

1. **Teacher's Aide/Office Aide** – This opportunity is open to juniors and seniors and is limited to one period. Sophomores may only be an aide at the request of the office staff or a teacher.
2. **Study Hall** – Students may elect (but are not required) to enroll in a study hall period. One period of study hall is available. If a student or family would like to request an additional study hall period, make an appointment with counseling for consideration.
3. **Open Period** – Students are expected to enroll in a full schedule of classes. Senior students who are ahead in graduation requirements may apply to have one open period. The application should state a compelling reason for the request to enroll in less than the expected course load. This opportunity is limited to senior students and is only available for the first period in the mornings. End of the day open periods are considered on a case-by-case basis.

Because of the careful planning invested in the course request process, there are very few changes sanctioned once the school year begins; these changes are based on academic needs. Please see the details below outlined in the Schedule Change Guidelines.

SCHEDULE CHANGES

First Semester

Students may request an appointment to meet with a counselor for a schedule change after two days of classes (fourth day of school due to the rotating block schedule) but before the 10th day of school. Changes are finalized two weeks after school starts.

Changes to be considered during the first two weeks:

1. A course taken during the summer allows the student to move up to the next level or to a different course.
2. Student needs to enroll in a graduation or college requirement.
3. Student is academically over-programmed and needs to adjust the academic load.
4. There is a documented medical reason for a class period change.
5. Changing classes based on students in the class is only considered if there is a history of harassment, stay-away orders, or other health and safety considerations among the students in the class.
6. Teacher recommends a level change*.

Procedure for Changing or Dropping Classes after two weeks:

Please note that in order to make a change at this time, students need a serious and compelling reason.

1. Student discusses the situation and concerns with their family and the classroom teacher.
2. Student meets with counseling and fills out a change form.
3. Student takes change form to one or both teachers for approval. The change may be denied with explanation/rationale for denial.
4. Any appeal of a denial may be made, in writing, with administration.
5. Family signature is required on all changes.
6. CLASS CHANGES DO NOT TAKE EFFECT UNTIL THIS PROCESS IS COMPLETED.

Procedure for Changing or Dropping Classes after six weeks:

Please note that in order to make a change at this time, students need a serious and compelling reason. CLASSES CHANGED OR DROPPED AFTER SIX WEEKS WILL EARN THE GRADE OF "F". To drop a class after six weeks without failing the course, students will do the following:

1. Student discusses the situation and concerns with their family and the classroom teacher.
2. Student and/or family makes an appointment with counseling or administration to present the concerns and work in partnership towards solutions.
3. If the situation needs additional solutions, a Student Study Team (SST), 504 plan, or IEP meeting is scheduled to address the situation in partnership with families, students, and teachers.
4. The team will discuss successes, challenges, and make recommendations.
5. If the teams identifies serious and compelling reasons, a recommendation may include a schedule change or dropping a class with a grade of "F" or "NM" (No mark).

Second Semester

Changes to be considered:

1. Student needs to enroll in a graduation or college requirement.
(Counselors will check for senior enrollment in graduation requirements upon finalization of first semester grades).
2. Student is academically over-programmed and needs to adjust the academic load.
3. Teacher recommends a level change*.

** Level Changes finalized by one week after the first progress report of each semester. A level change is a class change within the same subject area to increase or decrease academic level of difficulty appropriate to student ability.*

Grading

Total Grade Point Average (GPA) – unweighted GPA computed at the end of each semester that includes all courses taken and shows on the semester report card. It is used in determining eligibility for and participation in performing arts events and athletics. A cumulative Total GPA appears on a student's high school transcript for the semesters they attended.

Total GPA computation

Grade of A = 4 grade points

Grade of B = 3 grade points

Grade of C = 2 grade points

Grade D of = 1 grade points

Grade F of = 0 grade points

Grade of Inc. = 0 grade points

Qualifying Credits: Full credit (5.0/semester for each class in which student receives an A,B,C,D,F grade or Inc. (NM,P, or F in a 0 credit course are not included)

Sum of (Grade Points X Credits Earned/Class)/Sum of Qualifying credits earned = Total GPA

UC/CSU GPA: this is a weighted GPA used by the University of California and California State University for admissions purposes. It is based on all the "A-G" subjects completed in grades 10 and 11 and awards extra grade points for certain honors and AP courses taken in grades 10 and 11. This GPA appears on a student's high school transcript.

Cal Grant GPA – this is an unweighted GPA used for student's applying for financial aid in college. It includes the grades earned in all high school courses, except PE, in grades 10 and 11. This GPA does not appear on the high school transcript.

GPA Implications – beyond consideration for college admission, students' high school GPA can affect the eligibility for the following opportunities:

1. Participation in off campus field trips.
 2. A parking permit for the campus parking lot.
 3. A work permit for students under 18 years of age.
 4. Participation in Inspire Student Government.
 5. Participation in extra-curricular performances or productions*.
 6. Participation in Interscholastic athletics+.
 7. Applying for college grants and scholarship.
 8. Applying for the CSU, Chico High School Scholars Program.
- Please note that curricular performances do not require a minimum GPA, only performances requiring a successful audition and casting have GPA requirements.
 - See the Special Programs for more information on athletics eligibility for Inspire students.

Repeating Classes – A student achieving a "C" or lower may repeat for credit with teacher approval. A student may not repeat an academic course for credit if previously passed. The previous grade for an academic course will be left on the transcript for informational purposes, but the previous credit will be changed to "0". Elective classes that are repeated will have the new grade (higher or lower than previous grade) and credit left on the transcript to be used in GPA calculations.

Incomplete Grades – The incomplete (I) grade shall be assigned to:

1. a student who has been absent from school due to a prolonged documented illness.
2. a student who was absent for a short-term illness which resulted in the student being unable to complete a final examination or other culminating assignments.
3. a student who has a prolonged absence for a serious and compelling reason.

No Mark – The no mark (NM) shall be assigned to:

1. a student who has a documented language barrier; i.e., Limited English Proficient;
2. a student who is enrolled in a class for less than ten school days;
3. a student who is experiencing circumstances as such that a grade would not be appropriate.
4. a student who has a serious and compelling reason for a schedule change after six weeks into the semester and goes through the process on page 14.

Progress and Grade Reports – Courses offered at Inspire are graded on a semester basis. There are two progress reports and a final semester grade each semester.

You may view grades for each grading period over the Internet through the Inspire Aeries Portal. Progress reports are mailed home to students who are in danger of failing courses; otherwise they can be accessed on the Aeries portal. Please ensure your mailing and email addresses are current with Inspire's records.

Late Work – Inspire maintains the campus-wide expectation that late work is not accepted beyond the unit assessment, project, or culminating activity. Accepting late work within the unit is at the discretion of the individual teacher. Exceptions may be made considering serious or compelling reasons as well as curriculum modifications or accommodations.

Plagiarism – Any student or group of students choosing to engage in plagiarism or another form of academic dishonesty will be affected in the form of failing grades on assignments, projects, tests, or semester grade.

Tracking grades – Students and families have two options at Inspire to track academic progress.

1. The Aeries portal is available for both student and family use. Families are given information on how to set up their Aeries accounts each year. Students can access this information in study hall periods and advisory to assist with reviewing their current performance. Please know that the Aeries gradebook is intended for the purpose of grade reporting after grading is completed on various assignments, projects, and tests. Aeries is not intended to track upcoming or future assignments.
2. Inspire utilizes a grade check form which any staff or family member can use to request timely student grade status. This process requires students to seek out their teachers, discuss their performance openly, and get grades in "real time" rather than waiting for the grading process to complete.

Appeal of Grades – Report card grades may be appealed by families and students *within ten days* of the date the report card is received. Grounds for appealing a grade are (a) an allegation of an error in computing grades, (b) an allegation that the teacher graded on factors other than those he or she set out in the course syllabus or written assignment criteria.

The first step in appealing a grade is to contact the teacher involved, providing the reason for appealing the grade. If resolution is not reached, the decision may be appealed to administration.

If the student and/or parent or guardian wishes to continue the appeal they should notify the principal, who will schedule a meeting with them, the teacher and a guidance counselor.

The principal will notify the teacher and the student and/or parents of the decision. Decisions of the principal may be appealed to the Inspire Board of Directors.

California State Assessments

Every year, California students take several statewide tests. When combined with other measures such as grades, class work, and teacher observations, these tests give families and teachers a more complete picture of their child's learning. You can use the results to identify where your child is doing well and where they might need more support.

Your child may be taking one or more of the following California Assessment of Student Performance and Progress (CAASPP), English Language Proficiency Assessments for California (ELPAC), and Physical Fitness Test assessments. Pursuant to California Education Code Section 60615, parents and guardians may annually submit to the school a written request to excuse their child from any or all of the CAASPP assessments. This exemption does not exist for the ELPAC or Physical Fitness Test.

EAP – The Early Assessment Program (EAP) is administered to 11th grade students as a measure of students' college readiness in Language Arts and Math. The EAP is administered in two parts and is free to students. The assessment is included in the CAASPP. These results can be sent to California State Universities and Community Colleges for free. Passing results on the EAP may exempt students from diagnostic tests and/or remedial courses in college for Language Arts and Math on a CSU or California Community College campus.

CAASPP

Smarter Balanced Assessments for English Language Arts/Literacy (ELA) and Math

Who takes these tests? Students in grade 11 take these tests.

What is the test format? The Smarter Balanced assessments are computer-based.

Which standards are tested? The California Common Core State Standards.

California Alternate Assessments (CAAs) for ELA and Math

Who takes these tests? Students whose individualized education program (IEP) identifies the use of alternate assessments take the CAAs for ELA and Math in grade 11.

What is the test format? The CAAs for ELA and Math are computer-based tests that are administered one-on-one by a test examiner who is familiar with the student.

Which standards are tested? Alternate achievement standards called the Core Content Connectors derived from the California Common Core State Standards.

California Science Test (CAST)

Who takes the test? Students take the CAST once in high school in grades 10, 11, or 12.

What is the test format? The CAST is computer-based.

Which standards are tested? The California Next Generation Science Standards (CA NGSS).

California Alternate Assessment (CAA) for Science

Who takes the test? Students whose IEP identifies the use of an alternate assessment take the CAA for Science once in high school in grades 10, 11, or 12.

What is the test format? The CAA for Science is a computer-based series of four embedded performance tasks. The test is administered one-on-one by a test examiner who is familiar with the student shortly after the science content is taught.

Which standards are tested? Alternate achievement standards called the Core Content Connectors derived from the California Next Generation Science Standards (CA NGSS)

California Spanish Assessment (CSA)

Who takes the test? The CSA is an optional test for students in grades 9-12 that tests their Spanish reading, listening, and writing mechanics.

What is the test format? The CSA is computer-based.

Which standards are tested? The California Common Core State Standards en Español.

ELPAC

Initial ELPAC

Who takes the test? Students who have a home language survey that lists a language other than English will take the Initial test, which identifies students as an English learner student or as initially fluent in English.

What is the test format? The Initial ELPAC is computer-based.

Which standards are tested? The 2012 California English Language Development Standards.

Summative ELPAC

Who takes the test? Students who are classified as English learner students will take the Summative ELPAC every year until they are reclassified as proficient in English.

What is the test format? The Summative ELPAC is computer-based.

Which standards are tested? The 2012 California English Language Development Standards.

Initial Alternate ELPAC

Who takes the test? Students whose IEP identifies the use of an alternate assessment and who have a home language survey that lists a language other than English will take the Alternate Initial ELPAC, which identifies students as an English learner student or as initially fluent in English.

What is the test format? The Initial Alternate ELPAC is computer-based.

Which standards are tested? Alternate English Language Development (ELD) Connectors derived from the 2012 California English Language Development Standards.

Summative Alternate ELPAC

Who takes the test? Students whose IEP identifies the use of an alternate assessment and who are classified as English learner students will take the Alternate Summative ELPAC every year until they are reclassified as proficient in English.

What is the test format? The Summative Alternate ELPAC is computer-based.

Which standards are tested? Alternate ELD Connectors derived from the 2012 California English Language Development Standards.

Physical Fitness Test

Who takes the test? Students in grade 9 will take the FITNESSGRAM®, which is the test used in California.

What is the test format? The test consists of five performance components: aerobic capacity, abdominal strength, trunk strength, upper body strength, and flexibility.

What is Reported? Student participation (by component, by grade level) shall be reported in the local educational agency's Student Accountability Report Card.

Additional Standardized Tests Offered

AP – Advanced Placement (AP) exams are designed to measure student achievement in specific, college-level courses offered through the high schools. Participation in AP classes allows a student's grade point average to be calculated by some colleges at above the traditional 4.0 range. The AP subject tests are optional and any costs are incurred by the student and/or family. Exam fee reductions are available based on financial need. Please see student counselor for details.

Special Programs

504 PLAN DESIGNATION – Students with disabilities that impede learning are eligible for consideration of a 504 Plan for reasonable and appropriate accommodations to curriculum. Please inquire with counseling for more information.

Advanced Placement - The Advanced Placement (AP) Program is a cooperative educational endeavor between secondary schools and colleges and universities. It exposes high school students to college-level material through involvement in an AP course, and it gives them the opportunity to show that they have mastered it by taking an AP Exam. Colleges and universities may then grant credit, placement, or both to students who have done so. A university generally grants credit for all college board Advanced Placement Tests on which a student scores 3 or higher. The credit may be subject to requirements for credit, graduation credit or credit toward general education or breadth as determined by evaluators at each college campus. Inspire offers several AP classes. Please see the course list on the Inspire website for current offerings.

Academic Intervention – Inspire teachers and counselors monitor student academic performance. When students are identified as performing below their abilities, they may be referred to an intervention program with school staff until their performance improves.

Athletics – Inspire offers three CIF sponsored sports teams: Cross Country, Ski/Snowboard, and Golf. Students must fill out the required forms to be eligible for participation.

Associated Student Body – Students elect and are represented by Associated Student Body (ASB) officers in the community, at Inspire Board of Directors meetings, and in the Student Government Class. ASB officers oversee club charters, financial requisitions benefiting students, and several school-wide events such as rallies, school dances, prevention assemblies, 8th grade visitation days, and they plan the new student orientation annually.

Awards and recognition – Students are eligible to receive awards and recognition by faculty and staff. Each spring an awards ceremony is held honoring students who have achieved in various subjects at Inspire. Scholarships winners are also announced including the Inspire Foundation Scholarship winners.

Campus Clubs – Inspire offers a variety of clubs. Clubs renew their charters each year, so they change annually. However some consistent clubs have been the California Scholarship Federation, Interact, Robotics Club, Poetry Club and Art Club. Several of Inspire's classes are also supported by clubs and each grade level has a club.

Credit Recovery – Students who are credit deficient may enroll (or be assigned) to take online credit recovery classes during the school year or over the summer break. Please inquire with the Inspire counselors for more information.

Day on the Purple and Spring Standout – Inspire Student Government hosts these school-wide events on the quad which allow a platform for students to perform for one another and show what they have been learning in their classes. Clubs also fundraise during the events.

English Language Development (ELD) - Inspire assesses identified English learners annually using the California English Language Development Test (CELDT) to evaluate students' ability to listen, speak, read, and write in English. CELDT results are used to create recommendations for placement. To ensure success in the mainstream English classrooms, Inspire provides ELD instruction and support as an independent class.

Enrichment –Advisors offer several enrichment sessions throughout the school year. This comes in the form of one session a week, for four weeks, and includes a wide variety of activities and guest speakers. Students may choose any enrichment available, based on a specific sign-up schedule.

Independent Study (physical education) – Inspire supports an Independent Study PE (ISPE) program that can fulfill the graduation requirements for PE. Each participating student will complete 400 minutes of physical activity every 2 weeks. Written assignments are also completed each semester. Students enrolling in ISPE will receive course information at the beginning of each semester.

Independent Study (short term) – Independent study is offered on a short term basis for 10 days or less in lieu of attending classes on campus. Families are highly encouraged to schedule family vacations during school vacations and keep students in school during the school year. All absences (excused or unexcused) have a negative impact on student learning. Inspire may refuse short term independent study to a student when insufficient notice is given (at least 5 school days) or when the student has not completed a previous independent study contract. Contact counseling to establish a short-term independent study contract and master agreement. Short-term independent study contracts will not be given after the final spring progress report annually barring family or medical emergency.

Independent Study (long term) – Inspire does not offer traditional long term independent study options per the school's charter. Exceptions may include an independent study capstone course within a major or a compelling student proposal for edification or enrichment. Contact administration directly with questions.

Independent Study & Concurrent Enrollment (credit acceleration) – Inspire does not offer Independent study for the purposes of credit acceleration. Inspire offers several opportunities to accelerate credits (ISPE, 8-course schedules, etc.) Eligible students may elect to participate in CSU, Chico High School Scholars, Butte College concurrent enrollment, or other programs offered through post-secondary organizations. Students must submit transcripts to Inspire prior to credit being awarded as transfer credit.

Parent Support Team – Families are encouraged to get involved with Inspire's Parent Support Team. This group of dedicated parents support Inspire with annual events and fundraisers, Advisory activities, senior celebrations, dance supervision, staff appreciation, and other volunteer opportunities.

Production Team – Inspire supports a team of students who produce Inspire performances and events. The team is open to all grade levels and a competitive application process takes place in the spring semester. Please inquire with the technical theatre major advisor for information regarding the application process.

Reg2Go – This program is a function of Butte College and consists of three parts. First Butte College staff comes to Inspire to describe the program and answer questions about the school. Second, interested students sign up to take a diagnostic placement assessment on the Inspire campus administered by Butte College. Finally, students take a field trip to the Butte College main campus and attend an orientation, campus tour, and receive assistance from Butte College counselors to register for classes

Shady Creek – Junior and senior students are eligible to serve as camp counselors for local 6th grade classes at various outdoor camps like Shady Creek for one week each spring semester. Interested students must obtain written approval and complete both an application and a short-term independent study contract prior to serving as counselors. Deadlines and information will be announced on campus during the fall semester.

Sober Grad Night – Inspire parents support a Sober Grad night for graduates following the commencement ceremony each year. This is a prevention program to support students making safe and healthy choices as they celebrate their last step as a high school student. Please know that this event is not a function of the school and any inquiries can be directed to the Inspire Foundation.

Sojourn to the Past Club & Field trip – *Sojourn to the Past* is a unique, transformative, and empowering academic immersion program that supports 11th and 12th grade students from diverse academic, racial, ethnic, and socio-economic backgrounds on a seven-day moving classroom journey along the path of the Civil Rights Movement through five states in the American South. Interested club members participate in this trip every other school year. While the trip is closely associated with the U.S. History curriculum at 11th grade, it is open to both juniors and seniors to attend. Sojourn to the Past operates independently of Inspire and general information is available at www.sojournproject.com, emailing info@sojournproject.com, or calling (650)952-1510.

Special Education – Inspire offers a full-inclusion model of special education services in which students are placed in “mainstream” college-preparatory classes as much as possible. The learning center supports students with academic support periods to assist with organization, prioritization, assignment completion, testing in smaller environments, and assists students with self-advocacy skills to address and overcome difficulties of learning material.

Senior Events – Inspire supports several senior events including Senior Sunrise, Senior Picnic, a Senior Class Photo, Senior Slideshow, Senior Sunset, and a reception following the Graduation ceremony.

Academic Check-ins – Once a week Inspire affords time for students to seek additional support during advisory. Advisors create environments for students to support one another academically as well as check in with students regarding their academic progress.

Visual and Performing Arts Productions – Inspire students and staff produce high quality visual and performing arts events. Each year this includes a school-wide gala, a spring musical, a dramatic production, a musical theatre showcase, winter and spring music concerts, a dance showcase, theatre workshop, and other performances as well. Some of these shows are audition-based and some are a demonstration of learning within a class. Beyond performing on stage or creating artwork, students are typically involved with set designing, lighting, sound, costuming, hair, props, and stage-managing. Inspire productions are intended for all audiences unless promoted for “mature audiences” or advising “parental guidance”. Please inquire regarding any concerns or questions regarding content of Inspire’s performances. Audition information is made available on campus throughout the year, and a calendar of events is maintained on the Inspire website.

World Languages International Field Trip – Students looking to further demonstrate their mastery of world languages may have the opportunity to travel abroad to Spanish speaking countries. These trips are organized around Inspire’s spring break by an outside organization. Past trips have included Costa Rica, Spain, and France. Announcements will be made on campus for interested students.

Enrollment

Inspire School of Arts and Sciences is nonsectarian in its programs, admission policies, employment practices, and all other operations, and will not charge tuition nor discriminate against any student based on race, ethnicity, national origin, religion, gender, sexual orientation, perceived sexual orientation, home language, or disability or any other characteristic described in Education Code Section 220.

Capacity permitting, Inspire shall admit all pupils who wish to attend the school.

The open enrollment period is held during the months of December and January annually. If the number of pupils who wish to attend Inspire exceeds the school's capacity, attendance shall be determined by a public random lottery held immediately following the open enrollment period. As permitted by state and federal charter law, students currently in the charter and their siblings shall be exempt from the lottery. Students who reside within the CUSD attendance boundaries shall be given preference in the lottery over those students who do not. Specifically, preferences for enrollment will include the following ranked order:

1. Continually enrolled students.
2. Siblings of continually enrolled students.
3. Children of faculty and staff on site up to 3% of overall enrollment.
4. Students re-enrolling at Inspire with a planned leave of absence approved by the Inspire board of directors.
5. Students residing within the Chico Unified attendance boundary.
6. All other eligible students.

The enrollment preferences above are applied at the time of the lottery.

Students and parents will complete an application. Applicants who participate in the lottery, and are not offered an admission spot, will remain on the waiting list for the entire school year. These applicants will be moved to subsequent year's waiting list, maintaining their order from the previous year's waiting list. Parents who wish to exercise these preferences must apply for their students in the open enrollment period which begins December 1 and ends January 31.

Public announcements are made regarding enrollment deadlines, online and in local media. Completed applications must be received by the enrollment deadline. If Inspire is not at capacity at the end of an open enrollment period, all of those applicants that meet the specified qualifications will be accepted and rolling admissions will continue throughout the year until capacity is reached. Once capacity is reached, additional applicants will be placed on a waiting list in order of date of receipt of application and by grade level.

If Inspire is over capacity at the end of an open enrollment period, then all of those applications received during the open enrollment period will go into the lottery to either be given admission or assigned a number on the waiting list. The lottery will be held in early February shortly after the open enrollment period closes.

The lottery is a system of random public selection of applications that identifies students for enrollment and generates the school's waiting list. During the lottery process, all completed and accepted applications are categorized into preference categories (sibling, CUSD boundary, etc) and randomly assigned numbers in numeric order. All applications received during open enrollment will receive a number.

At lottery time, the lottery will proceed as follows for all applicants during the open enrollment period:

1. Siblings of students currently in attendance, followed by children of employees on site. They will be assigned the lowest available number in that order. Where families have more than one student, the lowest available number will be assigned to all siblings entering Inspire. Families who have a preference must apply during the open enrollment period (which begins in December and ends in January). Sibling preferences may not be exercised by student applicants who have previously attended Inspire and subsequently graduated or transferred to another school. Students in the Chico Unified attendance boundary are listed next. All other students are last.
2. After each lottery, families will be notified of their status on the list and advised that they must notify Inspire within one (1) business week if they wish to enroll their student. At that time, they should provide updated information (address, telephone number, etc.). Families failing to respond within two (2) business days will be dropped from the waiting list and the next family will be notified.

As the semester break approaches and when openings become available, the next family on the waiting list for the appropriate grade will be notified of his or her status and given one (1) week to respond with the intent to enroll. After that time, a family who does not respond will be moved to the bottom of the list and the next family notified.

Prior to enrollment, parents and students must sign a form indicating that they have read and understood the handbooks and policies of Inspire, that they accept responsibility for the proper maintenance of school equipment and materials and that they understand and agree to the “Acceptable Use Policy” for on-line activities as well as sign the Digital Citizenship Agreement. A copy of the Acceptable Use Policy and Digital Citizenship Agreement is included at the end of this handbook.

Inspire is committed to enrolling and graduating a student body representing Chico's diversity, and will target outreach and recruitment efforts to these groups in addition to others.

Unconditional Enrollment – Students who have documentation of receiving all required immunizations, or who have a documented permanent medical exemption, shall be admitted to Inspire if all other requirements are met.

Conditional Enrollment – Any student seeking admission to Inspire who lacks documentation of having received all the required vaccinations may be admitted conditionally if:

- The student has not received all the immunizations required of his/her age group but has commenced receiving doses of all the vaccines required, and is not due of any doses at the time of admission. The parent or guardian will be notified of the date by which the student must complete all the required immunizations. (17 CCR §6020 & §6035).
- The student has obtained a temporary medical exemption from immunization, and the parent or guardian is notified of the date by which the pupil must complete all the required immunizations. (17 CCR §6020 & §6035).

Transfer Students – Inspire will typically accept up to 65 credits per year for each student's attendance and work at other high schools. Should students not hold credits indicating adequate progress towards an Inspire diploma, placement recommendations may be made to attend alternative placements in the surrounding communities.

Inspire reserves the right to evaluate the equivalency of all transfer credits to those awarded by the school in order to determine with a reasonable degree of confidence that granting transfer credit to the student can be

done without compromising the school's academic standards. In order to make such a determination, the school may take any of the following steps:

1. Verify that courses for which transfer credit is requested are equivalent in time and content to the Inspire courses, among institutions, between institutions, or on an individual basis.
2. Administer subject area competency examinations.

Student Services

Instructional Items – Inspire loans out a variety of instructional items for student use each year including (but not limited to) textbooks, calculators, orchestra/choir dresses, instruments, Chromebooks, and more. If any instructional items and/or books are lost, stolen or damaged, the student will be required to pay for it prior to receiving a course grade and/or clearance for graduation. Students are required to return all instructional items at the close of each school year. Students or families who do not remit instructional items loaned to them in a reasonable and timely manner will be notified in writing. Failure to respond to written notification may result in the unpaid account being sent to a collections agency. (Cal. Ed. Code 48904(b))

Food Services – Food services are available before school and during lunch, and are free for all students.

Health Services - Inspire maintains school nursing services and a health aide is available during the school day. Please call the office to discuss any physical health related topics as it applies to the school or students.

1. **Health Screenings** – Health screenings for vision and hearing are provided for students in 10th grade. You may notify the Inspire health aide, in writing, annually, if you do not wish to consent to screening examinations of your student. The student would then be exempt from any screening examination. (Cal. Educ. Code §§49452-49457)
2. **Administration of Medication** – Inspire staff is responsible for the administration of medication to students attending school during regular school hours. It is imperative that practices followed in the administration of medication be carefully delineated to ensure the safety of our students and the legal protection of our employees. Any student who is required to take, during the regular school day, medication prescribed for him or her by a physician, or ordered for him or her by a physician assistant practicing in compliance with Chapter 7/7 (commencing with Section 3500) of Division 2 of the Business and Professions Code, may be assisted by the school nurse or other designated school personnel or may carry and self-administer prescription auto-injectable epinephrine if Inspire receives the appropriate written statements as follows:
 - A. In order for a pupil to carry and self-administer prescription auto-injectable epinephrine, Inspire shall receive both a written statement from the physician or physician assistant detailing the name of the medication, method, amount, and time schedules by which the medication is to be taken, and confirming that the student is able to self-administer auto-injectable epinephrine, and a written statement from the parent, foster parent, or guardian of the student consenting to the self-administration, providing a release for the school nurse or designated school personnel to consult with the health care provider of the pupil regarding any questions that may arise with regard to the medication, and releasing Inspire and school personnel from civil liability if the self-administering pupil suffers an adverse reaction as a result of self-administering medication.
 - B. In order for a student to be assisted by a school nurse or designated school personnel, Inspire shall receive both a written statement from the physician or physician assistant detailing the name of the medication, method, amount, and time schedules by which the medication is to be taken and a written statement from the parent, foster parent, or guardian of the student indicating the desire that Inspire assist the student in the matters set forth in the statement of the physician and surgeon or physician assistant.

Guidelines:

- The primary responsibility for the administration of medication rests with the parent/guardian, student and medical professional.
- Medication shall be administered during school hours only if determined by a physician to be necessary.
- All medication must be presented to the school in the original prescription bottle with the student's name, medication name and prescribed amount written on the label.
- Designated staff shall keep records of medication administered at the school.
- All medication will be kept in a secure and appropriate storage location and administered per physician's instructions by appropriately designated staff.
- Designated staff shall return all surplus medication to the parent/guardian upon completion of the regimen or prior to summer holidays.
- Designated staff shall establish emergency procedures for specific medical conditions that require an immediate response (i.e. allergies, asthma, and diabetes).
- The written statements specified in this policy shall be provided at least annually and more frequently if the medication, dosage, frequency of administration, or reason for administration changes.
- A pupil may be subject to disciplinary action if that pupil uses auto-injectable epinephrine in a manner other than as prescribed.
- Any pupil requiring insulin shots must establish a plan for administration of insulin shots with the school nurse in consultation with the parent/guardian and pupil's medical professional.

Attendance

Attendance and Student Achievement – Regular attendance is an essential component of a student's education. Students absent from school on an excused absence and approved by the principal shall be allowed to complete all assignments and tests missed and upon satisfactory completion, shall be given appropriate credit. (Education Code, Section 48205). Other absences due to suspension or personal reasons are unexcused, and teachers may allow for homework and other make-up work, but are not required by law to do so.

Expectations – According to state law, attendance at school is compulsory until the eighteenth (18th) birthday or until graduation from high school. Students will be expected to be in class daily, and to be on time, in order to receive maximum benefits from the instructional program and to develop habits of punctuality, self-discipline and responsibility. Students who are absent from school for any length of time (one or more periods, one or more days) must verify the absence by a phone call or note from their parents or guardian. Verification does not mean the absence or tardy is excused.

GENERAL INFORMATION

1. If a student is going to be absent for three (3) days or more due to illness, the parent should contact the school and make arrangements for make-up work.
2. Students will be considered truant when the school receives a forged note or impersonated phone call for that absence. The truant student will be assigned Saturday school and the parent/guardian will be contacted.
3. Students who become ill must request permission to report to the health office or the attendance office. Failure to report to either office promptly will be considered truant.

4. 18 year old consent forms are available for eligible students. Families need to give expressed written permission for their adult students to take on the increased responsibility of reporting attendance accurately to the school.

Absences – Reasons for excused absences are the following per California Education Code 48205 are the following:

1. Illness
2. Medical or dental appointment
3. Quarantine by a public health official
4. Court Appearance
5. Jury Duty (over 18)
6. Bereavement of a family member
7. Visitation of a family member on leave from military service
8. Working in the official capacity of a county elections officer (over 18)
9. Observation of a religious holiday or ceremony
 - a. With written consent, a student will be released from school to observe a holiday or ceremony of the student's religion. Please schedule any religious instruction during non-school hours since students will not be excused from school to receive religious instruction. (Cal. Educ. Code §46014)

Reporting Absences to the school

1. Verification of absences are to be made by telephone or note from the parent or guardian indicating the date and reason for absence. The parent or guardian should call the same day as the absence.
2. Without verification of absences, the following truancy definitions apply:
 - a. Truant – a student is truant if they are absent more than 30 minutes without a valid excuse on 3 occasions in a school year.
 - b. Habitual Truant – a student is habitually truant if they are absent without a valid excuse for 5 days during a school year
 - c. Chronic Truancy– a student is chronically truant if they are absent without a valid excuse for at least 10% of the school year (18 days)
3. The following consequences may be used to address attendance problems:
 - a. Detention
 - b. Work Detail
 - c. Closed campus lunch
 - d. Saturday School
 - e. In-School Suspension
 - f. Schedule Change
 - g. School Attendance Review Board (SARB)

Off-Campus Permit

1. Students are not to leave school while in session without obtaining an off-campus permit.
2. Off-campus permits must be obtained before school or during lunch. A pass will be issued when the parent sends a note or calls the attendance office. The note must contain the exact date, time and reason for leaving.
3. Students who leave campus without a permit will be considered truant.

Unexcused Tardy – Students are expected to be in class on time.

1. Students arriving more than thirty (30) minutes late will be considered truant and the consequences for truancy will apply.
2. Any tardy will result in a student obtaining a tardy slip from the office to enter class
3. Any unexcused tardy earns a 30 minute detention.
4. Students will have five school days to serve the detention at lunch or after school.
5. Students who fail to serve their detentions will be assigned Saturday School.
6. Students who fail to serve Saturday School by the end of the school year will start the following year on closed campus lunch.
7. **Seniors who do not serve their detentions and/or attend assigned Saturday Schools shall forfeit the privilege of participating in graduation ceremonies.**
8. If a family wants to excuse a student coming late to school in the morning due to unique circumstances, they may accompany the student to the office, send the student with a note, or call in to the attendance line on the same day of the tardy. Parents are only allowed to clear one unexcused tardy per semester. All other unexcused tardies will result in a detention being assigned.

Family Vacations – The grades of students who miss several (five or more) consecutive days of school, even if they are fulfilling a Short Term Independent Study contract, will be affected by their absences. Even though work can be given to a student ahead of time, valuable class time will be missed. Besides summer breaks, there are four (4) additional weeks during the school year for family vacations or other personal trips. Inspire administrators and teachers understand that extenuating circumstances (emergencies, deaths in the family) will be treated differently than family vacations. Inspire may refuse short term independent study to a student when insufficient notice is given (at least 5 school days) or when the student has not completed a previous independent study contract. No short-term independent contracts will be given after April 10th.

Temporary Disability – Students who are in a hospital or other residential health facility, excluding a state hospital, which is located outside of the school in which the pupil's parent or guardian resides, shall be deemed to have complied with the residency requirements for school attendance in the school district in which the hospital is located. (Education Code, Section 48207 Notwithstanding Section 48200.):

It shall be the primary responsibility of the parent or guardian of a pupil with a temporary disability to notify the school district in which the pupil is deemed to reside pursuant to Section 48207 of the pupil's presence in a qualifying hospital.

Homeless Education Assistance Act – School-aged children have certain rights or protections under the McKinney-Vento Homeless Education Assistance Act. This act applies if a student or their family lives in any of the following situations:

1. in a shelter, motel, vehicle, or campground
2. on the street
3. in an abandoned building, trailer, or other inadequate accommodations, or
4. doubled up with friends or relatives due to lack of or affordable housing.

If a family is homeless as defined above, students have the right to:

1. Go to school, no matter the location of residence or how long a student has lived there. Students must be given access to the same public education provided to other children.
2. Continue in the school they attended before homelessness occurred or the school they last attended, if that is the choice and it is feasible. If a school sends your student to a school other than the one you request, the school must provide you with a written explanation and offer you the right to appeal the

decision.

3. Attend a school and participate in school programs with children who are not homeless. Students cannot be separated from the regular school program because they are homeless.
4. Enroll in school without giving a permanent address.
5. Enroll and attend classes while the school arranges for the transfer of school and immunization records or any other documents required for enrollment.
6. Enroll and attend classes in the school of choice even while the school seeks to resolve a dispute over enrollment.
7. Receive the same special programs and services, if needed, as provided to all other students served in these programs.

If a family is homeless as defined above, when moving, should do the following:

1. Contact the school's liaison for homeless education (see phone number below) for help in enrolling your child in a new school or arranging for your child to continue in his or her former school. (Or, someone at a shelter, social services office, or the school can direct you to the person you need to contact.)
2. Contact the school and provide any information you think will assist the teachers in helping your child adjust to new circumstances.
3. Ask the shelter provider or a social worker for assistance with clothing and supplies, if needed. (MC KINNEY-VENTO (44 U.S.C. §11431, et seq.)

Contact: Inspire Counseling Dept, 1050 Fremont Street, Chico, CA 95928 (530) 891-3090.

Expectations of Conduct

Behavioral Expectations and Discipline – The Inspire Board of Directors believes that every student has a legal right to attend a safe and secure school and its related activities. The school staff has the authority and support to maintain discipline in order for the school to function in accordance with its intended purpose. The Board will not tolerate activities which threaten the safety and well-being of students, staff or property. School personnel will hold students accountable for their conduct at school and at all school related activities. A copy of Inspire's Safe Schools Plan is available at the office.

Each student is expected to abide by all federal, state, local and school laws and regulations. Also, each student is expected to exhibit common courtesies of decency, morality, cleanliness, honesty and cooperation. Any student who fails to comply with the district's student behavior standard is subject to disciplinary action.

A student is subject to school disciplinary action (1) while on school grounds, (2) while going to or coming from school, (3) during the lunch period, whether on or off the school campus, or (4) during, or while going to or coming from, a school-sponsored activity.

A student may be suspended or expelled from school when it is deemed that the student has violated California Education Code as listed in Appendix D at the end of this handbook.

Student Use of Technology – Inspire provides electronic information resources (Internet access) to students. This connection allows access to local, national and international sources of information and collaboration vital to intellectual inquiry in a democracy. In return for this access, every user has the responsibility to respect and protect the rights of every other user in our community and on the Internet. Users and account holders are expected to act in a responsible, ethical and legal manner, in accordance with Inspire's Internet Acceptable Use Procedure, the missions and purposes of the other networks used on the Internet, and all applicable state and federal laws. (Cal. Educ. Code §§48980, 51871.5)

Users are prohibited from accessing, posting, submitting, publishing or displaying **harmful matter*** or material that is threatening, profane, obscene, disruptive or sexually explicit, that advocates illegal acts or that could be construed as harassment or disparagement of others including material based on gender, race,

national origin, sex, sexual orientation, age, disability, religion or political beliefs. (***Harmful matter** means matter, taken as a whole, which to the average person, applying contemporary statewide standards, appeals to the prurient interest, and is matter which, taken as a whole, depicts or describes in a patently offensive way sexual conduct and which, taken as a whole, lacks serious literary, artistic, political, or scientific value for minors, Penal Code 313.)

Use of computer resources is a privilege, not a right. Please refer to Internet Acceptable Use Policy, Student Use of Technology, and Digital Citizenship Agreement in this handbook.

Cell Phone Policy – Per AB3216, California schools must have a policy that limits smartphone use on campus.

At Inspire, cell phones, smart watches, and headphones are to be silent and stored away (in bags, not pockets) during class time, including during trips to the restroom. At teacher discretion, students may be permitted to use phones for curricular tasks. Parents can contact students during class time by calling the office and sending a message, or requesting their student to come to the office and call home.

Exceptions: Students are permitted to use their phones in case of an emergency, in response to a perceived threat or danger, or as allowed by a staff, administrator, doctor, or the student's Individualized Education Plan (IEP). Cell phone use is permitted during the passing period and lunch. Some rooms and campus areas are designated "phone free zones" to promote social, emotional, and physical wellbeing.

Liability for Student Misconduct – The parent or guardian of a minor is liable for all damages caused by the willful misconduct of the minor that results in the injury or death of any pupil, school employee, or school volunteer. The parent or guardian is also liable for damages to real or personal property belonging to the school, or personal property belonging to a school employee, resulting from the willful misconduct of the minor. The liability of the parent or guardian is limited to \$19,600 adjusted annually for inflation.

The parent or guardian of a minor is liable for any reward, not exceeding \$19,600, adjusted annually for inflation, paid pursuant to Government Code Section 53069.5. Government Code Section 53069.5 allows local agencies to offer and pay a reward for information leading to the identification and apprehension of any person who willfully damages or destroys property, or whose willful misconduct results in injury or death to any person.

The school shall, in writing, notify the parent or guardian of the pupil, of the pupil's alleged misconduct before withholding the pupil's grades, diploma, or transcripts. When the minor and parent are unable to pay for the damages, or to return the property, the school shall provide a program of voluntary work for the minor in lieu of the payment of monetary damages. Upon completion of the voluntary work, the grades, diploma, and transcripts of the student shall be released. (Cal. Educ. Code §48904(a))

Expectations for Co-Curricular Activities – In addition to school-wide expectations, Inspire maintains elevated expectations for elected Associated Student Body Officers and leaders of student clubs and organizations. The Code of Conduct includes specific disciplinary actions and academic eligibility guidelines. Please inquire with teachers and advisors regarding additional requirements for the various clubs and positions of responsibility students are encouraged to pursue.

Expectations for Extra-Curricular Activities – Violation of the school rules that result in being required to leave a school event may result in a thirty (30) day suspension (calendar days) from attending school-related extra-curricular activities (dances, performances, awards, rallies, etc.).

Student Dress Code – Inspire encourages individual expression and creative fashion to the point it does not disrupt the learning environment.

1. Shoes must be worn on campus. SAFETY IS NOT NEGOTIABLE.
2. Outer clothing must cover undergarments and appropriately cover the body.
3. Slogans/Logos shall not offend, defame, insult, or ridicule any individual, group, or segment of society.
4. Appropriate clothing does not promote gangs, is not sexually explicit nor suggestive, and does not promote violence, hate-acts, drugs, alcohol, tobacco, or other substances. Partner with administration for any special projects that involve increased campus awareness through organized use of expressive clothing
5. Corrective action:
 - a. Travel pass marked “Dress Code” will be discreetly given to you.
 - b. Proceed to the office.
 - c. Teachers and/or office staff will discuss concerns with students.
 - d. Families may be contacted to bring appropriate clothing down to campus.
 - e. Students may be given the option to cover it up and not bring it back.

Loitering – There shall be no loitering or littering within a two-block radius of the grounds of Inspire. Violators are subject to disciplinary consequences. Students may not loiter after 5:00 p.m. on campus after school without an expressed intent and supervision. Any students on campus after hours need to be with a teacher or supervisor, or else they are considered to be loitering. When asked to leave, students must comply.

Please note that senior students with an “open period” in the mornings are welcome on campus approximately 10 minutes prior to the beginning of their first class. Students may be requested by faculty or staff to arrive early and must sign in at the office should they attend during their “open period” to account for their presence on campus.

Open Campus – Inspire permits 10th – 12th grade students to leave school grounds during the lunch period. For off-campus privileges to be maintained at local high schools, our immediate neighbors must be shown considerable respect. Therefore, Inspire students may not congregate within a two-block radius of any campus or Inspire. This includes all alleyways, yards and adjoining areas. Please be aware that “neither the school nor any officer or employee thereof shall be liable for the conduct or safety of any pupil during such time as the pupil has left the school grounds pursuant to this section.” (Cal. Educ. Code §44808.5) All students are expected to remain on campus during passing periods. Once a student arrives on campus they may not leave prior to the end of the school day without an approved off-campus permit.

Closed Campus – Inspire students may not visit other school campuses during the school day for any purpose. If an emergency exists requiring such a visit, the student must first report to the school administration office requesting permission.

Freshmen students are assigned closed campus lunch for safety reasons. Students report to staff and sign-in at the midpoint of the lunch hour ensuring they are on campus. Students who fail to sign-in will start the following school year on a closed campus lunch.

Visiting Campus – Visitors must report to the office for a Visitor’s Pass. Passes may only be issued to secondary age students from out-of-town with prior approval. Approved visitors will follow Inspire’s behavioral expectations or will leave campus, and families will be notified as such. Administration requires

written or verbal communication by the parent of the hosting or visiting student at least 24-hours in advance, and the visitor must have proper ID. Administration reserves the right to regulate visitors on campus. Visitors are limited during the first two weeks, or the last two weeks of school, or before major school breaks, i.e., Thanksgiving, Winter and Spring Breaks. All campus visitors must have permission from an Inspire staff member at least 24 hours in advance.

1. Organized campus tours for interested families – call the office for dates
2. Guest speakers – must sign in at the office
3. Inspire alumni – must sign in at the office
4. 8th grade visitation – pre-enrolled students tour and have lunch on campus each spring
5. Families may attend Inspire's school-wide events or rallies and must sign in at the office for any on-campus events.
6. Parents requesting to observe in classrooms or visit campus will adhere to the following:
 - a. Visiting parents must go to the main office, sign in and receive a visitor's pass.
 - b. Parents who are on campus without a visitor's pass will be escorted to the office by administration, staff, or a campus supervisor.
 - c. Unidentified adults are not permitted on campus.
 - d. Parents who want to observe in a classroom must give the teacher reasonable notice and 24 hours prior is preferred. Parents who wish to visit the classrooms of teachers other than those of their children may request this through the administration. These visits may take longer than 24 hours to arrange.
7. Adults who do not have children in attendance at Inspire may request tours and classroom visits to be conducted at the convenience of school personnel.

Dance Guest Pass – Inspire students may invite non-Inspire students to dances. Dance tickets can be purchased only after a dance guest pass has been completed by the student, submitted to and approved by the associate principal or principal who will exercise discretion when approving guests. Some of the reasons a guest may be denied from attending an Inspire dance are listed below:

1. Any person who has been administratively transferred from Inspire or another school for disciplinary reasons.
2. Any person who has been expelled from Inspire, CUSD or, if it can be determined, from another school.
3. Any person who has been disciplined or caused a disruption or presented safety concerns at Inspire activities while they were a student at Inspire.
4. Any person identified as an associate or member of a gang as defined by police agencies.
5. Any person cited by the police for the following offenses: trespassing on school property, unlawful fighting, assault, battery, carrying weapons or displaying weapons, disturbing the peace, etc.
6. Any person over the age of 19.
7. Any person whose character cannot be vouched for by school or police officials.

Expectations of Vehicle Operation – While driving on or near campus, students will adhere to the following:

- a. Maximum speed limit while driving a vehicle on campus is five miles per hour (5 m.p.h.)
 - b. Students are required to observe all driving regulations as designated by the California State Vehicle Code while driving vehicles on or near the campus.
 - c. Students who drive vehicles in a reckless manner on or near the campus are liable for forfeiture of their on-campus driving and parking privileges/Saturday Alternative Program/suspension/and/or referral to the Chico Police Department.
2. Parking on high school campus (permits sold to JUNIORS & SENIORS ONLY)
 - a. Students with valid parking permits are to park their vehicles within appropriate designated student parking spaces.
 - b. Parking tags must be purchased at the Inspire office.
 - c. Students are prohibited from parking their vehicles in the designated Staff/Visitor/unauthorized areas on campus.

- d. Students who park their vehicles in restricted areas will have a tire boot attached to the vehicle. The student must pay a \$10 service fee to have the boot removed.

Gang Policy – Gang-related conduct or activities on school campuses and during all school sponsored activities are a threat to the safety of others and are strictly prohibited. The Inspire Board intends to maintain campuses that are safe in accordance with California Law.

Gang-related conduct/activities include, but are not necessarily limited to: producing graffiti, wearing of apparel, displaying “colors”, conducting hazing such as rites of initiations, displaying hand signals, and clothing arrangements, producing, displaying, or advocating trademarks, accessory items, or any other symbols or actions which would denote membership/involvement in gangs as identified by the administration or by law enforcement.

The Board establishes that gang-related conduct or activities are a source of potential consequent violence.

The Board further establishes that such gang-related conduct or activities create a clear and present danger for the commission of unlawful acts on school premises, or the violation of lawful school regulations, or the substantial disruption of the orderly operations of the school. Students who engage in gang related activities will be subject to disciplinary procedures outlined in Board Procedure, which may include suspension and/or expulsion from school.

Nothing in this Board Policy is intended to replace or supplant applicable state or federal laws. Parents of students who engage in gang-related conduct or activities will be advised of same.

Gang-Related Dress and Behavior – Inspire recognizes the importance of providing a school environment that will strongly discourage student gang-related dress and behavior. It is therefore a goal of Inspire and each school to deter such dress and behavior.

The Inspire Board finds the wearing of gang-related signs, insignia, distinctive modes of dress denoting gang affiliation, and gang-related behaviors by students constitute a substantial disruption of school and school-related activities, and regulation of student dress is necessary for the health and safety of the school environment.

Parents of students who wear gang-related dress will be advised of the same.

Gang Defined – A “gang” as defined in this policy is any group of three or more persons whose purposes include the commission of illegal acts as outlined in the California Education and/or Penal Code.

Paraphernalia Defined – “Paraphernalia” as defined includes personal belongings, articles, equipment, apparatus, or furnishings.

Student Sexual Harassment Grievance Policy – It is the policy of Inspire to maintain a learning and work environment that is free of sexual harassment. In accordance with Inspire Board Policy, employee formal complaints of sexual harassment are referred to the Principal/designee.

Sexual harassment of students is defined in this section in accordance with Title VII of the Civil Rights Act; Title IX of the Educational Amendments of 1972, Office of Civil Rights; and current Inspire Policies.

1. Sexual harassment is unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when made by a member of the school staff to a student or to another staff member, when made by a student to another student, or when made by a student to a staff member.

- a. Submission of such conduct is made, either explicitly or implicitly, a term or condition of an individual's employment or education; or
 - b. Submission to or rejection of such conduct is used as a basis for employment or education decisions affecting such individual; or
 - c. Such conduct has the purpose or effect of substantially interfering with an individual's educational or work performance, or creating an intimidating, hostile, or offensive employment or educational environment.
2. Sexual harassment may include, but is not limited to:
- a. Suggestive or obscene letters, notes, or invitations; derogatory comments, slurs, jokes, or epithets; assaults, touching, impeding or blocking movement; leering gestures, display of sexually suggestive objects, pictures or cartoons.
 - b. Continuing to express sexual interest after being informed that the interest is unwelcome. Reciprocal attraction is not considered sexual harassment.
 - c. Implying or withholding support for an appointment, promotion, or change of assignment; suggesting a poor performance report will be prepared; or suggesting probation will be failed. Within the educational environment, implying or actually withholding grades earned or deserved; suggesting a poor performance report will be prepared; or suggesting a scholarship recommendation or college application will be denied.
 - d. Coercive sexual behavior used to control, influence or affect the career, salary, and/or work environment of another employee within the educational environment or engaging in coercive sexual behavior to control, influence, or affect the educational opportunity, grades, and/or learning environment of a student.
 - e. Offering favors or educational employment benefits, such as grades or promotions, favorable performance evaluations, favorable assignments, favorable duties or shifts, recommendations, reclassifications, etc., in exchange for sexual favors.

Sexual and Gender Based Discrimination – Inspire will not discriminate against any student based on sex, sexual orientation, perceived sexual orientation, gender, or gender identity.

Inspire will maintain separate restroom facilities for male and female students. Students may use facilities consistent with their gender identity.

Student Complaints Against School Employees – Sexual harassment, as noted above, may take many forms. The goal of this policy is to have a process that is sensitive to the needs of students as well as the rights of those against whom allegations have been made. All complaints, both formal and informal, will be handled with confidentiality appropriate to the investigation.

Title IX requires that a single individual person be designated to investigate and report on formal sexual harassment and discrimination complaints for Inspire. That person for Inspire shall be the Principal/designee.

On each campus, the designee shall be the responsible officer. The designee will assist students at both the formal and informal grievance levels and be prepared to answer any questions or concerns.

Many complaints will be resolved at the informal level. Often discussion with the employee will successfully change the behavior to the student's satisfaction.

Sometimes the nature of the sexual harassment is so severe to the student that no contact with the individual or their supervisor is possible. In those situations the student would immediately report the incident directly to the Principal/designee.

1. Informal Level

The Step I level encourages the student to approach the person who has caused the complaint. The student should specify the incident that caused the complaint and the action that, in the student's opinion, would resolve the matter.

At the Step 2 level, the student approaches the designee. The student should specify the incident that caused the complaint and the action that, in the student's opinion, would resolve the matter.

2. Formal Level

The Step 3 level is directly with the Principal/designee. The student begins the formal written discrimination procedure at this level if she/he believes it is necessary.

3. Timeline

The formal complaint must be filed in writing in the Office of the Principal within 180 calendar days of the occurrence.

The investigation will be completed within a 90-day period and the complainant will receive notification of final disposition. If additional time is necessary, an interim notification will be provided to the complainant.

Findings may be appealed to the Principal.

Complaint Against Other Students – Sexual harassment is a violation of the law, and students are subject to disciplinary sanction for this behavior. Complaints shall be brought directly to administration.

School Safety

School Safety – The Inspire Board recognizes the benefits to students and staff of a safe educational environment. The Board is committed to the goal of a safe, caring, nondiscriminatory school climate that is conducive to learning and enables students to feel safe and realize their full potential.

The Inspire Board supports both a proactive approach and early intervention to curb school violence, crime, drug and alcohol abuse, and other negative detractors to the school learning environment.

Inspire has developed a comprehensive school-wide school safety plan, in cooperation with local law enforcement, and the District Incident Response Team. The plan may be viewed in the Inspire office.

Search and Seizure – To maintain order and discipline in the schools and to protect the safety and welfare of students and personnel, school authorities may physically search a student, as well as his/her effects including, but not limited to, student lockers, desks, cubby holes, clothing, backpacks, purses, book bags, brief cases and other such containers, or student automobiles based upon reasonable suspicion. Reasonable suspicion includes where there are reasonable grounds for suspecting that the search will turn up evidence that the student has violated or is violating either the law or the rules of the school. Such a search will be permissible in its scope when the measures adopted are reasonably related to the objectives of the search and not excessively

intrusive in light of the age and sex of the student and the nature of the infraction. Because student lockers, desks, cubbyholes and similar storage areas are the property of Inspire and because the control of such areas is joint between the student and Inspire, these areas are subject to search at any time.

In general, immediately prior to undertaking a search, it will be appropriate for school authorities to question the student about the incident and/or object of the search. While consent is not necessary upon a reasonable suspicion to search, in general, a student will be provided with the opportunity to consent.

When a search of the student's belongings is warranted under the reasonable suspicion as defined above, the search will be conducted by Inspire's administrative team, or its representative. When possible, a second school employee, certificated or non-certificated personnel, will be in the room during the search.

Search Procedure:

When a search is deemed necessary, the following steps will be followed:

1. The school administrator asks the student if he/she/they brought anything to school that should not have been brought.
2. The school administrator confirms the student is the owner of the backpack, purse, book bag etc. in the student's possession.
3. The school administrator instructs the student to remove all items from the backpack, purse, book bag etc. and place them on a table.
4. The school administrator instructs student to remove all items from all pockets. The school administrator may request the student to turn all pockets inside out to reveal nothing is inside.
5. The school administrator may conduct his/her/their own search of the backpack, purse, book bag etc. after the student has completed emptying them.

Reasonable suspicion searches may be conducted of a student while the student is on school grounds, under school supervision and/or while engaged in a school or Inspire activity. The products of such a search may be turned over to the proper legal authorities, including, but not limited to, the Chico Police, Butte County Sheriff, and/or utilized by the school itself for ultimate disposition and/or use as evidence.

Detection Devices - The Board believes that the presence of drugs, weapons, vandalism, theft and violence in the schools threatens Inspire's ability to provide an appropriate learning environment. The Board believes that the proper use of detection devices, such as, but not limited to, metal detectors, surveillance cameras, drug sniffing canines, and/or substance detectors may be necessary to further the goal of an appropriate school environment. Such detection devices shall be utilized only under the direction of the Principal in consultation with legal counsel.

High School Undercover Operations – The Board believes that the use of narcotics officers working in undercover roles on high school campuses may be necessary under certain circumstances. Such officers shall be utilized only under the direction of the Principal in consultation with legal counsel and site administration. Such operations will be undertaken in a manner to ensure the safety of students.

Emergency Announcements – School Cancellations: School may be cancelled due to extreme weather conditions or emergencies. Local media outlets will provide information.

Pesticides – The Healthy Schools Act of 2000 was signed into law in September 2000, and requires that all schools provide parents or guardians of students with annual written notification of expected pesticide use on school sites. The notification will identify the active ingredient or ingredients in each pesticide product. Please

go to <http://www.cdpr.ca.gov> for further information on pesticides and their alternatives. Inspire will send out notifications prior to their use on campus.

Personal Property – If a student is using a valuable piece of equipment such as a musical instrument at school, the equipment should be insured. School or personal property found on campus must be taken to lost and found. Items not claimed within sixty (60) days may be returned to the finder. Unauthorized possession of lost items will be treated as theft.

Students should immediately report any thefts of their personal property to the administration. The school is not responsible for thefts. Every effort will be made to apprehend the thief and to recover stolen items.

Security Camera Use

Inspire uses security cameras in public areas of the Inspire campus, including in and around school buildings, classrooms, and on school property. The purpose of the cameras is to promote and maintain a safe, secure, and healthy environment for all students and staff. Private areas of campus, such as restrooms will not be subject to security camera recording. Additionally, Inspire posts signage indicating the areas of campus where security cameras are in use.

Security camera footage may or may not be monitored at any time and the video recordings will only be retained if necessary, for use in a disciplinary proceeding or other matters, to the extent permitted by law and as determined necessary by Inspire. Furthermore, the content of video recordings may be referred to local law enforcement, as appropriate. The content of the video recordings may be a confidential student record and, if so, will be retained with other student records and subject to the Family Educational Rights and Privacy Act (“FERPA”) requirements. The content of the video recordings may also be a confidential “personnel file” record when used to consider the performance of an Inspire employee and will be exempt from disclosure under the Public Records Act on that basis.

Parents/Guardians may request to view recordings of their children only in the event the recordings are used in disciplinary proceedings involving their children, and such requests must be made in writing by the parent/guardian pursuant to the School’s FERPA Policy. Any such request shall be processed pursuant to the Inspire FERPA Policy and in accordance with any other applicable law. If a parent/guardian’s request is granted, the faces of other students shown in the recording, who are not children of the requesting parent/guardian, will be removed and/or blurred out in order to protect their identities.

Security cameras will not be used to record audio in areas where there is an expectation of privacy without the prior consent of all parties. Footage will be kept private and destroyed after approximately 60 days, unless preservation of the footage is otherwise needed as discussed above.

Communicable Disease Policy

Purpose

The purpose of the policy is to outline provisions that maximize protection against communicable diseases in the school setting.

Reporting

Reportable diseases, as defined by the state health department and designated on the communicable disease chart in the school clinic, will be reported to the local health department. These diseases include chickenpox, measles, pertussis, meningitis, hepatitis A, shigella, salmonella, mumps, T.B., E. coli, COVID-19, and hepatitis B.

Exclusion From School For Health Reasons

The guidelines below have been developed for the exclusion of students who have communicable or contagious diseases. These regulations are in compliance with the requirements of the local health department.

- A student with any of the following symptoms will be excluded from school until such time as the student is free of symptoms, has been satisfactorily treated, or submits a signed physician's statement that he/she is no longer contagious.
 - A temperature of 100 degrees or more. Student must be fever free for 24 hours, without medication, before re-entry.
 - A deep, barking, unusually persistent cough/fits of coughing, or productive cough of colored mucus.
 - An undetermined rash, blisters, or scaly patches over any part of the body.
 - Nausea, vomiting, or diarrhea. A student must be symptom free for 24 hours without medication before re-entry.
 - Red, draining eyes.
 - Sore throat with fever.
 - Intense itching with signs and symptoms of secondary infection.
 - Open, draining lesions.
 - Jaundice-a yellowish tint to eyes or skin for unknown reasons.
 - Pain and/or swelling at angle of jaw.
 - An unusual behavior change such as irritability, lethargy, or listlessness.
- The school will segregate the ill child from well children at the school until he/she can go home to limit the spread of disease.
- Parents of children possibly exposed to infectious diseases, as well as staff, will be informed.
- The school will adhere to the exclusion and readmission recommendations.
- The staff will watch for signs and symptoms of communicable diseases in classrooms where one is identified.

Communicable Disease Transmission Routes

- Airborne
- Respiratory droplets from an infected person spread by sneezing, coughing and speaking.
- Direct skin contact with wounds or discharges from an infected person.
- Fecal-oral route when effective hand washing is not done after toileting and there is contamination of hands, food, drink, or of objects put in mouth.

- Indirect contact when microorganisms linger on objects such as door knobs, faucet handles, desk tops, phones, handrails, and computer keypads.

Common Infectious Diseases

- Flu and COVID-19
 - Flu season is typically from October through March. Preparation is the key. management is a team effort between staff, parents, students, and health care Professionals.

- Noroviruses
 - Most common cause of epidemic gastroenteritis and is extremely contagious. Characterized by an acute onset of non-bloody diarrhea, nausea, vomiting, and abdominal cramps. There may also be a low grade fever and body aches.
 - Transmission: Person to person might occur through the fecal-oral route, by ingestion of aerosolized vomitus or by indirect exposure via environmental surfaces. All food service workers will wear gloves when serving food.

- MRSA (Methicillin-resistant staphylococcus aureus)
 - Staph is a bacterium commonly found on skin or in the nose of healthy people. MRSA is a type of staph bacteria that is resistant to certain antibiotics that may cause skin and other infections. Community associated MRSA cases are usually manifested as skin infections such as pimples, boils, and abscesses. People might describe an initial lesion as a “spider bite.” The involved area is swollen, red, and painful and pus may be present. MRSA is usually spread through direct skin-to-skin contact between an infected person and another individual, often on contaminated hands or by contact with surfaces that have come into contact with someone else’s infection.
 - Factors related to transmitting staph from one person to another include:

- Poor hygiene, especially the lack of hand washing.
 - Close physical contact and crowded conditions.
 - Sharing personal products (towels, razors).
 - Puncturing boils with fingernails or tweezers
 - Activities that result in burns, cuts, or abrasions or require sharing Equipment.
 - Exclusion of students with MRSA infections from school and extracurricular Activities:
 - Implemented if directed by an M.D.
 - Reserved for those with wound drainage (pus) that cannot be covered and contained with a clean, dry bandage and for those who cannot maintain good personal hygiene.
 - Advice for teachers:
 - If a student is observed with an open, draining wound, they are to be referred to the school nurse.
 - Enforce hand washing with soap and water before /after eating, after using the restroom, and playing outside.
- Meningitis:
 - Meningitis is an inflammation of the covering of the brain and spinal cord. It can be caused by viruses, parasites, fungi, or bacteria. Most people with viral meningitis fully recover. Parasitic and fungal meningitis are rare. Bacterial meningitis is very serious.
 - Symptoms: can progress rapidly in a matter of hours.
 - Severe headache, high fever
 - Vomiting
 - Sensitivity to bright lights
 - Neck stiffness, joint pains
 - Drowsiness or confusion
 - Possible tiny red-purple spots or bruises caused by bleeding under the Skin.
 - In some cases of bacterial meningitis, the illness can be fatal or may result in permanent disability such as deafness, blindness, amputations, or brain damage.
 - Transmission: It is transmitted when people exchange saliva (such as kissing, sharing drinks or utensils). The highest risk group for the most serious form, meningococcal meningitis, is children 2-18 years.
 - Pertussis
 - Pertussis is also known as whooping cough. It is a highly contagious bacterial infection. The bacterium is sprayed into the air when an infected person sneezes, coughs, or talks.
 - Symptoms:
 - Runny nose.
 - Sneezing that progresses to cough, followed 1-2 weeks later by spasms of coughing characterized by a series of short convulsive-like coughs, followed by a high pitched gasp of air called a whoop, and might be followed by vomiting.
 - Fever can be minimal or absent.
 - Symptoms wane gradually over weeks to months.
 - Duration of classic pertussis is 6-10 weeks in children.

- Lice
 - Scientific evidence supports that exclusion from school for nits alone is not Indicated.
 - When it is determined live lice are present:
 - The parent will be contacted for treatment to begin.
 - After treatment has begun and no live lice are present, the student should be checked by the nurse prior to re-entry.
 - The school nurse will remind parents to check their child's hair periodically, especially after overnight visits with other children. Parents should educate their child to avoid the spread of lice by head-to-head contact, sharing of hats, combs, brushes, pillows, etc.

Prevention Strategies For Communicable Diseases

- The school environment:
 - Cleaning and disinfecting surfaces to reduce the risk of spreading infection.
 - If surfaces or objects are soiled with body fluids or blood, gloves and other standard precautions are to be used to avoid coming in contact with fluid. Remove spill, then the surface is to be cleaned and disinfected.
 - Custodians are called for episodes of vomiting, large amounts of blood, feces, or urine that contaminate the floor, carpet, or restroom to be cleaned by an approved disinfectant.
 - Material soiled with vomit, blood, feces or other body fluid will be double bagged to throw away. Extra attention to periodic vigilant cleaning will be utilized in common areas such as desks, tables, drinking fountains and in high touch areas, such as computer keyboards, doorknobs and handles, and telephones.
 - Kleenex and protective equipment such as gloves will be kept available.
 - Staff will be reminded about infection control and blood borne infection control procedures annually.
- Universal Precautions: a set of guidelines that assume all blood and certain other bodily potentially infectious. Universal precautions are to be followed when providing care to any individual whether or not the person is known to be infectious. These include:
 - Hand washing: Hand washing is one of the best tools for controlling the spread of infections. Hands are to be washed thoroughly with running water and soap for at least 15-20 seconds with scrubbing between fingers, under fingernails and around the tops and palms of hands. Hand washing should be done before and after eating, after using the restroom, after playing outside or sports, and after field trips to farms or places with animals. A shower is recommended for those students involved in contact sports as soon as possible
 - Personal protective equipment.
 - Gloves are to be used when in contact with blood or body fluids.
 - Protective eyewear or masks should be worn in situations where it is possible body fluids could come in contact with eyes or mouth.
 - Cleaning:
 - Blood or body spills are to be wiped up as soon as possible.
 - Spills are to be double bagged and disposed of in trash.
 - The area is to be cleaned with an approved disinfectant or bleach Solution.
 - All soiled clothing should be double bagged and sent home with the person.
- Immunizations:
 - The state health regulations require students attending school to be up to date on all immunizations.

- o A valid medical exemption is required for exemption.
- o The school will keep documentation of the immunization status of all students on file.
- o If a reportable communicable disease is known, parents of students without that vaccine will be notified to check with their doctor regarding exclusion from school for a designated time.

General Information

Medications

Administration of Medications

The California Education Code states that any student who is required to take medication or receive a health related procedure that is prescribed by a physician during the regular school day, may be assisted by the school nurse or other designated school personnel if the district receives:

- The Inspire student medication form which details the method, amount and time schedules that the medication or procedure is to be administered as well as authorizes Inspire to administer the medication procedure, (E.C. 49422, 49423)

This form must be signed by the student's physician as well as the student's guardian.

All medications must be delivered to the school in the original container. Prescription medications must also be in the original pharmacy container with the original prescription label adhered to the container. Students may carry and self-administer prescription auto-inject- able epinephrine and asthma inhalers if certain requirements are met. Parents/guardians who request school staff members to administer medications or perform procedures at school must recognize that school health personnel will communicate with that student's prescribing health professional if the school requires clarification about that procedure or medication delivery, such as its dose, scheduling, side effects, or indications.

No other prescription or over-the-counter medications, vitamins, herbs, or alternative medications may be carried by students on their person, in a backpack or other container except as indicated above and with the express knowledge and permission of the school nurse. Limited over-the-counter medications may be available at some school sites and can be given only by a credentialed school nurse or trained health technician with parent or guardian consent on file.

Contact the school nurse if you have questions. Forms for medication administration or procedures are available at your child's school and below.

General Information

Directory Information Policy – The Family Educational Rights and Privacy Act (“FERPA”), a Federal law, requires that Inspire, with certain exceptions, obtain a parent/guardian written consent prior to the disclosure of personally identifiable information from his or her child’s education records. However, Inspire may disclose appropriately designated “directory information” without written consent, unless a parent/guardian has advised the Charter School to the contrary in accordance with this policy.

“Directory information” is information that is generally not considered harmful or an invasion of privacy if released. Directory information can be disclosed to outside organizations without a parent’s prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. Inspire has designated the following information as directory information:

- Student’s name
- Address
- Telephone listing
- Electronic mail address
- Photograph
- Date and place of birth
- Dates of attendance
- Grade level

If you do not want the Charter School to disclose directory information from your child’s education records without your prior written consent, you must notify Inspire in writing. Please notify office staff.

Student Fees Policy - The Board of Directors of Inspire recognizes that every California public school student is entitled to a free public education. Therefore, Inspire has adopted the following policy regarding charging students fees for participating in educational activities that are a fundamental part of the curricular and extracurricular program. Nothing in this policy limits a parent/guardian or student’s right to voluntarily contribute time or things of value to our schools. This policy is subject to Charter School’s Uniform Complaint Procedure.

The Free School Guarantee – In accordance with Education Code Section 49011, “a pupil enrolled in a public school shall not be required to pay a pupil fee for participation in an educational activity.” That includes any fee, deposit, or other charge imposed on students, or a student’s parents or guardians for any of the following:

1. Registering for or participating in a class or extracurricular activity, whether required or elective and without regard to whether the activity is credit-bearing.
2. A security deposit or other payment required to obtain a lock, locker, book, class apparatus, musical instrument, uniform, or other materials or equipment.
3. A purchase of any supplies, materials, equipment, or uniforms associated with an educational activity.

Education Code section 49010(a) defines “educational activity” as an activity offered by Inspire that constitutes “an integral fundamental part of elementary and secondary education, including, but not limited to, curricular

and extracurricular activities.” That does not include, and therefore a fee may be charged, for non-educational services that Inspire elects to provide such as bus transportation, health services, or nutrition services.

Additional Assurances – With regard to charging fees, Inspire also adheres to the following:

1. No student or parent/guardian will be required to request a fee waiver.
2. No student or parent/guardian will be offered a two-tier educational activity with a minimal opportunity for free and a second, higher opportunity for a fee.
3. No student will be offered or denied the opportunity to participate in educational activities based on whether his or her parent/guardian contributed money, goods, or services to the school.

Voluntary Contributions – students, parents, and guardians are still encouraged to make voluntary contributions or donations of time, money, or property and to participate in fund raising activities. Students may be encouraged to participate in fundraising activities through prizes or other recognition for voluntary participation.

Complaint Procedures – Students, parents, and guardians may submit complaints which allege that Inspire has violated the policy on student fees stated above. The Principal shall maintain a record of each complaint and subsequent related actions. Such complaints may be made anonymously if the complaint provides evidence or information leading to evidence to support an allegation of an unlawful fee.

Complaints regarding unlawful fees should be made using the Uniform Complaint Procedures and form contained in this handbook. If a complaint regarding a particular fee is determined to have merit, Inspire will reimburse all such fees paid by any individual.

Appendix A

Digital Citizenship Policy

Inspire maintains that the Internet and digital devices offer vast, diverse, and unique resources to students, parents, faculty and staff. Our goal in providing Internet access and digital devices to students is to promote educational excellence by facilitating innovation, communication and collaboration. In order to meet our goal, users are expected to abide by and model the accepted Digital Citizenship Agreement, which includes but is not limited to:

1. RESPECT Yourself

I will show respect for myself through my actions. I will select online names that are appropriate.

I will consider the information and images that I post online. I will consider what personal information about my life, experiences, experimentation or relationships I post.

2. RESPECT Others

I will show respect to others. I will not use electronic mediums to flame, bully, or stalk other people. I will show respect for other people and myself in my choice of websites; I will not visit sites that are degrading to others, pornographic, racist or inappropriate. I will not abuse my rights of access and I will not enter other people's private spaces or areas.

3. RESPECT for Property

I will respect the property of others including school IT property such as networks, hardware, software, or other user's files and data. This includes, but is not limited to, the creation, uploading, or downloading of computer viruses or other malicious software.

4. RESPECT Intellectual Property

I will request permission to use resources. I will suitably cite any and all use of websites, books, and other media. I will only use software and media others produce with their permission. I will use free and open source alternatives rather than pirating software. I will purchase, license and register all software. I will purchase my music and media, and refrain from distributing these in a manner that violates their licenses. I will act with integrity.

5. PROTECT Yourself

I will ensure that the information, images and materials I post online will not put me at risk. I will not publish my personal details, contact details or a schedule of my activities. I will report any attacks or inappropriate behavior directed at me. I will protect passwords, accounts and resources.

6. PROTECT Others

I will protect others by reporting abuse and by not forwarding inappropriate materials or communications. Failure to abide by the Digital Citizenship Agreement may result in one or more of the following:

- Disciplinary action by administration, when school culture is impacted.
- The notification to the appropriate legal authorities for prosecution, if required.
- Responsibility for damages to all IT equipment, networks, and hardware or software systems resulting from deliberate or willful acts of vandalism.

Appendix B

Inspire School of Arts & Sciences

Uniform Complaint Policy and Procedures

Inspire School of Arts & Sciences Uniform Complaint Policy and Procedures

Inspire School of Arts and Sciences' policy is to comply with applicable federal and state laws and regulations. Inspire is responsible for compliance with federal and state laws and regulations governing educational programs. Pursuant to this policy, persons responsible for conducting investigations shall be knowledgeable about the laws and programs which they are assigned to investigate. This complaint procedure is adopted to provide a uniform system of complaint processing for the following types of complaints:

1. Complaints of discrimination against any protected group, including actual or perceived discrimination, on the basis of age, sex, sexual orientation, gender, gender identity, gender expression, ethnic group identification, race, ancestry, national origin, religion, color, or mental or physical disability, or on the basis of a person's association with a person or group with one or more of these actual or perceived characteristics in any Inspire program or activity; and
1. Complaints of violations of state or federal law and regulations governing the following programs including but not limited to: special education, Title II, Section 504 of the Rehabilitation Act, consolidated categorical aid, migrant education, career technical and technical education training programs, child care and development programs, child nutrition program.
2. A complaint may also be filed alleging that a pupil enrolled in a public school was required to pay a pupil fee for participation in an educational activity as those terms are defined below.
 - a. "Educational activity" means an activity offered by a school, school district, Inspire or county office of education that constitutes an integral fundamental part of elementary and secondary education, including, but not limited to, curricular and extracurricular activities.
 - b. "Pupil fee" means a fee, deposit or other charge imposed on pupils, or a pupil's parents or guardians, in violation of Section 49011 and Section 5 of Article IX of the California Constitution, which require educational activities to be provided free of charge to all pupils without regard to their families' ability or willingness to pay fees or request special waivers, as provided for in *Hartzell v. Connell* (1984) 35 Cal.3d 899. A pupil fee includes, but is not limited to, all of the following:
 - i. A fee charged to a pupil as a condition for registering for school or classes, or as a condition for participation in a class or an extracurricular activity, regardless of whether the class or activity is elective or compulsory, or is for credit.
 - ii. A security deposit, or other payment, that a pupil is required to make to obtain a lock, locker, book, class apparatus, musical instrument, uniform or other materials or equipment.
 - iii. A purchase that a pupil is required to make to obtain materials, supplies, equipment or uniforms associated with an educational activity.

- c. Nothing in this section shall be interpreted to prohibit solicitation of voluntary donations of funds or property, voluntary participation in fundraising activities, or school districts, school, and other entities from providing pupils prizes or other recognition for voluntarily participating in fundraising activities.

3. Complaints of noncompliance with the requirements governing the Local Control Funding Formula or Sections 47606.5 and 47607.3 of the Education Code, as applicable.

Inspire acknowledges and respects every individual's rights to privacy. Discrimination complaints shall be investigated in a manner that protects [to the greatest extent reasonably possible] the confidentiality of the parties and the integrity of the process. Inspire cannot guarantee anonymity of the complainant. This includes keeping the identity of the complainant confidential. However, Inspire will attempt to do so as appropriate. Inspire may find it necessary to disclose information regarding the complaint/complainant to the extent necessary to carry out the investigation or proceedings, as determined by the Director or designee on a case-by-case basis.

Inspire 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.

Compliance Officer – The following compliance officer will receive and investigate complaints and to ensure Inspire's compliance with law:

Beth Reid
Associate Principal
c/o Inspire School of Arts and Sciences
1050 Fremont Street
Chico, CA 95928
(530) 891-3090

The Principal/Superintendent shall ensure that employees designated to investigate complaints are knowledgeable about the laws and programs for which they are responsible. Designated employees may have access to legal counsel as determined by the Principal/Superintendent or designee.

Notifications – The Principal or designee shall annually provide written notification of the Inspire's uniform complaint procedures to students, employees, parents/guardians, the Board of Directors, appropriate private officials or representatives, and other interested parties.

The Principal or designee shall make available copies of Inspire's uniform complaint procedures free of charge.

The notice shall:

1. Identify the person(s), position(s), or unit(s) responsible for receiving complaints.
2. Advise the complainant of any civil law remedies that may be available to him/her under state or federal discrimination laws, if applicable.
3. Advise the complainant of the appeal process pursuant to Education Code Section 262.3, including the complainant's right to take the complaint directly to the California Department of Education ("CDE") or to pursue remedies before civil courts or other public agencies.
4. Include statements that:
 - a. Inspire is primarily responsible for compliance with state and federal laws and regulations;
 - b. The complaint review shall be completed within sixty (60) calendar days from the date of receipt of the complaint unless the complainant agrees in writing to an extension of the timeline;

- c. An unlawful discrimination complaint must be filed not later than six (6) months from the date the alleged discrimination occurs, or six (6) months from the date the complainant first obtains knowledge of the facts of the alleged discrimination;
- d. The complainant has a right to appeal Inspire's decision to the CDE by filing a written appeal within fifteen (15) days of receiving Inspire's decision; and
- e. The appeal to the CDE must include a copy of the complaint filed with Inspire and a copy of Inspire's decision.

Procedures

The following procedures shall be used to address all complaints which allege that the Inspire has violated federal or state laws or regulations governing educational programs. Compliance officers shall maintain a record of each complaint and subsequent related actions.

All parties involved in allegations shall be notified when a complaint is filed, when a complaint meeting or hearing is scheduled, and when a decision or ruling is made.

Step 1: Filing of Complaint

Any individual, public agency, or organization may file a written complaint of alleged noncompliance by Inspire.

A complaint alleging unlawful discrimination shall be initiated no later than six (6) months from the date when the alleged discrimination occurred, or six (6) months from the date when the complainant first obtained knowledge of the facts of the alleged discrimination. A complaint may be filed by a person who alleges that he/she personally suffered unlawful discrimination or by a person who believes that an individual or any specific class of individuals has been subjected to unlawful discrimination.

The complaint shall be presented to the compliance officer who shall maintain a log of complaints received, providing each with a code number and date stamp.

If a complainant is unable to put a complaint in writing due to conditions such as a disability or illiteracy, the Inspire staff shall assist him/her in the filing of the complaint.

Step 2: Mediation

Within three (3) days of receiving the complaint, the compliance officer may informally discuss with the complainant the possibility of using mediation. If the complainant agrees to mediation, the compliance officer shall make arrangements for this process.

Before initiating the mediation of a discrimination complaint, the compliance officer shall ensure that all parties agree to make the mediator a party to related confidential information.

If the mediation process does not resolve the problem within the parameters of law, the compliance officer shall proceed with his/her investigation of the complaint.

The use of mediation shall not extend Inspire's timelines for investigating and resolving the complaint unless the complainant agrees in writing to such an extension of time.

Step 3: Investigation of Complaint

The compliance officer is encouraged to hold an investigative meeting within five (5) days of receiving the complaint or an unsuccessful attempt to mediate the complaint. This meeting shall provide an opportunity for the complainant and/or his/her representative to repeat the complaint orally.

The complainant and/or his/her representative shall have an opportunity to present the complaint and evidence or information leading to evidence to support the allegations in the complaint.

A complainant's refusal to provide Inspire's investigator with documents or other evidence related to the allegations in the complaint, or his/her failure or refusal to cooperate in the investigation or his/her engagement in any other obstruction of the investigation, may result in the dismissal of the complaint because of a lack of evidence to support the allegation.

Inspire's refusal to provide the investigator with access to records and/or other information related to the allegation in the complaint, or its failure or refusal to cooperate in the investigation or its engagement in any other obstruction of the investigation, may result in a finding, based on evidence collected, that a violation has occurred and may result in the imposition of a remedy in favor of the complainant.

Step 4: Response

Unless extended by written agreement with the complainant, the compliance officer shall prepare and send to the complainant a written report of Inspire's investigation and decision, as described in Step #5 below, within sixty (60) days of Inspire's receipt of the complaint.

Step 5: Final Written Decision

Inspire's decision shall be in writing and sent to the complainant. Inspire's decision shall be written in English and in the language of the complainant whenever feasible or as required by law.

The decision shall include:

1. The findings of fact based on evidence gathered.
2. The conclusion(s) of law.
3. Disposition of the complaint.
4. Rationale for such disposition.
5. Corrective actions, if any are warranted.
6. Notice of the complainant's right to appeal Inspire's decision within fifteen (15) days to the CDE and procedures to be followed for initiating such an appeal.
7. For discrimination complaints arising under state law, notice that the complainant must wait until sixty (60) days have elapsed from the filing of an appeal with the CDE before pursuing civil law remedies.
8. For discrimination complaints arising under federal law such complaint may be made at any time to the U.S. Department of Education, Office for Civil Rights.

If an employee is disciplined as a result of the complaint, the decision shall simply state that effective action was taken and that the employee was informed of Inspire's expectations. The report shall not give any further information as to the nature of the disciplinary action.

Appeals to the California Department of Education – If dissatisfied with Inspire's decision, the complainant may appeal in writing to the CDE within fifteen (15) days of receiving Inspire's decision. When appealing to the CDE, the complainant must specify the basis for the appeal of the decision and whether the facts are incorrect and/or the law has been misapplied. The appeal shall be accompanied by a copy of the locally filed complaint and a copy of Inspire's decision.

Upon notification by the CDE that the complainant has appealed Inspire's decision, the Principal or designee shall forward the following documents to the CDE:

1. A copy of the original complaint.
2. A copy of the decision.
3. A summary of the nature and extent of the investigation conducted by Inspire, if not covered by the decision.

4. A copy of the investigation file, including but not limited to all notes, interviews, and documents submitted by all parties and gathered by the investigator.
5. A report of any action taken to resolve the complaint.
6. A copy of Inspire's complaint procedures.
7. Other relevant information requested by the CDE.

The CDE may directly intervene in the complaint without waiting for action by the Inspire when one of the conditions listed in Title 5, California Code of Regulations, Section 4650 exists, including cases in which Inspire has not taken action within sixty (60) days of the date the complaint was filed with Inspire.

Civil Law Remedies – A complainant may pursue available civil law remedies outside of Inspire's complaint procedures. Complainants may seek assistance from mediation centers or public/private interest attorneys. Civil law remedies that may be imposed by a court include, but are not limited to, injunctions and restraining orders. For discrimination complaints arising under state law, however, a complainant must wait until sixty (60) days have elapsed from the filing of an appeal with the CDE before pursuing civil law remedies. The moratorium does not apply to injunctive relief and is applicable only if Inspire has appropriately, and in a timely manner, apprised the complainant of his/her right to file a complaint in accordance with 5 CCR 4622.

UNIFORM COMPLAINT PROCEDURE FORM

Last Name: _____ First Name/MI: _____

Student Name (if applicable): _____ Grade: _____ Date of Birth: _____

Street Address/Apt. #: _____

City: _____ State: _____ Zip Code: _____

Home Phone: _____ Cell Phone: _____ Work Phone: _____

School/Office of Alleged Violation: _____

For allegation(s) of noncompliance, please check the program or activity referred to in your complaint, if applicable:

- | | | |
|---|--|--|
| ☐ Adult Education | ☐ Consolidated Categorical Programs | ☐ Nutrition Services |
| ☐ Career/Technical Education | ☐ Migrant and Indian Education | ☐ Special Education |
| ☐ Child Development Programs | ☐ Pupil Fees | ☐ Local Control Funding Formula |

For allegation(s) of unlawful discrimination/harassment, please check the basis of the unlawful discrimination/harassment described in your complaint, if applicable:

- | | | |
|--|---|--|
| ☐ Age | ☐ Gender / Gender Expression / Gender Identity | ☐ Sex (Actual or Perceived) |
| ☐ Ancestry | ☐ National Origin | ☐ Sexual Orientation (Actual or Perceived) |
| ☐ Color | ☐ Race | ☐ Based on association with a person or group with one or more of these actual or perceived characteristics |
| ☐ Disability (Mental or Physical) | ☐ Religion | |
| ☐ Ethnic Group Identification | | |

1. Please give facts about the complaint. Provide details such as the names of those involved, dates, whether witnesses were present, etc., that may be helpful to the complaint investigator.

2. Have you discussed your complaint or brought your complaint to any Inspire personnel? If you have, to whom did you take the complaint, and what was the result?

3. Please provide copies of any written documents that may be relevant or supportive of your complaint.

I have attached supporting documents.

☐ Yes

☐ No

Signature: _____ Date: _____

Mail complaint and any relevant documents to:

Beth Reid – UCP Compliance
c/o Inspire School of Arts and Sciences
1050 Fremont Street
Chico, CA 95928

Appendix C

Inspire School of Arts & Sciences

California Education Code references for violations that may result in student suspension and/or expulsion

Cal. Educ. Code §48900

- a. (1) caused, attempted to cause, or threatened to cause physical injury to another person; (2) willfully used force or violence upon the person of another, except in self-defense;

- b. possessed, sold or otherwise furnished any firearm, knife, explosive (including live ammunition) or other dangerous objects unless, in the case of possession of any such object, the student 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 (a principal shall immediately suspend any student found to be in possession of a firearm at school or at a school activity and recommend expulsion to the board);
- c. unlawfully possessed, used, sold or otherwise furnished, or been under the influence of any controlled substance as defined in the Health and Safety Code (commencing with Section 11053), an alcoholic beverage or an intoxicant of any kind;
- d. unlawfully offered, arranged, or negotiated to sell any controlled substance as defined in the Health and Safety Code (commencing with Section 11053), 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;
- e. committed or attempted to commit robbery or extortion;
- f. caused or attempted to cause damage to school property (including electronic files, other databases and computer information) or private property;
- g. stolen or attempted to steal school property or private property;
- h. possessed or used tobacco or any products containing tobacco or nicotine products including, but not limited to, cigarettes, cigars, vape pens, miniature cigars, clove cigarettes, smokeless tobacco, snuff, chew packets and betel. However, this does not prohibit use or possession by a student of his or her own prescription products;
- i. committed an obscene act or engaged in habitual profanity or vulgarity;
- j. unlawfully possessed, offered, arranged or negotiated to sell any drug paraphernalia as defined in the Health and Safety Code Section 11014.5;
- k. 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;
- l. knowingly received stolen school property or private property;
- m. possessed an imitation firearm. As used in this section, "imitation firearm" means a replica of a firearm that is so substantially similar in physical properties to an existing firearm as to lead a reasonable person to conclude that the replica is a firearm;
- n. committed or attempted to commit a sexual assault as defined in Section 261, 266c, 286, 288, 288a, or 289 of the Penal Code or committed a sexual battery as defined in Section 243.4 of the Penal Code;
- o. harassed, threatened, or intimidated a student who is a complaining witness or witness in a school disciplinary proceeding for the purpose of either preventing that student from being a witness or retaliating against that student for being a witness, or both;
- p. unlawfully offered, arranged to sell, negotiated to sell or sold the prescription drug Soma.
- q. engaged in, or attempted to engage in, hazing. For purposes of this subdivision, "hazing" means a method of initiation or pre-initiation into a pupil organization or body, whether or not the organization or body is officially recognized by an educational institution, which is likely to cause serious bodily injury or personal degradation or disgrace resulting in physical or mental harm to a former, current, or prospective pupil. For purposes of this subdivision, "hazing" does not include athletic events or school-sanctioned events.
- r. engaged in an act of bullying, including, but not limited to, bullying committed by means of an electronic act, as defined in subdivisions (f) and (g) of Section 32261, directed specifically toward a pupil or school personnel.

Cal. Educ. Code §48900.2 – A student may be suspended or recommended for expulsion when it is

determined that the student has committed sexual harassment as defined in Government Code Section 212.5. The conduct must be considered by a reasonable person of the same gender as the victim to be sufficiently severe or pervasive to have a negative impact upon the student's academic performance or to create an intimidating, hostile or offensive educational environment.

Cal. Educ. Code §48900.3 – In addition to the reasons specified, a student in any of grades 4 through 12, inclusive, may be suspended from school or recommended for expulsion if the superintendent or the principal of the school in which the student is enrolled determines that the student has caused, attempted to cause, threatened to cause, or participated in an act of hate violence, as defined in subdivision (e) of Section 33032.5 of the Education Code. ("Hate violence" means any act punishable under Section 422.6, 422.7, or 422.75 of the Penal Code.)

Cal. Educ. Code §48900.4 – In addition to the grounds specified, a student enrolled in any of grades 4 to 12, inclusive, may be suspended from school or recommended for expulsion if the superintendent or the principal of the school in which the student is enrolled determines that the student has intentionally engaged in harassment, threats, or intimidation, directed against school district personnel or a student or group of students, that is sufficiently severe or pervasive to have the actual and reasonably expected effect of materially disrupting class work, creating substantial disorder, and invading the rights of that school personnel or student or group of students by creating an intimidating or hostile educational environment.

Cal. Educ. Code §48900.7

(a) In addition to the reasons specified in Sections 48900, 48900.2, 48900.3, and 48900.4, a pupil may be suspended from school or recommended for expulsion if the superintendent or the principal of the school in which the pupil is enrolled determines that the pupil has made terroristic threats against school officials or school property, or both.

(b) For the purposes of this section, "terroristic threat" shall include any statement, whether written or oral, by a person who willfully threatens to commit a crime which will result in death, great bodily injury to another person, or property damage in excess of one thousand dollars (\$1,000), with the specific intent that the statement is to be taken as a threat, even if there is no intent of actually carrying it out, which, on its face and under the circumstances in which it is made, is so unequivocal, unconditional, immediate, and specific as to convey to the person threatened, a gravity of purpose and an immediate prospect of execution of the threat, and thereby causes that person reasonably to be in sustained fear for his or her own safety or for his or her immediate family's safety, or for the protection of school district property, or the personal property of the person threatened or his or her immediate family.

Cal. Educ. Code §48915

(a) Except as provided in subdivisions (c) and (e), the principal or the superintendent of schools shall recommend the expulsion of a pupil for any of the following acts committed at school or at a school activity off school grounds, unless the principal or superintendent finds that expulsion is inappropriate, due to the particular circumstance:

1. Causing serious physical injury to another person, except in self-defense.
2. Possession of any knife or other dangerous object of no reasonable use to the pupil.
3. Unlawful possession of any controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the Health and Safety Code, except for the first offense for the possession of not more than one ounce of marijuana, other than concentrated cannabis.
4. Robbery or extortion.
5. Assault or battery, as defined in Sections 240 and 242 of the Penal Code, upon any school employee.

(b) Upon recommendation by the principal, superintendent of schools, or by a hearing officer or administrative panel appointed pursuant to subdivision (d) of Section 48918, the governing board may order a pupil expelled upon finding that the pupil committed an act listed in subdivision (a) or in subdivision (a), (b), (c), (d), or (e) of Section 48900. A decision to expel shall be based on a finding of one or both of the following:

1. Other means of correction are not feasible or have repeatedly failed to bring about proper conduct.
2. Due to the nature of the act, the presence of the pupil causes a continuing danger to the physical safety of the pupil or others.

(c) The principal or superintendent of schools shall immediately suspend, pursuant to Section 48911, and shall recommend expulsion of a pupil that he or she determines has committed any of the following acts at school or at a school activity off school grounds:

1. Possessing, selling, or otherwise furnishing a firearm. This subdivision does not apply to an act of possessing a firearm if the pupil had obtained prior written permission to possess the firearm from a certificated school employee, which is concurred in by the principal or the designee of the principal. This subdivision applies to an act of possessing a firearm only if the possession is verified by an employee of a school district.
2. Brandishing a knife at another person.
3. Unlawfully selling a controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the Health and Safety Code.
4. Committing or attempting to commit a sexual assault as defined in subdivision (n) of Section 48900 or committing a sexual battery as defined in subdivision (n) of Section 48900.
5. Possession of an explosive.

(d) The governing board shall order a pupil expelled upon finding that the pupil committed an act listed in subdivision (c), and shall refer that pupil to a program of study that meets all of the following conditions:

1. Is appropriately prepared to accommodate pupils who exhibit discipline problems.
2. Is not provided at a comprehensive middle, junior, or senior high school, or at any elementary school.
3. Is not housed at the school site attended by the pupil at the time of suspension.

(e) Upon recommendation by the principal, superintendent of schools, or by a hearing officer or administrative panel appointed pursuant to subdivision (d) of Section 48918, the governing board may order a pupil expelled upon finding that the pupil, at school or at a school activity off of school grounds violated subdivision (f), (g), (h), (i), (j), (k), (l), or (m) of Section 48900, or Section 48900.2, 48900.3, or 48900.4, and either of the following:

1. That other means of correction are not feasible or have repeatedly failed to bring about proper conduct.
2. That due to the nature of the violation, the presence of the pupil causes a continuing danger to the physical safety of the pupil or others.

(f) The governing board shall refer a pupil who has been expelled pursuant to subdivision (b) or (e) to a program of study which meets all of the conditions specified in subdivision (d). Notwithstanding this subdivision, with respect to a pupil expelled pursuant to subdivision (e), if the county superintendent of schools certifies that an alternative program of study is not available at a site away from a comprehensive middle, junior, or senior high school, or an elementary school, and that the only option for placement is at another comprehensive middle, junior, or senior high school, or another elementary school, the pupil may be referred to a program of study that is provided at a comprehensive middle, junior, or senior high school, or at an elementary school.

(g) As used in this section, "knife" means any dirk, dagger, or other weapon with a fixed, sharpened blade fitted primarily for stabbing, a weapon with a blade fitted primarily for stabbing, a weapon with a blade longer than 3 1/2 inches, a folding knife with a blade that locks into place, or a razor with an unguarded blade.

(h) As used in this section, the term "explosive" means "destructive device" as described in Section 921 of Title 18 of the United States Code.

Cal. Educ. Code §48901.5

- (a) The governing board of each school Inspire, or its designee, may regulate the possession or use of any electronic signaling device that operates through the transmission or receipt of radio waves, including, but not limited to, signaling equipment, by pupils of the school Inspire while the pupils are on campus, while attending school-sponsored activities, or while under the supervision and control of school Inspire employees.
- (b) No pupil shall be prohibited from possessing or using an electronic signaling device that is determined by a licensed physician and surgeon to be essential for the health of the pupil and pupil.

Application for Volunteer Services

School Year: _____

I. Volunteer Information

Last Name: _____ First Name: _____ Middle Initial: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Primary Phone: _____ ☐ Home ☐ Cell ☐ Work ☐ Other

Email Address: _____

If you are related to a student in the school, please list below:

Name of student	Grade/Teacher:	Relationship to student
_____	_____	_____
_____	_____	_____
_____	_____	_____

In Case of Emergency (please list two people to notify in case of emergency):

Name #1: _____ Phone Number(s): _____

Name #2: _____ Phone Number(s): _____

II. Volunteer Position(s)

Volunteer Position (check all that apply):

- ☐ **SPECIAL EVENT(S)** | Name of Event(s) _____
Campus clean-up, festivals, commencement, etc.
- ☐ **CLASSROOM/ON-CAMPUS VOLUNTEER** | **Required:** Valid Tuberculosis Clearance; Fingerprint/Criminal Background Check
- ☐ **FIELD TRIP DRIVER** | **Required:** Field Trip Driver Form, Copy of Driver's License, Copy of current Auto Insurance Liability Coverage, Copy of DMV Driving Record, Copy of Vehicle Registration, , Fingerprint/Criminal Background Check
- ☐ **COACH** | **Required:** Valid Tuberculosis Clearance, Fingerprint/Criminal Background Check, Valid CPR & First Aid Certificates and applicable NSCIF coaching certifications.
- ☐ **INDIRECTLY SUPERVISED** | **Required:** Fingerprint/Criminal Background Check (If this volunteer position is long-term, a Valid Tuberculosis Clearance is also required)

III. Volunteer Agreement

I, _____, have requested authorization to serve as a volunteer for Inspire School of Arts & Sciences ("Inspire" or "Charter School"). I certify that I have sufficient training and experience to serve in the above capacity.:-

The Undersigned hereby voluntarily releases, discharges, waives and relinquishes any and all actions or causes of action for personal injury, property damage or wrongful death occurring to him/herself arising as a result of engaging in said activity or any activities incidental thereto wherever or however the same may occur and continue, and the Undersigned does for him/herself, his/her heirs, executors, administrators and assigns hereby release, waive, discharge and relinquish any action or causes of action, aforesaid, which may hereafter arise for himself/herself and for his/her estate, and agrees that under no circumstances will he/she or his/her heirs, executors, administrators and assigns prosecute, present any claim for personal injury, property damage or wrongful death against the Charter School or any of its officers, agents or employees for any of said causes of action

IT IS THE INTENTION OF THE PARTICIPANT BY THIS INSTRUMENT, TO EXEMPT AND RELIEVE CHARTER SCHOOL FROM LIABILITY FOR PERSONAL INJURY, PROPERTY DAMAGE OR WRONGFUL DEATH CAUSED BY NEGLIGENCE TO THE FULL EXTENT PERMISSIBLE UNDER LAW.

The undersigned, for himself/herself, his/her heirs, executors, administrators or assigns, agrees that in the event any claim for personal injury, property damage or wrongful death shall be prosecuted against Inspire, he/she shall indemnify and save harmless Inspire from any and all claims or causes of action by whomever or wherever made or presented for personal injuries, property damage or wrongful death.

The undersigned acknowledges that he/she has read the foregoing three (3) paragraphs, has been fully and completely advised of the potential dangers incidental to engaging in the activity described above, and is fully aware of the legal consequences of signing this agreement.

Signature (Applicant)

Date

For Office Use Only

Volunteer Services Application approved:

☐

Yes

☐

No

Principal/Designee Signature: _____ Date: _____

Coach Approved: ☐ Yes ☐ No _____ Date: _____

Signature of Charter School Principal/Designee

Field Trip or Cultural Excursion Driver Form

School Year: _____

A. Private Vehicle Use Guidelines

Drivers and private vehicles being operated for Inspire School of Arts and Sciences purposes must meet or exceed the following guidelines:

1. All drivers must be approved by the school administrator.
2. The driver must be at least age 21 years of age to drive for business purposes and age 25 if transporting students, possess a valid California driver's license, and have been continuously licensed for a minimum of 3 years.
3. Driver must be free of any medical condition that may affect his/her ability to operate a vehicle.
4. No alcohol or drugs will be consumed prior to, or while operating the vehicle.
5. The vehicle will be in excellent condition and repair.
6. The number of passengers shall not exceed the capacity for which the vehicle was designed.
7. No one may transport more than nine (9) passengers plus the driver in any vehicle.
8. All occupants must wear seat belts whenever the vehicle is in motion.
9. The use of cell phones, pagers, or other electronic devices while driving is prohibited.
10. Smoking a pipe, cigar or cigarette in the vehicle is prohibited.
11. All Inspire school rules apply to students in the volunteer's car.
12. All California driving laws must be followed including child restraint laws: no texting or distracted driving, hands-free phone use only.
13. No movies may be shown in vehicles.
14. No side trips allowed without prior permission from the principal/superintendent or designee, including gasoline stops. Please be sure to have enough gas before leaving on the trip.
15. Maps and directions from the teacher should be reviewed prior to leaving.
16. No purchases for students should be made on the field trip including food or treats for students in the car.
17. Call Inspire's main office immediately if there is a problem, or if after hours, call the teacher responsible for the field trip or excursion.
18. Parents/guardians will not permit their child to drive other students unless they are properly licensed.
19. Parents/guardians will not permit their child to ride with any person unless that person is properly licensed to drive other students. The driver accepts the added responsibility that comes from carrying extra individuals and, therefore, will be conscientious in obeying all driving rules and regulations in accordance with federal, state, and local laws. The California Supreme Court has eliminated the protection of the former California Guest Law; therefore, a guest passenger may sue his/her host owner/driver.
20. Inspire and its employees have no role in supervising or collecting information about drivers or insurance for transportation to events that originate at a location other than the Charter School. As such, parents/guardians are obligated to confirm that all reasonable requirements are met.
21. Proof of liability insurance for their vehicle with a minimum of \$100K/\$300K coverage as follows:
Minimum liability limits of insurance required are:
Bodily Injury \$100,000 each person; \$300,000 each occurrence
Property Damage \$ 50,000 each occurrence
Or
Combined Single Li nit \$300,000 each occurrence
22. A copy of their Driver's License and Vehicle Registration.

23. A written statement acknowledging that their insurance carrier is the primary agent responsible for insurance during the field trip or excursion.
24. A criminal background check conducted by the California Department of Justice ("DOJ"). Employees or volunteers whose DOJ report reveals a Driving Under the Influence conviction shall not be permitted to transport students or operate any vehicle on Inspire business for ten (10) years from the date of the conviction. Any employee or volunteer convicted of a felony shall not be permitted to transport Inspire students on Inspire business.
25. A Department of Motor Vehicles record. Employees or volunteers with driving records with two (2) points or more shall not be permitted to transport students or operate any vehicle for Inspire field trips and excursions.
26. When driving a personal vehicle while on Inspire business and involved in an accident, by law your liability insurance policy is used first. Inspire liability policy would be used only after your policy limits have been exceeded.
27. If the above conditions change and/or cannot be met, I will no longer participate as a driver until the requirements can be met.

B. Private Vehicle and Driver Information

DRIVER INFORMATION

Driver Child's Name(s): _____

Teacher's Name(s): _____

Driver's Name: _____

Address: _____ City: _____ State: _____ Zip: _____

Phone: _____ Driver's License#: _____ Expiration Date: _____

VEHICLE INFORMATION

Owner's Name: _____ Make: _____ Year: _____

Address: _____ License Plate Number: _____

City: _____ State: _____ Zip: _____ Registration Expiration: _____

Seating Capacity: _____ Number of Seatbelts: _____ # of Booster/Child Restraint Seats, if applicable: _____

DRIVING RECORD

Have you had a valid California Driver's License during the past 3 years?	☐ Yes	☐ No
Based on the Driving Record Table below, does your driving record meet the criteria of an "Acceptable Driver"?	☐ Yes	☐ No

Minor Violations (within past 3 Years) include any moving violation that is not a major/serious violation as shown in this Table. *(Examples of minor violations include, but are not limited to speeding, failure to yield, illegal passing, stop sign/light violation, improper turn, following too close, any other moving violation where DMV points are assessed).*

Number of Minor Violations Within Last 3 Years	Number of At-Fault Accidents Within Last 3 Years			
	0	1	2	3 or more
0	Acceptable	Acceptable	Borderline	Unacceptable
1	Acceptable	Acceptable	Borderline	Unacceptable
2	Acceptable	Borderline	Unacceptable	Unacceptable
3 or more	Unacceptable	Unacceptable	Unacceptable	Unacceptable

License Suspension or Revocation (within past 3 Years)

Unacceptable

Major/Serious Violations (within past 5 Years)

- Failure to stop in the event of an accident (Hit and Run)
- Driving under the influence of alcohol or drugs or with open container
- Refusing to take a substance/chemical test
- More than one dismissal of a conviction relating to controlled substances
- Reckless/Careless Driving
- Homicide or Manslaughter or using vehicle in connection with a felony
- Evading a Peace Officer or resisting arrest
- Driving the wrong way or in the incorrect lane on a divided highway
- Driving in excess of 100 mph
- Racing/Speed contests
- Passing a stopped school bus

Unacceptable

C. Insurance Information for Vehicle Listed

Insurance Company: _____

Policy Number: _____ Expiration Date: _____

Bodily Injury Limit \$ _____ each person and \$ _____ each occurrence

Property Damage Limit \$ _____ each occurrence

-OR-

Bodily Injury and Property Damage Liability, Combined Single Limit \$ _____ each occurrence

D. Verifications

PLEASE ATTACH THE FOLLOWING:

1. Copy of Driver's License
2. Copy of Current Auto Liability Insurance
3. Copy of Vehicle Registration
4. Copy of DMV Driving Record

E. Acknowledgments

DRIVER ACKNOWLEDGEMENT

I certify the above information is correct and agree to advise the Inspire School of Arts and Sciences, in writing, of any changes in the above information and provide updated documentation, if applicable. I have read, understand, and agree to comply with the Field Trip or Cultural Excursion Driver guidelines for Private Vehicles.

Print Driver's Name: _____

Driver's Signature: _____ Date: _____

REGISTERED OWNER ACKNOWLEDGEMENT

As the registered owner, I certify the above insurance information is correct. I understand I must have liability insurance coverage in force, as set forth above, and agree to advise the Inspire School of Arts & Sciences, in writing, of any changes in the above information. I further certify that to the best of my knowledge, the above vehicle is mechanically safe. If an accident occurs, my auto liability policy is primary and used first for losses or claim for damage. Inspire School of Arts & Sciences does not cover, nor is it responsible for, comprehensive and collision (physical damage) coverage to my vehicle.

Print Registered Owner Name: _____

Signature of Registered Owner: _____ Date: _____

Authorized Driver's Name (if different from owner): _____

For Office Use Only

Field Trip Driver Form approved: ☐ Yes ☐ No

Principal/Designee Signature: _____ Date: _____