

Kepler Neighborhood School
Parent & Student Notification
and Information Handbook
2016-2017

Serving to Learn, Learning to Serve



Looking for information about Kepler?
Visit our website at www.keplerschool.org
or stop by our office at 1537 Fulton Street, Fresno, CA 93721
559-495-0849

KEPLER BOARD

Brandon Gary, Chair
Dr. Nathan Carson, Secretary
Erik Chu, Treasurer
Barbara Fiske, Member

ADMINISTRATION

Dr. Christine Montanez, Principal
Shiela Skibbie, Office Manager
Valerie Blackburn, Curriculum & Teaching Director

Table of Contents

KEPLER STAFF CONTACTS	4
SCHOOL CALENDAR AND BELL SCHEDULE	5
KEPLER NEIGHBORHOOD SCHOOL MISSION & VALUES	6
OPPORTUNITIES FOR FAMILY INVOLVEMENT	7
ENROLLMENT AND ADMISSIONS	8
COMMITMENT TO EXCELLENCE CONTRACTS	9
DRESS CODE POLICY	12
IMMUNIZATION AND HEALTH REQUIREMENTS	14
ATTENDANCE	16
SCHOOL ATTENDANCE REVIEW TEAM (SART)	17
DISCIPLINE: RESTORATIVE JUSTICE	18
STUDENT DISCIPLINE: SUSPENSION AND EXPULSION	23
STUDENT USE OF TECHNOLOGY - POLICY	25
STUDENT USE OF TECHNOLOGY - AGREEMENT	29
SEXUAL HARASSMENT - STUDENTS	30
COMPLAINT PROCEDURES	31

Principal's Message

Dear Kepler Parents and Guardians:

Welcome to the new school year! By joining the Kepler team, you have become part of a network of people who have dedicated their lives to helping children reach their full potential. Please know that you are your student's first teacher, and our most valued partner as we strive to provide the best possible education for your student.

We appreciate all that you do and will continue to do to support your student's academic endeavors – we know it is not always easy! Your interest in what your student is doing in and outside the classroom and your support of our efforts are key to a rewarding and successful year. More importantly, parents, staff, and students must partner together with each person doing his or her part to foster an environment in which every child can succeed.

The Parent and Student Notification and Information Handbook has been designed to communicate the policies necessary for ensuring that each child and family can attain the high standards we have set. As part of our desire to partner with you in your student's education, this Parent and Student Handbook provides important information about your student's education, your rights as parents, as well as behavior expectations for students.

We believe that all students can and must learn. Our teachers are committed to high quality instruction, to providing a safe and secure learning environment, and to sustaining a culture that will produce results. Together with our Board, we have outlined our goals and aligned all of our work to achieve them.

- All students will advance in reading, writing, and math
- All students will engage in service learning
- All students will demonstrate the character and competencies for success
- All students will stay in school on target to advance to the next grade level

When our students leave Kepler, they will have the knowledge and skills necessary to be successful in top quality high schools, colleges, and the competitive world and beyond. Again, please take the time to be an active participant in your student's education and know that you are welcome to visit your child on campus. Our teachers and staff are ready to respond to any of your questions or concerns. What an amazing experience to be growing a school together! We look forward to another successful school year.

Respectfully,



Christine Montanez, KNS Principal

Please keep this Parent & Student Notification and Information Handbook in a convenient location for future reference. When you sign your child's emergency card you are acknowledging receipt of this handbook. If an additional copy of this handbook is needed, contact your child's school or log on to <http://www.keplerschol.org>.

Kepler Staff Contacts

Kepler Neighborhood School

1537 Fulton Street

Fresno CA 93721

Office Phone: 559-495-0849

Fax Number: 559-495-0853

School Hours:

SUMMER HOURS

Tuesday – Thursday 9am-2pm

SCHOOL OFFICE HOURS – School Year

Monday – Friday 7:30am-4:00pm

Please Contact our Registrar for all questions regarding student attendance, immunization or health issues. You may also schedule appointments with any of our Administrators by calling the office or emailing our receptionist.

Office Staff

Receptionist

Nancy Lepe-Centeno

n.lepecenteno@keplerschool.org

Office Clerk

Linda Gibson

Registrar

Christina Tovar

c.tovar@keplerschool.org

Administration

Head of School / Principal

Dr. Christine Montanez

c.montanez@keplerschool.org

Office Manager / Billing

Shiela Skibbie

s.skibbie@keplerschool.org

Curriculum & Teaching Coordinator

Valerie Blackburn

v.blackburn@keplerschool.org

Faculty and Staff information can be found on our website at www.keplerschool.org

School Calendar and Bell Schedule

Daily Schedules

MON-THURS

7:30-8:25	Drop off
7:45-8:15	Breakfast
8:30	School Begins
11:50	AM Kinder Dismiss
11:55	PM Kinder Begins
3:15	Whole School Dismissal
3:15	After School Program
5:30	LATEST PICK-UP



KEPLER

Neighborhood School

FRIDAYS (ALL STUDENTS)

7:30-8:25	Drop off
7:45-8:15	Breakfast
8:30	School Begins
11:40	Dismiss/Lunch
12:15-3:00	After School Program
3:00	LATEST PICK-UP

Morning Drop-Off
There is NO DROP OFF on Fulton. ALL student drop offs are in the back parking lot of the school.

2016 - 2017 School Calendar

	July 2016	August 2016	September 2016	October 2016
Special Dates				
Aug 1-12:				
Teacher Work Days				
Aug 8:				
Back to School Night!				
Aug 15:				
First Day of School				
Sep 5:				
Labor Day				
Oct 10-14:				
Parent Conferences				
Grade 1-8 dismissal @ 1:10				
Regular Day for KAM/KPM				
Nov 7:				
Teacher Work Day				
Nov 11:				
Veterans Day				
Nov 21-25:				
Thanksgiving Break				
Dec 16:				
End 1 st Semester				
*Report Cards Mailed in Jan.				
Dec 19-Jan 06:				
Winter Break				
Jan 16:				
MLK Jr. Day				
Feb 2:				
100 th Day of School!				
Feb 6:				
Teacher Work Day				
Feb 13:				
Lincoln's Birthday				
Feb 20:				
Presidents' Day				
Mar 20-24:				
Parent Conferences				
Regular Dismissal Times all grades				
Apr 10-17:				
Spring Break				
May 29:				
Memorial Day				
Jun 8:				
Last Day of School & End 2 nd Semester				
*Report Cards Mailed June 9				

Holiday
 Not in Session
 State Testing
 Parent Conferences
 Non-Student Day

Kepler Neighborhood School

Serving to Learn, Learning to Serve

www.keplerschool.org

Kepler Neighborhood School Mission & Values

Mission

Our school mission is to inspire K-8 students to find passion and joy in learning and to become ethical, caring, effective, innovative members of their community and informed world citizens who develop and leverage their strengths to achieve educational, personal, civic, and career goals.

Values

At Kepler Neighborhood School, we believe that our mission can be best attained when everyone in our school community exemplifies five core values. As a school, we will share and be guided by these values.

Community: As individuals and as an organization, we

- Will work effectively with community and city resources, drawing on the assets of both neighborhoods - their history, culture, and resources - to support student achievement and sow seeds of life-long learning;
- Create a culture of engagement where parents/guardians are confident that the school is a safe environment where they feel valued and needed;
- Provide multiple venues for families to share in decision-making and be involved in the life of the school;
- Will engage in a minimum of one full-scale Service-Learning project per year, and may elect to participate in additional S-L projects on a smaller scale.

Character: As individuals and as an organization, we

- Provide a Culture of Thinking *that builds* Intellectual Character
- Provide a Culture of Love and Justice *that builds* Moral Character
- Provide a Culture of Service & Engagement *that builds* Civic Character
- Provide a Culture of Quality & Excellence *that builds* Performance Character

Creativity: As individuals and as an organization, we

- Will study and apply principles of a culture of creativity
- Encourage, identify, and foster creativity with a variety of approaches for developing a culture of creativity

Opportunities for Family Involvement

Your family is the reason that Kepler exists. We want you to know that you are valued and appreciated. We have several ways for parents/guardians and family members to be active and engaged in the school.

Opportunities for involvement include:

- Participation in KNS's Parent Organization
- Sitting on the Board as Parent Representative, or attending Board meetings
- Volunteering for one of the community partnerships
- Making connections for the school with the community at large
- Employment opportunities
- Being a guest speaker or teaching an elective
- Being a tutor
- Being a mentor
- Offering translation services
- Helping with fundraising efforts
- Volunteering in the classroom
- Volunteering in the office
- Chaperoning on study trips

Parent Workshops will be offered covering the various teaching strategies used in our program and how they can be used at home to reinforce your child(ren)'s learning. Parents/Guardians may choose to participate in Quarterly Parent Workshops set to empower, engage, and connect families to their school community. At the core of this family and community engagement strategy is a focus on Parent Learning for the purpose of supporting student achievement and aims to strengthen and sustain meaningful family engagement at all levels of the school system.

Kepler Parent Night Workshops strive to:

1. Empower families to be vital partners in educating their child(ren);
2. Engage and equip families with the tools and "know-how" to access services and understand how the school district operates;
3. Connect families to resources within Kepler and the Community.

Kepler PTO

It is Kepler's desire for parents to be engaged in the life of the school. As such, parents will be encouraged to participate in the governance process through advisories and forums. Parent forums will be held regularly so the parents and school staff can exchange information and ideas. All parents will be encouraged to stay informed and subscribe to the school's Daily Bulletin, which will be sent via email to interested parents and posted online. Once chartered, KNS will form a parent organization/booster club that will maintain its own Board and will serve as a support system to the school.

The PTO is responsible for:

- Writing and amending Parent Organization Bylaws;
- Providing input to the Kepler Board regarding the school budget;
- Assisting in fundraising efforts;
- Maintaining communication with school staff, parents of students, and the Board of Directors regarding fundraising efforts and family needs.

Enrollment and Admissions

Kepler Neighborhood School is a tuition-free, public, community-benefit charter school. Students do not have to take any tests or assessments in order to qualify to attend the school. Only students who have been expelled from KNS or any other school for violation of California Ed Code §48915 (i.e. poses danger to other students) will not be eligible for enrollment at Kepler Neighborhood School.

KNS does not discriminate on the basis of race, color, gender, religion, disability and national and ethnic origin or any other characteristic that is contained in the definition of hate crimes set forth in Section 422.5 of the Penal Code, in the administration of its policies and programs.

KNS is a school of choice. As such, enrollment in KNS does not guarantee admission to any other district or charter school. No student is required to attend. Parents will be notified that students choosing not to attend KNS may attend other public schools within their home school district, or pursue an inter-district transfer in accordance with existing enrollment and transfer policies of their district or county of residence. The school office will maintain a list of alternative school choices that will be given to parents/guardians who decide to transfer their child(ren) out of KNS.

Commitment to Excellence Contracts

These are for your records. You will be given copies to sign and return to school.

STUDENT COMMITMENT:

As a student at Kepler Neighborhood School, I fully commit to the following:

Attendance & Readiness to Learn

1. I will arrive at Kepler every school day on time and prepared to learn.
2. I will always follow the school dress code and know that wearing jeans on Tuesdays with a college shirt and on Fridays with my Kepler shirt is a privilege that can be taken away.
3. I understand that cell phones must be turned off and put away on campus. I understand that if my cell phone is found to be on, or out, other than at the direction of a teacher, it will be confiscated until my parent or guardian come to the school to retrieve my device.
4. I understand that all other electronic devices are not allowed and will be confiscated until my parent or guardian come to the school to retrieve my device.

Excellent Academic Work & Communication

1. I will complete all of my classwork/homework to the best of my ability.
2. I understand that if I am absent, I am still responsible for turning in all work when I return to school.
3. If I continue to not complete my homework/classwork, I may be enrolled in study hall for my elective and/or study hall after school at the request of the Principal and teacher.
4. Every night, I will read with no distractions (including all forms of electronics) for the assigned number of minutes and then I will fill out my reading log.

Positive Behavior & Attitude

1. I will take full responsibility for my behavior. What I choose to do is my choice. By not blaming others or making excuses, and by taking responsibility for my actions, I am showing integrity. This will allow me to avoid the same problem in the future.
2. I will always behave so as to protect the safety, interests and rights of all individuals in the school. I will not bring negative influences into our school community.
3. I will follow all teachers' directions immediately so we do not waste one precious minute of learning time.
4. I will respect my property, school property, and the property of others and I agree to always leave a place better than I found it.
5. At the time of any correction by a Kepler Teacher or Staff member I will not react disrespectfully. If I disagree with the correction, I will wait until after class to respectfully and privately explain my side of the story.
6. I will earn an In-School Suspension for any play-fighting, or aggressive physical contact. Any aggressive or intentional fighting will lead to an automatic out-side school suspension and/or a recommendation for expulsion.

These expectations and consequences are in place to make my school a safe, positive, learning environment, and because my school cares about me and wants me to succeed.

Print Name

Student Signature

Date

PARENTS' / GUARDIANS' COMMITMENT:

As the parent/guardian of a child at Kepler Neighborhood School, I fully commit to the following:

Attendance & Readiness to Learn

1. I will ensure that my child arrives at Kepler every day and is ***in the classroom*** by 8:30am (11:55 pm for PM Kindergarten) and remains at school every day (except Fridays) until 3:15pm (11:40am for AM Kindergarten and every student on Fridays).
2. I understand that 3 absences without valid excuse during the school year begin the School Attendance Review Team (SART) process. I understand that 3 tardies of 30 minutes or more equal 1 absence.
3. I will call the school or email the registrar by 8:30am if my child will be absent or tardy.
4. Before my child leaves home, I will ensure that s/he has transportation to and from school, even for afterschool activities.
5. I will ensure that my child arrives at school in the proper dress code attire.
6. I understand that cell phones must be turned off upon arrival at school. I understand that if my child's cell phone is found to be on, I will need to come to the school to retrieve my child's phone.
7. I understand that all other electronic devices are prohibited from school premises; I will need to come to the school to retrieve my child's device.

Excellent Academic Work & Communication

1. I will ensure that my child does all of his/her classwork and homework as assigned.
2. I will read, sign, and return by their due date all required forms.
3. Every night, I will ensure that my child reads with no distractions and then ensure my child fills out their reading log/reading response sheet.
4. I understand that my child may be required to attend a Friday study hall in lieu of an elective if he/she falls behind in his/her school work.
5. I will support the school, understanding that we are on the same team: I will interact professionally with school staff, and understand that threatening school personnel, raising my voice at them or using inappropriate language will bring an immediate end to any conversation. I will do my best to engage in the Restorative Justice process.

Positive Behavior & Attitude

1. I will take full responsibility for my child's behavior.
2. I understand that my child is expected to follow all teachers' and Kepler staff's directions immediately.
3. I understand that if I have any questions or concerns regarding the policies listed in this agreement, I will follow the Complaint Procedures policy listed in the Parent Student Handbook.
4. I understand that my child will earn an In-School Suspension for any play-fighting, or aggressive physical contact. This rule is in place because minor physical contact typically leads to more inappropriate contact. Any aggressive fighting will lead to an automatic off-campus suspension and/or a recommendation for expulsion.

These expectations and consequences are in place to make my child's school a safe, positive, learning environment, and because my school cares about my child and wants my child to succeed.

Print Name

Parent/Guardian Signature

Date

SCHOOL'S COMMITMENT:**As a staff member at Kepler Neighborhood School, I fully commit to the following:**

1. I will arrive every day by 8:00am and remain until 3:45pm (Monday – Friday).
2. I will treat my fellow staff members, students, and parents with respect and professionalism at all times.
3. I will fairly and consistently hold students accountable for their actions, implementing the school's discipline plan to the best of my ability and maintaining an environment that is physically and emotionally safe. I understand that "letting things slide" is a form of low expectations. I will not make excuses for my students or for myself.
4. If a student respectfully requests to speak with me about consequences or graded work they feel were mistaken, I will listen to his/her concerns, and respectfully explain my reasoning or correct the consequence or graded work if there was a mistake. Everyone makes mistakes, and admitting my mistakes shows courage and character and builds trust with students and parents.
5. I will plan engaging, rigorous, standards-based units and lessons that are challenging but achievable.
6. I will deliver lessons with a sense of urgency, knowing that every minute of educational time contributes to the long-term success of my students. There will be no wasted time in my classes.
7. I will inform families of questions or potential obstacles to learning as they arise. I will respond to parent communications as soon as possible and always within 1 (one) business day.
8. I will follow the staff dress code, dressing in "business professional" attire each day, and in appropriate attire for special days.
9. I will constantly look for ways to become a better educator. I will seek out and embrace feedback, and I will analyze data to see where I can improve. I will constantly find ways for the school to improve, starting with myself.
10. I will always protect the safety, interests, and rights of all students, parents and staff.
11. I will model all the school's expectations and values at all times, as well as being a model of the highest standards of ethics and character.

I am absolutely committed to helping my students build strong character and to open the doors to happy and successful lives. I will do everything in my power to fulfill the above responsibilities to the best of my ability in order to accomplish that goal.

Print Name

Teacher Signature

Date

Dress Code Policy

The Purpose of the Kepler Dress Code is to help students understand the importance and role that personal hygiene and dress play in society. We desire for students to have access to the best possible options in life. For all of our students, clothing must fit properly.

- No baggy, ultra-tight, torn or ripped clothing will be allowed on any school day.
- All shoes must be closed toe with a secure heel.
- SWEAT SHIRTS and SWEATERS must be solid Kepler colors

Kepler Wear Guidelines

Pants / Shorts / Skirts / Dresses
Acceptable Colors – Khaki, Black, Navy Blue.

NO JEANS or BLUE DENIM

<ul style="list-style-type: none"> ○ Children in K-1 need to wear elastic waist pants unless they are able to button/snap their own pants. ○ Children in grades 2-8 may not wear cargo pants. ○ In grades 6-8, collared button down shirts must be worn tucked in with a belt. 	<ul style="list-style-type: none"> ○ Leggings do not qualify as pants, but may be worn under dresses and skirts. ○ Skirts and shorts must not be shorter than mid-thigh. ○ Skirts and Dresses must be School Uniform styles in solid colors only. Polo style dresses may be khaki, black, navy, gray or hot pink.
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Shirts

Acceptable Colors – white, gray, bright blue, hot pink, orange and lime green

-COLORS NOT ALLOWED: Hunter Green, Navy Blue, Pastel Pink, Yellow, Black -

Although not required, Kepler Logo Shirts will be available to purchase at the school office.

<ul style="list-style-type: none"> ○ NO SCREEN PRINT ALLOWED ○ Solid Polo or Nice T-Shirts ○ Dress shirts are only to be worn on Thursdays and for special events. 	<ul style="list-style-type: none"> ○ NO SCREEN PRINT ALLOWED ○ V-neck and Scoop neck might require a cami underneath ○ In grades 6-8, collared button down shirts must be worn tucked in with a belt.
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Special Dress Days

<p style="text-align: center;">College Shirt Tuesdays</p> <p>Students who wear a college shirt have the option of wearing jeans. All other students are in regular Kepler Wear.</p> <p style="text-align: center;"><u>This is a privilege that can be revoked.</u></p>	<p style="text-align: center;">Professional Dress Thursdays</p> <p>Students in grades 1-8 may wear <u>professional looking clothing</u> every Thursday. This is the attire students will also wear to various study trips. Students in the After School Program may want to bring a change of Kepler Wear Clothing. This is NOT a free dress day. Screen Print shirts are still not acceptable. Here are ideas:</p> <ul style="list-style-type: none"> ○ Slacks and button-up shirts. <ul style="list-style-type: none"> ○ Grades 2-5 are encouraged to wear ties if wearing dress shirts. ○ Grades 6-8 are required to wear ties if wearing dress shirts. ○ Non-uniform skirts and blouses or dresses. No sleeveless or spaghetti strap dresses are allowed even with a sweater. Skirts and dresses should be knee length or longer. ○ K Students should dress in Kepler Wear.
<p style="text-align: center;">Elective Fridays</p> <p>Jeans and a Kepler Color SOLID shirt or Kepler Logo shirt may be worn.</p>	

Kepler Wear is to be worn on all other school days.

Grooming

Students should present themselves in a well-groomed manner. Parents will be notified by a Kepler staff member if there is a concern with a student's grooming.

Hair must be of a natural color and the style should not distract others from their learning.

Non-stud earrings and other piercings pose a safety issue and are not allowed by our school's insurance policy. Stud earrings are acceptable, but students and parents accept all risks.

Students in grades 5-8 may wear natural looking make-up. **NO** colored lipstick or eye shadow may be worn. **NO** fake lashes may be worn.

BOARD APPROVED -07/16/13 Final Draft; Amended for clarity on 2/2016; Amended on 4/2016 for gender neutrality

BOARD APPROVED -07/16/13 Final Draft; Amended for clarity on 2/2016; Amended on 4/2016 for gender neutrality

Immunization and Health Requirements

All medications, prescription and over-the-counter, require a written note from the doctor. The instructions on the pharmacy label are not enough. Medications brought to school without following the above guidelines will NOT be given at school. Kepler Neighborhood School does not provide medical coverage for your child. This means that you are responsible for medical bills if your child gets hurt during school activities. Any expense incurred when the school calls for emergency medical help is the responsibility of the child's parent/guardian.

Medication at School (E.C. 49423, 49480)

A designated and trained Kepler employee will assist students with medication they are required to take during the regular school day. In order for students to take medication at school the following conditions must be met:

1. The school must have a written statement from the student's authorized health care provider detailing the method, amount, and time medication is to be taken;
2. The school also needs a written statement from the parent/guardian of the student giving permission for school staff to assist the student with the medication; and
3. The medication must be in the container with the pharmacist label attached (or non-prescription medications in the original container).
4. Upon written request by the parent/guardian and with the approval of the student's physician, a student may be allowed to self-administer auto-injectable epinephrine or inhaled asthma medication. The physician must confirm that the student is able to self-administer the medication (Education Code 49423, 49423.1). California law allows students with asthma to carry and self-administer their prescribed inhaled asthma medication. The law requires
 - a. that the school have on file a written statement from the prescribing physician confirming that the student is able to self-administer the medication and
 - b. that the school have a written statement from the parent/guardian providing consent to self-administer and a release to allow the school nurse to consult with the student's physician. (AB2132- Amends CEC 49423).
5. An Asthma Action Plan should be completed and signed by the physician/health provider and signed by the parent. This will meet the requirements of the "Right to Carry" law for asthma inhalers as described in section 4 above. The student or parent from the school Health Office can obtain the Asthma Action Plan.

Kindergarten Oral Health Assessment Requirement (E.C. 49452.8)

By May 31st of the school year, all children enrolled in kindergarten or first grade (if not previously enrolled in kindergarten) must present proof of having received an oral health assessment by a licensed dentist, or other licensed or registered dental health professional operating within his or her scope of practice. The parent or legal guardian of a pupil may be excused from complying by indicating on a waiver form that the oral health assessment could not be completed.

First Grade Physical Examination Requirement (H. & S.C. 124085)

Kepler first grade students must have a physical examination within eighteen (18) months prior to entering first grade or within ninety (90) days after entry.

7th Grade Immunization Requirement (H. & S.C. 120325-120375)

All Kepler 7th grade students must be immunized with a pertussis (whooping cough) vaccine booster called Tdap. Parents/guardians must file the listed exemption with the Kepler Office prior to enrollment or their child will not be allowed to enter school.

1. Medical Exemptions: Physicians (MD or DO) may grant in writing an exemption for students for whom immunizations are medically indicated only.

Immunizations (E.C. 48980)

All Kepler students must be fully immunized in order to attend school. Students will be excluded from school unless their parents/guardians submit in writing to the Kepler office one of the following:

- Medical Exemptions: Physicians (MD or DO) may grant in writing an exemption for students for whom immunizations are medically indicated.

Immunization Exclusion (E.C. 48216 (a), (b) & (c); A.R. 5141.31, E.C. 48216 (a))

Students in Kindergarten and Grade 7 without proper immunizations or waivers must be excluded from school.

Vision, Hearing, and Dental Screening (E.C. 49454, 49455, 49452)

Kepler will administer routine vision, color vision, and hearing screenings to each student. A written statement must be filed with the Principal by a parent/guardian requesting an exemption of his/her child from the routine health screenings for vision, hearing, and periodic dental inspections.

Scoliosis Screening (E.C. 49452.5)

Kepler will provide for the scoliosis screening for every 7th grade girl and 8th grade boy. A written statement must be filed with the Principal by a parent/guardian requesting an exemption of his/her child from the scoliosis screening.

7th Grade Requirement: Information regarding Type 2 diabetes (E.C. 49452.7)

All parents of incoming 7th grade students will be provided with detailed health information in their home language regarding type 2 diabetes.

Attendance

Students between the ages of 6-18 must attend school full-time. Kepler is committed to working with students and their families to ensure that poor attendance does not adversely impact their academic success.

Excused Absences (E.C. 48205; 48216; 48213)

Kepler students will be excused from school for the following reasons:

1. Personal illness or injury.
2. Medical, dental, vision, or chiropractic appointments
3. Attendance at funeral services for a member of the immediate family (i.e. mother, father, grandmother, grandfather, spouse, son/son-in-law, daughter/daughter-in-law, brother, sister, or any relative living in the student's immediate household). Students will only be excused for 1 day for funerals in California and 3 for out-of-state funerals.
4. Parents/guardians may submit written requests to the Principal to have one of the following excused:
 - a. Appearance in court.
 - b. Observance of a holiday or ceremony of his/her religion.
 - c. Attendance at religious retreats for no more than four (4) hours per semester.
 - d. Employment conference or interview.
 - e. Attendance at funeral services for a person other than a member of the student's immediate family.
5. When a parent/guardian has signed a School Attendance Review Team (SART) contract that states a doctor's note must accompany a request for an absence to be excused, only those days with proper documentation will be designated as excused.
6. When a student has had 14 absences in the school year for illness verified by a written note from the

parent/guardian, conversation in person or telephone with the parent/guardian, or verified by an employee, a physician must verify any further absences.

7. Exclusion for failure to present evidence of immunization (EC 48216).
8. Exclusion from school because the student is either the carrier of a contagious disease or not immunized from a contagious disease (EC 48213).

Unexcused Absences

At three (3) unexcused absences, a letter is sent to the parents/guardians at the end of the attendance period notifying them of the absences and the need to clear the dates. At five (5) unexcused absences a second letter is sent to the parents/guardians at the end of the next attendance period notifying them of the absences and possible consequences. At seven (7) unexcused or ten (10) excused absences, an intervention meeting will be held with the student and parent/guardian, and an Administrator or designee.

Actions at this meeting will include:

- Attendance policy explained, with reasons for the emphasis on attendance;
- The Kepler Attendance Policy explained;
- Contracts used with the student, to be signed by student and parent/guardian;
- Supportive role: What can be done to assist the family in having the student in school on time on a regular basis.

School Attendance Review Team (SART)

Truant Students (E.C. 48260 (a))

Any Kepler student who is absent from school without valid excuse three (3) full days in one (1) school year, or tardy or absent for more than any thirty (30)-minute period during the school day without a valid excuse on three (3) occasions in one (1) school year, or any combination thereof, is a truant and will be reported to the Vice Principal or to the Principal.

Habitual Truant (E.C. 48262)

Any Kepler student who has been reported as a truant three (3) or more times per school year is deemed an habitual truant provided that an appropriate district officer or employee has made a conscientious effort to hold at least one (1) conference with a parent/guardian of the student and the student after the filing of either of the reports required by Education Code Section 48260 or Section 48261.

Parent Notification (E.C. 48260.5)

Upon a student's initial classification as a truant, the school district will notify the student's parent/ guardian, by first-class mail or other reasonable means, of the following:

- a. That the student is truant;
- b. That the parent/guardian must send their child to school;
- c. That parents/guardians who fail to meet this obligation may be guilty of an infraction and subject to prosecution;
- d. That Alternative Educational programs are available in the District;
- e. That the parent/guardian has the right to meet with appropriate school personnel to discuss solutions to the student's truancy;
- f. That the student may be subject to prosecution under Education Code Section 48264;
- g. That the student may be subject to suspension, restriction, or delay of the student's driving privilege pursuant to Section 13202.7 of the Vehicle Code; and
- h. That it is recommended that the parent/guardian accompany the student to school and attend classes with the student for one (1) day.

School Attendance Review Team (SART) (E.C. 48263)

If any minor student in any district of a county is a habitual truant, or does not attend school regularly, the student may be referred to Kepler's SART or to the probation department for services if the probation department has elected to receive these referrals. The Principal or designee will notify the student and parents/guardians of the student, in writing, of the name and address of the Board or probation department to which the matter has been referred and of the reason for the referral. The notice will indicate that the student and parents/guardians of the student will be required, along with the referring person, to meet with the SART or probation officer to consider the proper consequences for the referral.

Defiance of SART

Failure to successfully complete the recommended SART Intervention Program will result in the Principal issuing a drop slip to the parent/guardian.

Discipline: Restorative Justice

Expected Behavior for Students, Parents, Visitors, and Staff

All participants of Kepler (whether on campus or off) carry responsibilities as representatives of our school and

community. The Kepler Neighborhood School community believes that respect is fundamental to creating a safe and stimulating school and classroom environment. Within this basic framework of respect it is possible to resolve all conflicts in constructive ways. The key to a safe and stimulating learning environment is the willingness of all people on the school campus to treat each other respectfully. In a respectful community, participants are willing to constructively resolve conflicts and misbehaviors. All agreements and decisions made in a respectful community are reasonable, restorative, constructive, and intended to re-integrate.

Discipline that Restores

Kepler Neighborhood School has adopted a discipline plan that is fair, restorative, and consistent: Discipline That Restores (DTR). We feel that all students have a right to go to school in a safe environment. Each student also deserves the opportunity to learn in an atmosphere of respect, free from the influence of disruptive classmates. Each student and teacher has a responsibility to do their part in creating and maintaining a respectful, safe and stimulating learning environment.

We realize that there will be times when students forget their responsibility or are temporarily unwilling to be cooperative. For this reason we have developed a plan of discipline that has as its goal restoring both a safe and stimulating environment and restoring those who are negatively impacted by the misbehavior.

When a student is involved in a conflict (with other students, teacher, or school rules) we view that situation as a teachable moment. Teacher/Student and Student/Student conflicts can often be handled using conflict resolution processes. Therefore, teachers invite students to participate in finding a cooperative resolution, unless an unsafe situation calls for immediate action.

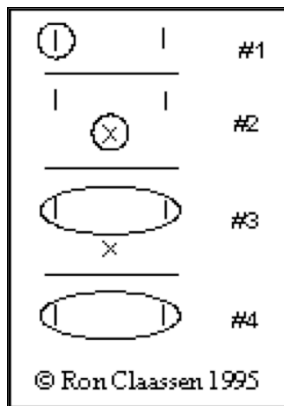
Following are the steps that will be pursued to invite student cooperation.

1. Respect agreements are developed in each classroom at the start of the school year. Each class develops a written and posted agreement that identifies how, 1) students respect students, 2) how students respect teachers, 3) how teachers respect students, and 3) how everyone respects the school property. This agreement does not replace the school rules.
2. All teachers have a number of informal constructive usual reminders to help off-task or disruptive students get back on task. Many times these reminders resolve the problem. If this does not resolve the problem, the teacher will refer to the respect agreement.
3. Teachers will teach the Four Options for Handling Conflict and explain how they can and will be used at Kepler.

4. For safety reasons, any severe disruption will be dealt with immediately by the Administration.

Four Options for Handling Conflict

This model provides a visual to help understand our Discipline that Restores structure at Kepler Neighborhood School. The model describes the four basic response options to conflict/misbehavior. In most conflict/misbehavior situations we want to use options #4 and #3 with options #2 and #1 as back-up options. Options #2 and #1 become the primary options when safety is the main concern with a return to options #4 and #3 as soon as the safety concerns are satisfied.



Option #1

This option shows that one party has the power to force the other to go along even if s/he would prefer not to. An example would be a child running into the street with their parent going after them, picking them up, and returning them to safety.

Option #2

This option shows a person, a rule, or other resources outside the conflict being consulted and making a decision for the parties in the conflict. An example would be a teacher making a decision for two students who are having a conflict. The teacher listens to both students, then the teacher decides what the students should do.

Option #3 and #4

These options show that the parties who are in conflict come to their own agreement about how to solve their conflict. In Option #3 they come to their own agreement with the help of a trained third party. An example would be two children disrupting the class with their teacher inviting them into a meeting to help them figure out what needs to be done to resolve their problem. In Option #4 they follow the same problem solving process on their own without the involvement of a mediator. In both #3 and #4 there is no agreement unless the disputants agree on a resolution.

Each option is appropriate depending on the circumstances and the people surrounding each conflict situation. Options #3 and #4 encourage cooperation and that is what we want to encourage within our Kepler Neighborhood School community.

The steps of Discipline That Restores (DTR) are as follows:

Informal Process – Usual Constructive Reminders

The student is made aware of being off-task or of their disruptive behavior by simple reminders such as:

- teacher gains student eye contact (not the evil eye)
- teacher moves closer to student
- teacher gently re-directs student activity to the lesson
- teacher pauses to gain attention
- teacher asks a question

The student who modifies his/her behavior is encouraged and supported. If the student does not modify his/her behavior, proceed to Formal Step 1.

Formal Process - DTR Steps

Step 1: Reminder of the Respect Agreement

- The student is made aware of their disruptive behavior.
- The student is invited to remember their respect agreement and asked if they plan to keep the agreement.
- The student who modifies his/her behavior is encouraged and supported.
- If the student does not modify his/her behavior, the teacher will use an I-message reminder and/or active listening to again invite the student to cooperate.
- If the student continues to refuse to cooperate proceed to Step 2.

Step 2: Teacher/Student or Student/Student Meeting

- The student is made aware of his/her disruptive behavior.
- The student is shown the “Four Options Model” (shown below) and asked if (s)he would be willing to try to resolve the problem cooperatively (using Conflict Resolution Option #3 or #4).
- The participants each describe the problem, they listen and summarize each other, and they make a written agreement to repair the damage and prevent the problem in the future.
- The participants have follow-up meetings to be sure the agreements are being kept. Trust grows when agreements are made and kept.
- The student(s) is encouraged and supported when the agreements are working.
- If the agreements are not being kept, repeat Step 2 or proceed to Step 3.

Step 3: Time Away and Thinkery

- The student who simply needs time away to think or work is sent to a space or another classroom where they can work on their assignments without disturbing the class. When they return, they will be invited to resolve the conflict/misbehavior using Conflict Resolution Option #4 (or #3 if they prefer including a mediator).
- The student who refuses to resolve the problem cooperatively (using Conflict Resolution Option #4 or #3) is sent to the Thinkery.
- The student is asked to think about what happened by writing or talking about the incident. The adult in the Thinkery listens to and summarizes the student's concerns. If a rule has been violated, the rule is identified and its purpose is explained. The student is invited to summarize.
- The student may at any time ask that his/her parent/guardians be called and invited into the process. When this happens, the student will remain away from his/her class until the parent/guardian arrives or is able to take a conference call.
- The student is invited to reconsider working cooperatively with the teacher. If the student is cooperative, (s)he returns to class and informs the teacher that (s)he is willing to participate in a #4 or #3 meeting. The student may write a plan to present to the teacher in a Step 2 meeting.
- If the student is uncooperative, proceed to Step 4.

Step 4: Family Conference

If the misbehavior is a serious concern but not an immediate safety concern, or if the student refuses to resolve the problem cooperatively, parents are contacted. Parents are also contacted if a student has been involved in something that is a serious safety concern outside of the classroom. Parents are invited to help their child consider resolving the problem cooperatively with them present. The meeting is led by the teacher or, if the participants prefer, a Conflict Resolution Specialist using a mediation process.

- The group writes and signs the agreements made to resolve the problem.
- Follow-up meetings are held to assess if the agreements are working.
- If agreements are not being kept or if the problem is a more serious one, another Family Conference is convened and may include parents, possibly extended family and additional school personnel (usually Principal).
- The group reviews the behavior, the respect violation, and the rule violation.
- The reason behind the rule is explained. The group seeks to arrive at a cooperative written agreement to remedy the situation.
- If an agreement is developed, follow-up meeting(s) are scheduled and convened until the problem is resolved.
- If a cooperative agreement is not developed, proceed to Step 5.

Step 5: School Authority Structure

- If a student continues to be uncooperative (repeatedly violates his/her written agreements, or is unwilling to make agreements), is creating a safety concern, or is violating California Ed. Codes, the school policies and procedures will be enforced as needed to create a safe environment.
- As long as the student is enrolled at Kepler Neighborhood School, the student will continue to be invited to be cooperative and given the opportunity to do that as soon as school authorities deem it is safe.
- If a cooperative agreement has not been developed and/or signed, or if the Calif. Ed Code requires a specific action, the administration informs what consequences must be imposed.
- The imposed consequences are reasonable, respectful, and intended to be restorative.
- If the consequences to be imposed are a suspension, the student will serve an Alternative-to-Suspension and, before they return to class, s(he) will be invited into a teacher/student meeting or a family conference to arrive at a cooperative agreement that will assure the safety of the whole school community.

Student Discipline: Suspension and Expulsion

Alternative-to-Suspension (ATS)

In alignment with DTR, ATS is alternative to classroom instruction where a student is assigned to a self-contained classroom for a period of 1-3 days rather than being suspended from attending school. ATS is assigned by a school administrator for misbehavior or acts of defiance that would typically warrant suspension. ATS allows the DTR process to continue until the conflict is fully resolved and relationships between the student and the involved parties are restored. Additionally, ATS helps keep the student from being prejudged when they move on from Kepler as there will be no records of suspension in his/her permanent record. Rather, there will be a record of conflict resolution and restored relationship.

DTR will first be attempted with students who are truant, tardy, or otherwise absent from assigned school activities.

Suspension and Dismissal from School

Students who habitually fail to comply with the School's Ethical and Behavioral policies as set forth in the School's Disciplinary Policies and/or who present an immediate threat to health and safety (Ed Code § 48915) may be given ATS and later expelled by the school's governing Board upon recommendation of the Principal. In accordance with AB 1610 and pursuant to California Education Code 47605(d)(3), Kepler will notify the

student's district of residence if the student has been expelled or has left the school before the school year is completed.

A student may be assigned to ATS or expelled for any of the following acts when it is determined the pupil:

- a. Caused, attempted to cause, or threatened to cause physical injury to another person or willfully used force of violence upon the person of another, except self-defense.
- b. Caused, attempted to cause, threatened to cause, or participated in an act of hate violence.
- c. Intentionally harassed, threatened or intimidated a student or group of students to the extent of having the actual and reasonably expected effect of materially disrupting class work, creating substantial disorder and invading student rights by creating an intimidating or hostile educational environment.
- d. Made terrorist threats against school officials and/or school property.
- e. Possessed, sold, or otherwise furnished any firearm, knife, explosive, or other dangerous object unless, in the case of possession of any object of this type, the students had obtained written permission to possess the item from a certificated school employee, with the Principal or designee's concurrence.
- f. Possessed an imitation firearm, i.e.: 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.
- g. Unlawfully possessed, used, sold or otherwise furnished, or was under the influence of any controlled substance, alcoholic beverage, or intoxicant of any kind.
- h. Unlawfully offered, arranged, or negotiated to sell any controlled substance, alcoholic beverage or intoxicant of any kind, and then sold, delivered or otherwise furnished to any person another liquid substance or material and represented same as controlled substance, alcoholic beverage or intoxicant.
- i. Possessed or used tobacco or any products containing tobacco or nicotine products, including but not limited to cigars, cigarettes, miniature cigars, clove cigarettes, smokeless tobacco, snuff, chew packets and betel.
- j. Unlawfully possessed or unlawfully offered, arranged, or negotiated to sell any drug paraphernalia.
- k. Unlawfully offered, arranged to sell, negotiated to sell, or sold the prescription drugs.
- l. Caused or attempted to cause damage to school property or private property.
- m. Committed or attempted to commit robbery or extortion.
- n. Stole or attempted to steal school property or private property.
- o. Knowingly received stolen school property or private property.
- p. Committed an obscene act or engaged in habitual profanity or vulgarity.
- q. Committed sexual harassment.

- r. Committed or attempted to commit a sexual assault as defined in Penal Code 261, 266c, 286, 288, 288a or 289, or committed a sexual battery as defined in Penal Code 243.4.
- s. Harassed, threatened, or intimidated a student who is a complaining witness or witness in a school disciplinary proceeding for the purpose of preventing that student from being a witness and/or retaliating against that student for being a witness.
- t. Disrupted school activities or otherwise willfully defied the valid authority of supervisors, teachers, administrators, other school officials, or other school personnel engaged in the performance of their duties.
- u. Engaged in or attempted to engage in hazing of another.
- v. Aiding or abetting as defined in Section 31 of the Penal Code, the infliction or attempted infliction of physical injury to another person.

Student Use of Technology - Policy

The Governing Board believes that regular attendance plays an important role in student achievement. The Board recognizes its responsibility under the law to ensure that students attend school regularly. Parents/guardians of children aged 6 to 18 are obligated to send their children to school unless otherwise provided by law. The Board will abide by all state attendance laws and may use appropriate legal means to correct the problems of excessive absence or truancy.

The Governing Board intends that technological resources provided by the Kepler be used in a responsible and proper manner in support of the instructional program and for the advancement of student learning.

Students should expect no privacy in the context of personal files, e-mails, or while using the Kepler's technological resources. All student use of Kepler technology may be supervised and monitored. The Kepler's monitoring of technology resources, including Internet usage, can reveal all activities engaged in while using the Kepler's data network.

The Head of School or designee will notify students and parents/guardians about authorized uses of Kepler computers and consequences for unauthorized use and/or unlawful activities.

A. On-Line Services/Internet Access

1. The Head of School or designee will ensure that all Kepler computers with Internet access have a technology protection measure that blocks or filters Internet access to visual depictions that are obscene, child pornography, or harmful to minors, and that the operation of such measures is enforced.
2. The Board desires to protect students from access to harmful matter on the Internet or other on-line services. The Head of School or designee will implement rules and procedures designed to restrict students' access to harmful or inappropriate matter on the Internet. He/she also will establish regulations to address the safety and security of students when using electronic mail, chat rooms and other forms of direct electronic communication.
3. Disclosure, use and dissemination of personal identification information regarding students are prohibited.
4. Employees will supervise students while they are using on-line services and may ask teacher aides and student aides to assist in this supervision.

B. Development and Maintenance of Regulations

1. The Kepler administration will develop and maintain regulations to protect against the unauthorized disclosure, use or dissemination of personal or confidential information of students;
2. to limit access to inappropriate materials on the Internet and world wide web;
3. to protect against illegal activities, including computer security violations, actions taken to disrupt the performance of a computer system and the use of the Internet to engage in other criminal acts;
4. to prohibit use of inappropriate language;
5. to prohibit plagiarism;
6. to protect against actions or use that may disrupt or jeopardize the security or effective performance of the Kepler's computer network or the Internet, and preventing unauthorized access;
7. for employees pertaining to the transmission of student confidential information via direct electronic communications to ensure that such transmissions are in compliance with the federal and state student privacy laws;
8. for employees and students to ensure the protection of student personal information when accounts are established or information is provided by or about students on third party web sites;

9. addressing the disclosure of student information, posting student-created material, and posting pictures of students on the Kepler web site;
10. to promote the effective educational use of the Internet, protect the privacy rights and other rights of students and employees, limit potential liability of the Kepler for the inappropriate placement of material on the Kepler website, and present a Kepler website with an image that will reflect well on the Kepler, schools, employees, and students;
11. that will protect the rights of copyright holders, including students and employees, related to material that is accessed through or placed in the Internet;
12. to specify acceptable and unacceptable uses of the computer network and of external electronic resources; and
13. to specify acceptable and unacceptable uses of electronic mail.
14. to provide age-appropriate instruction regarding safe and appropriate behavior and cyber bullying prevention on social networking sites, chat rooms, and other Internet services. This instruction will include, but not be limited to, the dangers of posting personal information online, misrepresentation by online predators, how to report inappropriate or offensive content or threats, behaviors that constitute cyber bullying, and how to respond when subjected to cyber bullying.

C. Contracts with Third Party Providers

The Kepler will review contracts with third party providers of data management services to ensure compliance with federal and state student privacy laws.

D. Annual Notice

Each school will provide an annual written notice to the parents/guardians of students about the Kepler Internet system, the policies governing its use, and the limitation of liability of the Kepler. Parents/guardians and students must sign a users agreement acknowledging they have been provided a copy and have read and understand the policy, regulations and guidelines regarding the use of Kepler's technological resources. This agreement also provides the option to have the parent/guardian designate permission for their student's unsupervised use of the Internet. Upon receipt of the executed agreement, the student will be issued an Internet Use Permit (or some other method of designating permission).

Parents/guardians have the right at any time to investigate the contents of their child's e-mail files. Parents/guardians have the right to request the termination of their child's Internet access at any time by

updating their student's Internet Permission Form and Student Use Agreement.

E. Administrative Responsibilities

The administrative responsibilities of the Kepler administrative employees related to the Kepler Internet system are as follows:

1. The Head of School, or designee, will serve as the coordinator to oversee the Kepler Internet system. The Head of School is authorized to develop regulations and agreements for the use of the Kepler Internet system that are in accord with this policy statement, and other Kepler policies.
2. The building administrator, or designee, will serve as the building-level coordinators for the Kepler Internet system, will develop building-level regulations necessary to implement this policy and Kepler regulations, establish procedures to ensure adequate supervision of students using the system, maintain executed user agreements, and be responsible for interpreting this policy and related regulations at the building level.
3. The Kepler Internet and Web Use Committee will be responsible for ongoing evaluation of the issues related to this policy, related regulations, and the strategies implemented by schools under this policy. The Internet and Web Use Committee will solicit input and feedback from employees, students, parents, and the community in this evaluation process.

This Board Policy also represents the Kepler's good faith efforts to comply with Title II of the Americans with Disabilities Act, Child Internet Protection Act (CIPA) and to increase effective use of its web site.

In order to help ensure that the Kepler adapts to changing technologies and circumstances, the Head of School or designee will regularly review this Board Policy, the accompanying Administrative Regulation and other procedures. He/she will also monitor the Kepler's filtering software to help ensure its effectiveness.

Student Use of Technology – Agreement

Technology Resources Use STUDENT USER AGREEMENT

Student Name: _____

Please Print

I understand that Kepler may provide me access to the School's technological resources for educational purposes, and that this access is a privilege, not a right. I acknowledge that I have been provided, read and understand policies, regulations and guidelines regarding the use of Kepler's technological resources. I further acknowledge that inappropriate use of the School's technological resources will result in a cancellation of my student user privileges, disciplinary action and/or legal action in accordance with law, Board Policy and Administrative Regulations.

I have read, understand, and will abide by Board Policy and Administrative Regulation No. 5005 regarding Student Use of Technology.

Student Signature

Date

Permission for Internet Use:

- I hereby give permission for my child to use the Internet. I understand that this permission includes permission for my child to independently access information through the Web, receive e-mail communications through a class account and engage in other educationally relevant electronic communication activities and provide personal information to others for education or career development reasons or as approved by school staff.
- I do not give permission for my child to use the Internet except when supervised as a part of regular, classroom instruction.

Parent/Guardian Signature

Date

Sexual Harassment - Students

The Kepler Board prohibits sexual harassment of students by other students, employees or other persons, at school, or at school-sponsored or school-related activities. The Board also prohibits retaliatory behavior or action against persons who complain, testify, assist or otherwise participate in the complaint process established pursuant to this policy and the administrative regulation.

The Head of School or designee will ensure that all district students receive age-appropriate instruction and information on sexual harassment. Students will be assured that they need not endure any form of sexual behavior or communication, including harassment because of sexual orientation. They will further be assured that they need not endure, for any reason, any harassment, which impairs the educational environment or a student's emotional well-being at school.

Any student who engages in sexual harassment of anyone at school, or at a school-sponsored or school-related activity is in violation of this policy and will be subject to disciplinary action. For students in grades 4 through 12, disciplinary action may include suspension and/or expulsion, provided that in imposing such discipline the entire circumstances of the incident(s) will be taken into account.

Any student who feels that he/she is being or has been subjected to sexual harassment, will immediately contact his/her teacher or school employee. The employee will report the complaint to the Head of School or designee within 24 hours of receiving the complaint. Any school employee who observes an incident of sexual harassment involving a student, will report this observation to the Head of School or designee, whether or not the victim files a complaint. In any case of sexual harassment involving the Head of School or any other district employee to whom the complaint would ordinarily be made, the employee who receives the student's report or who observes the incident, will report to the Board designee.

The Head of School or designee to whom the complaint of sexual harassment is reported will immediately investigate the complaint in accordance with the administrative regulation. Where the Head of School or designee finds that sexual harassment occurred, s/he will take prompt appropriate action to end the harassment and address its effects on the victim. The Head of School or designee will also advise the victim of any other remedies that may be available. The Head of School will file a report with the Board designee and refer the matter to law enforcement authorities, where required.

Complaint Procedures

It is our goal to resolve most parents/guardians concerns or complaints informally and/or at the level closest to the concern/complaint as possible with the assistance of the Head of School, and when necessary a mediator. If this is not possible, or if parents/guardians wish to file a written complaint about: an employee, unlawful discrimination, alleged violations of federal or state laws/regulations, deficiencies related to instructional materials, the condition of a facility that is not maintained in a clean or safe manner or in good repair - parents/guardians may initiate the formal complaint process.

The complaint process is handled in a confidential manner. Retaliation for filing complaint is prohibited by law.

The Head of School or designee will ensure that employees designated to investigate complaints are knowledgeable about the laws and programs for which they are responsible.

Procedures for Filing Complaints

- Complaint forms are specific to the type of complaint (i.e., employee, program, discrimination, Uniform Complaints, etc.). Complaint forms are available at the Kepler Office.
- The process begins by completing a complaint form and returning it to the Principal.
- Complaints concerning school personnel must be filed within three (3) months from the date of the alleged incident. Complaints concerning discrimination under Board Policy (BP/AR) 4005, must be initiated within sixty (60) days after a complainant knew or should have known of the alleged discrimination.

The Administration Leadership Team expects that complaints of alleged discrimination brought by students, employees, parents/guardians or other members of the community will be resolved in a prompt and equitable manner. Complaints should be resolved informally whenever possible.

The Kepler Board prohibits retaliation in any form for the filing of a complaint, the reporting of instances of discrimination, or for participation on the complaint procedures. Such participation will not in any way affect the status, grades, or work assignment of the complainant.

The Head of School or designee will ensure that complainants are informed that they may pursue injunctions, restraining orders, and other civil law remedies. This information will be published with the District's nondiscrimination complaint procedures and included in any related notices.