



It's time for enrollment for Fall 2022!
Please complete and return this
enrollment package by March 30th.

Returning Kepler Students

Step 1-Complete returning student package **submitted by March 30th.**

Additional forms/items

- **7th Grade** requires a T-Dap booster, current immunization record must accompany the enrollment package.

Other items to consider

- Current copy of custody order, if any
- Annual Prescription form, if needed

Complete enrollments with documents may be:

1. Returned to current teacher, or
2. Dropped by the school office M-F 8am to 5pm
3. Emailed to registrar@keplerschool.org

Step 2- Once all documents are submitted *and verified as complete* you will receive an email confirming the enrollment, or further documents required.

Over the summer you will receive communication from Kepler with details for the coming school year.



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Returning Student Information
2022-2023 School Year

Legal Last Name _____ Legal First Name _____ Legal Middle Name _____ Grade _____

Home Address (Street and Apt. #) _____ City _____ Zip _____ Home Phone # _____

Returning Family Information

Who does the student live with? (Check one) Both Parents Mother Only Father Only
 Foster Parents Legal Guardian Other _____

Parent/Legal Guardian Information

(Please Provide the school with any custody or guardianship documents if applicable)

Parent/Guardian 1 Name (First-Last) _____ Daytime/Cell Phone # _____ Employer Phone # _____

Relationship to child: _____
Email _____

NEW Req'd Information!

Parent 1 Highest education level: Not High School Grad Yes, High School grad Some College (AA)
 College Grad Grad Degree or Higher Decline to state

Parent/Guardian 2 Name (First-Last) _____ Daytime/Cell Phone # _____ Employer Phone # _____

Relationship to child: _____
Email _____

Parent 2 Highest education level: Not High School Grad Yes, High School grad Some College (AA)
 College Grad Grad Degree or Higher Decline to state

Parent/Guardian 2 address *IF DIFFERENT* than above

Home Address (Street and Apt. #) _____ City _____ Zip _____

Office Use Only

_____ Received date ___ SIS Input ___ Enrollment Tracker ___ Cpads Teacher- _____ ___ F/H



Please answer the questions below concerning your students' residency.

The information you provide is confidential and is used to determine eligibility for services under the McKinney-Vento Act. (Subtitle VII-B, Title IX, Part A of the Every Student Succeeds Act)

Section A

1. Does the student reside in permanent housing? Yes No
(Permanent housing being defined as: A fixed, regular, and adequate nighttime residence.)

2. Is the student currently in Foster Care? Yes No
Please provide case number/client I.d #: _____

Section B If you answered "yes" to either question 1 or 2 you can skip section B

Please check one of the following:

3. The students' current living arrangement is temporary due to:

- Loss of housing or Financial hardship (e.g: eviction, loss of employment, behind on bills, ect..)
- Loss of housing due to a fire, earthquake, hurricane, flooding, or other natural disaster
- Domestic violence
- Asked to leave by parent/guardian or ran away from home
- Other temporary situation - Please explain:

4. Where is the student currently living?

- With a relative, friend, or another family in their house/ apartment (Doubled-up)
- In housing that is inadequate (e.g: No electricity, no running water, etc..)
- In a Hotel/ Motel - Name of Hotel/Motel: _____
- In an emergency shelter, transitional housing/shelter, or domestic violence shelter -
Name of shelter/program: _____
- In a location not designed for sleeping such as: a car, trailer, campground or park.
- Other situation, not mentioned above -

Please Describe: _____

Other Kepler students living in the same household. (If none at Kepler, skip section)

_____ First and Last Name	_____ sibling 2	_____ Relationship	_____ Date of Birth	_____ Grade
_____ First and Last Name	_____ sibling 3	_____ Relationship	_____ Date of Birth	_____ Grade
_____ First and Last Name	_____ sibling 4	_____ Relationship	_____ Date of Birth	_____ Grade
_____ First and Last Name	_____ sibling 5	_____ Relationship	_____ Date of Birth	_____ Grade
_____ First and Last Name	_____ sibling 6	_____ Relationship	_____ Date of Birth	_____ Grade



Does your child have a *physician diagnosed* health condition that limits participation in physical activities?

Yes. Explain: _____ No

My student has the following Allergies: _____

Is an EpiPen Needed at School? Yes No

Does your student use an inhaler at school? Yes No

It is understood that in the event of an emergency, the judgment of the school personnel will prevail.

COVID-19 Consent to Test 2022-23

Here at Kepler we have an inventory to support COVID -19 testing for our students that are experiencing symptoms. This can provide your child with free on the spot COVID-19 testing. In order for Kepler Neighborhood School to test your child we will need written consent from a parent or guardian. Please read carefully and provide written acknowledgement of the following informed consent:

1. I authorize my child to be COVID-19 tested by our trained test administrator and School Nurse here at Kepler Neighborhood School.
2. I authorize my children’s test results to be recorded in Kepler Neighborhood School records as well as the Fresno County of Department of Public Health.
3. I understand that, as with any medical test, there is the potential for a false positive or false negative COVID-19 test result.

I give permission for KEPLER NEIGHBORHOOD SCHOOL to contact me in regards to COVID-19 test results. I understand that my child will need to be picked up from campus if the test is POSITIVE and or has symptoms.

Name of Student _____ Date of birth _____
(First & Last name)

Teacher _____ Grade _____

Parent signature _____ Date _____ I DO NOT Consent for my child to be tested: _____



2022-23 Equipment Contract

Below are policies that will regulate our use of the Internet and equipment. These rules have been designed to keep our equipment and classrooms functioning at the highest of standards. In order to have access to email and the Internet, please read the following and sign below.

1. Users should not bring food or drinks near equipment.
2. School equipment should only be used for educational use, bona fide research, or other lawful purposes.
3. Personal email, social media, shopping, games, YouTube, chat rooms, instant messengers, blog websites, fantasy sports, etc. are not permitted.
4. Equipment should not be used to access material that is obscene or harmful to minors.
5. Do not attempt to bypass the school's firewall or other security measures.
6. Email and network use is monitored and filtered.
7. If you use this equipment on another network, you are responsible for ensuring appropriate security protocols are in place to ensure malware is not installed on your machine and then brought back to the school.
8. Users may not under any circumstances install software onto the computers.
9. Users hacking, altering unauthorized files, or using the network in any way other than intended will lose their equipment privileges.
10. Users must not move any equipment or cables.
11. You are personally responsible for the security and appropriate use of this equipment. You will be financially responsible for damage, theft, or loss of the equipment beyond normal wear and tear. This includes but is not limited to cracked casing or screen, damage to keys, damage due to liquid or other materials coming into contact with equipment, damage due to dropping, or misuse.
12. Do not disclose your or anybody else's password.
13. Check the condition of any equipment assigned to you every day, and consult with the IT department, your supervisor, or your teacher if there is an issue.
14. Users will be held responsible for their assigned equipment and any repair(s) deemed necessary due to their mishandling of their device or not following proper care of the unit.
15. I further understand that on termination, I will return all property of Kepler and that the property will be returned in proper working order. I understand that failure to return equipment will be considered theft and may lead to criminal prosecution.

These policies and procedures must be adhered to, and any violations of them will be met with zero tolerance.

- Users must abide by their signed contracts.
- Use of the equipment is a privilege, not a right.
- If this contract is broken, your privileges will be revoked.

PrintStudentName: _____

StudentSignature: _____ Date: _____

Parent/Guardian: _____ Date: _____

FOR OFFICE USE ONLY

Equipment barcode/QR code and description: _____

Equipment returned on (date): _____ Damage/repairs needed: _____ Cost: \$ _____



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Kepler Neighborhood School Technology Acceptable Use Policy (AUP) For Stakeholder 2022-23

Kepler Neighborhood School recognizes the value of computers and other electronic technology to improve student learning. The school network and Internet connections have been developed as tools to promote educational excellence, innovation, and communication for students and staff. Due to its open nature, there is material available on the Internet that is inappropriate for use at school.

It is Kepler's intent to protect students by:

- *meeting or exceeding all state and federal guidelines in filtering content from Internet websites;*
- *requiring staff supervision and monitoring of student Internet use;*
- *providing lessons for all students in digital citizenship and Internet safety;*
- *directing each student to accept personal responsibility for using resources appropriately.*

The following expectations apply to everyone using our school's technology. Users may access the computer network only for authorized purposes in accordance with school policy. Users are responsible for following all requirements specified in this Acceptable Use Policy. Users may not install, remove, or modify equipment on the network. Inappropriate use may result in the cancellation of the user's privileges, disciplinary action and/or legal action.

Privacy

Kepler respects the individual privacy of its employees and students; however, this privacy does not extend to our computer systems. To ensure proper use, we may monitor our technological resources at any time without advance notice or consent. Network administrators may review and/or remove files and communications to maintain system integrity and ensure that users are behaving responsibly. Users should not expect that files they have stored on Kepler's servers or network attached devices will always be private.



I understand that I am personally responsible for following school rules while using the school's computer network.

- ✧ I will always use proper and respectful behavior exhibiting digital citizenship and Internet safety.
- ✧ If I see something that is inappropriate or offensive, I will tell a teacher or school administrator.
- ✧ I understand that copyright laws protect artists, musicians, and writers. If I use pictures or words from a webpage, I will cite the source.
- ✧ I understand that everything that happens on the school network may be reviewed at any time and is not private.
- ✧ I will not bring iPods, CD or mp3/4 players, e-gaming devices, e-readers, or any other electronic device to school without the school's permission.
- ✧ I will not use the school's computer systems for anything illegal.
- ✧ I will not swear, use threatening, obscene, or other offensive language.
- ✧ I will not respond to any messages that are mean or make me feel uncomfortable. If I receive a message like this, I will tell a school official right away.
- ✧ I agree to never meet with someone I have met online, without parental permission.
- ✧ I will not reveal online my name or anything personal about myself, my family, or anyone else without direction from my teacher. I understand that personal information includes pictures, address, telephone number, school address, work address, and so on.
- ✧ I will not share my passwords with anyone, including friends.
- ✧ I will not attempt to bypass the

schools safety and security systems.

- ✧ I will not post photographs or videos of myself, other students, or teachers on the Internet without permission.
- ✧ I will not use the school network to download games, music, videos or other files not needed for school work.

Cell Phones and Other Devices

Students carry cell phones and other devices at their own risk. Misuse of cell phones during the school day will result in consequences outlined in Parent/Students Rights and Responsibilities. The district is not responsible for lost, stolen, or damaged cell phones and other devices.

Cell Phone Use

- ✧ I understand that cell phones must be turned off during the instructional school day except when used for a valid instructional or school-related purpose.
- ✧ Before and afterschool use only.
- ✧ I understand that I may use the school land-line phones in an emergency.
- ✧ I will never use a cell phone during the school day inside school buildings, classrooms, or offices, including restrooms without permission from a district employee.
- ✧ I will never use a cell phone during school assemblies and other special events.
- ✧ I will never take any pictures using a cell phone or camcorder at school that infringes on the privacy rights of any other person

The school publishes Board-approved policies, rules, and procedures related to use of technology. I have read and agree to abide by this Acceptable Use Policy. I agree not to hold the school or any school staff responsible for the failure of any technology protection measures, violations of copyright restrictions, or user mistakes or negligence. I also agree to indemnify and hold harmless the school and school personnel for any damages or costs incurred.

Print Name: _____ Signature: _____ Date: _____ AUP pg 2 of 2



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Student Media/Photo Release

You are advised that during the school year, your child may be photographed and/or interviewed either in audio or video, during instruction or school sponsored activities. With your consent these photos, videos or interviews may be reproduced and released to be used in the media, newspapers, school marketing, brochures, yearbook, social media or school website.

- I DO give my consent for my child's photographs, videos, interviews to be used as stated above.
- I DO NOT give my consent for my child's photographs, videos, interviews to be used as stated above.
- Please exclude my child's photo from the yearbook.



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Adopted/Ratified: 4-28-21

Classroom-Based Attendance Policy

It is the intent of the Board of Directors (“Board”) of Kepler Neighborhood School (“Kepler” or the “Charter School”) to ensure that students attend school every day on time. Consistent school attendance is critical to school success. Being present for classroom instructional time is essential for students to reach their goals and achieve their dreams. Chronic absenteeism has been linked to an increased likelihood of poor academic performance, disengagement from school and behavior problems.

Definitions

- “*Tardy*”: Kepler starts at 8:30 a.m. A student shall be classified as tardy if the student arrives after that time.
- “*Unexcused Absence*”: A student shall have an unexcused absence if the student is absent or tardy for more than thirty (30) minutes without a valid excuse.
- “*Truant*”: A student shall be classified as a truant if the student is absent from school without a valid excuse three (3) full days in one school year, or if the student is tardy or absent for more than any 30-minute period during the school day without a valid excuse on three (3) occasions in one school year, or any combination thereof. Any student who has once been reported as a truant and who is again absent from school without a valid excuse one or more days, or tardy on one or more days, shall again be deemed a truant. Such students shall be reported to the School Counselor, Principal, Dean, or designee.
- “*Habitual Truant*”: A student shall be classified as a habitual truant if the student is reported for truancy three (3) or more times within the same school year. This generally occurs when the student is absent from school without a valid excuse for five (5) full days in one school year or if the student is tardy or absent for more than any 30-minute period during the school day without a valid excuse on five (5) occasions in one school year, or any combination thereof.
- “*Chronic Truant*”: A student shall be classified as a chronic truant if the student is absent from school without a valid excuse for ten (10) percent or more of the school days in one school year, from the date of enrollment to the current date.
- “*School Attendance Review Team (“SART”)*”: The SART panel will be composed of School Counselor, Registrar, Dean, Teacher, and Secretary. The SART panel will discuss the absence problem with the student’s parent/guardian to work on solutions, develop strategies, discuss appropriate support services for the student and student’s family, and establish a plan to resolve the attendance issue.
 1. The SART panel shall direct the parent/guardian that no further unexcused absences or tardies can be tolerated.



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2. The parent/guardian shall be required to sign a contract formalizing the agreement by the parent/guardian to improve the child's attendance or face additional administrative action. The contract will identify the corrective actions required in the future and indicate that the SART panel shall have the authority to order one or more of the following consequences for non-compliance with the terms of the contract:

- a. Parent/guardian to attend school with the child for one day
- b. Student retention
- c. After school detention program
- d. Required school counseling
- e. Loss of school store privileges
- f. Loss of school event privileges
- g. Required remediation plan as set by the SART
- h. Notification to the County District Attorney

3. The SART panel may discuss other school placement options.

4. Notice of action recommended by the SART will be provided in writing to the parent/guardian.

Excused Absences for Classroom-Based Attendance

Absence from school shall be excused only for health reasons, family emergencies and justifiable personal reasons, as permitted by law or this Attendance Policy.

A student's absence shall be excused for the following reasons:

1. Personal illness.
2. Quarantine under the direction of a county or city health officer.
3. Medical, dental, optometric, or chiropractic appointments:
 1. Students in grades 7-8, inclusive, may be excused from school for the purpose of obtaining confidential medical services without the consent of the student's parent or guardian.
4. Attendance at funeral services for a member of the student's immediate family:
 1. Excused absence in this instance shall be limited to one (1) day if the service is conducted in California or three (3) days if the service is conducted out of state.
 2. "Immediate family" shall be defined as parent or guardian, grandparent, spouse, son/son-in-law, daughter/daughter-in-law, brother, sister or any other relative living in the student's household.



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5. Due to the illness or medical appointment during school hours of a child of whom the student is the custodial parent, including absences to care for a sick child. (The school does not require a note from the doctor for this excusal).
6. To permit the student to spend time with an immediate family member who is an active duty member of the uniformed services, as defined in Education Code section 49701, and has been called to duty for, is on leave from, or has immediately returned from, deployment to a combat zone or combat support position. Absences granted pursuant to this paragraph shall be granted for a period of time to be determined at the discretion of the Charter School.
7. Attendance at the student's naturalization ceremony to become a United States citizen.
8. Authorized parental leave for a pregnant or parenting student for up to eight (8) weeks, which may be extended if deemed medically necessary by the student's physician.
9. Authorized at the discretion of the Principal, dean, or designee, based on the facts of the student's circumstances, are deemed to constitute a valid excuse.
10. A student who holds a work permit to work for a period of not more than five (5) consecutive days in the entertainment or allied industries shall be excused from school during the period that the student is working in the entertainment or allied industry for a maximum of up to five (5) absences per school year subject to the requirements of Education Code section 48225.5.
11. In order to participate with a not-for-profit performing arts organization in a performance for a public-school student audience for a maximum of up to five (5) days per school year provided the student's parent or guardian provides a written note to the school authorities explaining the reason for the student's absence.
12. For justifiable personal reasons including but not limited to those listed below for a maximum of five (5) school days per school year, upon advance written request by the student's parent or guardian and approval by the Principal, dean, or designee pursuant to uniform standards.
 1. Appearance in court.
 2. Observance of a holiday or ceremony of the pupil's religion.
 3. Attendance at religious retreats.
 4. Attendance at an educational conference on the legislative or judicial process offered by a nonprofit organization.

A student who is absent due to an excused absence will be allowed to complete all assignments and tests missed during the excused absence that can be reasonably provided and will receive full credit upon satisfactory completion within a reasonable period of time. The teacher of the class from which a student is absent shall determine which tests and assignments are reasonably equivalent to, but not necessarily identical to, the tests and assignments that the student missed during the excused absence.



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Method of Verification

When a student who has been absent returns to school, the student must present a satisfactory explanation verifying the reason for the absence. The following methods may be used to verify student absences:

1. Signed, written note from the student's parent/guardian or parent representative.
2. Conversation, in person or by telephone, between the verifying employee and the student's parent/guardian or parent representative. The employee shall subsequently record the following:
 1. Name of student;
 2. Name of parent/guardian or parent representative;
 3. Name of verifying employee;
 4. Date or dates of absence; and
 5. Reason for absence.
3. Visit to the student's home by the verifying employee, or any other reasonable method, which establishes the fact that the student was absent for the reasons stated. A written recording shall be made, including the information outlined above.

Healthcare provider verification:

1. When excusing students for confidential medical services or verifying such appointments, Charter School staff shall not ask the purpose of such appointments but may contact a medical office to confirm the time of the appointment.
2. A healthcare provider's note of illness will be accepted for any reported absence. When a student has had fourteen (14) absences in the school year for illness verified by methods listed in #1-#3 above without a healthcare provider's note, any further absences for illness must be verified by a healthcare provider.

Insofar as class participation is an integral part of students' learning experiences, parents/guardians and students shall be encouraged to schedule medical appointments during non-school hours.

Students should not be absent from school without their parents/guardians' knowledge or consent except in cases of medical emergency or for students in grades 7-8, inclusive, who may be excused from school for the purpose of obtaining confidential medical services without the consent of the student's parent or guardian. Student absence for religious instruction or participation in religious exercises away from school property may be considered excused subject to administrative regulations and law.

Unexcused Absences/Tuancy for Classroom-Based Attendance

The Principal, dean, or designee shall implement positive steps to reduce truancy, including working with the family in an attempt to resolve the attendance problem. A student's progress and learning may be affected by excessive unexcused absences. In addition, the Charter School is fiscally dependent on student attendance and is negatively impacted by excessive unexcused absences. If all attempts to resolve the student's attendance problem are unsuccessful, the Charter School will implement the processes described below.



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1. Each of the first two (2) unexcused absences or unexcused tardies over 30 minutes will result in a call home to the parent/guardian by the Principal, dean, or designee. The student's classroom teacher may also call home.
2. Each of the third (3rd) and fourth (4th) unexcused absences or unexcused tardies over 30 minutes will result in a call home to the parent/guardian by the Principal, dean, or designee. In addition, the student's classroom teacher may also call home and/or the Charter School may send the parent an email notification. In addition, upon reaching three (3) unexcused absences or unexcused tardies over 30 minutes in a school year, the parent/guardian will receive "**Tuancy Letter #1 – Tuancy Classification Notice**" from the Charter School notifying the parent/guardian of the student's "Truant" status. The parent/guardian must sign this letter and return the signed letter to the Charter School. This letter shall also be accompanied by a copy of this Attendance Policy. This letter, and all subsequent letter(s) sent home, shall be sent by Certified Mail, return receipt requested, or some other form of mail that can be tracked . This letter shall be re-sent after a fourth (4th) unexcused absence.
3. Upon reaching five (5) unexcused absences or unexcused tardies over 30 minutes, the parent/guardian will receive "**Tuancy Letter #2 – Habitual Truant Classification Notice and Conference Request,**" notifying the parent/guardian of the student's "Habitual Truant" status and that a parent/guardian conference will be scheduled to review the student's records and develop an intervention plan/contract. In addition, the Charter School will consult with a school counselor regarding the appropriateness of a home visitation and/or case management.
4. Upon reaching six (6) unexcused absences or unexcused tardies over 30 minutes, the parent/guardian will receive a "**Tuancy Letter #3 – Referral to SART Meeting**" and the student will be referred to a Student Success Team (SST) and the SART.
5. If the conditions of the SART contract are not met, the student may incur additional administrative action up to and including disenrollment from the Charter School, consistent with the Involuntary Removal Process described below. If the student is disenrolled after the Involuntary Removal Process has been followed, notification will be sent within thirty (30) days to the student's last known school district of residence.
6. For all communications set forth in this process, the Charter School will use the contact information provided by the parent/guardian in the registration packet. It is the parent's or guardian's responsibility to update the Charter School with any new contact information.
7. If a student is absent ten (10) or more consecutive school days without valid excuse and the student's parent/guardian cannot be reached at the number or address provided in the registration packet and does not otherwise respond to the Charter School's communication attempts, as set forth above, the student will be in violation of the SART contract, and the SART panel will recommend that the student be disenrolled in compliance with the Involuntary Removal Process described below. The Involuntary Removal Process can be started immediately upon the Charter School receiving documentation of the student's enrollment and attendance at another public or private school (i.e., a CALPADS report).



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Process for Students Who Are Not in Attendance at the Beginning of the School Year

When a student is not in attendance on the first five (5) days of the school year, the Charter School will attempt to reach the student's parent/guardian on a daily basis for each of the first five (5) days to determine whether the student has an excused absence, consistent with the process outlined in this policy. If the student has a basis for an excused absence, the student's parent/guardian must notify the Charter School of the absence and provide documentation consistent with this policy. However, consistent with the process below, students who are not in attendance by the sixth (6th) day of the school year do not have an excused absence will be disenrolled from the Charter School roster after following the Involuntary Removal Process described below, as it will be assumed that the student has chosen another school option.

1. Students who are not in attendance on the first (1st) day of the school year will be contacted by phone to ensure their intent to enroll in the Charter School.
2. Students who have indicated their intent to enroll but have not attended by the third (3rd) day of the school year and do not have an excused absence will receive a letter indicating the student's risk of disenrollment.
3. Students who have indicated their intent to enroll but have not attended by the fifth (5th) day of the school year and do not have an excused absence will receive a phone call reiterating the content of the letter.
4. Students who are not in attendance by the sixth (6th) day of the school year and do not have an excused absence will receive an Involuntary Removal Notice and the CDE Enrollment Complaint Notice and Form. The Charter School will follow the Involuntary Removal Process described below, which includes an additional five (5) schooldays for the parent/guardian to respond to the Charter School and request a hearing, before disenrollment.
5. The Involuntary Removal Process can be started immediately upon the Charter School receiving documentation of the student's enrollment and attendance at another public or private school (i.e., a CALPADS report).
6. The Charter School will use the contact information provided by the parent/guardian in the registration packet.
7. Within thirty (30) calendar days of disenrollment, the Charter School will send the student's last known school district of residence a letter notifying it of the student's failure to attend the Charter School.

Involuntary Removal Process

No student shall be involuntarily removed by the Charter School for any reason unless the parent or guardian of the student has been provided written notice of the Charter School's intent to remove the student ("Involuntary Removal Notice"). The Involuntary Removal Notice must be provided to the parent or guardian no less than five (5) schooldays before the effective date of the proposed disenrollment date.



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The written notice shall be in the native language of the student or the student's parent or guardian or, if the student is a foster child or youth or a homeless child or youth, the student's educational rights holder. The Involuntary Removal Notice shall include:

1. The charges against the student
2. An explanation of the student's basic rights including the right to request a hearing before the effective date of the action
3. The CDE Enrollment Complaint Notice and Form

The hearing shall be consistent with the Charter School's expulsion procedures. If the student's parent, guardian, or educational rights holder requests a hearing, the student shall remain enrolled and shall not be removed until the Charter School issues a final decision. As used herein, "involuntarily removed" includes disenrolled, dismissed, transferred, or terminated, but does not include suspensions or expulsions pursuant to the Charter School's suspension and expulsion policy.

Upon a parent's or guardian's request for a hearing, the Charter School will provide a notice of hearing consistent with its expulsion hearing process, through which the student has a fair opportunity to present testimony, evidence, and witnesses and confront and cross-examine adverse witnesses, and at which the student has the right to bring legal counsel or an advocate. The notice of hearing shall be in the native language of the student or the student's parent or guardian or, if the student is a foster child or youth or a homeless child or youth, the student's educational rights holder, and shall include a copy of the Charter School's expulsion hearing process.

If the parent/guardian is nonresponsive to the Involuntary Removal Notice, the student will be disenrolled as of the effective date set forth in the Involuntary Removal Notice. If the parent/guardian requests a hearing and does not attend on the date scheduled for the hearing, the student will be disenrolled effective the date of the hearing.

If, as a result of the hearing the student is disenrolled, notice will be sent to the student's last known school district of residence within thirty (30) calendar days.

A hearing decision not to disenroll the student does not prevent the Charter School from making a similar recommendation in the future should student truancy continue or reoccur.

Referral to Appropriate Agencies or County District Attorney

It is the Charter School's intent to identify and remove all barriers to the student's success, and the Charter School will explore every possible option to address student attendance issues with the family. For any unexcused absence, the Charter School may refer the family to appropriate school-based and/or social service agencies.

If a student's attendance does not improve after a SART contract has been developed according to the procedures above, or if the parents/guardians fail to attend a required SART meeting, the Charter School shall



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notify the County District Attorney's office, which then may refer the matter for prosecution through the court system. Students twelve (12) years of age and older may be referred to the juvenile court for adjudication.

Non-Discrimination

These policies will be enforced fairly, uniformly, and consistently without regard to the characteristics listed in Education Code section 220 (actual or perceived disability, gender, gender identity, gender expression, nationality, race or ethnicity, religion, sexual orientation, or any other characteristic that is contained in the definition of hate crimes set forth in Penal Code section 422.55, including immigration status, pregnancy, or association with an individual who has any of the aforementioned characteristics).

Reports

The Principal, dean, or designee shall gather and report to the Board the number of absences both excused and unexcused as well as students who are truant, and the steps taken to remedy the problem.

Parent/Legal Guardian 1 Name

Parent/Legal Guardian Signature

Date

Parent/Legal Guardian 2 Name

Parent/Legal Guardian Signature

Date



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Emergency Card 2022-23

STUDENT NAME: _____ DOB _____ GENDER ____ GRADE ____

PARENT/GUARDIAN 1 _____ RELATIONSHIP _____

HOME PHONE: _____ WORK NUMBER _____ CELL PHONE _____

ADDRESS: _____

OTHER PARENT/GUARDIAN 2 _____ RELATIONSHIP _____

HOME PHONE: _____ WORK PHONE _____ CELL: _____

ADDRESS if DIFFERENT: _____

LIST BELOW THE NAMES OF THREE (3) PERSONS WHO MAY BE CALLED IN CASE OF EMERGENCY OR IF CHILD IS SICK IN SCHOOL. CHILD WILL BE RELEASED ONLY TO PERSON NAMED ON THIS CARD.

NAME _____ CELL PHONE _____ RELATIONSHIP _____

NAME _____ CELL PHONE _____ RELATIONSHIP _____

NAME _____ CELL PHONE _____ RELATIONSHIP _____

IF THERE IS A PERSON WHO MAY NOT HAVE ACCESS TO CHILD, PLEASE INDICATE:

NAME _____ RELATIONSHIP _____ COURT ORDER Yes NO

HEALTH INFORMATION

NAME OF PHYSICIAN/ CLINIC: _____ PHONE NUMBER _____

DOES YOUR CHILD HAVE A DOCUMENTED HEALTH CONDITION THAT LIMITS PARTICIPATION IN PHYSICAL ACTIVITIES?

YES NO

DOES YOUR CHILD NEED A INHALER ON CAMPUS? YES NO

ALLERGIES _____ PRIVATE HEALTH INSURANCE ____ MEDICAID ____ MEDICAL ____

IS AN EPIPEN NEEDED AT SCHOOL? YES NO NOTE: _____

IF EPIPEN /INHALER IS NEEDED AT SCHOOL A NOTE FROM YOUR PHYSICIAN IS NEEDED. FORMS ARE AVAILABLE IN THE MAIN OFFICE. IT IS UNDERSTOOD THAT IN THE FINAL DISPOSITION OF ANY EMERGENCY CASE, THE JUDGMENT OF THE SCHOOL AUTHORITIES WILL PREVAIL. SCHOOL OFFICE WILL NEED BE NOTIFIED IN WRITING OF ANY CHANGES TO THIS INFORMATION CARD.

PARENT SIGNATURE: _____ DATE: _____



KEPLER

NEIGHBORHOOD SCHOOL

Who should I include in “Household Size”?

You must include yourself and all people living in your household, related or not (for example, children, grandparents, other relatives, or friends) who share income and expenses. If you live with other people who are economically independent (for example, who do not share income with your children, and who pay a pro-rated share of expenses), do *not* include them.

What is included in “Total Household Income”? Total Household Income includes all of the following:

- **Gross earnings from work:** Use your gross income, not your take-home pay. Gross income is the amount earned before taxes and other deductions. This information can be found on your pay stub. Net income should only be reported for self-owned business, farm, or rental income.
- **Welfare, Child Support, Alimony:** Include the amount each person living in your household receives from these sources, including any amount received from CalWORKs.
- **Pensions, Retirement, Social Security, Supplemental Security Income (SSI), Veteran’s benefits (VA benefits), and disability benefits:** Include the amount each person living in your household receives from these sources.
- **All Other Income:** Include worker’s compensation, unemployment or strike benefits, regular contributions from people who do not live in your household, and any other income received. Do not include income from CalFresh, WIC, federal education benefits and foster payments received by your household.
- **Military Housing Allowances and Combat Pay:** Include off-base housing allowances. *Do not* include Military Privatized Housing Initiative or combat pay.

How do I report household income?

- For each household member determine the annual amount earned and enter amount in the column.
- Repeat these steps for each source of income for each wage earner in the household.
- Add all columns to determine the Total Household Income.

If your income changes, include the wages/salary that you regularly receive. For example, if you normally make \$1,000 each month, but you missed some work last month and made \$900, put down that you made \$1,000 per month.

For additional information on Household Size and Gross Household Income, please see the Eligibility Manual for School Meals on the U.S. Department of Agriculture Guidance and Resource Web page at <http://www.fns.usda.gov/cnd/guidance/default.htm>.



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NEIGHBORHOOD SCHOOL

Household Income Data
2022- 2023

Household Last Name: _____ Phone: _____ E-mail: _____

PART I: Fill in the following information for children living in your household

Name of Child(ren) attending California K-12 school		School Attending	
1.		Kepler	
2.			
3.			
4.			
5.			
6.			

PART II: Fill in the following for each source of Household Income

Income Earners of Household	Amount Paid Annually
1.	\$
2.	\$
3.	\$
4.	\$
All Additional Income	\$
Total Income by all income earners in household	\$

PART III: Signature

I certify (promise) that the information provided on this form is true and that I included all income. I understand that the school may receive state and federal funds based on the information I provide and that the information could be subject to review.

Signature of Adult Household Member
Completing this Form

Date

Printed Name of Adult Household Member
Completing this Form

The information submitted on this form is a confidential educational record and is therefore protected by all relevant federal and state privacy laws that pertain to educational records including, without limitation, the Family Educational Rights and Privacy Act of 1974 (FERPA), as amended (20 U.S.C. § 1232g; 34 CFR Part 99); Title 2, Division 4, Part 27, Chapter 6.5 of the California Education Code, beginning at Section 49060 et seq.; the California Information Practices Act (California Civil Code Section 1798 et seq.) and Article 1, Section 1 of the California Constitution.



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NEIGHBORHOOD SCHOOL

Permission Request
Regarding Survey of Student

2022-2023

Student Name: _____

Dear Parent or Guardian,

Periodically your child may be asked to take surveys at school. The surveys include questions about the learning environment as well as school safety. Student participation in the surveys is voluntary. We hope that you will give permission for your child to participate in the surveys so that his or her opinion and knowledge can be used to improve the school and inform decisions on our LCAP (Local Control and Accountability Plan).

The survey is anonymous. No names or any other identifying information is connected to the survey.

Please check one:

- YES, my student CAN participate in school surveys.
- NO, my student can NOT participate in school surveys.

Parent Signature: _____

Date: _____

Parents: If you wish to view the survey, please legibly provide your email below:
