

Pathways Academy Charter School - Adult Education



ADULT EDUCATION

PARENT/GUARDIAN & STUDENT HANDBOOK

2024-2025



Dear Student (and Parent/Guardian),

Welcome to Pathways Academy Charter School - Adult Education (PACSAE). It is truly a pleasure to have you here at Pathways and we look forward to helping you achieve your goal of a high school diploma.

PACSAE is a school like no other, offering California learners ages 16 and older the opportunity to work independently toward their high school diploma. We recognize that life has unique barriers that can make getting a diploma difficult and we have made every effort to accommodate the life of adult students while offering a California high school diploma rather than a GED.

At PACSAE we are very proud to offer 24/7 access to online coursework, fully credentialed teachers, as well as academic support. We have numerous partnerships with Workforce Innovations and Opportunities Act (WIOA) programs that help our students establish themselves in various career fields.

This handbook is designed to give you valuable information about our school and to serve as a resource for you. It will answer your questions regarding the school structure, admissions, and transitioning to college and career. It also provides information regarding office contact information, school calendars, attendance requirements, and many other school policies and procedures. We are very happy to have you as part of the PACSAE Family and look forward to a phenomenal school year together.

Please feel free to contact the office at (619) 371-5017 if you have any further questions.

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PACSAE MISSION

PACSAE seeks to develop literate, educated thinkers and achievers who:

- Respect themselves
- Respect others
- Pursue knowledge
- Apply facts and theories to solve problems
- Participate productively in the economy and their communities
- Become motivated and able to learn for a lifetime

PACSAE will pursue this vision with a philosophy of:

- Hiring, supporting, and continuously training a high-quality faculty and administration
- Working cooperatively with staff, students, and client agencies
- Tailoring education programs to meet each student's needs
- Assessing students on an ongoing basis
- Holding ourselves accountable for producing positive outcomes

To achieve our objectives, PACSAE will:

- Market our school as broadly as possible to attract talented faculty and staff
- Create program-improvement teams among our staff, our students, and our client agencies
- Develop Student Achievement Plans for each of our students
- Employ innovative real-time assessment instruments to measure student needs and progress
- Monitor our success in improving student competencies—awarding achievement and correcting deficiencies.

PACSAE BOARD

Board Chair - Rudy Kastelic
Board Vice Chair - Tom Schaaf
Chief Financial Officer - Charlie Padilla

PACSAE LEADERSHIP

ADMINISTRATION

Executive Director

Jarom Luedtke - jluedtke@pathwaysacademy.education

Assistant Director

Starla Tyler - styler@pathwaysacdemy.education

Assistant Director

Lara Abou-Sakher - labou-sakher@pathwaysacdemy.education

**PATHWAYS ACADEMY CHARTER SCHOOL - ADULT EDUCATION (PACSAE)
A CALIFORNIA PUBLIC CHARTER SCHOOL**

California Department of Education defines a charter school as “a public school that may provide instruction in any combination of grades (kindergarten through grade twelve). Parents, teachers, or community members may initiate a charter petition, which is typically presented to and approved by a local school district governing board.”

**PACSAE’S AUTHORIZING DISTRICT
WARNER SPRINGS UNIFIED SCHOOL DISTRICT**

Warner Unified School District is a public school district located in Warner Springs, CA, which is nestled in Northeastern San Diego County. The district serves 208 students in grades K-12 with a student-teacher ratio of 14 to 1.

PATHWAYS ACADEMY CHARTER SCHOOL- ADULT EDUCATION (PACSAE)

PACSAE is authorized by Warner Unified School District. Per the Charter, we are authorized to serve all students that are at least 16 years old that reside anywhere in the state of California. There is no age cap on the students we are able to enroll!

PACSAE is WASC Accredited. WASC Accreditation is a statement to the community and stakeholders that the institution is reputable, trustworthy, and committed to ongoing improvement.

SCHOOL CALENDARS

PACSAE operates all year with one small required break in June for students.

[Click Here to View Student Calendars](#)

GRADUATION REQUIREMENTS

Youth High School Diploma (Ages 16-17)

- English 40
- Mathematics 20
- Life Science 10
- Physical Science 10
- Visual/Performing Arts 10
- World History 10
- American History 10
- American Government 5
- Economics 5
- Physical Education 20
- Electives 70

TOTAL 210

Adult High School Diploma (Ages 18 & older)

- English 30
- Mathematics 20
- World History 10
- U.S. History 10
- American Government 5
- Economics 5
- Life Science 10
- Physical Science 10
- Physical Education 20
- Electives 10

TOTAL 130

California College Guidance Initiative

Students and their families may explore college and career planning tools through the California College Guidance Initiative website (www.californiacolleges.edu) which serves as California's official college and career planning platform. Students may take quizzes or aptitude tests to discover potential careers, research the education or training needed for different career options, whether that means college or vocational training, and students may track their high school courses, volunteer services and develop resumes, which can be used to prepare college and financial aid applications.

ENROLLMENT

Recruitment and admissions policies, procedures, and activities are in compliance with state and federal law.

Students are considered for admission without regard to ethnicity, national origin, gender, and disability or achievement level. Admission is not determined according to the place of residence of the students or their parents/guardians, except as required by law. Prior to admission, all parents/guardians or adult students must agree to and sign the master agreement. All students' continued enrollment shall depend upon their fulfillment of the terms of the master agreement. Enrollment space is based on need in the community and availability of qualified, trained credentialed teachers to serve as the teacher of record.

PACSAE is non-sectarian in its programs, admissions policies, employment practices, and all other operations, shall not charge tuition, and shall not discriminate on the basis of disability, gender, gender identity, gender expression, nationality, race or ethnicity, religion, sexual orientation, or any other characteristic listed in Education Code Section 220 or that is contained in the definition of hate crimes set forth in Penal Code Section 422.55, including immigration status (or association with an individual who has any of those characteristics).

Enrollment Complaint Procedure

Pursuant to Education Code Section 47605(d)(4), charter schools are not allowed to discourage a pupil from enrolling or seeking to enroll in a charter school because the pupil exhibits any characteristics such as students with disabilities, academically low-achieving, English learners, neglected or delinquent, homeless, economically disadvantaged including eligibility for any free or reduced-price meal program, foster youth, or based on nationality, race, ethnicity, or sexual orientation.

Also pursuant to state law, a parent, guardian, or student who is 18 years or older may file a Charter School Complaint Form to the Charter School's authorizing entity if they suspect the charter school is in violation of Education Code Section 47605(d)(4).

If you would like to file a complaint, please use the provided forms below:

Pathways Academy Charter School - Adult Education (Warner Unified School District) please use [this form](#).

If you would prefer to receive the form via mail, please contact our office and we will mail one to you.

STUDENT FREEDOM OF SPEECH/ EXPRESSION

PACSAE believes that free inquiry and exchange of ideas are essential parts of a democratic education. We respect students' rights to express ideas and opinions, take stands on issues, and support causes, even when such speech is controversial or unpopular. Students shall have the right to exercise freedom of speech and expression, as described in the PACSAE Student Freedom of Speech and Expression Policy available [here](#).

Students' freedom of speech and expression shall be exercised and limited in accordance with the PACSAE Student Freedom of Speech and Expression Policy, Education Code Section 48907, and other applicable state and federal laws. Students are prohibited from making any expressions or distributing or posting any materials that are obscene, defamatory, libelous, or slanderous, that include discriminatory material or constitute harassment, intimidation or bullying, that include fighting words, vulgarity or profanity, or violating someone's privacy. Students also are prohibited from making any expressions that so incites students as to create a clear and present danger of the commission of unlawful acts at school-sponsored activities or events, the violation of school rules, or substantial disruption of the school's orderly operation. A student shall be subject to discipline for out-of-school expression, including expression on Internet websites, when such expression poses a threat to the safety of other students, staff, or school property, or substantially disrupts the educational program.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT

The Family Educational Rights and Privacy Act (FERPA) affords parents and students who are 18 years of age or older ("eligible students") certain rights with respect to the student's education records. These rights are:

1. The right to inspect and review the student's education records within 45 days after the day the school receives a request for access. PACSAE follows California law in this instance, allowing parents/guardians to examine their student's education records within 5 business days after the request. (Education Code § 56504.)

Parents or eligible students should submit to the Executive Director or designee a written request that identifies the records they wish to inspect. The Executive Director or designee will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.

Parents or eligible students who wish to ask the school to amend a record should submit to the Executive Director or designee a written request, clearly identify the part of the record they want changed, and specify why it should be changed. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

3. The right to provide written consent before the school discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. For this purpose, a school official is a person employed by the school as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel) or a person serving on the school board. A school official also may include a volunteer or contractor outside of the school who performs an institutional service of function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor, medical consultant, or therapist; a parent or student volunteering to serve on an official committee, such as a disciplinary or grievance committee; or a parent, student, or other volunteer assisting another school official in performing their tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill their professional responsibility.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the school to comply with the requirements of FERPA. The name and address of the Office that processes FERPA complaints are:

Student Privacy Policy Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202

FERPA permits the disclosure of PII from students' education records, without consent of the parent or eligible student, if the disclosure meets certain conditions found in §99.31 of the FERPA regulations. Except for disclosures to school officials, disclosures related to some judicial orders or lawfully issued subpoenas, disclosures of directory information, and disclosures to the parent or eligible student, §99.32 of the FERPA regulations requires the school to record the disclosure. Parents and eligible students have a right to inspect and review the record of disclosures. A school may disclose PII from the education records of a student without obtaining prior written consent of the parents or the eligible student:

- To other school officials, including teachers, within the educational agency or institution whom the school has determined to have legitimate educational interests. This includes contractors, consultants, volunteers, or other parties to whom the school has outsourced institutional services or functions, provided that the conditions listed in §99.31(a)(1)(i)(B)(1) - (a)(1)(i)(B)(2) are met.
- To officials of another school, school system, or institution of postsecondary education where the student seeks or intends to enroll, or where the student is already enrolled if the disclosure is for purposes related to the student's enrollment or transfer, subject to the requirements of §99.34.
- To authorized representatives of the U.S. Comptroller General, the U.S. Attorney General, the U.S. Secretary of Education, or State and local educational authorities, such as the California Department of Education (CDE). Disclosures under this provision may be made, subject to the requirements of §99.35, in connection with an audit or evaluation of Federal- or State-supported education programs, or for the enforcement of or compliance with Federal legal requirements that relate to those programs. These entities may make further disclosures of PII to outside entities that are designated by them as their authorized representatives to conduct any audit, evaluation, or enforcement or compliance activity on their behalf. For example, the CDE may share use of the California Longitudinal Pupil Achievement Data System (CalPADS) with the California College Guidance Initiative (CCGI) to provide students and families with direct access to online tools and resources for college and career opportunities, and to enable students to transmit such information to apply to colleges and for financial aid.
- In connection with financial aid for which the student has applied or which the student has received, if the information is necessary to determine eligibility for the aid, determine the amount of the aid, determine the conditions for the aid, or enforce the terms and conditions of the aid.
- To State and local officials or authorities to whom information is specifically allowed to be reported or disclosed by a State statute that concerns the juvenile justice system and the system's ability to effectively serve, prior to adjudication, the student whose records were released, subject to §99.38.
- To organizations conducting studies for, or on behalf of, the school, in order to: (a) develop, validate, or administer predictive tests; (b) administer student aid programs; or (c) improve instruction.
- To accrediting organizations to carry out their accrediting functions.
- To parents of an eligible student if the student is a dependent for IRS tax purposes.
- To comply with a judicial order or lawfully issued subpoena.
- To appropriate officials in connection with a health or safety emergency, subject to §99.36.
- Information the school has designated as "directory information" under §99.37.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's or eligible student's prior written consent. The primary purpose of directory information is to allow the school to include information from your child's education

records in certain school publications.

Examples include:

- A playbill, showing your student's role in a drama production
- An annual yearbook
- Honor roll or other recognition lists; and
- Graduation programs

Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks; WIOA and WIOA-like organizations; schools, colleges, universities, and vocational programs; and government agencies like the Department of Social Services. In addition, federal law requires a school receiving assistance under the Elementary and Secondary Education Act of 1965 to provide military recruiters, upon request, with the following information: names, addresses and telephone listings, unless parents have advised the school that they do not want their student's information disclosed without their prior written consent.

If you do not want the school to disclose any or all of the types of information designated below to outside organizations as directory information from your child's education records without your prior written consent, you must notify the Executive Director in writing by the end of the first week of the school year, or the first full week of enrollment for students who enroll during the school year, effective for the remainder of that school year.

Any and all of the following items of directory information relating to a student may be released to a designated recipient unless a written request is on file to withhold its release:

- Name
- Address
- Telephone listing
- Email address
- Photograph
- Date of birth
- Grade level
- Dates of attendance (*e.g.*, by academic year or semester)
- Current and most previous school(s) attended
- Degrees and awards received

Directory information does not include citizenship status, immigration status, or any other information indicating national origin (except where school receives consent as required under applicable law). PACSAE will not release information to third parties for immigration-enforcement purposes, except as required by law or court order.

In addition to the release of directory information as described above, it is important to

PACSAE's educational program that information from a student's educational record that is relevant to the student's educational needs is shared with PACSAE's educational partners, contractors, agencies and other organizations having a legitimate educational interest in such information, such as WIOA partners. FERPA allows for such information to be shared with third parties having a legitimate educational interest without consent of the parent or eligible student. Without limiting such rights of PACSAE under FERPA, PACSAE requests that parents sign the "FERPA Consent to Release of Student Information" form attached to this handbook.

NOTICE OF RIGHTS UNDER THE PROTECTION OF PUPIL RIGHTS AMENDMENT (PPRA)

PPRA affords parents of elementary and secondary students certain rights regarding the conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. These include, but are not limited to, the right to:

- Consent before students are required to submit to a survey that concerns one or more of the following protected areas ("protected information survey") if the survey is funded in whole or in part by a program of the U.S. Department of Education (ED):
 1. Political affiliations or beliefs of the student or student's parent;
 2. Mental or psychological problems of the student or student's family;
 3. Sex behavior or attitudes;
 4. Illegal, anti-social, self-incriminating, or demeaning behavior;
 5. Critical appraisals of others with whom respondents have close family relationships;
 6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
 7. Religious practices, affiliations, or beliefs of the student or student's parent; or
 8. Income, other than as required by law to determine program eligibility.

- Receive notice and an opportunity to opt a student out of:
 1. Any other protected information survey, regardless of funding;
 2. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law; and
 3. Activities involving collection, disclosure, or use of personal information collected from students for marketing or to sell or otherwise distribute the information to others. (This does not apply to the collection, disclosure, or use of personal information collected from students for the exclusive purpose of developing, evaluating, or providing educational products or services for, or to, students or educational institutions.)

- Inspect, upon request and before administration or use:
 1. Protected information surveys of students and surveys created by a third party;
 2. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
 3. Instructional material used as part of the educational curriculum.

These rights transfer from the parents to a student who is 18 years old or an emancipated minor under California law.

PACSAE has developed these policies regarding parents' rights under PPRA, as well as arrangements to protect student privacy in the administration of protected information surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes. PACSAE will directly notify parents of these policies at least annually at the start of each school year and after any substantive changes. PACSAE will also directly notify, such as through U.S. Mail or email, parents of students who are scheduled to participate in the specific activities or surveys noted below and will provide an opportunity for the parent to opt their child out of participation of the specific activity or survey. PACSAE will make this notification to parents at the beginning of the school year if the school has identified the specific or approximate dates of the activities or surveys at that time. For surveys and activities scheduled after the school year starts, parents will be provided reasonable notification of the planned activities and surveys listed below and be provided an opportunity to opt their child out of such activities and surveys. Parents will also be provided an opportunity to review any pertinent surveys. Following is a list of the specific activities and surveys covered under this direct notification requirement:

- Collection, disclosure, or use of personal information collected from students for marketing, sales, or other distribution.
- Administration of any protected information survey not funded in whole or in part by ED.
- Any non-emergency, invasive physical examination or screening as described above.

Parents who believe their rights have been violated may file a complaint with:

Student Privacy Policy Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, D.C. 20202

NOTICE OF NONDISCRIMINATION POLICY

PACSAE is committed to providing an educational and work environment that is free from discrimination, harassment, intimidation and bullying based on any actual or perceived race or ethnicity, color, religion, religious creed (including religious dress and grooming practices), national origin, ancestry, citizenship, physical or mental disability, medical condition (including cancer and genetic characteristics), genetic information, marital status, sex (including pregnancy, childbirth, breastfeeding, or related medical conditions), gender, gender identity, gender expression, age (40 years and over), sexual orientation, veteran and/or military status, protected medical leaves (requesting or approved for leave under the Family and Medical Leave Act of the California Family Rights Act), domestic violence victim status, political belief or affiliation, a person's association with a person or group with one or more of these actual or perceived characteristics, and any other status protected by state or federal law, or local law, ordinance or regulation, in any program or activity it conducts.

In addition, PACSAE prohibits retaliation against a person who engages in activities protected under this policy. Reporting, or assisting in reporting, suspected violations of this policy and cooperating in investigations or proceedings arising out of a violation of this policy are protected activities under this policy.

Any inquiries regarding this nondiscrimination policy or the filing of discrimination/harassment complaints may be directed to the PACSAE Uniform Complaint Procedure Compliance Officer / Title IX Coordinator:

Jarom Luedtke, Executive Director
Uniform Complaint Procedure Compliance Officer / Title IX Coordinator
(619) 791-1600
jluedtke@pathwaysacademy.education
26025 Newport Rd., Suite F205
Menifee, CA 92584

ANNUAL NOTICE OF UNIFORM COMPLAINT PROCEDURES

PACSAE annually notifies students, employees, parents or guardians, and other interested parties of the Uniform Complaint Procedures ("UCP") process. PACSAE has the primary responsibility for compliance with federal and state laws and regulations, including those related to unlawful discrimination, harassment, intimidation, and bullying against any protected group, and all programs and activities that are subject to the UCP.

Programs and Activities Subject to the UCP

- Accommodations for Pregnant and Parenting Pupils
- Adult Education
- After School Education and Safety
- Agricultural Career Technical Education

- Career technical and technical education and career technical and technical training programs
- Child Care and Development Programs
- Compensatory Education
- Consolidated Categorical Aid Programs
- Course Periods without Educational Content
- Discrimination, harassment, intimidation, or bullying against any protected group as identified under Education Code sections 200 and 220 and Government Code Section 11135, including any actual or perceived characteristic as set forth in Penal Code Section 422.55, 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 program or activity conducted by an educational institution, as defined in Education Code Section 210.3, that is funded directly by, or that receives or benefits from, any state financial assistance.
- Educational and graduation requirements for pupils in foster care, pupils who are homeless, pupils from military families, pupils formerly in juvenile court schools, pupils who are migratory, and pupils participating in a newcomer program.
- Every Student Succeeds Act
- Local Control and Accountability Plans (LCAP)
- Migrant Education
- Physical Education Instructional Minutes
- Pupil Fees
- Reasonable Accommodations to a Lactating Pupil
- Refusing Approval of Use or Prohibiting Use of Any Curriculum for Classroom Instruction or School Library Resource Pursuant to Education Code Section 243
- Regional Occupational Centers and Programs
- School Plans for Student Achievement
- Schoolsite Councils
- State Preschool
- State Preschool Health and Safety Issues in LEAs Exempt from Licensing
- Any other state or federal educational program the State Superintendent of Public Instruction (SSPI) or designee deems appropriate.

Filing a UCP Complaint

Generally, a UCP complaint shall be filed no later than one (1) year from the date the alleged violation occurred, except that complaints regarding the educational rights of students experiencing foster care are not subject to the one-year timeline. Complaints alleging unlawful discrimination, harassment, intimidation, or bullying shall be initiated no later than six (6) months from the date when the alleged unlawful discrimination, harassment, intimidation, or bullying occurred, or six (6) months from the date the complainant first obtained knowledge of the facts of the alleged unlawful discrimination, harassment, intimidation, or bullying. For complaints relating to PACSAE's LCAP, the date of the alleged violation is the date when the reviewing authority approves the LCAP or annual update that was adopted by PACSAE.

Complaints Concerning Pupil Fees

A pupil enrolled in a public school shall not be required to pay a pupil fee for participation in an educational activity.

A pupil fee includes, but is not limited to, all of the following:

1. 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.
2. A security deposit, or other payment, that a pupil is required to make to obtain a lock, locker, book, class apparatus, musical instrument, clothes, or other materials or equipment.
3. A purchase that a pupil is required to make to obtain materials, supplies, equipment, or clothes associated with an educational activity.

A pupil fee or LCAP complaint may be filed anonymously (without an identifying signature) if the complainant provides evidence or information leading to evidence to support the allegation of noncompliance.

Responsible Employee

The designated employee (“Responsible Employee”) to receive and investigate UCP complaints is:

Jarom Luedtke, Executive Director
26025 Newport Road, Suite F205 Menifee, CA 92584
619-791-1600
jluedtke@pathwaysacademy.education

PACSAE will ensure that the Responsible Employee and other employees who may be assigned to investigate complaints are knowledgeable about the laws and programs at issue in the complaints for which they are responsible.

Investigation Report and Right to Appeal

Complaints will be investigated and a written decision or report will be sent to the complainant within sixty (60) days from the receipt of the complaint. This time period may be extended by written agreement of the complainant. The person responsible for investigating the complaint shall conduct and complete the investigation in accordance with PACSAE’s UCP Policy and Procedures.

The complainant has a right to appeal PACSAR’s decision of complaints regarding programs and activities to the California Department of Education (CDE) by filing a written appeal within 30 days of receiving our decision. The appeal must be accompanied by a copy of the originally-filed complaint and a copy of our decision.

PACSAE's Responsibilities

The complainant is advised of the opportunity to appeal an Investigation Report of complaints regarding programs within the scope of the UCP to the CDE.

The complainant is also advised of civil law remedies, including, but not limited to, injunctions, restraining orders, or other remedies or orders that may be available under state or federal discrimination, harassment, intimidation or bullying laws, if applicable. A complainant may pursue available civil law remedies outside of PACSAE's complaint procedures.

A copy of our UCP compliant policies and procedures is available free of charge.

For UCP Complaints Regarding State Preschool Health and Safety Issues

In order to identify appropriate subjects of state preschool health and safety issues pursuant to Section 1596.7925 of the California Health and Safety Code (HSC), a notice shall be posted in each California state preschool program classroom in each school in a local educational agency. PACSAE does not currently operate a preschool program.

The notice is in addition to this UCP annual notice and addresses parents, guardians, pupils, and teachers of (1) the health and safety requirements under Title 5 of the California Code of Regulations (5 CCR) that apply to California state preschool programs pursuant to HSC Section 1596.7925, and (2) the location at which to obtain a form to file a complaint.

SAFE STORAGE OF FIREARMS NOTICE

California law requires schools to provide annual notice to parents/guardians of California's child access prevention laws and laws relating to the safe storage of firearms.

- With very limited exceptions, California makes a person criminally liable for keeping any firearm, loaded or unloaded, within any premises that are under their custody and control where that person knows or reasonably should know that a child is likely to gain access to the firearm without the permission of the child's parent or legal guardian, and the child obtains access to the firearm and thereby (1) causes death or injury to the child or any other person; (2) carries the firearm off the premises or to a public place, including to any preschool or school grades kindergarten through twelfth grade, or to any school-sponsored event, activity, or performance; or (3) unlawfully brandishes the firearm to others.¹

Note: The criminal penalty may be significantly greater if someone dies or suffers great bodily injury as a result of the child gaining access to the firearm.

¹ See California Penal Code sections 25100 through 25125 and 25200 through 25220.

- With very limited exceptions, California also makes it a crime for a person to negligently store or leave any firearm, loaded or unloaded, on their premises in a location where the person knows or reasonably should know that a child is likely to gain access to it without the permission of the child's parent or legal guardian, unless reasonable action is taken to secure the firearm against access by the child, even where a minor never actually accesses the firearm.²
- In addition to potential fines and terms of imprisonment, as of January 1, 2020, a gun owner found criminally liable under these California laws faces prohibitions from possessing, controlling, owning, receiving, or purchasing a firearm for 10 years.³
- Finally, a parent or guardian may also be civilly liable for damages resulting from the discharge of a firearm by that person's child or ward.⁴

Note: The county or city where you reside may have additional restrictions regarding the safe storage of firearms.

Thank you for helping to keep our children and schools safe. Remember that the easiest and safest way to comply with the law is to keep firearms in a locked container or secured with a locking device that renders the firearm inoperable.

PARENT LIABILITY FOR STUDENT CONDUCT

The law states that a parent or guardian of any minor whose willful misconduct results in injury or death to any pupil or any person employed by, or performing volunteer services for, a school or who willfully cuts, defaces, or otherwise injures in any way any property, real or personal, belonging to a school, or personal property of any school employee, shall be liable for all damages so caused by the minor.

Further, the parent or guardian of a minor shall be liable to a school for all property belonging to the school loaned to the minor and not returned upon demand of an employee of the school authorized to make the demand.

Any school whose real or personal property has been willfully cut, defaced, or otherwise injured, or whose property is loaned to a pupil and willfully not returned upon demand of an employee of the school authorized to make the demand may, after affording the pupil their due process rights, withhold the grades, diploma, and transcripts of the pupil responsible for the damage until the pupil or the pupil's parent or guardian has paid for the damages thereto. The school will notify the parent or guardian of the pupil's alleged misconduct before withholding the pupil's grades, diploma, or transcripts.

² See California Penal Code section 25100(c).

³ See California Civil Code Section 29805.

⁴ See California Civil Code Section 1714.3.

If the minor and parent are unable to pay for the damages, or to return the property, the school will 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 pupil will be released.

ACADEMIC INTEGRITY POLICY

The PACSAE Board of Directors (the “Board” or the “School”) considers academic honesty to be one of its highest values. Students are expected to be the sole authors of their work and to exhibit honest behavior and academic integrity. Use of another person’s work or ideas must be accompanied by specific citations and references. The purpose of this policy is to create and maintain ethics and integrity in all academic endeavors and to provide our students with an understanding of what is and is not acceptable. For full policy, please reference the [Academic Integrity Policy 5050](#)

ATTENDANCE

Regular attendance is very important to the success of both students and our school. Charter schools are funded based on “average daily attendance” or ADA. “Attendance” means when a student is engaged in educational activities required of them by the school, on days when school is actually taught. (5 C.C.R. 11960(a).)

Since our school is a nonclassroom-based instructional program, ADA is calculated based on the work completed by the student and submitted by the due dates established in the independent study master agreement. The assigned teacher subsequently assesses the student’s work to determine whether the time value amounts to a full day of work. It’s important that students stick to a regular work schedule/calendar so they can clearly identify each school day in that calendar on which he/she engaged in required educational activities to an extent sufficient to constitute at least one day of time value. When determining the time value of a student’s work, the teacher will consider each student individually and may adjust the assignments accordingly.

In California, each person between 6 and 18 years of age, unless otherwise exempt by law, is required to attend school full-time with regular and punctual attendance, and schools are required to enforce this compulsory attendance law. (See Ed. Code, § 48200 *et seq.*) A student’s failure to complete assignments on-time may subject the student to discipline, removal from the school, and/or being classified as truant and reported to the proper authorities. Please review the more detailed attendance policy for more information.

Click here for our [6115 Attendance Policy](#).

BULLYING POLICY ([Policy 5015](#))

PACSAE recognizes the harmful effects of bullying, hazing, or other behaviors that infringes on the safety and well-being of students, or interferes with learning or teaching. We desire to provide a safe school culture that protects all students from physical and emotional harm. Student safety is a top priority and the school will not tolerate discrimination, harassment, intimidation, or bullying of any kind.

“Bullying” means any severe or pervasive physical or verbal act or conduct, including communications made in writing or by means of an electronic act, and including one or more acts committed by a pupil or group of pupils, directed toward one or more pupils that has or can be reasonably predicted to have the effect of one or more of the following:

- (a) Placing a reasonable pupil or pupils in fear of harm to that pupil’s or those pupils’ person or property.
- (b) Causing a reasonable pupil to experience a substantially detrimental effect on their physical or mental health.
- (c) Causing a reasonable pupil to experience substantial interference with their academic performance.
- (d) Causing a reasonable pupil to experience substantial interference with their ability to participate in or benefit from the services, activities, or privileges provided by a school.

“Electronic act” means the creation or transmission of a message (e.g., a text message, sound recording, video, image, social media post, etc.) by means of an electronic device, including, but not limited to, a telephone, computer, tablet, or other communication device.

Bullying that occurs outside of school but negatively impacts the school environment or ability of a student to perform in school is considered bullying. Violations of our zero tolerance policy on bullying may lead to discipline up to and including suspension and/or expulsion.

STANDARDIZED TESTING

The California Assessment of Student Performance and Progress (CAASPP) is the state-mandated academic testing program. All charter schools are required to administer the CAASPP, as well as other state-mandated assessments such as the

English Language Proficiency Assessments for California (ELPAC) and Physical Fitness Test (PFT). (Ed. Code, § 47605(c)(1).) CAASPP is a system intended to provide information that can be used to monitor student progress on an annual basis and ensure that all students leave high school ready for college and career.

It is expected that all eligible PACSAE students will participate in the CAASPP, ELPAC and/or PFT assessments. However, a parent or guardian may annually submit a written request to PACSAE officials to excuse their child from any or all parts of CAASPP assessments. In such instances, PACSAE will utilize school assessments to track the student's progress.

For additional parent information about the CAASPP assessment system, please visit the following web address at www.cde.ca.gov/ta/tg/ca/parentguidetounderstand.asp, or feel free to contact the Executive Director or other school designee.

CHILD ABUSE REPORTING

PACSAE employees are required by law to report all known or suspected cases of child abuse or neglect to the appropriate law enforcement or child welfare agency. (Pen. Code, § 11166.)

CIVILITY POLICY

PACSAE employees, parents, and students are required to be civil in all of their interpersonal school-related interactions. Civility does not require unqualified agreement or conformity of opinion. An expression of disagreement or a discussion of a controversial viewpoint is not uncivil if such expression or discussion is appropriately and respectfully presented and does not disrupt a school-related activity.

For purposes of this policy, to be civil means to act with self-discipline in a courteous, respectful and orderly way in every interpersonal communication and behavior with the goal of providing a safe and harassment free environment for our students and staff while maintaining individual rights to freedom of expression.

Examples of uncivil conduct includes, but is not limited to:

- using an inappropriately loud voice;
- using profane, vulgar, or obscene words or gestures;
- belittling, jeering, or taunting;
- using personal epithets;
- using violent or aggressive gestures or body-language;
- repeatedly and inappropriately interrupting another speaker;
- repeatedly demanding personal attention at inappropriate times;

- purposefully and inappropriately invading personal space;
- purposefully ignoring appropriate communications;
- wrongfully interfering with another person's freedom of movement;
- wrongfully invading another person's private possessions; or;
- any other behavior that inappropriately disrupts school-related activities.

In the event that any party is uncivil during a school-related activity, the following steps will occur:

1. **Communicate** - The party experiencing the uncivil behavior will communicate that the behavior is not civil and that the uncivil behavior must cease immediately.
2. **End Activity/Meeting** - If the uncivil party fails to correct the uncivil behavior as directed, the affected party shall end the activity/meeting.
3. **Referral** - The reporting party shall refer the situation to the Executive Director or designee with a written summary of the uncivil behavior and how he/she responded.
4. **Determination** - If it is determined that uncivil behavior occurred, proper disciplinary action will be taken, which may include suspension or expulsion.

SUICIDE PREVENTION POLICY

Protecting the health and well-being of all students is of utmost importance to our school. The school board has adopted a suicide prevention policy, in consultant with school and community stakeholders and others, which will help to protect all students. For full policy, please reference the [5020 Comprehensive Self-harm and Suicide Prevention Policy](#).

[The National Suicide Prevention Lifeline](#) –1.800.273.8255 (TALK)
The Trevor Lifeline – 1.866.488.7386

ACCESS TO MENTAL HEALTH SERVICES

PACSAE wants to ensure that parents, guardians, and students are informed about resources available for anyone who believes they are in a mental health crisis. We also encourage parents/guardians and students to talk with any adult in the school if they are concerned about possible mental health needs for themselves or other students.

National Resources

- Call 988
- National Suicide Prevention Lifeline: 1-800-273-8255

- Crisis Text Line: Text TALK to 74171
- Call 911

Community/School Resources

- San Diego County Dept. of Behavioral Health Access Line: 1-888-724-7240
- San Diego Access & Crisis Line: Call 211
- [School Counselor website](#)

For more information about school-based mental health services and student eligibility, please contact the Executive Director, a counselor and/or a teacher.

TECHNOLOGY ACCEPTABLE USE AGREEMENT

PACSAE provides technology resources to its students solely for educational purposes.

With this access brings the potential exposure to material that may not hold educational value, or may be harmful or disruptive to the student's learning experience.

The purpose of this policy is to ensure that student internet access on school owned computers will be appropriate and used only for educational purposes, consistent with the acceptable standards of the school.

All computer equipment, programs, supporting materials, and peripherals of any nature which the student receives from the school are loaned to the student for educational purposes only and belong to the school. As a condition of receiving and using any such equipment, the student and student's parents acknowledge that there is no right of or expectation of privacy related to the student's use of such equipment. The school retains the right to monitor, at all times, internet/computer activity accessed by this equipment, review any material stored in files on such equipment, edit or remove any material which the school staff, in its sole discretion, believes violates the above standards, and terminate the Technology Agreement of any persons violating the conditions set forth in this policy.

Information services such as online educational resources provided by school may occasionally require new registration and account information to continue the service. This will require the school to release certain portions of student's personal information to one or more 3rd party vendor(s) required for this requested service. Use of school provided technology indicates consent to this release.

Minor students using the internet shall be closely supervised by the parent. Students and their parents are responsible for the materials accessed through the use of student internet accounts.

The California Computer Crime Bill (1979) added section 502 to the Penal Code making it a felony to intentionally access any computer or system or network for certain purposes, including:

- 1) Devising or executing any scheme or artifice to defraud or extort or,
- 2) Wrongfully control or obtain money, property, or data.
- 3) Knowingly accesses and without permission adds, alters, damages, deletes, or destroys any data, computer software, or computer programs which reside or exist internal or external to a computer, computer system, or computer network.
- 4) Knowingly and without permission accesses or causes to be accessed any computer, computer system, or computer network
- 5) Knowingly introduces any computer contaminant into any computer, computer system, or computer network.

Anyone committing acts of this kind, or any other actions prohibited by law with school owned computers and/or equipment will face legal action and disciplinary procedures.

It is the intent of this policy to protect students from inappropriate information. However, the staff cannot screen all of the materials available on the internet. Willful access to inappropriate material in any form by students as well as the importation of any material from outside sources on school owned computers and/or equipment is a violation of this policy and may result in disciplinary action including, but not limited to, the revocation of school-provided computer and/or equipment and/or discipline, up to and including, expulsion of the student. Students, staff and parents hold a joint responsibility to ensure that inappropriate material is not displayed or available on any computer.

The following characterize, but do not exhaustively list all unacceptable behavior:

- 1) Using the school funded internet/computer system for illegal, inappropriate, or obscene purposes or in support of such activities.
- 2) Utilizing the school funded internet/computer system for any illegal activity including violation of copyrights or other contracts relating to licensed uses.
- 3) Intentionally disrupting equipment or system performance.
- 4) Downgrading the equipment or system performance.
- 5) Damaging or misusing any hardware or software.
- 6) Utilizing the school's computing resources for commercial/financial gain or fraud.
- 7) Pirating and/or theft of data, equipment, or intellectual property.
- 8) Gaining or seeking to gain unauthorized access to resources or entities.
- 9) Utilizing the system to encourage the use of drugs, alcohol or tobacco or any promotion or attempt to promote any unethical behavior.
- 10) Using harassing, abusive, or obscene language.
- 11) Annoying, harassing or intentionally offending another person.
- 12) Introducing computer viruses into the system.
- 13) Forging electronic mail messages or using an access owned by, or used by another.
- 14) Wasting of resources.

- 15) Invading the privacy of others.
- 16) Possessing data in any form (including hard copy or disk) which might be considered a violation of these rules.

Consequences of Non-Compliance

As with any other violation of school rules and regulations, consequences of violations may include, but are not limited to, the following:

- 1) Suspension of school funded internet access
- 2) Revocation of school funded internet access
- 3) Limitations of school funded computer access
- 4) Revocation of school funded computer access
- 5) Disciplinary processes up to expulsion or involuntary withdrawal
- 6) Legal action and prosecution
- 7) Financial liability for loss of internet/computer system

The adult student or parent/guardian is responsible to abide by and to ensure the student abides by the provisions and conditions of this policy.

The parent/guardian is also responsible to report any misuse of the information system to PACSAE leadership. All the rules of conduct described in the publication entitled "Technology Acceptable Use Agreement" apply when on the internet or using the school-owned computer.

MCKINNEY-VENTO INFORMATION

Students in a situation that qualifies you as homeless youth based on the McKinney-Vento definition below that are interested in receiving information about resources available in their area may contact the homeless liaison:

Shayonna Wattree: swattree@pathwaysacademy.education, 619-371-5017

PACSAE will adhere to the provisions of the McKinney-Vento Homeless Assistance Act and ensure that each student qualifying as a homeless youth has equal access to the same free, appropriate public education as provided to other students in accordance with applicable law. The term "homeless youth" means individuals who lack a fixed, regular, and adequate nighttime residence and one or more of the following applies:

- Are sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason; are living in motels, hotels, trailer parks, or camping grounds due to the lack of alternative adequate accommodations; are living in emergency or transitional shelters; or are abandoned in hospitals;

- Have a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings within the meaning of 42 U.S.C. section 11302;
- Are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings; and
- Are migratory children, as defined in 20 U.S.C. section 6399, who qualify as homeless because the children are living in circumstances described in the clauses above.

PARENT AND FAMILY ENGAGEMENT POLICY

PACSAE has developed this Parent and Family Engagement Policy with input from Educational Partners, and in addition to including it here the policy is also posted on the school's website. This Policy describes the means for carrying out the following Parent and Family Engagement requirements. For full policy, please reference the [6005 Parent/Guardian and Family Engagement Policy](#).

SCHOOL/EDUCATIONAL PARTNER COMPACT

This Compact outlines how PACSAE and Educational Partners(students, school staff, students/parents/guardians) will share the responsibility for improved student academic achievement. This Compact describes the responsibilities and specific ways PACSAE and Educational Partners will partner together to help students achieve. For full details, please reference the [School / Educational Partner Compact](#).

ELECTRONIC COMMUNICATION NOTIFICATION

As a nonclassroom-based school, PACSAE sends notifications and communications regarding its students and educational information related to its students to the attention of parents and students via electronic communication. The educational information includes but is not limited to information regarding attendance, grades, credits, progress, and eligibility for and/or receipt of special education services such as evaluations and reevaluations, Individualized Education Program (IEP) services and accommodations, Prior Written Notices (PWN), Meeting Notices, Procedural Safeguards, and due process notifications. "Electronic communication" may include, but

is not limited to, email, SMS text, online applications, and other web services or websites utilized by PACSAE.

If you do not wish to receive notices and communications by electronic communication, please contact Jarom Luedtke at jluedtke@pathwaysacademy.education to discuss other possible options.

FERPA CONSENT TO RELEASE OF STUDENT INFORMATION

I, _____ (Parent/Legal Guardian/Adult Student), sign this consent form to allow Pathways Academy Charter School - Adult Education (PACSAE) to disclose the education records of _____ (Student) to the following recipient(s) in compliance with the Family Educational Rights and Privacy Act (FERPA):

- WIOA/WIOA-like organizations that partner with PACSAE;
- Schools/Colleges/Universities/Vocational Programs; and/or
- Social Service Agencies/Department of Rehabilitation.

I acknowledge and agree that I am the educational rightsholder for the Student. I understand that PACSAE is not responsible for any disclosures of student information made by Recipient to other parties.

- **Records:** This consent form allows the recipient(s) to obtain access to all of Student's education records maintained by PACSAE, which includes without limitation transcripts, disciplinary records, and immunization records. I understand the information may be released orally or in the form of copies of written records. I understand that I have a right to inspect any written records released to the recipient(s).
- **Purpose of Consent:** The information is to be released for the following purpose: to allow recipient(s) to obtain Student's information for purposes relevant to the Student's educational needs.

In addition, I give PACSAE permission to share my contact information (name, phone number, address, email address) with the recipient(s).

I agree to hold PACSAE harmless from any and all liability for the release of Student's records and my contact information to the recipient(s).

Parent/Legal Guardian/Adult Student Signature:

Date:

MEDIA CONSENT FORM

Student Name: _____ Birthdate: _____

I, as the parent or legal guardian of the above named student or as the student if an adult, hereby perpetually and irrevocably grant to Pathways Academy Charter School Adult Education, its officers, agents, employees, assigns, designees, and licensees ("PACSAE") the absolute and irrevocable right, permission, and license to, now and in the future, record the above named student's name, image, voice, likeness, and/or written words with still photography, film, recordings, or other storage devices or files ("Recordings"), to edit such Recordings at PACSAE's discretion, and to use, reproduce, display, distribute, and/or make derivative works from any of them for educational or promotional purposes, individually or in connection with other material, in any and all media, including but not limited to presentations, displays, brochures, and other official materials, including the Internet.

I understand and agree that use of such Recordings will be without any compensation to the student or student's parent/guardian(s). I understand and agree that PACSAE and/or its authorized representatives shall have the exclusive right, title, and interest, including copyright, in the Recordings.

I hereby waive any right to inspect or approve the Recordings or distributed matter that may be used in conjunction therewith. I further waive any claim that I have or may have, release and hold harmless PACSAE, its authorized representatives, and licensees from any and all actions, claims, damages, costs, or expenses ("Actions"), including attorney's fees, brought by the student and/or parent/guardian with respect to the eventual use to which any of the Recordings are or may be applied, including but not limited to Actions based on invasion of privacy, right of publicity, defamation, false endorsement, or claim of visual or audio alteration or faulty mechanical reproduction.

I expressly agree that the foregoing release is intended to be as broad and inclusive as permitted by the laws of the State of California and any applicable federal law, and that if any portion thereof is held invalid, it is agreed that the remainder of this agreement shall, notwithstanding, continue in full legal force and effect.

I acknowledge that I have read this document and understood its terms. I am signing the release freely and voluntarily. I understand that withholding my signature does not impact the enrollment status of the above-named student. I understand that providing this consent is optional and will not change the services or instruction the student receives.

Parent/Legal Guardian/Adult Student Signature: _____ Date: _____