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Office Hours
7:30am – 4:00pm

Alliance Judy Ivie Burton Technology Academy High School

Davida Fountain Principal • **Gina Lutchner** Assistant Principal • **Ruben Quintana** Assistant Principal • **Rene Regalado** Counselor • **Michelle Mahoney** Counselor • **Manuela Blanco** Office Manager

Parent/Student/Staff Compact

All students have a right to and deserve a rigorous, quality educational experience that enables them to meet graduation requirements and be ready for an entrance into college. The Heritage CRAHS school community firmly believes that all students can and will achieve when there is a collaborative effort between staff, administrators, parents and students whereby each group clearly understands expectations and accepts responsibility for the successful education and college preparation of each individual student. The Heritage CRAHS philosophy is that families, students, and school staff should work in partnership to help each student reach his/her potential to successfully enter high school and be geared up for college readiness. As partners we agree to make a commitment to work together to carry out this agreement. Therefore, the Heritage CRAHS community agrees to provide and maintain a learning environment in which:

As a Burton Tech CRAHS student I will:

- Believe that I can and will learn.
- Study and read for at least three hours per day, five days a week.
- Come to class on time, prepared to learn and with assignments completed.
- Set aside time every day to complete my homework and turn it in on time.
- Carry my agenda and ID at all times.
- Achieve proficiency or mastery level in all standards taught.
- Know and follow the school Character Counts and class rules.
- Follow the schools uniform dress code.
- Follow and abide by the rules stated in the agenda.
- Regularly talk to my parents and my teachers about my progress in school.
- Abide by the pillars of character when I interact with my school, classmates, staff, and family.
- Not use social media or an electronic item while on school grounds.
- Strive to become a living example of the Expected School wide Learning Results (ESLRS).

Student Signature _____

Signed on this _____ day of _____, 20__.

As a parent/guardian of a Burton Tech CRAHS student I will:

- Talk to my child regularly about the value of education and the importance of higher education.
- Monitor TV viewing, computer use of social media, cellphone use, and make sure that my child reads every day.
- Ensure that my child attends school every day, on time, and with homework completed.
- Support the Burton Tech policies for discipline, uniform dress code, safety, class assignments, attendance, textbook care, etc.
- Monitor my child's progress in school through parent conferences, report cards and reviewing grades online.
- Make diligent effort to attend school events, such as parent-teacher conferences, Open House and Back-to-School Night.
- Complete 40 hours of required parent volunteer service at Heritage each year by participating in school, home, and community-sponsored activities.
- Participate in shared decision making with school staff and other families for the benefit of students.
- Respect the school, staff, students, and families.
- Meet with college counselor about support of my child and review ongoing analysis of student academic portfolio.
- Attend Parental Learning Support workshops.
- I will encourage my student to become an A student.
- Check grades on a weekly basis via the Pinnacle Internet Viewer.
- Visit the school website to check homework and assignments.

Parent/Guardian Signature _____

Signed on this _____ day of _____, 20__.

Burton Tech CRAHS staff will:

- Understand and teach grade level/course curriculum based on the California State Standards
- Assign relevant individual and team student projects and communicate with parents regarding student academic and social progress.
- Teach and involve students in classes that are interesting and challenging.
- Communicate high expectations for every student and motivate students to learn.
- Be in regular attendance and encourage students to achieve a 98% attendance rate.
- Communicate Heritage policies to students and parents regarding discipline, homework, attendance, grade level/subject area expectations
- Enforce rules equitably and involve students in creating a warm and caring learning environment in the class.
- Work to meet the individual needs of students in ongoing advisory counseling, coursework and assist in development and semester review of student's learning plan
- Maintain accurate records of student academic performance and behavior and communicate regularly with families about their child's progress in school.
- Provide a safe, clean, positive, and peaceful school environment that supports student learning and personalized teaching.
- Participate in professional development that improves teaching and learning and supports partnerships with families and community.
- Provide assistance to families on what they can do to support their child's learning.
- Participate in shared decision making with other school staff and families for the benefit of students.
- Follow the pillars of character in interacting with school, staff, students, and families.

Principal Signature _____

Signed on this _____ day of _____, 20__.

DANCES AND SCHOOL-SPONSORED EVENTS

Dress for most school-sponsored social events outside of the regular instructional day must adhere to the "free-dress policy." Students who are not dressed appropriately will not be allowed to participate in the activity.

Students will be asked to present their ID card to enter school-sponsored events. Students must remain inside or within specified areas once they have arrived. Once a student leaves the event, the student cannot return. Parents are expected to pick up their student immediately following the end of the event. Parents are also invited to help chaperone school events such as dances and parties. Students are expected to follow school rules at all school-sponsored events. Only outside guests that have been approved by administration will be allowed to attend school-sponsored events.

***DANCING:** All dancing should be done with dignity and self-respect. This is your warning!! This includes, but is not limited to: MOSHING, SLAM, BODY/CROWD SURFING and BUMP/GRIND. Any chaperone seeing any of the mentioned types of dancing or the like, will ask the student(s) to call home and he/she will be removed from the dance. If you are removed from the dance – you will not be allowed to attend the next scheduled dance.*

SPORTS TEAMS

BTA is an associate member of the CIF and competes officially against other schools in athletics. The sports in which the school will field a team will depend on student and staff interest. All students who participate on a team must meet CIF's rules for eligibility along with BTA's requirement of a minimum 2.0 grade point average. Additionally, students must meet behavioral requirements and must be present at school on game days in order to compete.

CLUBS

The school will have a variety of clubs and will consider adding new ones each year in response to students' interests and faculty sponsorship.

AFTERSCHOOL ALL-STARS

Burton received a grant that currently funds our after school program. Through All-Stars students can participate in activities that are centered around health and fitness, the visual and performing arts, youth leadership, and community service and preparation. These activities are free of charge to the students.

PARENT ENGAGEMENT

Meaningful parent involvement is a critical dimension of Alliance school effective schooling and improves student achievement. Research has shown that active and consistent parent involvement leads to student success.

PARENT/STUDENT/STAFF SCHOOL COMPACT

The school firmly believes that all students can and will achieve at high levels when administrators, teachers, staff and parents work in collaboration with each other. As stated in the Parent/Student/Staff School Compact, each partner accepts responsibility for the successful education and college preparation of each student. This document is part of each student's enrollment packet and is explained to all new families during orientation. Continuing parents and students are asked to sign the compact at the beginning of each school year.



INTRODUCTION

Welcome to Judy Ivie Burton Technology Academy High School! You are part of an innovative and challenging charter school designed to provide students in some of the most underserved communities in Los Angeles a choice for a better education and future.

Burton Technology Academy High School is an independent start-up charter school researched and developed by Alliance College-Ready Public Schools (ACRPS), a nonprofit charter management organization. ACRPS opens and operates a network of small high-performing 9-12 and 6-8 public schools in historically underachieving, low income, communities in California that will annually demonstrate student academic achievement growth and graduate students ready for success in college.

Each year Burton Technology Academy High School is committed to publishing a new Alliance Parent Student Handbook to keep families informed regarding how the school operates and expectations for the new school year. ***Please read the handbook with your child, sign the receipt of notification and return it to the school.***

MISSION/ VISION

The mission of Burton Technology Academy High School is to operate a small high performance school to prepare each student to enter and succeed in college. The primary strength of Burton Technology Academy High School is the highly accountable educational model guided by our five Alliance core values, which include:

1. High expectations for all students
2. Small personalized schools and classrooms
3. Increased instructional time
4. Highly qualified principals and teachers
5. Parents as partners

The Alliance educational model is based on what research has shown to be best educational practices and will serve as a research and development model for other public schools.

To achieve this mission, parents must remain actively involved in their child's education and work partnership with the school. At Burton Technology Academy High School, "every student has the ability, and together, we give them the opportunity."

CHARACTER COUNTS

Character Counts has become an integral part of our school climate and culture. We believe that we need to teach students to be well rounded academically, personally, and socially. We are providing our students with the tools to make better choices to make everyone's lives better. We do this by working on universal values that are called the Six Pillars of Character. The Six Pillars of Character are trustworthiness, respect, responsibility, fairness, caring, and citizenship. Please join us in celebrating Character Counts Week, October 20 – 26, 2013. Remember: *"Character counts, even when no one is looking."*

PARENTS AS PARTNERS (PARENT ENGAGEMENT POLICY)

The school values the role of parents as their child's first teacher and welcomes their active involvement in their child's education. The school believes:

- Parents are partners and are needed to take active and meaningful role to insure the success of the school.
- Parents must be meaningfully and actively engaged in their child's education and responsible for supporting their child's learning at home.
- Parents must also understand what it will take to prepare their child for college.
- Parents must support the goals of the school through their voice and through volunteering a minimum of 40 hours per year.
- Attend at least 4 Parent Education Academy Sessions each year
- Complete an annual parent satisfaction survey

TIPS TO HELP YOUR CHILD SUCCEED

Research shows that effective and consistent parent participation leads to student success. Below are some suggestions to help your child succeed academically.

Tips to Help Your Child Succeed

1. Encourage your child to be an active and responsible learner who completes and turns in assignments and homework when they are due and seeks assistance when needed.
2. Ensure that your child arrives to school on time each day and supports school policies such as discipline, safety, proper school attire, textbook care, etc.
3. Review your child's agenda and encourage your child to use it on a regular basis to keep track of homework assignments, projects, exams and other important school events.
4. Monitor your child's overall progress on a regular basis. Do not wait until progress reports and report cards are issued to find out how your child is doing in school.
5. If your child is struggling with their schoolwork or needs help, speak with your child's advisor and/or teachers and ensure that your child attends after school tutoring.
6. Help your child establish a regular time and place to study and to complete their homework and school projects. Make sure your child's study area is well-lit and is stocked with necessary school supplies.
7. Talk to your child about what is happening at school and what they are learning.
8. Encourage your child to read for pleasure and limit TV, video game and Internet usage.
9. Attend all scheduled parent/teacher conferences, school activities and parent educational workshops.
10. Support your child's school by volunteering a minimum of 40 hours each year. Contact the school for more information.

VOLUNTEERING

There are a number of ways you can volunteer and demonstrate your commitment. Parent volunteer service hours are earned by directly supporting the school and by supporting your child academically. Each family is expected to volunteer 40 hours per school year. Twenty hours should be applied to supporting the school and 20 hours should be applied to supporting your child academically.

POSSIBLE VOLUNTEER ACTIVITIES TO SUPPORT THE SCHOOL INCLUDE:

- Office support
- Fundraising activities
- Breakfast and lunch distribution
- Field trip assistance and supervision
- Special events assistance
- Arrival and dismissal supervision (Cross Walk)
- Yard supervision
- Visitor's supervision

- Take-home assignments
- Initiating phone trees
- Leadership activities such as serving as the parent representative for your child's advisory class, participation in the parent advisory committee, school board of directors, or participating in other school committees

POSSIBLE VOLUNTEER ACTIVITIES TO SUPPORT YOUR CHILD ACADEMICALLY INCLUDE:

- Parent workshop participation
- Classroom visits
- Classroom support
- Tutoring support
- Serving as a parent mentor
- Assisting with the development and dissemination of the school newsletter

HOW TO VOLUNTEER

Review the descriptions of possible volunteer activities and sign-up for a specific volunteer activity at the Parent Orientation or during The Celebration of Learning. A schedule will be developed based on your interests and availability. At the beginning of each month the parent volunteer schedule will be sent home with students and will be posted in the parent center or school bulletin board. Feel free to call the school at the beginning of the school year or any time thereafter to volunteer.

LEADERSHIP OPPORTUNITIES FOR PARENTS

Volunteers who serve as parent leaders on a school committee or special activity for the entire school year or for the duration of a particular project will automatically earn 20 hours of service credit.

Leadership opportunities for parents include participation in the following committees:

- Advisory Committee
- School Board of Directors
- Welcome Week Committee
- Communications Committee/Parent Representative for your child's advisory class Teacher Appreciation Committee.
- College Committee
- School Beautification Committee
- Recruitment Committee

EDUCATIONAL WORKSHOPS FOR PARENTS

Parents are expected to attend at least four educational workshops each year. This will count towards the annual 40-hour volunteer service commitment. To participate in a workshop or special training for parents, refer to the schedule of parent workshops for the year.

PARENT/TEACHER CONFERENCES

Parent/teacher conferences are held every 4-5 weeks. At this time parents have the opportunity to meet with some of their child's teachers or the entire instructional team to discuss progress and areas students need to strengthen.

Teachers are available for parent conferences every day except Wednesdays. If you have concerns regarding your child's grades, please contact the school to schedule a conference during the teacher's conference period or after school. Attending parent/teacher conferences is mandatory and can be applied to your parent volunteer commitment of 40 hours.

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Volunteer Activities

There are a number of ways you can volunteer and demonstrate your commitment at Heritage College-Ready Academy High School. Parent volunteer service hours can be earned by directly supporting the school and by supporting your child academically. Each family is expected to volunteer 40 hours per school year. It is recommended that 20 hours be applied to supporting the school and 20 hours be applied to supporting your child academically.

SCHOOL SUPPORT

Visitor's Supervision (Morning Shift/Afternoon Shift):

Welcome visitors, check-in visitors and give visitors a name badge. Check-out visitors when they leave the school.

Meal Distribution:

Assist with the set up, distribution of meals and clean-up. Nutrition begins at 10:30 A.M. Lunch begins at 12:55 P.M.

Yard Supervision (Can be combined with meal distribution.)

Monitor students and encourage them to behave appropriately during nutrition and/or lunch.

Arrival Supervision (School begins at 7:45 A.M.): Arrive at 7:30 A.M. and direct students into the school. Encourage students to arrive on time to their first class. Make sure each student is wearing the school uniform. Encourage students to dress appropriately (tuck in shirts, pull up pants, etc.) Walk around the school grounds and surrounding area and keep abreast of what is happening.

Dismissal Supervision (School is dismissed at 3:30 P.M.)

Arrive at 3:20 P.M. Walk around the school grounds and surrounding area and keep abreast of what is happening. Encourage students to go home and not to hang out at the school or at the nearby strip mall.

Field Trip Assistance and Supervision:

Serve as a chaperon when students are scheduled to go on a field trip.

Office Support:

Assist office staff with answering phone calls, making copies, assembling and mailing school newsletters, general correspondence, etc.

Leadership Committees

Welcome Week Committee:

Committee members assist with welcoming new and old students back to school. This committee is convened a few weeks before school starts.

Parent Advisory Committee:

Committee members provide on-going feedback and recommendations to help improve the school. This committee meets once a month.

School Board of Directors:

Committee members review the school's overall progress. 2-4 parents are needed to represent school. Meetings are held on quarterly basis.

Communications Committee/Take-Home Assignment:

Committee members serve as the Parent Representative your child's advisory class and initiate phone trees to keep families informed regarding important school policies and events.

**Volunteer
Activities**

**English
Spanish**

Teacher Appreciation Committee:

Committee members assist the school with recognizing the efforts of teachers during Teacher Appreciation Week.

College Committee:

Committee members assist the school with coordinating college-awareness related activities. A College Week will be organized followed by a College Day in December 2006.

Special Events Committee:

Committee members assist the school with special events and projects as needed.

School Beautification Committee:

Committee members recommend ways in which to beautify the school and carryout specific activities to create a welcoming and attractive learning environment at school.

Recruitment Committee:

Committee members assist the school with recruitment efforts.

ACADEMIC SUPPORT**Saturday Parent Workshop Participation:**

Participate in the following parent education workshops:

- *College-Ready Academy High School Parent Academy* – a mandatory training for parents who have students enrolled at Huntington Park College-Ready Academy High School (3 workshop sessions)
- *Accion: Education in Action* - a series of 4 college awareness and preparation workshops for students and parents
- *Blueprints for Parents*– a character education program to help parents teach values at home (3 workshop sessions)
- *Parent Mentor Program*- a 3- day or evening training session to teach parents how to mentor and support the academic success of students

Classroom Visits:

Parents are encouraged to make classroom visits.

Classroom Support:

Provide assistance to teachers on an as needed basis.

Tutoring Support:

Provide tutoring services to students who may need help in a particular subject.

Parent Mentor Program:

Participate in the parent mentor training and mentor a student on a weekly basis.

School Newsletter:

Assist with the development and/or dissemination of the school newsle

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