



# ALLIANCE SUSAN AND ERIC SMIDT TECHNOLOGY HIGH SCHOOL

## Student-Parent Handbook 2013-2014



*Every student has the ability, and together,  
we give them the opportunity.*

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## **Message from the desk of your principal**

**Dr. Lori Rhodes**

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Welcome to Alliance Susan and Eric Smidt Technology High School! I hope you will find our staff warm, caring, and responsive to your needs. If we can help solve any problems - small or large - please do not hesitate to involve us. You can count on the fact that our entire staff (teachers, administration, counselors, office staff, and custodians) is committed to helping all of our students have a productive and enjoyable year.

As a student at Smidt Tech you have the power to determine how successful your high school career will be. The teaching staff and administration will provide you with an almost limitless number of opportunities to get involved in pursuits both academic and extracurricular. You will find that our teachers are committed to helping you to develop your talents and abilities as far as you are willing to take them. The ultimate decision about how successful you will be in high school is in your hands. You can make the difference between a mediocre experience and a truly successful and satisfying one.

This handbook provides information about our school, your responsibilities, and the staff's expectations of you. In compiling the information, care has been taken to include items that will help you to determine the choices you make and to realize the consequences of these choices.

On behalf of the entire Smidt Tech Team, we look forward to working with you and your family. It is our wish that each student have a successful and memorable year!

To a successful year!

Dr. Lori Rhodes, Principal

## Introduction

Welcome to Alliance Susan and Eric Smidt Technology High School (Smidt Tech)! 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. Smidt Tech is an independent start-up charter school researched and developed by Alliance College-Ready Public Schools, a nonprofit charter management organization dedicated to opening and operating a network of excellent small high-performing 9-12 and 6-8 public schools in historically underachieving, low income, overcrowded communities in California. Alliance College-Ready Public Schools will annually demonstrate student academic achievement growth and graduate students ready for success in college. Each year, Smidt Tech is committed to publishing a Parent-Student Handbook to keep families informed regarding how the school operates and expectations for the new school year.

## Mission/Vision

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

- High expectations for all students
- Small personalized schools and classrooms
- Increased instructional time
- Highly qualified principals and teachers
- 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 Smidt Tech, "every student has the ability, and together, we give them the opportunity."

## Honor Code

The Honor Code exemplifies the commitment of all members of the Alliance College-Ready Academy community to the following values:

Respect	<ul style="list-style-type: none"><li>• Respect the beliefs, ideas, lifestyles, and opinions of others</li><li>• Respect the property of the school and of others</li><li>• Respond appropriately to adults in the community</li></ul>
Responsibility	<ul style="list-style-type: none"><li>• Acknowledge personal misconduct and make amends</li><li>• Learn from mistakes</li></ul>
Honesty and Trust	<ul style="list-style-type: none"><li>• Practice and promote intellectual honesty</li><li>• Communicate honestly and openly with others</li></ul>
Community	<ul style="list-style-type: none"><li>• Learn from others</li><li>• Promote the Honor Code at school, at home, and in the community</li></ul>
Caring	<ul style="list-style-type: none"><li>• Help others in need</li><li>• Always consider your personal safety and the safety of others</li></ul>

## Expected School-wide Learning Results (ESLRs)

Upon graduation, Smidt Tech students will be...

<b>Lifelong Learners who...</b> <ul style="list-style-type: none"><li>• Set and strive toward college-ready goals</li><li>• Seek out resources to achieve their objectives</li><li>• Engage in open-minded, reflective, and inquisitive methods</li><li>• Value knowledge and the learning process</li></ul>	<b>Effective Communicators who...</b> <ul style="list-style-type: none"><li>• Express ideas and opinions with clarity and respect</li><li>• Self-advocate in order to effectively pursue goals and problem-solve</li><li>• Courteously and professionally interact with others</li><li>• Listen actively</li></ul>
<b>Partners in a Technology-Dependent World who...</b> <ul style="list-style-type: none"><li>• Collaborate to produce solutions</li><li>• Connect ideas across disciplines</li><li>• Understand how to effectively use social media</li><li>• Use available resources to advance their quest for knowledge</li></ul>	<b>Responsible Citizens who...</b> <ul style="list-style-type: none"><li>• Demonstrate accountability for their actions</li><li>• Have a positive impact on their community</li><li>• Accept diversity and challenge prejudices</li><li>• Make informed decisions that exhibit integrity</li></ul>

## Blended Learning for Alliance School Transformation (BLAST) Model

BLAST is an integrated technology educational model that builds upon Alliance's successful college preparatory curriculum. This new way of learning truly integrates technology into the classroom, making learning more relevant, personalized, and dynamic. This model was piloted in 2010-11 at two Alliance high schools and expanded to a third high school in the Fall 2011. Smidt Tech is the fourth BLAST school to open in the Alliance.

BLAST classrooms have three small group learning stations that result in a vibrant, exciting classroom. All students rotate among the stations during a two-hour block schedule, keeping them engaged and involved in their own learning.

**Teacher-Led Small Group Instruction:** Teachers provide direct instruction with individualized attention to a small group of 16 or fewer students.

**Individualized Online Learning:** Students learn at their own pace, receiving immediate feedback and taking more ownership of their educational progress. The online digital content addresses individual student needs, ensuring that students are neither held back nor left behind.

**Collaborative Learning:** Students work collaboratively in small groups, creating presentations, videos, and other media that demonstrate understanding of real world issues, while encouraging peer-to-peer cooperation.

# Academics

## ***2013-2014 Academic Calendar***

### **August**

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Aug. 5—First Day of School and Fall Semester

### **September**

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Sept. 2—Labor Day Holiday (No School)

Sept. 6—Five Week Progress Reports

### **October**

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Sept. 30- Oct. 4—Q1 Benchmark Testing

Oct. 7 & 8—Pupil Free Days (No School)

Oct. 9-11—Reteaching Standards

Oct. 11—Ten Week Progress Reports

### **November**

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Nov. 11—Veterans' Day Holiday (No School)

Nov. 15—Fifteen Week Progress Reports

Nov. 28-29—Thanksgiving Holiday (No School)

### **December**

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Dec. 16-20—Q2 Benchmark Testing

Dec. 20—Last Day Fall Semester

Dec. 20—Final Report Cards

Dec. 23-Jan. 15—Winter Break (No School)

### **January**

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Jan. 13 & 14— Pupil Free Days (No School)

Jan. 15—First Day Spring Semester

Jan. 15-17—Reteaching Standards

Jan. 20—MLK Holiday (No School)

### **February**

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Feb. 14— Five Week Progress Reports

Feb. 17—Presidents' Day Holiday (No School)

### **March**

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Mar. 18 & 19—CAHSEE Testing 10<sup>th</sup> Grade

Mar. 21— Ten Week Progress Reports

Mar. 24-28—Q3 Benchmark Testing

### **April**

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Mar. 31 & Apr. 1—Pupil Free Days (No School)

Apr. 7—CST Testing Window Opens

Apr. 14-18—Spring Break (No School)

### **May**

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May 2—Fifteen Week Progress Reports

May 26—Memorial Day Holiday (No School)

### **June**

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Jun. 6—Last Day of Instruction—Final Report Cards



## ***Bell Schedules***

<b><i>Monday</i></b>	<b><i>Tuesday</i></b>	<b><i>Wednesday</i></b>	<b><i>Thursday</i></b>	<b><i>Friday</i></b>	<b><i>Holiday Return</i></b>	<b><i>12:15 pm Dismissal</i></b>
Period 1 8:00-10:00 am	Period 2 8:00-10:00 am	Period 1 8:00-8:50 am	Period 1 8:00-10:00 am	Period 2 8:00-10:00 am	Period 1 8:00-9:05 am	Period 1 8:00-8:37 am
<i>Nutrition</i> 10:00-10:20 am	<i>Nutrition</i> 10:00-10:20 am	Period 2 8:53-9:43 am	<i>Nutrition</i> 10:00-10:20 am	<i>Nutrition</i> 10:00-10:20 am	Period 2 9:10-10:15 am	Period 2 8:40-9:17 am
Period 3 10:25-12:25 pm	Period 4 10:25-12:25 pm	Period 3 9:46-10:36 am	Period 3 10:25-12:25 pm	Period 4 10:25-12:25 pm	<i>Nutrition</i> 10:15-10:35 am	Period 3 9:20-9:57 am
<i>Lunch</i> 12:25-12:55 pm	<i>Lunch</i> 12:25-12:55 pm	Period 4 10:39-11:29 am	<i>Lunch</i> 12:25-12:55 pm	<i>Lunch</i> 12:25-12:55 pm	Period 3 10:40-11:45 am	<i>Nutrition</i> 9:57-10:15 am
Advisory 1:00-1:40 pm	Advisory 1:00-1:40 pm	Period 5 11:32-12:22 pm	Advisory 1:00-1:40 pm	Advisory 1:00-1:40 pm	<i>Lunch</i> 11:45-12:15 pm	Period 4 10:18-10:55 am
Period 5 1:45-3:45 pm	Period 6 1:45-3:45 pm	<i>Lunch</i> 12:22-12:52 pm	Period 5 1:45-3:45 pm	Period 6 1:45-3:45 pm	Period 4 12:20-1:25 pm	Period 5 10:58-11:35 am
		Period 6 12:55-1:45 pm			Period 5 1:30-2:35 pm	Period 6 11:38-12:15 pm
					Period 6 2:40-3:45 pm	

## ***School Hours/Schedule***

Smidt Tech will be open from 7:30am – 4:30pm throughout the school year. If you would like to speak with any staff member, including teachers, the school counselor, or an administrator, please call to make an appointment.

Classes are two-hour blocks and follow an alternating schedule. Students go to all classes on Wednesday and are dismissed early so that teachers may attend professional development activities.

## ***Be a P.R.O.***

Smidt Tech students should be Prepared, Respectful, and On-task every day they are in attendance at Smidt Tech.

### **To be Prepared, students must have the following supplies in their backpacks:**

- Binders with Dividers
- Lined Notebook Paper
- Folders for Each Class
- Highlighters
- Pencils/Pens
- Expo Markers
- Index Cards
- Flash Drive

If students are not prepared for class, parents/guardians will be called immediately to bring the proper supplies to school.

## Graduation Requirements

To successfully graduate from an Alliance College-Ready Public Schools high school campus, each student must:

- Earn a minimum of **230** units/credits. The total possible credits earned are 260 credits.
- Take the A-G College Preparatory Coursework and pass all A-G courses with a grade of C or higher. Of the 230 credits required to graduate, 180 are required A-G credits.
  - Core Courses offered may be Standard Core, Honors, or Advanced Placement.
  - Advanced Placement Courses and Exams may be on site or online through University of California College Prep (UCCP).
  - All courses are transferable to other schools or universities to meet grad. requirements.
- Obtain a passing score on the California High School Exit Exam (CAHSEE).
- Volunteer service requirement of 100 hours.

### SMIDT TECH A - G COLLEGE PREP COURSEWORK AND GRADUATION REQUIREMENTS

Subject Area	Grade 9 [65 credits]	Grade 10 [65 credits]	Grade 11 [65 credits]	Grade 12 [65 credits]
<b>A-G UC/CSU Requirements</b>	Advisory [5]	Advisory [5]	Advisory [5]	Advisory [5]
<b>(a) History/Social Science</b> 3 yrs min required 30 credits		<b>(a)</b> World History [10] <b>(a)</b> AP World History [10]	<b>(a)</b> U.S. History [10] <b>(a)</b> AP U.S. History [10]	<b>(g)</b> American Government [5] & Economics [5] <b>(g)</b> AP Government [5]
<b>(b) English/Language Arts</b> 4 yrs required 40 credits	<b>(b)</b> English 9 [10]	<b>(b)</b> English 10 [10]	<b>(b)</b> English 11 [10] <b>(b)</b> AP English Language [10]	<b>(b)</b> Expository Reading and Writing Course [10] <b>(b)</b> AP English Literature [10]
<b>(c) Math</b> 4 yrs required 40 credits	<b>(c)</b> Algebra 1 [10] <b>(c)</b> Algebra 2 [10] <b>(c)</b> Geometry [10]	<b>(c)</b> Algebra 2 [10] <b>(c)</b> Geometry [10] <b>(c)</b> Pre-Calculus [10]	<b>(c)</b> Algebra 2 [10] <b>(c)</b> Geometry [10] <b>(c)</b> Pre-Calculus [10] <b>(c)</b> AP Calculus AB	<b>(g)</b> Pre-Calculus [10] <b>(g)</b> AP Calculus AB [10] <b>(g)</b> AP Calculus BC [10] <b>(g)</b> Statistics [10]
<b>(d) Laboratory Science</b> 4 yrs required 40 credits	<b>(d)</b> Env Sc [10]	<b>(d)</b> Biology [10]	<b>(d)</b> Chemistry [10] <b>(d)</b> Honors Chem [10]	<b>(d)</b> Physics [10] <b>(d)</b> AP Physics [10] <b>(d)</b> AP Bio/Chem [10]
<b>(e) Modern Languages</b> 2 yrs required 20 credits	<b>(e)</b> Spanish 1 [10] <b>(e)</b> Native Speakers Spanish 1 or 2 [10]	<b>(e)</b> AP Spanish Language [10] <b>(e)</b> Spanish 2 [10] <b>(e)</b> Native Speakers Spanish 2 [10]	<b>(d)</b> AP Spanish Language [10] AP Spanish Literature [10]	<b>(d)</b> AP Spanish Language [10] AP Spanish Literature [10]
<b>(f) Visual / Performing Arts</b> 1 yr required 10 credits			<b>(f)</b> Digital Design [10] <b>(f)</b> Multimedia [10]	<b>(g)</b> Adv Dig Design [10]
<b>(g) College Prep Elective</b> 3 yr minimum 30 credits	(*) CAHSEE Prep Math [5] (*) CAHSEE Prep ELA [5] (*) Resource Lab (*) Math and ELA Support		<b>(g)</b> Statistics [10] <b>(d)</b> Anatomy & Physiology [10] <b>(g)</b> Business 10 <b>(g)</b> Introduction to Journalism [10]	
<b>Physical Education</b> 20 credits	PE/Health [10]			

(\*) not counted as a-g but counts towards high school graduation requirements

## Mastery Learning

Everyone can learn given the right circumstances because learning should be about mastering the standards and not about how “bright” a person is. Mastery learning is a research-based instructional strategy that motivates students to be accountable for their own learning. Final grades are based on the student’s level of understanding of a concept or demonstration of a skill at the end of a unit or grading period. These include summative assessments, such as tests, quizzes, benchmarks, midterm/final exams,

essays, research papers, projects, performances, and presentations. Grades for formative assessments, such as class assignments and homework, allow students to practice their understanding/skills and are not usually included in final grades. Students are still required to complete their class assignments and homework because this is an opportunity for them to practice their learning and prepare for summative assessments.

For the 2013-2014 school year, students may use mastery learning opportunities to re-take summative assessments to improve their scores and demonstrate their learning. For each class students have, they may use their mastery learning opportunities a certain amount of times. Grades 9 and 10 have two opportunities per semester, grade 11 one per semester, and grade 12 one per year. In order to use the opportunity, students must do the following: (1) complete and submit the summative assessment by the assigned date and time; (2) initiate and have a teacher-student conference within two days of receiving the grade; (3) make a plan with the teacher of steps students will do to independently practice the standard(s), including attending teacher office hours; and (4) retake or resubmit the standards by an agreed upon date and time not to exceed 10 calendar days from the teacher-student conference.

## ***Grading***

Students are graded based on their knowledge of the standards tested on every formative and summative assessment. Students may receive multiple grades on one assessment since every standard receives a separate grade. Teachers use a 4-point grading scale (4=A, 3=B, 2=C, 1=NP or Not Passing). A “0” will be given for any formative or summative assessment that is missing. Overall course grades are based on a range: A (3.4–4.0), B (2.70–3.39), C (2.00–2.69), NP (0.00–1.99).

## ***Academic Honesty***

The faculty and staff at Smidt Tech are committed to teaching students how to become ethical users of academic information and ideas. As a school, it is our responsibility not only to educate students in the research process and mechanics of writing and proper documentation but also to hold our students accountable for honest work. Whether an assigned project is in a visual, written or spoken format, students are expected to accurately reference all sources of information consulted for the project. Plagiarism is regarded as a serious offense and will not be tolerated by Smidt Tech or any other institution of higher learning.

## ***Plagiarism***

Plagiarism is defined as the copying of another person’s ideas and/or works, whether intentional or not, in whole or in part, from a print or non-print source, and using those ideas or works as one’s own. Plagiarism also includes the deliberate and/or consistent lack of proper documentation and citation in the project or paper and in-text documentation that is not reflected in the Works Cited page.

The following actions are expressly prohibited at Smidt Tech and are subject to disciplinary action if committed:

- Plagiarism—submitting another person’s work as your own.
- Submission of falsified data, written or oral.
- Copying another student’s work during an exam.
- Aiding another student with acts of plagiarism and/or copying.
- Theft or unauthorized access to an exam.
- Use of a proxy (substitute student) or agreeing to be a proxy during an exam or activity.
- Use of unauthorized materials or equipment, including prohibited websites, during an exam.
- Changing, altering or fabricating a grade, score, or any other academic record.

- Unauthorized communication with any other person during an exam.
- Stealing, tampering with, or damaging school computer files, disks, materials or any other school property.
- Stealing or destroying the work of another student.

If a teacher has sufficient reason to believe that a student has plagiarized, the teacher must determine the level of plagiarism according to the criteria above. A committee comprised of an administrator, counselor, teacher, and parent will meet to discuss the offense and the consequences below.

<b>Plagiarism Offense</b>	<b>Consequence</b>
1 <sup>st</sup> Offense	<ul style="list-style-type: none"> <li>• Student will receive a score of a 0 for the assignment. Student will receive an assignment at a more difficult level to complete for grade recovery of the assignment.</li> <li>• Meeting with the student and a committee comprised of an administrator, counselor, teacher and parent will meet to discuss the offense.</li> <li>• A letter detailing the offense will be placed in the students file.</li> <li>• 10 hours of detention.</li> </ul>
2 <sup>nd</sup> Offense	<ul style="list-style-type: none"> <li>• Student will receive a score of a 0 on the assignment and will not be allowed to make up the assignment.</li> <li>• Meeting with the student and a committee comprised of an administrator, counselor, teacher and parent will meet to discuss the offense.</li> <li>• A letter detailing the offense will be placed in the students file.</li> <li>• 20 hours of detention.</li> </ul>
3 <sup>rd</sup> Offense	<ul style="list-style-type: none"> <li>• Student will receive a score of a 0 on the assignment and will not be allowed to make up the assignment. The students overall class grade will be lowered by 1 full grade.</li> <li>• Meeting with the student and a committee comprised of an administrator, counselor, teacher and parent will meet to discuss the offense.</li> <li>• A letter detailing the offense will be placed in the students file.</li> <li>• 2 days of in-school suspension.</li> </ul>
4 <sup>th</sup> Offense	<ul style="list-style-type: none"> <li>• Student will receive a score of a 0 on the assignment and will not be allowed to make up the assignment. The students overall class grade will be lowered by 2 full grades.</li> <li>• Meeting with the student and a committee comprised of an administrator, counselor, teacher and parent will meet to discuss the offense.</li> <li>• A letter detailing the offense will be placed in the students file.</li> <li>• 1 day of out of school suspension.</li> </ul>
5 <sup>th</sup> Offense	<ul style="list-style-type: none"> <li>• Student will not receive credit for course and will have to complete the course during summer school, adult school, or during the next school year.</li> <li>• Meeting with the student and a committee comprised of an administrator, counselor, teacher and parent will meet to discuss the offense.</li> <li>• A letter detailing the offense will be placed in the students file.</li> <li>• 2 day out of school suspension.</li> <li>• Change of placement exploration.</li> </ul>

## ***Advisory***

Providing a personalized learning environment in our schools through Student Advisory is a core value in the Alliance educational model. Students learn best in small learning communities where their education is personalized, where they know their teachers, where their teachers and all adults in the school know them, where advisory structures connect each student with a personal learning team, and where there is student voice in all aspects of the school that directly affect them. Student voice is essential in all aspects of the school that directly affect students' learning, interests and needs. Structures such as advisory groups connect each student with a personal learning team. In the advisory period, no student is allowed to "fall through the cracks" of anonymity.

The advisory focuses on four primary areas: 1) Personal Development, 2) Social Responsibility, 3) College and Career, 4) Community Building. The advisory teachers serve as the students' counselors for four years so that students are connected to a consistent adult for guidance with studies, student relationships, and planning for college. All students will be well known and supported through small advisory groups. A credentialed teacher will serve as advisor and will work with the same students through graduation. The advisory structure will provide a small focused support group to motivate and support each individual student's progress.

## ***Course Credit from Institutions Outside an Alliance School***

Students who transfer into an Alliance school with a grade(s) of "D" must retake the course to meet the Alliance's "A-G" high school graduation and college/university undergraduate admission requirements. Students will receive unit credit on their transcript but the credit will not count towards A-G course completion.

- All high schools in Alliance College-Ready Public School system accept high school credit from public and private high schools:
  - Accredited by Western Association of Schools and Colleges (WASC)
  - The course(s) are approved by the University of California Office of the President (UCOP)
- Alliance Principals may require a student to take and pass the Alliance high school's final exam or end of course test (to prove proficiency for course(s) taken outside of an Alliance school within the current school year) to receive credit and a transcript grade for the course. Students not passing the final or end of course test will receive unit credit but will not count towards A-G course requirement.

Students who previously took math courses at another accredited institution prior to enrollment at Smidt Tech may petition to move to the next course in the math sequencing. The student will need to petition to an administrator and provide one of the following documentations by the first Wednesday of the Fall Semester:

- STAR Student Report with an Advanced or Proficient scaled score
- Consecutive Fall and Spring semester grades of C or higher from a WASC accredited high school or middle school.
  - Student will take a placement exam within the first week of the Fall Semester. A score of 80% or higher will place the student in the next math course. A score of 79% or below will keep the student in the current math course.
- Official transcripts from a community college, California State University, University of California, or private college.

## ***Credit Recovery***

Smidt Tech students may seek credit recovery if: (1) they have failed to demonstrate proficiency in grade-level standards and thus earning a grade of NP in a course; or (2) they have transferred into Smidt Tech lacking the proper credits have options for credit recovery. It is necessary for the student to have a discussion with the college counselor before proceeding with credit recovery plans.

Summer School: Students may enroll in an accelerated summer school course given at Smidt Tech during the months of June and July.

Adult School: Adult schools provide opportunities for students to make up credits for a number of classes; however, certain courses are not offered and others are not accepted by Smidt Tech, **e.g., math classes.**

Community College: Community College classes taken for credit may also be used as credit recovery courses.

## ***Semester Course Changes***

Students are enrolled in courses based on academic achievement, a-g college entrance requirements, and high school graduation credits. Occasionally, students may be placed incorrectly in courses. Students have two weeks at the beginning of each semester of speak with the counselors and administrators about their course schedule if they believe there is an error. Beginning Monday of the third week, course changes will not be approved. For Advanced Placement courses, students have 5 weeks at the beginning of the year to make changes to their schedules.

## ***Life Skills Grade***

Life skill grades are based on four primary areas: Behavior, Working in Groups, Participation, and Work Completion. Students will be graded on the following four-point scale: 1) Unsatisfactory, 2) Needs Improvement, 3) Satisfactory, 4) Excellent.

## ***Progress Reports***

Official progress reports are distributed every five weeks according to the following schedule:

- 5-Week Fall Progress Report (September)
- 10-Week Fall Progress Report (October)
- 15-Week Fall Progress Report (November)
- Report Card- Final Fall Semester (December)
- 5-Week Spring Progress Report (February)
- 10-Week Spring Progress Report (March)
- 15-Week Spring Progress Report (April)
- Report Card- Final Spring Semester (June)

## ***Incomplete Grades***

A teacher may determine that a student shall have more time to complete required coursework due to an extended illness, death or illness in the family, or other reason deemed to be of an extenuating nature. The teacher may assign the student an Incomplete ("I"), with a deadline to make up the assigned work. Upon completion of the assigned work or by the deadline, the teacher will submit a grade change form to officially change the "I" to a letter grade. If a student does not complete the work by the deadline, they risk failing the class.

## ***Transfer Grades***

Completed coursework from other schools will be accepted for credit at our school if the following criteria are met:

- The course meets equivalent standards of the ACRPS course. (UC approved courses can only be made up with equivalent UC approved courses.)
- The student must provide the Alliance campus with an official transcript before credit will be awarded.
- If the student intends to take required classes at a community college or 4-year college or university, the course must be approved by the school administrator prior to enrollment to ensure the equivalency of the college class.
- If a student transfers from another school mid-semester, his or her transfer grades for courses currently in progress will be factored in to the equivalent ACRPS courses, as the ACRPS instructor deems appropriate.
- The school may assign partial credit for courses in progress at the previous school that are not offered at the Alliance campus.

Similarly, the school may award partial credit for courses that a student enrolls in mid-semester in which the student was not previously enrolled at the previous school. Transfer grades will be added to the student's transcript, but will not replace the grades previously earned.

## ***Keeping Track Of My Child's Progress***

### **Pinnacle Gradebook**

Parents can follow student academic progress through the Internet 24-hours a day. Parents have access to the Pinnacle parent portal that allows them to check their student's homework, grades, and test scores. If you have internet access at home or at work, you can view your student's attendance, grades, assignments, progress towards graduation, and behavior in all of his/her classes at any time. You can even email teachers directly using Pinnacle. You can also visit the school to access the Pinnacle website. To access your student's information on the internet, you will need the following information:

- The website location: <https://laalliance.gradebook.net/Pinnacle/PIV>
- Your Username
- Your Password
- School: Alliance Susan and Eric Smidt Technology High School

This information is distributed to parents by Friday of the first week of school. It is also available in person by contacting the Main Office.

## **School Accountability Results and Data**

### ***School Testing and API Data***

Information regarding STAR Testing, California High School Exit Exam (CAHSEE), and Academic Performance Index (API) Score can be found at: <http://dq.cde.ca.gov/dataquest>  
This information is also available from the school site.

### ***School Accountability Report Card (SARC)***

It is the policy of every Alliance school to annually issue a School Accountability Report Card. A copy of the report is available at the school site and also on the Alliance College-Ready Schools website at [www.laalliance.org](http://www.laalliance.org)

## **Communication with the School**

### ***Teachers Contacting Parents by Phone***

Expect regular phone calls from teachers regarding your child's progress. If you do not hear from one of your child's teachers, do not assume your child is doing satisfactory work. The only way to assure your child is on track is to communicate with your child's teachers by phone, email or by setting up an appointment.

### ***Teleparent Automated Phone Call System***

Staff members and/or parent volunteers call home on a regular basis to inform parents of school events and to discuss specific issues regarding individual students. The school uses the Teleparent automated system to remind parents of schedule changes, holidays, or other important announcements. Please make sure that you provide the office with the phone number that is best for receiving such calls. Should you wish to change this contact number during the school year, please provide the office with the change in writing.

### ***School Correspondence***

School bulletins, monthly calendars, flyers and letters from the Principal are sent home with students on a regular basis. Please ask your child or check your child's backpack for school correspondence in order to keep informed of school events. Please inform the office of the best phone number to receive these types of calls. If your phone number changes during the school year, please provide the new information in writing to the office.

### ***Change of Contact Information***

Parents will be asked at the beginning of each school year to provide the school with current contact and emergency information. If your contact information changes during the school year (including all telephone numbers), it is the responsibility of each parent/guardian to provide the Main Office with this new information in writing. The school cannot assume responsibility for missed communications in the event that the contact information is misreported or not updated by the parent or guardian.

### ***Parents Contacting Teachers***

All teachers and staff members have email accounts where they can be easily contacted. Email addresses can be found on the school website ([www.smiddtech.org](http://www.smiddtech.org)). You may also contact teachers by leaving a message with the Main Office.

### ***Messages and deliveries to students***

Students may not use the office telephones except for school business or emergencies approved by the administration. In an effort to limit classroom disturbances, staff will only deliver urgent messages to students during the instructional periods.

### ***Visitors***

Parents/guardians of current students are welcome to visit the school. All visitors must enter and sign-in at the Main Office. As a courtesy, we ask that parents provide 24-hour notice before visiting a classroom for an extended visit (more than 10 minutes.) Students may not have friends, siblings, or other relatives visit them at school at any time. Prospective students who would like to visit the school can do so if accompanied by a parent/guardian on a scheduled tour accompanied by a school administrator.



## Uniform Policy

We believe that student attire affects the learning environment of the school campus. Smidt Tech relies upon the good judgment and taste of both students and families with respect to grooming and appearance. Cleanliness, neatness, and due regard for the legitimate sensibility of others constitutes the basic goals and norms of the school. Students earn their uniform color based on the total credits earned at the end of the school year. The following dress requirements apply to all students of Smidt Tech at all times while at school or at school-sponsored activities (no exceptions).

At Smidt Tech, each grade level will wear a different color shirt. For the 2013-14 school year, the 9<sup>th</sup> grade students will wear light blue shirts and the 10<sup>th</sup> grade students will wear burgundy shirts. Both grade levels will wear black pants. Students can only purchase uniform shirts if they earn the proper number of credits to be in that grade level. The first uniform shirt will be provided for FREE by Smidt Tech.

10<sup>th</sup> grade students will need 57.5 credits to advance to the burgundy shirt.

11<sup>th</sup> grade students will need 115 credits to advance to the next color shirt.

12<sup>th</sup> grade students will need 172.5 credits to advance to the next color shirt.

Students at each Alliance campus must adhere to a strict uniform policy.

The following clothing items are expressly ***prohibited*** for all students:

- Any pants other than dress pants/slacks
- Inappropriately tight and/or short clothing as determined by administration
- Low-rise and/or hip-hugger pants
- Tights/leggings worn as pants
- Clothing with holes, especially if they reveal flesh
- Open-toed shoes
- Caps, hats, bandanas, hoods, and beanies (inside the school—permitted on the yard)
- Clothing worn inside out
- Any clothing that does not properly cover the body
- Any clothing that may be construed as having gang-affiliation (colored shoelaces, initialed belt buckles, cut-out belts, “sagging”/oversized clothing, etc.)
- Any attire that may be a distraction will be confiscated. Distracting attire includes but is not limited to accessories such as extra clothing pieces, and excessive and/or large pieces of jewelry.

✓ UNIFORM YES	× UNIFORM NO
✓ Uniform top w/ embroidered logo ✓ Uniform shirts must be tucked into pants	× T-shirts × Untucked uniform shirts
✓ Plain and solid sweaters/jackets (white, gray, navy blue, black)	× Multi-colored sweaters × Colors not identified in yes column × No logos or designs of any kind
✓ Plain and solid long-sleeve shirts underneath uniform shirt (white, gray, navy blue, black)	× Multi-colored long-sleeve shirts × Colors not identified in yes column
✓ Uniform pants/shorts/skirts (black)	× Jeans (no black or blue jeans) × Stretch pants/shorts × Skinny pants/shorts × Low-riding pants/shorts

	X Sagging X Shorts/Skirts more than 6 inches above knee
✓ Plain and solid colored shoes (white, black, navy blue) ✓ Solid colored shoelaces (white, black, navy blue) ✓ Rubber soled shoes	X Multi-colored shoes X Open-toed shoes X Sandals X Slippers
✓ Plain and solid color backpacks (navy blue, black)	X Multi-colored backpacks X Colors not identified in yes column X Tagging on backpacks
✓ Plain belt buckles ✓ Simple jewelry	X Belt buckles with designs/logos X Hoods, Hats, Beanies X Dangling and excessive jewelry X Earring Spacers/excessive piercings

### ***Out-Of Uniform Consequences***

Parents will be contacted immediately when their student is not adhering to the uniform policy described above. If a student is out of uniform, parents will be asked to bring the student a change of clothes before the student may return to class.

Students are expected to be responsible for coming to school in uniform prepared to learn and to check their own attire. Please be aware that all staff will conduct uniform checks routinely. Students who are not in compliance with the uniform policy will be dealt with on an individual basis by the administration.

All students whose attire is in violation of Dress Code policy face disciplinary action and depending on the severity of the violation, students may not be permitted to return to class until they have changed.

### ***Free Dress Policy***

Free Dress will be earned throughout the year on a merit basis. Students who have earned free dress will receive written confirmation as to when they can redeem their free dress.

The following are the free dress guidelines:

1. Boys and girls are permitted to wear casual pants, including clean and **un-torn or frayed** jeans.
2. Boys and girls are permitted to wear T-shirts, sweatshirts, or other casual shirts/blouses provided they are modest and do not make reference to drugs, alcoholic beverages, weapons, offensive activities or sexual content, etc. "Double meaning" T-shirts are not permitted.
3. Bare midriffs and clothing that is sexually suggestive or fails to conceal undergarments, back, abdomen, and cleavage will not be allowed. This includes, but is not limited to: cut-out shirts, halter tops, short shorts/skirts, bathing suits, tank tops, low-cut tops/dresses, and muscle shirts.
4. All undergarments are completely covered. All upper body parts, including the shoulders, are completely covered (i.e., no spaghetti straps, tank tops, off the shoulder shirts, one shouldered shirts, high/low cut shirts or pants).
5. Gang attire of any kind will not be allowed. This includes gang-related clothing, solid colors of red or blue clothing or accessories, including but not limited to bandanas, or other symbols, emblems, or

insignia are prohibited. Gang-related web belts with or without punched out metal buckles are prohibited. Dangerous clothing accessories are prohibited (e.g., spiked jewelry, studded collars, studded belts).

6. Girls may wear casual pants, skirts, shorts and skorts and appropriate blouses. Skirts and skorts must be the appropriate size and must be no more than 6 inches above knee.
7. Sandals are not permitted for either boys or girls.
8. Neither boys nor girls are permitted to wear caps or hat inside the school. **Hats and hoods are not to be worn during any school time, from 7:55 a.m.-3:45 p.m.**
9. Any student, who has doubt about what to wear, should simply not wear it.

Failure to comply with the school Dress Code at any time will result in Detention and/or a conference with parents. Continued violation of the Dress Code will result in the loss of Free Dress privileges for the entire school year, detentions, parent conferences, in-school suspensions, and change of placement exploration.

## Physical Education Uniform

All students taking physical education courses are required to “dress” for physical education every day they have class. A supervised changing area with separate areas for males and females will be available. **The physical education uniform is only to be worn for P.E.** Students will be required to change back into the school uniform when the class ends each day. The physical education uniform required for Smidt Tech is:

- Smidt Tech t-shirt with school logo or a solid gray t-shirt
- Smidt Tech shorts or solid black shorts, sweatpants
- Tennis shoes with arch support

## Attendance/Tardy Policy

Student success has a direct correlation with consistent and punctual attendance in class and school related events. Students with good attendance records achieve higher grades, enjoy school more, are more successful in their pursuit of higher education, and are more employable after graduation. Alliance schools strive to achieve at least a 95% attendance rate each month and for the year.

California law states that every student shall attend school punctually and regularly and conform to the regulations of the school. It is ACRPS policy that students attend class regularly; that work missed because of school related activities or illness must be promptly made-up; that truancy is unacceptable; and that other absences approved by the parent be minimized or avoided whenever possible.

The attendance/tardy policy for Smidt Tech SENIORS is as follows:

- Maximum of 10 full day absences per semester
- 3 tardies = 1 absence
- Exceeding the permitted number of absences will result in the loss of school-sponsored activities and senior activities including Prom Night, Grad Night, and/or graduation.

The attendance/tardy policy for Smidt Tech 9<sup>th</sup>-11<sup>th</sup> grade students is as follows:

- Maximum of 3 full day absences per month
- 3 tardies = 1 absence
- Exceeding the permitted number of absences will result in required detentions during Lunch and Nutrition. Failure to attend detentions will result in alternative consequences, such as parent supervision at school for an entire day, community service, parent conferences, or other appropriate consequences.

### ***Detention***

Students who are excessively tardy will receive Lunch and Nutrition detentions.

Students have until the end of the month to “clear” tardies by serving any detention time owed. Students not completing their detention time will be restricted from school sponsored activities including sports participation, club participation, dances, the holiday potluck, senior activities, field trips, and college tours.

Parents can expect to receive a phone call each day their child is tardy. An administrator-parent conference will be scheduled for students who accrue 5 or more tardies.

Every 10 weeks, students who have zero absences or tardies will receive one day of free dress.

### ***Parent notification of student absence***

A staff member will call home within the first 45 minutes of the start of the instructional day if a student is not present. Parents should call the school to explain the reason for the student absence, if possible, before 8:00 a.m.

### ***Procedure for clearing absences***

When a student returns to school after being absent, he/she must provide the Main Office with a parent-written note with the current date, reason for the absence, date(s) absent, and parent signature. Students with uncleared absences will be considered truant. After office staff has verified the letter, the student will receive a Permit to Return to Class (PRC). The student must keep the PRC in a safe place and present it to each teacher at the beginning of each period until ALL periods have “cleared” the absence(s). *Students will not be admitted to class without a PRC.* Absences longer than 3 days due to illness require a doctor’s note to excuse the absence. *A student may not participate in any after-school extracurricular activity if he/she is absent from school on the day of the activity.*

### ***Excused absences***

Absences are those that are recognized by the state as legal excused absences:

- If a student is personally ill, and his/her attendance in school would endanger his/her health or the health of others;
- Serious illness or death in the student's immediate family necessitates absence;
- Special/recognized religious holiday observed by student's faith;
- A required appearance in a court of law.

### ***School-related absences***

- Field trips
- Academic events

- School office appointments
- Suspension

### ***Unexcused absences***

Absences not defined above as “excused” are unexcused absences, including the following:

- Unverified absence(s)
- Truancy
- A tardy of 15 minutes or more
- Absence due to taking an early vacation or extending a vacation.

### ***Long-term absences***

Learning works best when each student attends every day. Although occasional absences are unavoidable, long-term absences pose a special challenge to learning. Class participation and group projects are vital components of the educational program, and a student’s long-term absence will seriously impact his/her mastery of important course concepts and skills. Parents/guardians of a student who is absent for an extended period due to illness, injury, or family emergency should contact the Main Office with an estimate of how long the student will be absent. Periodic updates would be appreciated. Faculty and staff will work on a case-by-case basis with parents/guardians to help keep an extended-absent student from falling behind. A student must obtain a long-term absence study contract from their teachers if leaving the school for an extended period. A student returning from an extended absence may require supplemental tutoring and/or remediation beyond the school to attain proficiency.

### ***Make-up Assignments***

Students must make up all assignments, tests, and quizzes upon returning to school. Students should always try to get his/her assignment(s) from their classmates while they are absent to prevent them from falling behind. Upon the first day of his/her return to school, it is the student’s responsibility to check in with the teacher about missed work and due dates. Teachers will set their own class policies for returning work when absent. Please note teachers may have a no late work policy. Additionally, missing due dates will result in zeros. A student who will be absent for three consecutive school days may get his/her assignments by contacting the Main Office or emailing the Office Manager. Upon a request for missed work, teachers will submit the assignment to the student office within 24 hours of the request.

### ***Tardies***

The instructional day begins at 8:00 a.m. Students are expected to be in seats ready to engage in the instructional program by 7:55 a.m. A student who does not meet this expectation is considered tardy and will be detained in the office until parent notification has been made. Tardies to classes during the school day are also unacceptable, and those tardies will count against a student’s cumulative absences.

## **Food and Health Services**

### ***Meals***

All students are provided with both nutrition and lunch during the school day. Nutrition will be served four days a week and is 20 minutes long. Lunch is served everyday and is 30 minutes long. Students in the lunch line are identified using their student ID numbers. Each student is asked to submit an eligibility form, available in the Main Office, to determine eligibility for free or reduced-price meals. Students who qualify for free meals receive one nutrition snack and one lunch meal each day free of charge. Students qualifying for reduced-price or full-price meals will be charged the amount as indicated on their free/reduced price meal application. Second meals, regardless of student eligibility, will be charged at the

full-price as indicated on the free/reduced price meal application. Students may prepay by submitting deposits to the school's Office Manager in the Main Office (no payments are accepted in the lunch line). Students with outstanding balances will receive a billing statement from the school each month. Please pay the indicated amount promptly.

Students may bring personal food for nutrition and lunch instead of utilizing the school's meal program. **Outside food must be eaten by the student and not shared between students.** If food is to be shared, such as during school potlucks, parents will receive a waiver the week before the event and must "opt-in" for student participation.

Meals are to be consumed in designated areas, such as on the yard (or the multi-purpose room during rainy days). Food should not be eaten in the hallways, stairwells, or classrooms to help ensure a clean campus. All students should take responsibility for their trash and throw them immediately into trash receptacles.

### ***Health Services***

Basic health services are offered in the Main Office. Although the school does not have a health specialist on staff, a school staff member is available to provide assistance during school hours. Students in need of health services during class time must obtain a Health Referral from their teacher. A student must then report directly to the office where a staff member will determine the student's needs and take appropriate action. *Students who have prescription and/or non-prescription medication are required to leave the medication in the main office where students can access them under the supervision of an adult.*

### ***Non-Prescription Drug Policy***

School employees may NOT distribute any non-prescription medication. Students may NOT carry, consume, or distribute any non-prescription medication for pain relief (or for any other reason) to anyone.

## **Campus Security**

### ***Administrative Supervision***

Supervision is provided for all school sponsored programs, activities, and meals during the instructional day. Unless otherwise noted for a specific school sponsored program or activity, hours of supervision at school begin 30 minutes before and after school ends. On all school days, supervision will begin at 7:30 a.m. and conclude at 4:15 p.m. To insure the safety of our students, it is important that students do not arrive before their appropriate start time and that they leave promptly at the conclusion of their school day. Students who linger on or near campus will be sent home. *Should any student create a disturbance by lingering before or after school, disciplinary action may be taken.* School administration, staff, and parent volunteers are available to help insure our campus remains safe and students are following traffic laws when crossing the street. Students are to obey all directions from supervisory staff and parent volunteers.

### ***Closed Campus***

Smidt Tech is a closed campus. Once students arrive at campus in the morning, meaning they step foot on Smidt Tech property, they cannot leave until 3:45pm, unless they are properly signed out. If students are going to stay for tutoring, they cannot leave the campus between dismissal and tutoring (3:45-3:55pm.) Students must remain on campus and check in at tutoring by 3:55pm. Tutoring ends at 5:00pm.

- Students are not permitted to leave campus during nutrition or lunch.
- Students must have a written/in-person parent notification to leave campus.

- Only current students of Smidt Tech are allowed on the Smidt Tech campus. Any students not currently enrolled at Smidt Tech who are on the Smidt Tech campus will be subject to citation and arrest for trespassing.

### ***Graffiti Prevention***

The school environment represents the entire school community, and all students are responsible for following the school honor code and preventing any defacing of school property.

- Permanent markers/pens or any other painting accessories are **NOT** allowed on campus unless authorized by school administrators.
- If permanent markers/pens are used, displayed, or found during a random search they will be confiscated and a ***parent will be required to pick them up.***
- Any student who defaces school property will receive some or all of the following: in-school suspension, community service, fines of at least \$50 per occurrence if permanent damage is committed, out of school suspension, referral to police and probation court, expulsion.
- The school reserves the right to determine the appropriate consequence for any student who defaces school property.

### ***Personal Property***

Students will be solely responsible for items brought to school and must watch their belongings carefully. *The school is not responsible for any loss/damage to personal items.* It is best for items that are not related to the instructional program (e.g., cell phones, iPods, PSPs, jewelry) to be kept at home. If electronic devices are used, displayed, or turned on during instructional time they will be confiscated and *a parent will be required to pick them up.*

### ***Cellular Phones, iPods, and other Electronic Devices***

California Education Code 48901.5 authorizes schools to regulate students' possession and use of electronic devices while on campus and at school-sponsored events regardless of the time of day.

Phones, iPods, iPads, laptops, and other electronic devices must be silent and out of sight for the entire instructional day unless the teacher has authorized their use for educational purposes. Students may not use their personal phones to arrange a parent/guardian pick-up for any reason other than a school emergency.

Students are expected to use any electronic devices responsibly and in compliance with Smidt Tech's anti-bullying and anti-cyberbullying policies. Students may not photograph, videotape, or record students or staff members without permission. The use of cameras is strictly forbidden in private areas such as bathrooms and locker rooms.

Personal electronic devices are not permitted to access Smidt Tech's wireless network.

Electronic devices seen or heard by any school employee will be confiscated and returned only to the student's parent/guardian. If earphones/earbuds are observed being used during inappropriate times, the earphones/earbuds will be confiscated as well as the device to which they are connected.

*1<sup>st</sup> offense:* The electronic device will be confiscated and turned in to the appropriate administrator. The electronic device will be returned only after the student's parent or guardian meets with the administrator to review this policy.

*2<sup>nd</sup> offense:* The electronic device will be confiscated and turned in to the appropriate administrator. The electronic device will be returned only after the student's parent or guardian meets with the administrator

to review this policy. The student receives a regular referral for continued defiance of school rules. (Option 1: If the confiscated electronic device is a phone, the student must check the phone in and out with the administrator at the start and end of each school day for five school days. If not a phone, the device is banned from school for five school days.)(Option 2: The student's parent or guardian chooses a school consequence of either five consecutive days of lunch detention or school confiscation of the device for three days.)

*3<sup>rd</sup> and subsequent offenses:* The electronic device will be confiscated and turned in to the appropriate administrator. The electronic device will be returned only after the student's parent or guardian meets with the administrator to review this policy. The student receives a regular referral for continued defiance of school rules. (Option 1: The confiscated device is banned from school for one calendar month and the student is subject to search to determine compliance with this policy.)(Option 2: The student's parent or guardian chooses a school consequence of either ten consecutive days of lunch detention or school confiscation of the device for five days.)

Smidt Tech is not responsible for any lost or stolen electronic devices.

### ***Skateboards and Bicycles***

Students may ride a skateboard or bicycle to school. Upon arriving to campus, students must store their skateboard or bicycle in a designated storage area. Students may not ride their skateboard or bike during the school day or on school grounds. Students who do not adhere to these conditions will have their skateboard/bicycle confiscated. Only the parent/guardian may retrieve the confiscated item. The school is not responsible for any loss or damage to equipment.

### ***Lost and Found***

The lost-and-found will be in the Main Office. Students who have lost clothing, keys, etc. should check in the office to see if the items have been turned in. At the end of each month, unclaimed clothing items will be donated to the Good Will.

### ***Off-Campus Supervision***

Occasionally, students will need to further their education by volunteering or attending community functions and activities. For school-sponsored organizations, school personnel or designees will attend and supervise students. Parents are also encouraged to attend to assist with supervision. When students form independent study groups and meet outside school hours, students and parents should form partnerships and work together to ensure responsible adult supervision is present to support the safety and academic success of the students.

### ***School Safety***

Emergency drills such as earthquake and fire drills, are conducted during the school year. Drills are serious practices so that everyone will be prepared should an emergency occur. Procedures are reviewed with staff members who in turn teach them to students.

- If an emergency occurs during regular school hours, students are to report to their regularly scheduled class. If at break, lunch-time, or at the end of the day, students are to report to their Advisor in their Advisory classroom.
- If an emergency occurs when not on the school campus, students are to report to their supervising teacher. Supervising personnel will call the school to report any problem.
- If the emergency extends beyond the end of the school day, students will not be released until it has been determined that it is safe to do so. Before students are released, parents must sign them out in the Main Office.



## ***Fire Drills***

Fire drills will be held at least twice a semester. Office personnel will maintain a record of fire drills held and total required time for complete evacuation.

- When the fire drill signal sounds, teachers will lead the students in their room along the route indicated on the evacuation map posted for that purpose.
- Before leaving the room, teachers will see that all windows and doors are closed and that they have their class attendance roster with them.
- Students who are not in a classroom at the time the fire drill signal is given will follow the nearest teacher exiting the building for purposes of getting to the designated evacuation site.
- Once at the designated evacuation site, teachers and other staff will ensure that all students find their respective teachers. Teachers will then take roll to ensure that all students are accounted for.
- The names of any missing students will be given to the office personnel and the administrative staff will attempt to locate missing students. Students will remain with their teachers at the designated evacuation site until the administrative staff gives the “all clear” signal.

## ***Disaster Drills (Earthquakes)***

Disaster drills will be conducted at least once every two months. Students will be made familiar with the “duck and cover” routine. A disaster drill commencing with the “duck and cover” routine, will be initiated by an announcement over the intercom. Staff and students will hear “This is an emergency drill. Duck and cover.” During the “duck and cover” routine in the classroom, teachers will turn off the lights and have students get under a desk or table or against the wall away from the windows. Students must remain quiet and orderly so they will be able to hear additional instructions when given. All drills will be concluded with an “all clear” announcement on the intercom, or a visible signal from the administrative staff.

In the event of a real earthquake, everyone must engage in the “duck and cover” routine immediately and remain in position until the teacher determines that it is safe to leave the building. If remaining in the room becomes dangerous or when the shaking stops, teachers will proceed with their students to the evacuation site or another safety zone. If students are on the playground or other outdoor area when a disaster drill is called or during an actual earthquake, students are to drop immediately to the ground, away from trees and power lines, and cover their heads with their hands. They are to remain in that position until given additional instructions.

In the event of disasters other than earthquakes, the administrative staff will contact each room, advise staff of potential dangers, and give further directions or orders. Teachers and students will remain in their classrooms until instructions are received for an all clear or an evacuation. For safety purposes, no one is to leave the rooms. If there has been a chemical spill, the teacher must make sure that all doors, windows, and vents remain closed. The school site maintenance staff will turn off the gas. All unassigned staff will report to the office for assignments such as searching offices, bathrooms, and all other common areas, including outdoor facilities.

Teachers will stay with their classes for the duration of the emergency. In the event of an earthquake or other national disaster, all school employees are immediately designated “Civil Defense Workers” and are not allowed to leave school until they are given official clearance to do so by the administrative staff.

## ***Bomb Threats***

The person receiving the call or letter will note the time of day, wording of the message, background noises, and quality of the voice to try to determine if it is a young child or an adult. This person will delay the caller as long as possible, while they alert another adult to the crisis. That adult will immediately notify the telephone company to trace the call and immediately thereafter, notify the police

using 911. Based on the information at hand, the administrative staff will make a decision whether an immediate evacuation is warranted. If so, the evacuation code word “safe school drill” will be given over the intercom and evacuation procedures will be followed. The office personnel will coordinate information requests to and/or from law enforcement, the telephone company, and parents. If an immediate evacuation is not warranted, the administrative staff will notify teachers to inspect their room for any suspicious materials or unknown packages, without alarming students. All unassigned staff will report to the office for assignments such as searching offices, bathrooms, and all other common areas, including outdoor facilities.

### ***Evacuation Plan***

A disaster of a significant nature may require the evacuation of the school. Immediately upon notification by outside authorities that the school must be evacuated, the administrative staff will verify the name and position of the person placing the alert. Once the source is confirmed, the administrative staff will give the evacuation code word “safe school drill” over the intercom. Teachers will proceed with their students to the nearest school exit indicated on the evacuation map posted for this purpose. Before leaving the room, teachers will make sure they have their class attendance roster with them. Students who are not in a classroom at the time the intercom signal is given will attach themselves to the nearest teacher exiting the building for purposes of getting to the designated evacuation site.

Prior to evacuation, offices, bathrooms, and all other common areas, (including outdoor facilities) will be searched by unassigned staff members designated by the principal.

Once at the designated evacuation site, teachers and other staff will ensure that all students find their respective teachers. Teachers will then take roll to ensure that all students are accounted for. The names of any missing students will be given to the office personnel and an individual will be assigned the task of finding any missing students. Teachers will work together to take care of students with injuries, respiratory problems, or other medical conditions.

Teachers will stay with their classes for the duration of the emergency. In the event of an evacuation, all school employees are immediately designated “Civil Defense Workers” and are not allowed to leave school until they are given official clearance to do so by the administrative staff.

Students will remain with their teachers at the designated evacuation site until the administrative staff gives the “all clear” signal. In the event students cannot return to the school site, the administrative staff will notify parents and/or the media as to where students can be picked up. The office personnel will sign out students as they are being picked up by a parent or other adult listed on the emergency information card. Parents will be asked to remain in a designated area, and students will be escorted to the designated area for release.

## **Technology and Internet Usage**

### ***Acceptable Uses of the Computer or the Internet***

The account provided by the Alliance should be used only for educational or professional purposes. Staff may use the Internet for personal use only if such use is incidental and occurs during their duty-free time. If a user is uncertain about whether a particular use of the computer network or the Internet is appropriate, he or she should consult a teacher or supervisor.

## ***Unacceptable Uses of the Computer or the Internet***

The following uses of the account provided by the Alliance are unacceptable:

- Uses that violate any state or federal law or municipal ordinance
- Selling or purchasing any illegal substance
- Accessing, transmitting, or downloading child pornography, obscene depictions, harmful materials, or materials that encourage others to violate the law
- Transmitting or downloading confidential information or copyrighted materials.
- Uses that involve the accessing, transmitting or downloading of inappropriate matters on the Internet, as determined by the school board, local educational agency or other related authority
- Uses that involve obtaining and or using anonymous email sites.
- Uses that cause harm to others or damage to their property are unacceptable.

Unacceptable uses include, but are not limited to the following:

- Deleting, copying, modifying, or forging other users' e-mails, files, or data
- Accessing another User's email without their permission, and as a result of that access, reading or forwarding the other User's e-mails or files without that User's permission
- Damaging computer equipment, files, data or the network
- Using profane, abusive, or impolite language
- Disguising one's identity, impersonating other users, or sending anonymous e-mail messages
- Threatening, harassing, or making defamatory or false statements about others
- Accessing, transmitting, or downloading offensive, harassing, or disparaging materials
- Accessing, transmitting or downloading computer viruses or other harmful files or programs, or in any way degrading or disrupting any computer system performance
- Accessing, transmitting or downloading large files, including "chain letters" or any type of "pyramid schemes."
- Using any district computer to pursue "hacking," internal or external to the district, or attempting to access information that is protected by privacy laws.

Uses that jeopardize access or lead to unauthorized access into Accounts or other computer networks are unacceptable. Unacceptable uses include, but are not limited to the following:

- Using other users' account passwords or identifiers
- Disclosing one's account password to other users or allowing other users to use one's accounts
- Getting unauthorized access into other users' accounts or other computer networks
- Interfering with other users' ability to access their accounts.

Commercial uses are unacceptable. Unacceptable uses include, but are not limited to the following:

- Selling or buying anything over the Internet for personal financial gain
- Using the Internet for advertising, promotion, or financial gain
- Conducting for-profit business activities and engaging in non-government related fundraising or public relations activities such as solicitation for religious purposes, lobbying for political purposes, or soliciting votes

Unauthorized access to the school internet using non-school approved computers or other electronic devices.

## ***Internet Safety***

The purpose of the Internet Safety Policy is to:

- Prevent user access to or transmission of inappropriate material via Internet, electronic mail, or other forms of direct electronic communications over the ACRPS computer network

- Prevent unauthorized access, such as hacking, and other unlawful online activity
- Prevent unauthorized online disclosure, use, or dissemination of personal identification information of minors
- Prevent Cyberbullying
- Ensure that ACRPS students are taught Internet Safety, including appropriate use of online social networking and awareness and appropriate response to Cyberbullying
- Comply with the Children's Internet Protection Act [Pub. L. No. 106-554 and 47 USC 254(h)].

The Child Internet Protection Act (CIPA) requires that all schools and libraries that receive federal funding, including E-rate, must meet the requirements outlined by CIPA legislation.

In 2008 Congress amended the Children's Internet Protection Act. The update entitled "Protecting Children in the 21st Century Act," contains a provision requiring schools' Internet Safety Policies to include "... educating minors about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms and cyber bullying awareness and response." Essentially the amendment means that schools are required to teach online safety to students as a prerequisite to receiving E-rate funding for Internet access and Priority Two funding. This training program must be in place and operational beginning with the 2012 – 2013 school year.

**Technology Protection Measure:** The term “technology protection measure” means a specific technology that blocks or filters Internet access to visual depictions that are:

- OBSCENE, as that term is defined in section 1460 of title 18, United States Code;
- CHILD PORNOGRAPHY, as that term is defined in section 2256 of title 18, United States Code, or Harmful to Minors.

**Harmful to Minors:** The term “harmful to minors” means any picture, image, graphic image file, or other visual depiction that:

- Taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion;
- Depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals; and
- Taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors.

**Sexual Act and Sexual Contact:** The terms “sexual act” and “sexual contact” have the meanings given such terms in section 2246 of title 18, United States Code.

### ***Access to Inappropriate Material***

To the extent practical, technology protection measures (or “Internet filters”) shall be used to block or filter Internet or other forms of electronic communications’ access to inappropriate information.

Specifically, as required by the Children's Internet Protection Act, blocking shall be applied to visual depictions of material deemed obscene or child pornography, or to any material deemed harmful to minors.

Subject to staff supervision, technology protection measures may only be disabled or, in the case of minors minimized, for bona fide research or other lawful purposes.

## ***Unauthorized Access / Inappropriate Network Usage***

To the extent practical, steps shall be taken to promote the safety and security of users of the Alliance College-Ready Public Schools online computer network when using electronic mail, chat rooms, instant messaging, and other forms of direct electronic communications. Specifically, as required by the Children's Internet Protection Act, prevention of inappropriate network usage includes:

- Unauthorized access, including so-called 'hacking,' and other unlawful activities
- Unauthorized disclosure, use, and dissemination of personal identification information regarding minors.

## ***Anti-Bullying and Anti-Cyberbullying Policy***

Smidt Tech is committed to providing a positive and productive learning and working environment. Bullying and cyberbullying of any kind are not tolerated.

Bullying means unwelcome verbal, written, or physical conduct directed at a student by another student that has the effect of:

- Physically, emotionally, or mentally harming a student
- Damaging, extorting, or taking a student's personal property
- Placing a student in reasonable fear of physical, emotional, or mental harm
- Placing a student in reasonable fear of damage to or loss of personal property
- Creating an intimidating or hostile environment that substantially interferes with a student's educational opportunities

Cyberbullying includes, but is not limited to, the following misuses of technology: harassing, teasing, intimidating, threatening, or terrorizing another student or staff member by way of any technological tool, such as sending or posting inappropriate or derogatory email messages, instant messages, text messages, digital pictures or images, or website postings (including blogs) which has the effect of:

- Physically, emotionally, or mentally harming a student
- Placing a student in reasonable fear of physical, emotional, or mental harm
- Placing a student in reasonable fear of damage to or loss of personal property
- Creating an intimidating or hostile environment that substantially interferes with a student's educational opportunities

The terms "bullying" and "cyberbullying" shall not be interpreted to infringe upon a student's right to engage in legally protected speech or conduct.

## ***Responsibilities***

Smidt Tech will take any report of bullying or cyberbullying seriously and will investigate credible reports promptly. Corrective action will be taken when a complaint is verified.

Students are encouraged to report an incident immediately to any staff member. Students who make a report are requested to preserve evidence of bullying or cyberbullying. For example, a student may save or bring a copy of a note, email, text message, picture, or other electronic transmission that the student believes was intended to harm, insult, or humiliate. Each student shall be responsible to respect the rights of his/her fellow students and to ensure an atmosphere free from all forms of bullying and cyberbullying

Staff will take appropriate action and will bring it to the attention of the appropriate administrator when students report an incident of bullying or cyberbullying. Any staff member who receives a bullying or cyberbullying complaint shall gather information or seek administrative assistance to determine if bullying or cyberbullying has occurred.

If the behavior is found to meet the definition of bullying or cyberbullying, the principal or his/her designee must complete the appropriate written documentation. The principal or his/her designee will inform the parents or guardians of the victim and also the parents or guardians of the accused.

## **Consequences**

A violation of this policy shall subject the offending student to appropriate disciplinary action, consistent with California Education Code and Smidt Tech's discipline policy, which may include suspension, expulsion, or notification of the appropriate authorities.

## **Privacy Policy**

The System Administrator has the authority to monitor all Accounts, including e-mail and other materials transmitted or received via the Accounts. All such materials are the property of the Alliance. Account users do not have any right to or expectation of privacy regarding such materials.

## **Penalties for Improper Use of Internet**

The use of the internet is a privilege, not a right, and inappropriate use will result in the restriction or cancellation of access. Inappropriate use may lead to any disciplinary and/or legal action, including but not limited to fines, suspension, expulsion, or dismissal from the school, or criminal prosecution by government authorities. The Alliance will attempt to tailor any disciplinary action to meet the specific concerns related to each violation.

## **Disclaimer**

- The Alliance makes no guarantees about the quality of the services provided and is not responsible for any claims, losses, damages, costs, or other obligations arising from the unauthorized use of the Accounts. The Alliance also denies any responsibility for the accuracy or quality of the information obtained through the Account.
- Any statement, accessible on the computer network or the Internet, is understood to be the author's individual point of view and not that of the Alliance, its affiliates, or employees.
- Account users are responsible for any losses sustained by the Alliance or its affiliates, resulting from the Account users' intentional misuse of the Accounts.

## **Computers**

Computers are checked out to students in each class. Students are responsible for the computers that are issued to them. Charges will be applied for computers that are lost or damaged. Report lost or damaged computers immediately.

Fines may be paid by cash or by money order. Personal checks will not be accepted.

## **School Activities**

Students may be prevented from participating in school activities for any of the following reasons:

(1) there is an existing school debt; (2) they have more than 2 detention hours; (3) they have NP's in any classes; (4) they are on behavior contracts.

## **Field Trips**

Throughout the school year, the students may take field trips. These trips are a part of the interdisciplinary curriculum and may include walking trips or chartered bus transportation. Participation is required as

these are important learning experiences. Only excused absences are permitted. Field Trip Forms will be sent home at least two days prior to the planned trip.

### ***Student Leadership***

Student Leadership is an important key to what happens at each Alliance campus. Students, with the help of faculty, plan and carry out the many activities and events that make the school great. There are many opportunities for students to become involved. The purpose of Student Leadership is to promote positive student morale and to plan, fund and sponsor events throughout the year. Students can participate in a variety of roles on Student Leadership from Executive and Class Officers.

### ***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 may also be invited to help chaperone school events such as dances and parties. Students are expected to follow school rules at all school-sponsored events. Certain events will require students to have no more than 2 hours of detention and be passing all of their current classes.

***Dancing:*** All dancing should be done with dignity and self-respect. This is your warning. This includes, but is not limited to: MOSHING, SLAMMING, BODY/CROWD SURFING and BUMPING/GRINDING. Any chaperone seeing any of the mentioned types of dancing or the like will ask the student(s) to call home and s/he 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***

Each Alliance high school campus will be a member of the CIF and compete 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 academic eligibility, which requires a minimum grade point average of 2.5. 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.

## **Discipline Policy**

### ***Profanity and Vulgarity***

Profanity should not be used on campus. Smidt Tech is a professional educational environment where academic and respectful language should be used at all times. Students who use profanity violate the Honor Code and will receive consequences.

### ***Public Displays of Affection***

At Smidt Tech, we work to instill values and practices in our students that will contribute to their success in the real world, including a professional work environment. Students are expected to show good taste

and respect for others, conducting themselves as ladies and gentlemen at all times. Being overly affectionate in school and at school-sponsored events is not professional and not appropriate.

Holding hands and brief hugs are acceptable forms of affection. Lewd or inappropriate affection – kissing, touching, fondling, prolonged hugging or cuddling, or ANY type of sexual activity– are not appropriate forms of affection at school and are not allowed. This type of behavior will lead to the notification of parents and disciplinary action.

### ***Sexual Harassment***

Smidt Tech is committed to maintaining a working and learning environment free from sexual harassment. This means that no student, teacher, administrator, or other employee can make unwelcome sexual advances, speak in a sexual manner to, or request sexual favors from students at school or at a school-sponsored event. Sexual harassment is a violation of state and federal laws. Smidt Tech considers sexual harassment to be a major offense and will result in disciplinary action to the offending employee or the suspension or expulsion of the offending student. Any student or employee of the school who believes she or he has witnessed or been a victim of sexual harassment is encouraged to bring the problem to the attention of an adult they trust so appropriate action may be taken to resolve the problem.

### ***Threats Against Others***

All threats – verbal or written – made against the school or the lives of others will be taken seriously. Threats will be investigated immediately. If substantiated, threats will result in administrators subjecting the perpetrator(s) to legal action. Students making threats will be subject to disciplinary action such as suspension and/or expulsion as well as legal action.

### ***Free Expression Policy***

California law permits school site administrators to establish reasonable parameters for those students who wish to exercise their free speech rights on campus or during the school day. Administrators may impose restrictions on the times, places, and manners of those speech or activities in order to maintain a safe and peaceful campus for all students and employees. Students who fail to follow the directive of administrators or police concerning demonstrations, assemblies, sit-ins, or walk-outs, may be disciplined.

- Students who voluntarily leave the school campus or classrooms during a demonstration will be directed to return to the campus or classroom. A student's refusal to adhere to this directive may result in disciplinary action against the student. If the student demonstration or walk-out causes a disruption to the general public, then police may respond to the situation.

## **Suspension and Expulsions Procedures**

The School shall provide due process for all students, including adequate notice to parents/guardians and students regarding the grounds for suspension and expulsion and their due process rights regarding suspension and expulsion, including rights to appeal.

The School shall ensure that its policies and procedures regarding suspension and expulsion will be periodically reviewed, and modified as necessary, including, for example, any modification of the lists of offenses for which students are subject to suspension or expulsion.

The School shall ensure the appropriate interim placement of students during and pending the completion of the Alliance College-Ready Public Schools' student expulsion process. If the student receives or is eligible for special education, the School shall identify and provide special education programs and services at the appropriate interim educational placement, pending the completion of the expulsion process, to be coordinated with the LAUSD Support Unit, Division of Special Education.



Alliance College-Ready Public School shall utilize alternatives to suspension and expulsion with students who are truant, tardy, or otherwise absent from compulsory school activities.

If a student is expelled from the Alliance College-Ready Public Schools, the Alliance shall forward student records upon request of the receiving school district in a timely fashion. The School shall also submit an expulsion packet to the Innovation and Charter Schools Division immediately or as soon as practically possible, containing:

- Pupil's last known address
- A copy of the cumulative record
- Transcript of grades or report card
- Health information
- Documentation of the expulsion proceeding, including specific facts supporting the expulsion
- Student's current educational placement
- Copy of parental notice expulsion
- Copy of documentation of expulsion provided to parent stating reason for expulsion, term of expulsion, rehabilitation plan, reinstatement notice with eligibility date and instructions for providing proof of student's compliance for reinstatement, appeal process and options for enrollment.
- If the Student is eligible for Special Education, The School must provide documentation related to expulsion pursuant to IDEA including conducting a manifestation determination IEP prior to expulsion. If the student is eligible for Section 504 Accommodations, The School must provide evidence that it convened a Link Determination meeting to address two questions: A) Was the misconduct caused by, or directly and substantially related to the students disability: B) Was the misconduct a direct result of Alliance College-Ready Public Schools' failure to implement 504 Plan?

### ***Outcome Data***

The School shall maintain all data, involving placement, tracking, and monitoring of student suspensions, expulsions, and reinstatements, and make such outcome data readily available to the District upon request.

### **Rehabilitation Plans**

Pupils who are expelled from the School shall be given a rehabilitation plan upon expulsion as developed by the Alliance College-Ready Public Schools' governing board at the time of the expulsion order, which may include, but is not limited to, periodic review as well as assessment at the time of review for readmission. The rehabilitation plan should include a date not later than one year from the date of expulsion when the pupil may reapply to the School for readmission.

### **Readmission**

Alliance College-Ready Public Schools' governing board shall adopt rules establishing a procedure for the filing and processing of requests for readmission and the process for the required review of all expelled pupils for readmission. Upon completion of the readmission process, Alliance College-Ready Public Schools' governing board shall readmit the pupil, unless Alliance College-Ready Public Schools' governing board makes a finding that the pupil has not met the conditions of the rehabilitation plan or continues to pose a danger to campus safety. A description of the procedure shall be made available to the pupil and the pupil's parent or guardian at the time the expulsion order is entered. The School is responsible for reinstating the student upon the conclusion of the expulsion period.

## ***Gun Free Schools Act***

The School shall comply with the federal Gun Free Schools Act.

### ***Code of Conduct***

Student responsibilities will include, but not be limited to:

- Following all rules of behavior and conduct.
- Respecting fellow students and school personnel.
- Attending classes regularly and on time.
- Completing all assigned work (to the best of the student's ability).
- Being prepared for class (bring materials e.g. books, homework).
- Participating in all assessment measures (e.g., tests).
- Respecting the property of the school and others.
- Keeping the campus clean.
- Wearing school uniform. Parents will be called regarding the school uniform policy.

Unacceptable student behavior will include, but not limited to:

- Excessive talking unrelated to instruction.
- Classroom disturbance.
- Eating in class.
- Horseplay/pushing/throwing/running/yelling.
- Bringing MP3 players, cell phones, radios, video games, etc.
- Cheating.
- Inappropriate use of technology and telecommunications.
- Use, possession or sale of alcohol, tobacco or a controlled substance.
- Fighting.
- Possession of a knife, gun, explosive or other dangerous object.
- Destruction of school property.
- Theft.
- Failure to follow school determined lawful directions of staff members.

Actions taken for unacceptable student behavior:

- Actions may include a phone call home, after school detention, or suspension depending on the determination of seriousness by the principal or principal designee.

Students who violate the school rules will be subject, but not limited to are progressive:

- Verbal warning
- Loss of privileges (e.g., detention)
- A notice to parents
- Conference with student/parent
- Suspension

Any student who engages in repeated (three or more incidents) violations of the Smidt Tech behavioral Code of Conduct are required to attend a meeting with the school's staff and the student's parent. The School will prepare a specific, written remediation agreement outlining future student conduct expectations, timelines, and consequences for failure to meet the expectations. Parents will be required to attend a meeting to participate in preparing a remediation agreement to manage student behavior.

## Discipline Policy

The School has developed a comprehensive student discipline policy; it will be maintained, and implemented. The discipline policy will not be discriminatory, arbitrary, or capricious, and follows the general principles of due process. The due process will adhere to the policy and procedures described in the California Education Code. The School intends to follow all procedures of the Education Code related to student discipline. The policy adapts as needed in regard to the discipline of a student with special needs as determined by the provisions of the IDEA. The School will follow LAUSD policy and the law regarding the discipline of special education students and notifies the appropriate LAUSD office responsible for student discipline proceedings if it expels any student whose home school is a LAUSD school. The discipline policy will include the input of parents, students, and school site staff once students are enrolled and school is in session.” The School’s detailed discipline plan is below.

The discipline policy will be reviewed with students and parents upon admission to The School and signing of the parent/student compact. By signing the parent/student compact, the students and parents will acknowledge their understanding of and their responsibility to the standards set forth in the discipline policy. The discipline policy will define student responsibilities, unacceptable behavior, and the consequences for noncompliance.

	<b>Regular Referral (Yearly)</b>		<b>Severe Referral (Yearly)</b>
	Examples: excessive talking unrelated to instruction, classroom disturbance, eating in class, horseplay/pushing, throwing objects, running in the halls, yelling, bringing electronics, cheating, inappropriate use of technology and telecommunications, defiance, profanity		Examples: use/possession/sale of alcohol, tobacco, controlled substance or drug paraphernalia; fighting; possession of a knife/gun/explosive/dangerous object; vandalism; theft, bullying, sexual harassment; habitual profanity; defiance; terrorism
1	<ul style="list-style-type: none"> <li>➤ In-school suspension for remainder of period</li> <li>➤ Student Discipline Reflection Form</li> <li>➤ Administrator-student conference</li> <li>➤ Administrator-student-teacher conference</li> <li>➤ Administrator-student-parent conference</li> <li>➤ Detention</li> </ul>	1	<ul style="list-style-type: none"> <li>➤ 1-3 day out-of-school suspension</li> <li>➤ Parent conference before return to school</li> <li>➤ Administrator contacts student’s teachers</li> <li>➤ Relationship-building intervention with student by teacher/counselor</li> <li>➤ 3-10 hours of detention</li> </ul>
2	<ul style="list-style-type: none"> <li>➤ In-school suspension for remainder of the period</li> <li>➤ Student Discipline Reflection Form</li> <li>➤ Administrator-student conference</li> <li>➤ Administrator-student-teacher conference</li> <li>➤ Administrator-student-parent conference</li> <li>➤ Detention</li> </ul>	2	<ul style="list-style-type: none"> <li>➤ 1-3 day out-of-school suspension</li> <li>➤ Parent conference before return to school</li> <li>➤ Administrator contacts student’s teachers</li> <li>➤ Student Success Team (SST)</li> <li>➤ Relationship-building intervention</li> <li>➤ Mandatory counseling</li> <li>➤ 3-10 hours of detention</li> </ul>
3	<ul style="list-style-type: none"> <li>➤ In-school suspension for remainder of the period</li> <li>➤ Parent will shadow the student and attend all classes for 1-2 days</li> <li>➤ Student Discipline Reflection Form</li> <li>➤ Administrator-student conference</li> <li>➤ Administrator-student-teacher conference</li> <li>➤ Administrator-student-parent conference</li> <li>➤ Detention</li> </ul>	3	<ul style="list-style-type: none"> <li>➤ 3-5 day out-of-school suspension</li> <li>➤ Parent conference before return to school</li> <li>➤ Administrator contacts student’s teachers</li> <li>➤ SST plan is reviewed and other interventions are applied as needed</li> <li>➤ Behavior contract</li> <li>➤ Relationship-building intervention</li> <li>➤ Mandatory counseling</li> <li>➤ 3-10 hours of detention</li> </ul>
4	<ul style="list-style-type: none"> <li>➤ In-school suspension for remainder of the period</li> <li>➤ Student Discipline Reflection Form</li> <li>➤ Administrator-student conference</li> <li>➤ Administrator-student-teacher conference</li> </ul>	4	<ul style="list-style-type: none"> <li>➤ 3-5 day out-of-school suspension</li> <li>➤ Parent conference before return to school</li> <li>➤ Administrator contacts student’s teachers</li> <li>➤ Review SST and behavior contract</li> </ul>

	<b><i>Regular Referral (Yearly)</i></b>		<b><i>Severe Referral (Yearly)</i></b>
	<ul style="list-style-type: none"> <li>➤ Administrator-student-parent conference</li> <li>➤ Detention</li> <li>➤ Student Success Team (SST)</li> </ul>		<ul style="list-style-type: none"> <li>➤ Meeting with administrative team and Alliance Vice President of Schools to determine future actions</li> <li>➤ Change of placement exploration</li> <li>➤ Relationship-building intervention</li> <li>➤ Mandatory counseling</li> <li>➤ 3-10 hours of detention</li> </ul>
5	<ul style="list-style-type: none"> <li>➤ In-school suspension for remainder of the period</li> <li>➤ Full-day in school suspension (7 hours)</li> <li>➤ Student Discipline Reflection Form</li> <li>➤ Administrator-student conference</li> <li>➤ Administrator-student-teacher conference</li> <li>➤ Administrator-student-parent conference (in-person)</li> <li>➤ 5-7 hours detention</li> <li>➤ SST plan reviewed and discussed</li> <li>➤ Behavior contract written</li> <li>➤ Mandatory counseling</li> </ul>	5	<ul style="list-style-type: none"> <li>➤ 5 day out-of-school suspension</li> <li>➤ Meeting with administrative team and Alliance Vice President of Schools to determine future actions</li> <li>➤ Change of placement exploration</li> <li>➤ Recommendation for expulsion panel hearing</li> <li>➤ 3-10 hours of detention</li> </ul>
6	<ul style="list-style-type: none"> <li>➤ In-school suspension for remainder of the period</li> <li>➤ Full-day in school suspension (7 hours)</li> <li>➤ Student Discipline Reflection Form</li> <li>➤ Administrator-student conference</li> <li>➤ Administrator-student-teacher conference</li> <li>➤ Administrator-student-parent conference (in-person)</li> <li>➤ 6-8 hours detention</li> <li>➤ Meeting with administrative team and Alliance Vice President of Schools to determine future actions</li> <li>➤ SST goals and interventions are reviewed and other interventions are applied as needed</li> <li>➤ Behavior contract reviewed and discussed</li> <li>➤ Mandatory counseling</li> </ul>		
7	<ul style="list-style-type: none"> <li>➤ In-school suspension for remainder of the period</li> <li>➤ 1 day out-of-school suspension</li> <li>➤ Student Discipline Reflection Form</li> <li>➤ Administrator-student conference</li> <li>➤ Administrator-student-teacher conference</li> <li>➤ Administrator-student-parent conference (in-person)</li> <li>➤ Detention</li> <li>➤ Mandatory counseling</li> <li>➤ Meeting with all teachers, administration, student, and parent</li> <li>➤ SST goals and interventions are reviewed and other interventions are applied as needed</li> <li>➤ Parent conference before student returns to school</li> </ul>		
8	<ul style="list-style-type: none"> <li>➤ In-school suspension for remainder of the period</li> <li>➤ 1 day out-of-school suspension</li> </ul>		

	<b><i>Regular Referral (Yearly)</i></b>		<b><i>Severe Referral (Yearly)</i></b>
	<ul style="list-style-type: none"> <li>➤ Student Discipline Reflection Form</li> <li>➤ Administrator-student conference</li> <li>➤ Administrator-student-teacher conference</li> <li>➤ Administrator-student-parent conference (in-person)</li> <li>➤ Detention</li> <li>➤ Mandatory counseling</li> <li>➤ Meeting with administrative team and Alliance Vice President of Schools to determine future actions</li> <li>➤ Change of placement exploration</li> <li>➤ Parent conference before student returns to school</li> </ul>		

### ***Suspension and Expulsion***

Students who present an immediate threat to the health and safety of others will be suspended or expelled. Upon suspension, a written remediation plan will be prepared that clearly describes progressive discipline measures, grounds for suspension and expulsion, minimum/maximum number of consecutive days of suspension, notification process to parents of suspension, reasons for suspension, appeal process, length of suspension, and provision for student's education while suspended.

### **Reasons for Suspension**

A student will be suspended or expelled for any of the acts enumerated in this section and related to school activity or school attendance that occur at any time, including, but not limited to, any of the following:

- While on school grounds.
- While going to or coming from school.
- During the lunch period whether on or off the campus.
- During, or while going to or coming from, a school-sponsored activity.

### **Annotated Excerpts from the California Education Code (2009)**

#### **§ 48900. Grounds for Suspension or Expulsion**

A pupil shall not be suspended from school or recommended for expulsion, unless the superintendent or the principal of the school in which the pupil is enrolled determines that the pupil has committed an act as defined pursuant to any of subdivisions (a) to (r), inclusive:

- (a)(1) Caused, attempted to cause, or threatened to cause physical injury to another person.
- (2) Willfully used force or violence upon the person of another, except in self-defense.
- (b) Possessed, sold, or otherwise furnished a firearm, knife, explosive, or other dangerous object, unless, in the case of possession of an object of this type, the pupil had obtained written permission to possess the item from a certificated school employee, which is concurred in by the principal or the designee of the principal.
- (c) Unlawfully possessed, used, sold, or otherwise furnished, or been under the influence of, a controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the Health and Safety Code, an alcoholic beverage, or an intoxicant of any kind.
- (d) Unlawfully offered, arranged, or negotiated to sell a controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the Health and Safety Code, an alcoholic beverage, or an intoxicant of any kind, and either sold, delivered, or otherwise furnished to a person another liquid, substance, or material and represented the liquid, substance, or material as a controlled substance,

alcoholic beverage, or intoxicant.

(e) Committed or attempted to commit robbery or extortion.

(f) Caused or attempted to cause damage to school property or private property.

(g) Stolen or attempted to steal school property or private property.

(h) Possessed or used tobacco, or products containing tobacco or nicotine products, including, but not limited to, cigarettes, cigars, miniature cigars, clove cigarettes, smokeless tobacco, snuff, chew packets, and betel. However, this section does not prohibit use or possession by a pupil of his or her own prescription products (**This is not a mandated reportable act**).

(i) Committed an obscene act or engaged in habitual profanity or vulgarity.

(j) Unlawfully possessed or unlawfully offered, arranged, or negotiated to sell drug paraphernalia, as defined in Section 11014.5 of the Health and Safety Code.

(k) Disrupted school activities or otherwise willfully defied the valid authority of supervisors, teachers, administrators, school officials, or other school personnel engaged in the performance of their duties.

(l) Knowingly received stolen school property or private property.

(m) Possessed an imitation firearm. As used in this section, "imitation firearm" means a replica of a firearm that is so substantially similar in physical properties to an existing firearm as to lead a reasonable person to conclude that the replica is a firearm.

(n) Committed or attempted to commit a sexual assault as defined in Section 261, 266c, 286, 288, 288a, or 289 of the Penal Code or committed a sexual battery as defined in Section 243.4 of the Penal Code.

(o) Harassed, threatened, or intimidated a pupil who is a complaining witness or a witness in a school disciplinary proceeding for the purpose of either preventing that pupil from being a witness or retaliating against that pupil for being a witness, or both.

(p) Unlawfully offered, arranged to sell, negotiated to sell, or sold the prescription drug Soma.

(q) Engaged in, or attempted to engage in, hazing. For purposes of this subdivision, "hazing" means a method of initiation or pre-initiation into a pupil organization or body, whether or not the organization or body is officially recognized by an educational institution, which is likely to cause serious bodily injury or personal degradation or disgrace resulting in physical or mental harm to a former, current, or prospective pupil. For purposes of this subdivision, "hazing" does not include athletic events or school-sanctioned events.

(r) Engaged in an act of bullying, including, but not limited to, bullying committed by means of an electronic act, as defined in subdivisions (f) and (g) of Section 32261, directed specifically toward a pupil or school personnel.

(s) A pupil shall not be suspended or expelled for any of the acts enumerated in this section, unless that act is related to school activity or school attendance occurring within a school under the jurisdiction of the superintendent of the school district or principal or occurring within any other school district.

A pupil may be suspended or expelled for acts that are enumerated in this section and related to school activity or attendance that occur at any time, including, but not limited to, any of the following:

(1) While on school grounds.

(2) While going to or coming from school.

(3) During the lunch period whether on or off the campus.

(4) During, or while going to or coming from, a school sponsored activity.

(t) A pupil who aids or abets, as defined in Section 31 of the Penal Code, the infliction or attempted infliction of physical injury to another person may be subject to suspension, but not expulsion, pursuant to this section, except that a pupil who has been adjudged by a juvenile court to have committed, as an aider and abettor, a crime of physical violence in which the victim suffered great bodily injury or serious bodily injury shall be subject to discipline pursuant to subdivision (a).

(u) As used in this section, "school property" includes, but is not limited to, electronic files and databases.

(v) A superintendent of the school district or principal may use his or her discretion to provide alternatives to suspension or expulsion, including, but not limited to, counseling and an anger

management program, for a pupil subject to discipline under this section.

(w) It is the intent of the Legislature that alternatives to suspension or expulsion be imposed against a pupil who is truant, tardy, or otherwise absent from school activities.

Grades 4-12

48900.2 – Committed sexual harassment.

48900.3 – Caused, attempted to cause, threatened to cause, or participated in an act of hate violence.

48900.4 – Engaged in harassment, threats, or intimidation directed against school personnel or pupils.

48900.7 – Made terroristic threats against school officials, school property or both.

ATTACHMENT B

**LOS ANGELES UNIFIED SCHOOL DISTRICT**  
**Student Discipline & Expulsion Support Unit**  
**MATRIX FOR STUDENT SUSPENSION AND EXPULSION RECOMMENDATIONS**  
(State Law: Applicable to School Principals)

Category I Student Offenses with <u>No</u> Principal Discretion (except as otherwise precluded by law)	Category II* Student Offenses with <u>Limited</u> Principal Discretion	Category III* Student Offenses with <u>Broad</u> Principal Discretion
Principal <b>shall immediately</b> suspend and recommend expulsion when the following occur <u>at school or at a school activity off campus</u> . (E.C. 48915(c))	Principal <b>must</b> recommend expulsion when the following occur <u>at school or at a school activity off campus</u> unless the principal determines that the expulsion is inappropriate. (E.C. 48915(a))	Principal <b>may</b> recommend expulsion when the following occur at any time, including, but not limited to, <u>while on school grounds; while going to or coming from school; during the lunch period, whether on or off the campus; or during, or while going to or coming from, a school-sponsored activity</u> . (E.C. 48915(b) and (e))
1. Possessing, selling, or furnishing a firearm. E.C. 48915(c)(1); 48900(b)	1. Causing serious physical injury to another person, except in self-defense. E.C. 48915(a)(1); 48900(a)(1), maybe also 48900(a)(2)	1. Caused, attempted to cause, or threatened to cause physical injury to another person. (Unless, in the case of "caused," the injury is serious. [See II.1]) E.C. 48900(a)(1); 48915(b) 2. First offense of possession of marijuana of not more than one ounce, or alcohol. E.C. 48900(c); 48915(b) 3. Sold, furnished, or offered a substitute substance represented as a controlled substance. E.C. 48900(d); 48915(b)
2. Brandishing a knife at another person. E.C. 48915(c)(2); 48900(a)(1) and 48900(b)	2. Possession of any knife, explosive, or other dangerous object of no reasonable use to the pupil. E.C. 48915(a)(2); 48900(b)	4. Caused or attempted to cause damage to school or private property. E.C. 48900(f); 48915(e) 5. Stole or attempted to steal school or private property. E.C. 48900(g); 48915(e) 6. Possessed or used tobacco. E.C. 48900(h); 48915(e) 7. Committed an obscene act or engaged in habitual profanity or vulgarity. E.C. 48900(i); 48915(e)
3. Unlawfully selling a controlled substance. E.C. 48915(c)(3); 48900(c)	3. Unlawful possession of any controlled substance, except for the first offense of no more than an ounce of marijuana. E.C. 48915(a)(3); 48900(c)	8. Possessed, offered, arranged, or negotiated to sell any drug paraphernalia. E.C. 48900(j); 48915(e) 9. Disrupted school activities or willfully defied the valid authority of school personnel. E.C. 48900(k); 48915(e) 10. Knowingly received stolen school or private property. E.C. 48900(l); 48915(e) 11. Possessed an imitation firearm. E.C. 48900(m); 48915(e)
4. Committing or attempting to commit a sexual assault or committing a sexual battery (as defined in 48900(n)). E.C. 48915(c)(4); 48900(n)	4. Robbery or extortion. E.C. 48915(a)(4); 48900(e)	12. Engaged in harassment, threats, or intimidation against a pupil or group of pupils or school district personnel. E.C. 48900.4**; 48915(e) 13. Engaged in sexual harassment. E.C. 48900.2**; 48915(e) 14. Caused, attempted to cause, threatened to cause, or participated in an act of hate violence. E.C. 48900.3**; 48915(e) 15. Made terrorist threats against school officials or school property, or both. E.C. 48900.7; 48915(e)
5. Possession of an explosive E.C. 48915(c)(5); 48900 (b)	5. Assault or battery upon any school employee. E.C. 48915(a)(5); 48900(a)(1) and 48900(a)(2)	16. Willfully used force or violence upon the person of another, except in self-defense. E.C. 48900(a)(2); 48915(b) 17. Harassed, threatened, or intimidated a pupil who is a complaining witness or witness in a disciplinary action. E.C. 48900(o); 48915(e) 18. Any behavior listed in Category I or II that is related to school activity or school attendance but that did <u>not</u> occur <u>on campus</u> or <u>at a school activity off campus</u> . E.C. 48915(b) 19. Unlawfully offered, arranged to sell, negotiated to sell, or sold the prescription drug Soma. E.C. 48900(p); 48915(e) 20. Engaged in, or attempted to engage in, hazing, as defined in Section 32050. E.C. 48900(q); 48915(e) 21. Engaged in an act of bullying, including, but not limited to, bullying committed by means of electronic act directed specifically toward a pupil or school personnel. E.C. 48900(r); 48915(e)

\* For Categories II and III, the school must provide evidence of one or both of the following **additional findings**: (1) Other means of correction are not feasible or have repeatedly failed to bring about proper conduct, (2) Due to the nature of the act, the student's presence causes a continuing danger to the physical safety of the pupil or others.

\*\* Grades 4 through 12 inclusive.

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Student Health and Human Services

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## Reasons for Expulsion (Mandatory)

Please note that The School follows the Bulletin-4655 from Office of the Chief Academic Officer dated March 13, 2009 for the Matrix for student suspension and expulsion recommendations: E.C. 48900 and 48915.

Principal shall immediately suspend and recommend expulsion when the following occur at from The School or at a school activity off campus, or any of the following reasons (E.C. 48915[c]) in Category I for grades 4-12:

1. Possessing, selling, or furnishing a firearm. E.C. 48915(c)(1); 48900(b)
2. Brandishing a knife at another person. E.C. 48915(c)(2); 48900(a)(1) and 48900(b)
3. Unlawfully selling a controlled substance. E.C. 48915(c)(3); 48900(c)
4. Committing or attempting to commit a sexual assault or committing a sexual battery (as defined in 488900[n]). E.C. 488915(c)(4); 48900(c)
5. Possession of an explosive E.C. 48915(c)(5); 48900(b)

The Principal has limited discretion with Category II student offences. Principal of the School must recommend expulsion when any of the following occur at school or at a school activity off campus unless the principal determines that expulsion is inappropriate (E.C. 48915[a]):

1. Causing serious physical injury to another person, except in self-defense. E.C. 48915(a)(1); 48900(a)(1), maybe also 48900(a)(2).
2. Possession of ay knife or other dangerous object of no reasonable use to the pupil. E.C. 48915(a)(2); 48900(b)
3. Unlawful possession of any controlled substance, except for the first offence of less than an ounce of marijuana. E.C. 48915(a)(3); 48900(c).
4. Robbery or extortion. E.C. 48915(a)(4); 48900(e).
5. Assault or battery upon any school employee. E.C. 48915(a)(5); 48900(a)(1) and 48900(a)(2)

The remaining Category III has student offenses with board principal discretion. The Principal may recommend expulsion when any of the following occur at any time, including, but not limited to, while on school grounds; while going to or coming from school; during the lunch period, whether on or off the campus; or during, or while going to or coming from, a school-sponsored activity.

1. Caused or attempted to cause, or threatened to cause physical injury to another person. (Unless, in the case of “caused,” injury is serious. [See II.1]). E.C. 48900(a)(1); 48915(b)
2. First offense of possession of marijuana of not more than one ounce, or possession of alcohol. E.C. 48900(c); 48915(b)
3. Sold, furnished, or offered a substitute substance represented as a controlled substance. E.C. 48900(d); 38915(b)
4. Caused or attempted to cause damage to school or private property. E.C. 48900(f); 48915(e)
5. Stole or attempted to steal school or private property. E.C. 48900(g); 48915(e)
6. Possessed or used tobacco. E.C. 48900(h); 48915(e)
7. Committed an obscene act or engage in habitual profanity or vulgarity. E.C. 48900(i); 48915(e)
8. Possessed, offered, arranged, or negotiated to sell any drug paraphernalia. E.C. 48900(j); 48915(e)
9. Disrupted school activities or willfully defied the valid authority of school personnel. E.C. 48900(k); 48915(e)
10. Knowingly received stolen school or private property. E.C. 48900(l); 48915(e)
11. Possessed an imitation firearm. E.C. 48900(m); 48915(e)
12. Engaged in harassment, threats, or intimidation against a pupil or group of pupils or school district personnel. E.C. 48900.4\*\*; 48915(e)
13. Committed sexual harassment. E.C. 48900.2\*\*; 48915(e)
14. Caused or attempted to cause, threatened to cause, or participated in an act of hate violence. E.C. 48900.3\*\*; 48915(e)
15. Made terrorist threats against school officials or school property, or both. E.C. 48900.7; 48915(e)
16. Willfully use force or violence upon the person of another, except in self-defense. E.C. 48900(a)(2); 48915(b)



17. Harassed, threatened, or intimidated a pupil who is a complaining witness or a witness in a disciplinary action. E.C. 48900(o); 48915(e)
18. Any behavior listed in Category I or II that is related to school activity or school attendance but that did not occur on campus or at a school activity off campus. E.C. 48915(b)
19. Unlawfully offered, arranged to sell, negotiated to sell, or sold the prescription drug Soma. E.C. 48900(p); 48915(e)
20. Engaged in, or attempted to engage in, hazing, as defined in Section 32050. E.C. 48900(q); 48915(e)
21. Engaged in an act of bullying, including, but not limited to, bullying committed by means of electronic act directed specifically toward a pupil or school personnel. E.C. 48900(r); 48915 (e)

## **Process for Suspension and/or Expulsion**

### **Informal Conference**

Suspension will be preceded by an informal conference conducted by the principal with the student and the student's parent. The conference may be omitted if the administrative staff determines that an emergency situation exists. An "emergency situation" will involve a clear and present danger to the lives, safety or health of students or school personnel. If the student is suspended without a conference, the parent will be notified of the suspension, a request for a conference to be made as soon as possible and the conference to be held as soon as possible.

### **Notice to Parents**

At the time of suspension, the principal will make a reasonable effort to contact the parent by telephone or in person to be followed up with a written notification. This notice will state the specific offense committed by the student. In addition, the notice also will state the date and time the student may return to school. If the school officials wish to ask the parent to confer regarding matters pertinent to the suspension, the notice may note that the parents will be required to respond to this request without delay and that student violations of school rules can result in student expulsion from the school.

### **Length of Suspension**

The length of suspension for students may not exceed a period of 10 consecutive school days unless an administrative recommendation has been made and agreed to by the student's parent. "The total number of days for which a student may be suspended from school shall not exceed 20 school days in any year unless the student is transferred to another school or program for adjustment purposes. In that case, the total number of school days for which the student may be suspended may be increased by 10. The total suspension days from school are not to exceed 30 days in any school year. For students who receive special education services, the maximum number of suspension days cannot exceed a total of 10 school days without a pre-disciplinary IEP. "informal suspension," whereby a parent is advised to keep a child at home under the supervision of the parent, is a flagrant violation of the compulsory attendance laws, the IDEA, and District policy and is prohibited." (LAUSD Bulletin Z-14 Health and Human Services, 1999)

If a student is recommended for a period of suspension exceeding 10 consecutive days, a second conference is scheduled with the parent to discuss the progress of the suspension upon the completion of the 10th day of suspension. The 10 days are only needed for incidents where the student poses a danger. A packet of study material is collected from each teacher and provided to the student during the length of the suspension. Reasonable arrangements are made to provide the student with classroom material and current assignments to be completed at home during the length of the suspension.

## **Recommendations for Expulsion**

Students are recommended for expulsion if the principal finds that at least one of the following findings may be substantiated:

- a) Other means of correction are not feasible or have repeatedly failed to bring about proper conduct.
- b) Due to the nature of the violation, the presence of the student causes a continuing danger to the physical safety of the student or others.

Evidence is gathered and may include, but not be limited to, witness statement, written statements, and physical evidence. Any evidence that is pertinent and gathered in accordance with the investigation is to be considered.

## **Expulsion Hearing**

Students recommended for expulsion are entitled to a hearing to determine whether the student should be expelled. The hearing is held within 30 days after the principal determines that the student committed an act expellable act. The hearing may be presided over by The School Board of Directors. The panel includes Alliance staff, who are not on the board and are not school employees. There are 3-5 individuals on the panel. The panel members are assigned by the School Board of Directors to ensure that they are selected with the following criteria: no knowledge of the student or situation and are not school employees. The panel makes the final determination.

Principal or designee of The School provides written notice of the hearing to the student and the student's parent at least 10 calendar days before the date of the hearing. This notice shall include:

- a. The date and place of the hearing.
- b. A statement of the specific facts, charges, and offenses upon which the proposed expulsion is based.
- c. The School disciplinary rules that relate to the alleged violation.
- d. The opportunity for the student or the student's parent to appear in person at the hearing.
- e. Parent has a right to be represented by an attorney or non-attorney advisor.
- f. Parent has a right to bring witness, written statements, written documents
- g. Principal notifies parents of school discipline policy and provides written copy including parent rights
- h. Principal recommends expulsion to panel
- i. Panel reviews, conducts hearing and makes recommendation to the School Board based on evidence.
- j. The Panel may decide not to recommend expulsion. Should this occur, the expulsion process will stop and, depending on the reason for the not recommended expulsion, the student will be permitted to return to the referring school or to another school/program, at the discretion of the School.
- k. The School Board makes final decision and written notice to expel a student is sent notifying parent and principal of findings based on evidence.

This notice includes the following:

- a. The reinstatement eligibility review date.
- b. A copy of the rehabilitation plan.
- c. The type of educational placement or study plan during the period of expulsion.
- d. Appeal procedures.
- e. The specific offense committed by the student for any of the acts listed above in "Reasons for Suspension and/or Expulsion."
- f. Notice of the student's or parent's obligation to inform any new district in which the student seeks to enroll of the student's status with Alliance College-Ready Public Schools.

Hearings are recorded on audio as well as written transcripts and a Facts Finding document summarizing the evidence is presented at the hearing.

### **Appeal of Suspension or Expulsion**

The suspension or expulsion of a student is at the discretion of the principal or designee of The School (or the administrative staff designee). Parents are notified in advance to enactment of the suspension or expulsion and can appeal a student's suspension or expulsion. A suspension appeal is heard within 5 days by the principal or designee, and upon consideration, the principal or designee's decision is final. An expulsion may be appealed within 30 days of the expulsion date. The parent/guardian submits their written appeal to the principal or designee. The written appeal must be received within 30 days of the suspension or expulsion. The student is considered suspended until a meeting is convened to hear the appeal (within 30 days as per E.C. 48919) of the expulsion at which time the student's parent must attend to present their appeal. The date of the Panel's decision triggers the start of the 30-day period. From a pool of fair and impartial representatives, a panel is assigned by The School Board of Directors hears the appeal. There are three to five members on the appeal panel. Panel members are not school employees, know nothing of the incident or student, and are not the same individuals who served on the expulsion panel.

Education Code section 48919 provides 30 days to appeal from expulsion decision. Should the appeal panel not uphold the expulsion hearing the student is given the opportunity to attend another Alliance school or is assisted with enrollment in another appropriate setting depending on the specific findings and evidence. The decision of the panel of representatives of the School Board of Directors is final.

In the event of a decision to expel a student from The School the school will work cooperatively with the district of residence, county, and/or private schools to assist with the appropriate educational placement of the student who has been expelled. The student will remain at the Charter School or given the option to transfer to another Alliance School. Any incident of violent and/or serious student behavior will be communicated to the district/school to which the student matriculates. The Charter School will have the responsibility to facilitate expulsion placements and enrollment to ensure that expelled students do not get lost in the system.

### **School of Choice Provision**

Each Alliance campus is a school of choice. No student is required to attend, and no employee is required to work at the charter school. Alliance students living within the attendance area of Smidt Tech who do not desire to attend the charter school may attend another school in the area. Alternatives to the school for these students living within the Smidt Tech attendance area who opt not to attend the charter school will be the same as those offered to all other students currently residing in the district. These students may attend other district schools or pursue an inter-district transfer in accordance with existing enrollment and transfer policies of the district or county of residence.

### **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.

### ***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.

- 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.
- 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.
- 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.
- 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.
- If your child is struggling with their school work or needs help, speak with your child's advisor and/or teachers and ensure that your child attends after school tutoring.
- 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.
- Talk to your child about what is happening at school and what they are learning.
- Encourage your child to read for pleasure and limit TV, video game and Internet usage.
- Attend all scheduled parent/teacher conferences, school activities and parent educational workshops.
- 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. *(For more information, refer to the Volunteer Policy and Guidelines)*

Possible volunteer activities to support the school include:

### **Academic Volunteer Hours**

Parent Association Meetings  
Parent Workshops  
School Advisory Council Meetings  
Observing classrooms  
Parent/Teacher Conferences  
Chaperoning field trips  
Supervising P.E. class off campus  
Visits to museums, libraries, colleges  
Tutoring support  
Serving as a parent mentor

### **Non-Academic Volunteer**

Helping in the Main Office  
Providing refreshments for meetings  
Setting up for meetings  
Arrival and dismissal supervision  
Campus supervision for Lunch/Nutrition  
Initiating phone communication  
Recruiting new students  
Donating food for school potlucks  
Fundraising activities  
Leadership activities

We truly appreciate your participation as a parent volunteer and we will make every attempt to match your interests and skills with projects or tasks that you are comfortable with.

### ***How to Volunteer***

Review the descriptions of possible volunteer activities and sign-up for a specific volunteer activity at the Parent Orientation or during Back to School Night. 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.

### ***Parent Tracker***

Every time you volunteer at the school ask a staff member to verify your volunteer minutes or hours by stamping your Parent Volunteer Card. Your Parent Volunteer Card will be kept on file at school. The school will monitor the number of volunteer hours each family has accumulated. All volunteer hours need to be fulfilled prior to the last day of school. Families who are not current or have completed the required hours may lose the privilege of automatic enrollment of any siblings to Smidt Tech. **Families who have not completed 160 hours of volunteer service by June of senior year will receive only two courtesy tickets for their student's graduation ceremony.**

### ***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, but are not limited to, participation in the following committees:

- Advisory Committee
- School Board of Directors
- Communications Committee/Parent Representative for your child's advisory class

### ***Educational Workshops for parents***

***Parents are expected to attend 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 regularly. Throughout the year, 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. *(For more information, refer to Parent/Teacher Conference Tips.)* Teachers are

available for parent conferences during designated weekly office hours. If you have concerns regarding your child's grades, please contact the school to schedule a conference during the teacher's office hours.

## ***Parent Rights***

Parents are guaranteed certain rights within each Alliance campus. Parents have the right to:

- Work in partnership with the school to help their child succeed.
- Observe the classroom(s) in which their child is enrolled or will be enrolled.
- Meet with their child's teacher(s) and the principal.
- Volunteer under the supervision of school employees.
- Be notified if their child is absent from school without permission.
- Receive results of their child's performance on standardized and statewide tests and information on the performance of the school.
- Have a school environment for their child that is safe and conducive of learning.
- Examine curriculum materials of the class(es) in which their child is enrolled.
- Be informed of their child's progress in school and of the appropriate school personnel whom they should contact if problems arise.
- Have access to the school records of their child and question anything that they feel is inaccurate misleading or is in violation of the student's privacy.
- Receive information concerning the academic performance standards, proficiencies, or skills their child is expected to accomplish.
- Be informed in advance about school rules, attendance policies, dress codes, and procedures for visiting the school.
- Receive information about any psychological testing the school does involving their child and to deny permission to give the test.
- Participate as a member of the school advisory committee, school site council, or site-based management leadership group in accordance with any rules and regulations governing membership in these groups.