

A. POLICIES

**Legally Mandated Student Services Policies**

1. \*Education of Foster and Mobile Youth Policy (AB 1319)
2. Education of Homeless Children and Youth Policy (McKinney-Vento Act) <sup>f</sup>
3. \*Educational Records and Student Information Policy - includes directory information, personally indefinable information, challenging/amending student records, and requesting student records (FERPA) (*which includes immigration language*) (AB 711, AB 493) <sup>f</sup>
4. Section 504: Policy, Procedures, and Parent Rights Regarding Identification, Evaluation and Education <sup>f</sup>
5. Special Education Policy (*may be part of District or SELPA policies/procedures and procedural safeguards*) <sup>f</sup>
6. Student Freedom of Speech and Expression Policy
7. \*Suicide Prevention Policy (*must be posted on the school's website*) (AB 34 and AB 1767)
8. \*Title IX, Harassment, Intimidation, Discrimination, and Bullying Policy (includes California law and Title IX Sex or Gender-Based Harassment)(*which includes immigration language*) (*requirement for Title IX policy and certain language to be posted on the school's website*) AB 34 and AB 543) <sup>f</sup>
9. Uniform Complaint Procedures (*which includes pupils fees and immigration language*) <sup>f</sup>
  - Within the Charter (Generally)
    10. Admissions Policies and Procedures
    11. Health and Safety Procedures (*which includes a required communicable disease prevention policy and school safety plan*)
    12. \*Suspension and Expulsion Policy (*after 2018 charters should also include involuntary removal language consistent with AB 1360*) (SB 419)
    13. \*Nondiscrimination Statement (*which includes immigration language*) (SB 75)

**Legally Mandated Student Services Policies – Program Specific**

14. Course-Based Independent Study (*required for schools that offer one or more courses through independent study*)
15. \*Free and Reduced-Price Meals Policy (*only if federal meal reimbursements are taken*) (AB 265) <sup>f</sup>
16. Independent Study Policy (*required for non-classroom-based schools and any school that is going to utilize independent study as a short- or long-term option for students*)

This list is intended to provide guidance for charter schools in adopting policies. Federal and state laws change regularly, so clients are advised to work with Young, Minney & Corr on an annual basis to ensure all policies and procedures are up to date.



## 2020 STUDENT SERVICES POLICIES AND ANNUAL NOTICES

Last Updated 5/26/20

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17. Mathematics Placement Policy (*only for high schools; must be posted on the school's website*)
18. \*Medical Cannabis on Campus Policy (*commencing January 1, 2020*) (*only for schools that choose to permit medical cannabis on campus*) (SB 223)
19. Parent and Family Engagement Policy (*only if Title I funds are taken*)<sup>f</sup>
20. School Wellness Policy (*only if federal meal reimbursements are taken*)<sup>f</sup>
21. Single Gender Schools/Classes (*only if the school has such a program*)
22. Student Technology and Internet Safety Policy - with Acceptable Use Agreement (*only required if e-rate funding is accepted through the Children's Internet Protection Act*)<sup>f</sup>
23. Transportation Safety Plan (*only if transportation is provided by the school*)
24. Tobacco-Free School Policy (*only if funds are taken*)

### **Strongly Recommended Student Services Policies**

25. Administration of Medications Policy
26. \*Cell Phones, Pagers, & Other Electronic Signaling Devices Policy (AB 272)
27. Classroom Based Attendance Policy (*may also include involuntary removal language, consistent with the school's charter*)
28. Classroom and School Volunteer, Visitation, and Removal Policy
29. Fundraising Policy
30. GATE Program Policy (*only if the school offers this program*)
31. General Complaints Policy
32. Graduation Policy
33. Human Trafficking Prevention Policy
34. \*Immunization Policy (SB 276 and SB 714)
35. Limitation on Restraints and Seclusion Policy
36. Missed Assignments and Involuntary Removal Policy
37. Promotion and Retention Policy
38. School Sponsored Field Trips & Cultural Excursions Policy
39. Search and Seizure Policy (*only if the school conducts searches*)
40. Service Animal Policy
41. Sexual Education and HIV Prevention Policy (California Healthy Youth Act) (*grades 7 – 12*)
42. Student Accidents Policy (*only if the school offers an athletic program*)
43. Student Study Team Policy (*may be part of district or SELPA policies/procedures*)
44. Uniform/Dress Code Policy
45. Use of Information Learned from Social Media Policy

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\* 2020 Updates  
<sup>f</sup> Federal Programs

**B. ANNUAL NOTICES**

- Animal Dissections (*recommended if the school is dissecting animals*)
- Availability of Health Insurance (*generally in enrollment forms*)
- Availability of Prospectus
- Cal Grant Program (*only for high schools*)
- California Healthy Kids Survey (*grades 5-12*)
- Concussion and Head Injuries (*only for student athletes and the parent/guardian*)
- Diabetes (*only for incoming 7<sup>th</sup> graders if agreed to in Charter*)
- \*Education of Foster and Mobile Youth
- Education of Homeless Children and Youth Policy (McKinney-Vento Act) <sup>f</sup>
- English Immersion Program (*only if the school has such a program*)
- English Learners (*notification of assessment of student's English proficiency*)
- Nutritionally Adequate Free or Reduced Price Meals
- Human Trafficking Prevention
- \*Immunizations
- Involuntary Removal Process (*only if the school has such a program*)
- Lost or Damaged School Property (*not required, recommended*)
- Mental Health Services (*must be posted on the school's website*)
- \*Nondiscrimination Statement (*CDE complaint notice and form must be posted on the on the school's website*)
- Oral Health Assessment (*only for elementary and middle schools*)
- Parent and Family Engagement (*only if Title I funds are taken*) <sup>f</sup>
- Physical Examinations and Right to Refuse (*only if agreed to in Charter*)
- Pregnant and Parenting Students
- Right to Ask for Teacher Qualifications (*only if Title I funds are taken*) <sup>f</sup>
- School Bus and Passenger Safety (*only if transportation is provided by the school*)
- School Safety Plan
- School Wellness Policy (*only if federal meal reimbursements are taken*) <sup>f</sup>
- Section 504 Notice
- Sexual Health Education (California Healthy Youth Act) (*grades 7 – 12*)
- Special Education (*required if Charter is a LEA for purposes of special education*) <sup>f</sup>

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- State Testing: California Assessment of Student Performance and Progress (“CAASPP”)
- Student Records Notice - including information about directory information, personally indefinable information, challenging/amending student records, and requesting student records (FERPA) <sup>f</sup>
- Sudden Cardiac Arrest Prevention and Automated External Defibrillators (*only if the school conducts athletic activities (other than PE) (must be posted on the school’s website)*)
- Surveys About Personal Beliefs (*only if such a test/questionnaire is to be used*)
- Tobacco-Free Schools (*only if funds are taken*)
- Uniform Complaint Procedures (UCP) (*including information regarding pupil fees*) <sup>f</sup>
- Full Policies Required:
  - Employee Interactions with Students (*must be posted on the school’s website*) (*full policy required*)
  - \*Suicide Prevention Policy (*full policy may be required*)
  - \*Suspension and Expulsion Policy (*full policy may be required*)
  - \*Title IX, Harassment, Intimidation, Discrimination, and Bullying (includes California law and Title IX Sex or Gender-Based Harassment)) (*full policy required*) <sup>f</sup>

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