



# Alliance Gertz-Ressler Richard Merkin 6-12 Complex

2019-2020 Parent-Scholar Handbook



Last Revision: May 2019



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## GERTZ-RESSLER HIGH SCHOOL PRINCIPAL LETTER

Summer 2019

Welcome Students and Families of Alliance Gertz-Ressler High School!

I am Stephanie Tsai, the proud Principal of Alliance Gertz-Ressler High School, a top public high school in Los Angeles. I am eager to share my passion for RIGOROUS, COLLEGE-READY INSTRUCTION and continue to cultivate a JOYFUL place of learning for ALL STUDENTS, FAMILIES, TEACHERS, and STAFF.

I started my career in education as a student teacher, working with Gertz-Ressler's founding class of students (Class of 2008!), while earning my Masters Degree in Teaching. Over 4 years, I taught US History, AP US Government, Women's Studies, Yearbook Advisory, and coached our competitive Cheer Squad. When Alliance ESAT High School (now Leichtman-Levine) opened, I took an opportunity to become their founding History Department Chair, teaching US & AP US History, AP US Gov & Politics, and running a Debate Club. As I learned to facilitate and embrace student-centered learning, over 100 of my AP students passed their AP exams. By placing my students in the driver's seat to lead class, they were able to far exceed national AP pass rates. As an Instructional Coach, I supported new and developing teachers at ESAT. Upon finishing my Masters in School Administration at LMU, I became an Assistant Principal. As an Assistant Principal, expanding access for all students to enroll in Advanced Placement courses was a big goal of mine and over a period of 3 years, enrollment in AP courses doubled to over 500 voluntary course enrollments in one school year.

One of the things that brought me to Alliance and has kept me grounded here for over 12 years now is our mission and belief that ALL of our students are capable of getting into and succeeding in COLLEGE. I am proud of the work that Gertz-Ressler has done since opening its doors in 2004 – being named a top high school in Los Angeles by US News & World Report, earning WASC accreditation, becoming a Blue Ribbon school, and sending over 1,000 graduating Seniors off to college! Expanding the AP program is something I am passionate about here at Gertz. Our program has grown from 11 to 16 AP course offerings over the past few years. Additionally, we applied for and were accepted into the College Board pilot in order to be one of only 100 schools in the United States to offer pre-AP courses for our 9<sup>th</sup> graders in Fall 2018.

The past few years, we have invested heavily in upgrading our facilities and improving our Math and Science programming. We also launched a multi-year Instructional Focus to promote critical thinking and reasoning so that our students will be more prepared for high stakes exams and success in college. You'll see our "Think it up" logo on shirts and all around our campus.

On a personal note, I am a Los Angeles native, first-generation college student, proud graduate of 4 colleges and universities in LA (Go Bruins, Trojans, and Lions!), thrill-seeking adrenaline-addict, and a mother of three (twin daughters and a son). My husband also works for the Alliance as an administrator. We love to travel and spend time playing with our kids, who make us laugh daily. As a fellow parent, I understand the importance of school choice and am grateful that you have chosen Gertz-Ressler to further your child's education and opportunities.

My staff and I look forward to supporting your child on their continued pathway to and through college. My door is open should you ever need help, have a suggestion for how we can improve our program, or just want to say hello. My email is [stsai@laalliance.org](mailto:stsai@laalliance.org). Please don't hesitate to reach out.

Principal Tsai



**Alliance Gertz Ressler High School Instructional Focus:**

A school-wide effort to ensure ALL Alliance Gertz Ressler scholars demonstrate critical thinking and reasoning skills as measured by data from the CAASPP, AP exams, and SAT.

## 2019-20 SCHOOL CALENDAR

### July

S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

### July 2019

Jun24 - Jul19 - Summer School/Bridge Window  
4 - Independence Day  
22-26 - New Teacher Orientation  
30-31 - Network PD (Optional)

### January

S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

### January 2020

1-10 - Winter Break (continued)  
13 - Data Day  
14 - Teacher Planning Day  
15 - First Day of Second Sem  
20 - MLK Day\*

### August

S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

### August 2019

1 - One Alliance Day  
2-9 - Site-Based PD & a minimum of two Teacher Planning Days (schools determine schedule)  
12 - First Day of Instruction

### February

S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29

### February 2020

17 - Presidents' Day\*

### September

S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

### September 2019

2 - Labor Day\*

### March

S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

### March 2020

26 - Data Day  
27 - Teacher Planning Day  
30 - Cesar Chavez Day Observed\*

### October

S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

### October 2019

17 - Data Day  
18 - Teacher Planning Day

### April

S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

### April 2020

6-10 - Spring Break

### November

S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

### November 2019

11 - Veteran's Day\*  
25-29 - Fall Break/Thanksgiving Holiday

### May

S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

### May 2020

25 - Memorial Day\*

### Legend

Summer School/Bridge	19
New Teacher Orientation	5
One Alliance Day	1
Network PD (optional)	2
Summer Site-Based PD	4
Designated Teacher Planning Days	5
Data Days	3
Instruction Days	183
Holidays/Scheduled Bree	31

**2019-20 Richard Merkin Middle School Bell Schedule**

**Alliance Richard Merkin Middle School - Bell Schedule**

Monday	Tuesday	Wednesday	Thursday	Friday
<b>Period 1</b> 7:45 - 9:42	<b>Period 2</b> 7:45 - 9:42	<b>Period 1</b> 7:45 - 8:35	<b>Period 1</b> 7:45 - 9:42	<b>Period 2</b> 7:45 - 9:42
<b>Nutrition</b> 9:42 - 10:02	<b>Nutrition</b> 9:42 - 10:02	<b>Period 2</b> 8:38 - 9:28	<b>Nutrition</b> 9:42 - 10:02	<b>Nutrition</b> 9:42 - 10:02
<b>Period 3</b> 10:07 - 12:04	<b>Period 4</b> 10:07 - 12:04	<b>Nutrition</b> 9:28 - 9:35	<b>Period 3</b> 10:07 - 12:04	<b>Period 4</b> 10:07 - 12:04
<b>Lunch</b> 12:04 - 12:34	<b>Lunch</b> 12:04 - 12:34	<b>Period 3</b> 9:38 - 10:28	<b>Lunch</b> 12:04 - 12:34	<b>Lunch</b> 12:04 - 12:34
<b>Advisory</b> 12:39 - 1:13	<b>Advisory</b> 12:39 - 1:13	<b>Period 4</b> 10:31 - 11:20	<b>Advisory</b> 12:39 - 1:13	<b>Advisory</b> 12:39 - 1:13
<b>Period 5</b> 1:18 - 3:18	<b>Period 6</b> 1:18 - 3:18	<b>Lunch</b> 11:20 - 11:50	<b>Period 5</b> 1:18 - 3:18	<b>Period 6</b> 1:18 - 3:18
		<b>Period 5</b> 11:53- 12:43		
		<b>Period 6</b> 12:46 - 1:36		

<b>Modified Stack Day Schedule</b>
<b>Period 1: 7:45 - 8:40</b>
<b>Period 2: 8:45 - 9:40</b>
<b>Nutrition: 9:40 - 9:55</b>
<b>Period 3: 10:00 - 10:55</b>
<b>Period 4: 11:00 - 12:00</b>
<b>Lunch: 12:00 - 12:30</b>
<b>Advisory: 12:35 - 1:15</b>
<b>Period 5: 1:20 - 2:15</b>
<b>Period 6: 2:20 - 3:18</b>

## 2019-20 Gertz-Ressler High School Bell Schedule

### Alliance Gertz-Ressler High School Weekly Schedule

Monday	Tuesday	Wednesday	Thursday	Friday
7:15-7:30 - Clear prior day absences in the Main Office & pick up print job requests. If you need work printed, documents must be E-mailed/Google Shared to VL-GertzCopyRequest@LAlliance.org by 7AM to allow printing time.				
<b>Advisory</b> 7:45-8:25	<b>Advisory</b> 7:45-8:25	<b>1</b> 7:45-8:35	<b>Advisory</b> 7:45-8:25	<b>Advisory</b> 7:45-8:25
<b>5</b> 8:30-10:30	<b>6</b> 8:30-10:30	<b>2</b> 8:38-9:28	<b>1</b> 8:30-10:30	<b>2</b> 8:30-10:30
<b>Nutrition</b> 10:30-10:50	<b>Nutrition</b> 10:30-10:50	<b>3</b> 9:31-10:21	<b>Nutrition</b> 10:30-10:50	<b>Nutrition</b> 10:30-10:50
<b>3</b> 10:55-12:55	<b>4</b> 10:55-12:55	<b>Brunch</b> 10:21-10:51	<b>3</b> 10:55-12:55	<b>4</b> 10:55-12:55
<b>Lunch</b> 12:55-1:25	<b>Lunch</b> 12:55-1:25	<b>4</b> 10:54-11:44	<b>Lunch</b> 12:55-1:25	<b>Lunch</b> 12:55-1:25
<b>1</b> 1:30-3:30	<b>2</b> 1:30-3:30	<b>5</b> 11:47-12:37	<b>5</b> 1:30-3:30	<b>6</b> 1:30-3:30
<b>All Stars Tutoring/Clubs</b> 3:45-6:00PM	<b>All Stars Tutoring/Clubs</b> 3:45-6:00PM	<b>6</b> 12:40-1:30	<b>All Stars Tutoring/Clubs</b> 3:45-6:00PM	<b>All Stars Tutoring/Clubs</b> 3:45-6:00PM

<i>Eat Lunch With Your Student</i>		<i>Altered 3-Period Wednesday</i>	
Advisory	7:45 - 8:10 (25 min)	1st Class	7:45 - 9:25 (100 min)
1st Class	8:15 - 10:15 (120 min)	2nd Class	9:30 - 11:10 (100 min)
Nutrition	10:15 - 10:35 (20 min)	Brunch	11:10 - 11:45 (35 min)
2nd Class	10:40 - 12:40 (120 min)	3rd Class	11:50 - 1:30 (100 min)
Lunch	12:40 - 1:25 (45 min)		
3rd Class	1:30 - 3:30 (120 min)		



## **POLICIES AND PROCEDURES**

### **Non-Discrimination**

Alliance College-Ready Public Schools (“Alliance”) and Alliance schools do not discriminate against any scholar on the basis of the characteristics listed in Education Code Section 220 (actual or perceived disability, gender, gender identity, gender expression, nationality, race or ethnicity, religion, sexual orientation, immigration status) and Education Code Section 221.5, or any other characteristic that is contained in the definition of hate crimes set forth in Section 422.55 of the Penal Code in any policy, procedure or program. Alliance schools also comply with the requirements of Title VI and VII of the Civil Rights Act of 1964, Title IX of the Educational Amendments Act of 1972, Section 504 of the Rehabilitation Act of 1973, the Individuals with Disabilities Education Act of 1990, and other applicable federal and state laws.

REV: 04/19

### **Admissions**

Alliance schools shall admit scholars pursuant to the *Admissions Requirements* as outlined in their charters. Each scholar interested in enrolling at an Alliance school must be a resident of California and submit an application form to the school. If the number of interested scholars exceeds the number of seats available by the application deadline, admittance shall be determined by a public random drawing.

#### **Application Form**

Each scholar interested in enrolling at an Alliance school must submit an application form to the school before the application deadline. Applications received after the deadline shall be placed on the waitlist in the order they are received.

#### **Lottery Preferences**

Existing scholars are guaranteed admission in the following school year and are exempt from the public random drawing (lottery).

During the lottery, the following preferences shall be extended:

1. Siblings currently attending the same Alliance school. (Siblings must share at least one biological parent or legal guardian.)
2. Scholars living within the boundaries of Los Angeles Unified School District.

Preferences are only granted to applicants that apply within the open enrollment window. If an application is received after the application deadline, no preferences will be considered.

#### **Lottery Procedures**

Typically, the lottery will be held at the school or a large community center, auditorium, or public venue. If needed, the lottery will take place on a weekday afternoon or evening or during the weekend to help ensure all interested parties can attend. The specific date, time and location will be determined one week following the application due date, and will be communicated to families and interested parties. Lottery procedures will be followed and related materials will be made available upon request. Interested parties are welcome to observe the random public drawing should one be necessary.



If the number of applicants exceeds the number of available seats on the application due date, a lottery will be hosted and the applicants will be randomly drawn to fill the available seats. The lottery will follow the school's lottery preferences. Applicants that are not accepted during the lottery will be placed on the waitlist in the order their names are drawn. All applications and a record of the order in which they are drawn will be kept on file at the school. The school may choose to conduct the lottery using an online enrollment system. The online enrollment system allows families to apply online and allows the school to run the lottery using a secure computer algorithm so that rules and lottery preferences are followed every time and families can be assured of an equitable process.

After the acceptance list is set, a waitlist shall be created and maintained. Should vacancies occur, admission will be offered to applicants on the waitlist in the order their names appear. The school can utilize the online enrollment system to manage the waitlist to ensure seats are offered to scholars in the order they appear on the waitlist.

### **Communication**

The acceptance list and waitlist will be made available following the lottery (if needed) and upon request. Parents/guardians of applicants on the accepted list and waitlist will be contacted by designated school office staff via phone and/or in writing. Multiple communications on different days will be attempted. Communication attempts will be logged by school staff. Parents/guardians of applicants will have a designated amount of time from initial contact (e.g., 5 school days) to respond to the designated contact person. If parents/guardians do not respond within the timeline, the applicant will be removed from the waitlist and the next applicant's parents/guardians on the waitlist will be contacted.

REV: 04/19

### **Enrollment**

As part of the enrollment process at Alliance schools, each parent/guardian shall submit the following documentation:

- Completed Enrollment Packet
- Scholar Emergency Card
- Immunization Records
- School Meal Application
- Scholar Transcripts
- IEP or Section 504 Plan (if applicable)

REV: 05/17

### **Enrollment of Scholars in Special Subgroups**

#### **Homeless Scholars**

Alliance schools shall adhere to the provisions of the McKinney-Vento Homeless Assistance Act and ensure that each homeless child or youth has equal access to the same free, appropriate public



education as provided to other children and youths. Alliance schools shall comply with all applicable provisions of Education Code Sections 48850-48859.

### **Temporarily Displaced Scholars**

For the purposes for enrollment, if an enrolled scholar leaves an Alliance school for any of the following reasons, the school will consider the leave a temporary displacement and will hold his/her spot and re-enroll the scholar upon his/her return.

- Scholar is a homeless or foster youth
- Scholar is attending a Residential Treatment Center
- Scholar is enrolled at Carlson Home Hospital School
- Scholar is a pregnant or parenting scholar on parental leave

### **Over-Age Scholars**

In order for a pupil over nineteen (19) years of age to remain eligible for generating charter school apportionment, the pupil shall be continuously enrolled while age 19 in charter school and make satisfactory progress toward award of a high school diploma. (Education Code Section 47612(b))

As defined by the California Code of Regulations (5 CCR 11965), “satisfactory progress” means uninterrupted progress (1) towards completion, with passing grades, of the substance of the course of study that is required for graduation from a non-charter comprehensive high school of the school district that authorized the charter school's charter, that the pupil has not yet completed, (2) at a rate that is at least adequate to allow the pupil to successfully complete, through full-time attendance, all of that uncompleted coursework within the aggregate amount of time assigned by the chartering agency for the study of that particular quantity of coursework within its standard academic schedule.

For individuals with exceptional needs, as defined in Education Code Section 56026, “satisfactory progress,” as that term is used in Education Code Section 47612, means uninterrupted maintenance of progress towards meeting the goals and benchmarks or short-term objectives specified in his or her individualized education program made pursuant to 20 U.S.C. Section 1414(d) until high school graduation requirements have been met, or until the pupil reaches an age at which special education services are no longer required by law.

Any scholar admitted to an Alliance school who is 16 years of age or older may be held to the guidelines of this regulation if he/she will turn 19 years of age during his/her high school career. At the discretion of the principal or administrative designee, such scholars must agree to the following guidelines if he/she wishes to attend an Alliance school:

1. The scholar shall have uninterrupted, continuous full-time attendance until graduation.
2. The scholar shall maintain passing grades in all classes until graduation.
3. The scholar shall make continuous, uninterrupted progress toward the Alliance school's graduation requirements.
4. A scholar who is 18 or over whom is eligible for suspension or expulsion may be subject to automatic dismissal without the potential to reapply for readmission.

REV: 04/19



## Scholar Withdrawals and Returns

### **Scholar Withdrawal**

If a parent wishes to withdraw a scholar from an Alliance school, it is the parent's/guardian's responsibility to notify the principal or administrative designee. This can be done during a meeting with the principal and/or administrative designee or be submitted in writing. A scholar check-out form is required for any scholar withdrawal. Scholars will receive unofficial transcripts until all books and equipment are returned and outstanding fees are paid.

### **Scholar Returns**

If a scholar leaves an Alliance school and later chooses to return, the scholar must complete an application form and return it to the main office. When the application is submitted, the scholar will be informed if there is space available or if he/she will be placed on the waitlist, pursuant to the Admissions policy.

Scholars who have been incarcerated, are returning from juvenile detention, and/or are on probationary status with the juvenile court system must attend a readmission conference with their parent/guardian and principal or administrative designee before returning to the school. Scholars who have been previously expelled must successfully complete the terms outlined in their rehabilitation plans prior to being eligible to return to school.

REV: 04/18

## Scholar Records and Privacy

Scholar records are housed in the school main office.

### **Inspection of Records**

Parents/guardians have a right to review their child's scholar records. Scholar records are available for review during regular school hours. Written requests for access should be directed to the principal.

### **Release and/or Duplication of Records**

#### ***General Requests***

Alliance schools may permit access to scholar records by a specific person if the parent/guardian has filed written authorization specifying the records to be released and identifying the person to whom the records may be released. The written authorization must comply with legal requirements. Alliance schools shall keep the consent notice with the record file.

The recipient must be notified that further transmission of records is prohibited. The consent notice shall be permanently kept with the scholar's record file. Scholar records may be released without parent or guardian consent as permitted by law. Outside organizations, such as law enforcement agencies and child and family services may be granted access to scholar records in compliance with applicable law (e.g., if there is a health or safety emergency). Such requests will be recorded in the access log in the scholar's file. Alliance schools will provide parents or authorized agencies copies of scholar records within five (5) operating days after the request is made orally or in writing.



The school requires written parental or guardian consent for release of scholar information, unless the information is relevant for a legitimate educational interest or if the disclosure is otherwise authorized by law. There is no legal exception that permits disclosing information to immigration authorities for immigration-enforcement purposes without consent; so no scholar information may be disclosed to immigration authorities for immigration enforcement purposes without a court order or judicial subpoena.

The parent, guardian, or eligible scholar is not required to sign a consent form to disclose scholar information. If the parent, guardian or eligible scholar refuses to provide written consent for the release of scholar information that is not otherwise subject to release under applicable law, the Alliance school shall not release the information.

### ***Receiving Information Requests for Immigration Status***

Alliance schools avoid the disclosure of information that might indicate a scholar's or family's citizenship or immigration status if the disclosure is not authorized by Family Educational Rights and Privacy Act.

School personnel take the following action steps upon receiving an information request related to a scholar's or family's immigration or citizenship status:

- Notify principal about the information request.
- Principal should contact the school's Area Business Manager and/or legal counsel.
- Principal is responsible for providing scholars and families with appropriate notice and a description of the immigration officer's request.
- Document any verbal or written request for information by immigration authorities.
- Unless prohibited, provide scholars and parents/guardians with any documents issued by the immigration-enforcement officer.

### **Protection of Scholar Records and Privacy**

The principal is responsible for ensuring identifiable scholar information is maintained in a secure manner and access is only granted to authorized individuals in accordance with applicable law.

Protecting scholar privacy is of utmost importance. Alliance schools have adopted reasonable physical, administrative, and technical safeguards to protect scholar data. These safeguards include access control to school databases and use of locks and similar mechanisms to protect physically stored scholar information. School staff will endeavor to ensure sensitive scholar records are not left out and secured after use. School staff shall not disclose personally identifiable information from a scholar education record to other staff members or third parties unless there is a legitimate educational interest or other legally permissible reason. Requests for scholar information from third parties shall be reviewed consistent with school policies and applicable law to prevent unauthorized disclosure.

If the Alliance school possesses information that could indicate immigration status, citizenship status, or national origin information, the school shall not use the acquired information to discriminate against any scholars or families or bar children from enrolling in or attending school.

If parents or guardians choose not to provide information that could indicate their or their children's immigration status, citizenship status, or national origin information, the Alliance school shall not use



such actions as a basis to discriminate against any scholars or families or bar children from enrolling or attending school.

The Alliance school shall not allow school resources or data to be used to create a registry based on race, gender, sexual orientation, religion, ethnicity, or national origin. This does not prohibit the Alliance school from making its required data submissions (e.g., CALPADS).

### **Questions Regarding Immigration Status/Social Security Numbers**

Alliance school staff do not inquire specifically about a scholar's citizenship or immigration status or the citizenship or immigration status of a scholar's parents or guardians; nor do personnel seek or require, to the exclusion of other permissible documentation or information, documentation or information that may indicate a scholar's immigration status, such as a green card, voter registration, a passport, or citizenship papers.

Where any law contemplates submission of national origin related information to satisfy the requirements of a special program, school staff shall solicit that documentation or information separately from the school enrollment process.

Where residency, age, and other eligibility criteria for purposes of enrollment or any program may be established by alternative documents or information permitted by law or school policy, the school's procedures and forms describe to the applicant, and accommodate, all alternatives specified in law and all alternatives authorized under school policy.

Alliance schools do not solicit or collect entire Social Security numbers or cards. Alliance schools solicit and collect the last four digits of an adult household member's Social Security number only if required to establish eligibility for federal benefit programs.

When collecting the last four digits of an adult household member's Social Security number to establish eligibility for a federal benefit program, the school shall explain the limited purpose for which this information is collected.

Alliance schools treat all scholars equitably in the receipt of all school services, including, but not limited to, the gathering of scholar and family information for the free and reduced lunch program and educational instruction.

REV: 08/18

### **Attendance**

Alliance schools are committed to providing scholars with a rigorous academic experience. Scholars are expected to be in class every day. Work that is missed because of an excused absence, including school-related activities or illness must be promptly made-up. Parents are responsible for ensuring that their children arrive on-time to school each day and remain present for the entire duration of the school day. The school strongly discourages absences for vacation during the school year. Parents should schedule family vacations outside of the academic calendar so that scholars do not miss important classroom instruction time.

### **Absences**

Scholars and parents should do everything in their power to guard against absences from classes, including taking good care of their health and arranging necessary appointments outside of school time. See the section in this handbook entitled “School-Specific Policies” for the maximum number of parent-excused notes allowed by the school.

Excused absences will be granted for the following reasons (Education Code Section 48205):

- If a scholar is personally ill;
- Medical, dental, optometry, or chiropractic appointments (verified by a note signed by a physician);
- Quarantine under the direction of a health officer;
- Attending funeral services of a member of his/her immediate family (1 day in California, 3 days outside of California);
- Observance of a religious holiday or ceremony, attendance at religious retreat (limited to four hours per semester; must be approved by principal at least three days prior to requested release);
- Justifiable personal reasons as permitted by law such as: serving on jury duty or an appearance in court;
- For the purpose of serving as a member of a precinct board for an election pursuant to Section 12302 of the Elections Code;
- For the purpose attending the pupil's naturalization ceremony to become a United States citizen;
- Attending an employment conference or educational conference on the legislative or judicial process (must be approved by principal at least three days prior to requested release);
- Due to the illness or medical appointment during school hours of a child of whom the scholar is the custodial parent, including absences to care for a sick child for which the school shall not require a note from a doctor;
- Spending time with a member of the pupil's immediate family who is an active duty member that has been called to duty (Education Code Section 49701); and
- Employment in the entertainment industry for a maximum of five absences per school year with prior principal approval (Education Code Section 48225.5).

Absences for reasons not defined above will be classified as ‘unexcused absences.’ Unexcused absences may include, but are not limited to:

- Unverified absence (e.g., absence note that lists reason as “personal”)
- Absence due to taking an early vacation or extending a vacation
- A tardy of 30 minutes or more

The school is not required to provide make-up opportunities for work and examinations missed as a result of a scholar’s unexcused absence.

### **Parent Notification of Scholar Absence**

The parent or guardian must notify the school office by 8:00 AM each day the scholar is absent. If the parent/guardian does not make the call by 8:00 AM, the school will notify the parent in an effort to find out if the scholar has an excused absence.

### **Procedure for Clearing Absences**



When the scholar returns to school, he/she must provide the school main office with a note from his/her parent/guardian or have his/her parent/guardian call the school to explain the reason for the absence. See the section in this handbook entitled “School-Specific Policies” to see how many school days the note must be received by in order to excuse the scholar’s absence. Any scholar who is absent for medical, dental or other professional services must, in addition, present a note to the main office directly from the provider’s office. The school is required to keep the note, signed by the parent/guardian for every scholar absence, on file. In cases when the parent/guardian calls the school to explain an absence, the school must keep separate written documentation or electronic log of the call.

Absences of three (3) consecutive school days or longer due to illness will require a doctor’s note to excuse the absence. A scholar may not participate in any after-school extracurricular activity if he/she is absent from school on the day of the activity unless the scholar’s IEP or 504 plan states otherwise.

### **Long-Term Absences**

Learning works best when each scholar attends every day. A scholar’s long-term absence will seriously impact his/her mastery of important course concepts and skills. Parents/guardians of a scholar who is absent for an extended period due to illness, injury, or family emergency should contact the school main office with an estimate of how long the scholar will be absent. Periodic updates would be appreciated.

Faculty and staff will work with parents/guardians on a case-by-case basis to help keep an extended-absent scholar from falling behind. A scholar returning from an extended absence may require supplemental tutoring and/or remediation beyond normal school hours (e.g., Saturday School) to attain proficiency.

### **Make-Up Assignments**

Scholars must make up all assignments, tests, and quizzes upon returning to school from an absence. Families should make a concerted effort to work with the school in advance of a planned, excused absence to ensure that the scholar can successfully complete all school work planned during the duration of the absence. For unplanned absences, scholars should always try to get their assignment(s) from their classmates (or from a class website, if available) while they are absent to prevent them from falling behind. Upon the first day of his/her return to school, it is the scholar’s responsibility to check in with each teacher regarding missed work and due dates.

A scholar who will have an excused absence for three (3) or more consecutive school days may get his/her assignments by contacting the school’s main office. Upon a request for missed work, teachers will submit the assignment to the school main office in a timely manner.

REV: 04/19

## **Tardy**

To provide scholars with the best possible education, each Alliance school implements a Tolerate No Tardies policy. Scholars and parents are expected to plan their time effectively in order for scholars to arrive to school and class on time.

A scholar is considered tardy if he/she is not in his/her seat when the bell rings signaling the start of class. If a scholar arrives late to school, he/she must obtain a tardy slip from the school main office. A tardy may be excused only with written verification from a parent/guardian upon the scholar's arrival at the school, or if the parent/guardian accompanies the scholar into the school building to sign him/her in with a valid excuse.

Unexcused tardies are cumulative and may result in the following disciplinary action:

1. Warning & Call Home
2. Detention & Call Home
3. Detention & Parent Conference
4. Administrative Conference

Excessive tardies may result in an appearance before the School Attendance Review Team (SART).

REV: 03/17

## Truancy

A scholar who is subject to compulsory full-time education who is absent from school without a valid excuse for three (3) or more full days in one school year will be considered truant. Any scholar who has once been reported as a truant and who is again absent from school without a valid excuse for one (1) or more days shall again be reported as truant. A scholar will be classified as a habitual truant if he/she has been reported as truant three (3) or more times in one school year and after the school has made a conscientious effort to hold at least one meeting with the parent and scholar. A scholar will be classified as a chronic truant if he/she is absent from school without a valid excuse for ten percent or more of the school days in one school year, from the date of enrollment to the current date.

Upon a scholar's initial classification as truant, the principal or administrative designee shall notify the scholar's parent/guardian that:

- The scholar is truant;
- The parent/guardian is obligated to compel the attendance of the scholar at school;
- Parents/guardians who fail to meet this obligation may be guilty of an infraction and subject to prosecution per Education Code (starting with Section 48290);
- The charter school is a school of choice and alternative educational programs are available in the district;
- The parent/guardian has the right to meet with appropriate school personnel to discuss solutions to the scholar's truancy;
- The scholar may be subject to prosecution under Education Code Section 48264;
- The scholar may be subject to suspension, restriction, or delay of the scholar's driving privilege;
- It is recommended that the parent/guardian accompany the scholar to school and attend classes with the scholar for one day.

REV: 03/17

## Interventions/Consequences for Addressing Truancy

	Truancies	Interventions/Consequences
<b>Phase 1</b>	1-2 Truancies	<ul style="list-style-type: none"> <li>● Principal or designee to call parent/guardian</li> </ul>
<b>Phase 2</b>	3 Truancies	<ul style="list-style-type: none"> <li>● Principal or designee to call parent/guardian</li> <li>● Send Truancy Letter #1 home</li> </ul>
<b>Phase 3</b>	6 Truancies	<ul style="list-style-type: none"> <li>● Principal or designee to call parent/guardian</li> <li>● Send Truancy Letter #2 home</li> <li>● Hold a parent/guardian conference or Student Attendance Review Team (SART-Level I) to develop scholar intervention plan/contract</li> </ul>
<b>Phase 4</b>	9 Truancies	<ul style="list-style-type: none"> <li>● Principal or designee to call parent/guardian</li> <li>● Send Truancy Letter #3 home</li> <li>● Hold a parent/guardian conference or Student Attendance Review Team (SART-Level II) to review and update scholar intervention plan/contract</li> <li>● Home visit may be recommended</li> </ul>

**Inactive Status:** After ten (10) school days of consecutive unexcused absences with no response to phone calls, certified letters, home visits, or the SART process, a scholar will be placed on inactive status, withdrawn from school, and records will reflect that the scholar voluntarily withdrew from school. Scholars who are inactive are no longer part of the school's enrollment count. Any scholar who becomes inactive can return to the school after following the school's waiting list procedures, if applicable. If the scholar has an IEP, his/her IEP will be updated accordingly.

REV: 04/19

## Meal Applications

Applications for free and reduced-price meals must be completed each school year and returned by the due date. Applications will be made available July 1<sup>st</sup> prior to the start of the school year, and will be sent home to families or may be picked up from the school's main office. Failure to complete an application will result in the scholar being charged the full price for school meals (e.g., lunch, breakfast).

Some scholars may be randomly selected to provide verification of information submitted on their meal application. Failure to complete and return the requested information by the due date may result in the scholars being charged the full price for school meals (e.g., lunch, breakfast).

To prevent overt identification of scholars' statuses, no payments will be accepted in the lunch line. Scholars may prepay by submitting deposits to the school's main office. Parents/guardians or scholars submitting cash deposits will receive receipts. Scholars with outstanding balances will receive bi-weekly or monthly bills mailed directly to their homes. Parents/guardians are expected to pay the indicated amount promptly.

REV: 03/17

## School Uniform Requirements

### **Standard School Uniform**

In accordance with the expectations of Alliance schools, all scholars attending Alliance schools must adhere to a strict uniform policy. One school uniform shall be provided to each scholar at no cost. Although each Alliance school may modify school colors as needed for school safety, scholars must adhere to the school's uniform requirements at all times. See the section in this handbook entitled "School-Specific Policies" to see the school's uniform requirements.

### **Out-of-Uniform Consequences**

Scholars are responsible for coming to school in uniform prepared to learn. All staff shall conduct routine uniform checks to ensure compliance with this policy.

Parents shall be contacted immediately when their child is not adhering to the uniform policy. If a scholar is out-of-uniform, parents will be asked to bring the scholar a change of clothes. Scholars will wait in the school main office until the appropriate clothing or shoes arrive. Schoolwork will be provided during this time. If the school has a loaner uniform program, the scholar may be provided with a loaner uniform to wear for the remainder of the school day. In these instances, the scholar must return the loaner uniform in order to have his/her personal clothing returned.

Scholars that regularly violate the uniform policy may be counseled on an individual basis by the principal or administrative designee.

### **Free-Dress Guidelines**

On occasion, scholars may be given the privilege to attend campus or school-sponsored events out-of-uniform. Even though these occasions are called "free-dress," there are still strict dress code guidelines scholars must follow.

Only on an occasion of "free-dress":

1. Scholars are permitted to wear casual pants, including clean and un-torn or un-frayed jeans.
2. Scholars are permitted to wear T-shirts, sweatshirts or other casual shirts/blouses provided they are modest and do not make references to drugs, alcohol, violence, profane language, sexual content, or other offensive activities/content, etc. Shirts with "double meanings" are not permitted.
3. Bare midriffs and clothing that is sexually suggestive and/or fails to conceal the back, abdomen or cleavage will not be allowed. This includes, but is not limited to, halter tops, short shorts/skirts (more than two inches above the knee), bathing suits, tank tops, low-cut tops/dresses or muscle shirts.
4. 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 bandannas or other symbols, emblems, or insignia. Gang related web belts with or without punched out metal buckles are prohibited. Dangerous clothing accessories are prohibited (i.e., spiked jewelry, studded collars, studded belts).
5. Sandals (or other open-toed shoes) are not permitted.



- 6. Hats or caps are not permitted.
- 7. Any scholar who has any doubt concerning a particular clothing item should not wear it.

Additional dress code guidelines may apply to specific events (e.g., formal dances). “Free-dress” is not the norm and if a scholar comes to school in “free-dress” without being given permission by school administration, then out-of-uniform consequences will apply.

Any modifications and changes to the free-dress guidelines and requirements are at the discretion of the principal or administrative designee.

### **Physical Education (PE) Uniform**

All scholars taking physical education courses are required to “dress” for physical education every day. Separate changing areas for male and female scholars will be available.

The physical education uniform is to be worn for PE class only. Scholars are required to change back into the required school uniform when the PE class ends each day.

REV: 04/17

### **Textbooks**

Textbooks may be issued for certain courses and will be checked out directly to the scholar. Scholars assume full responsibility for the security and maintenance of their textbooks. Should textbooks be lost, stolen, damaged or defaced after issuance to a scholar, that scholar will be required to pay a replacement fee before a new book is issued or at the end of the academic year.

Scholars may lose the privilege of participating in school activities due to lost or damaged textbooks. These activities include, but are not limited to: dances, field trips and senior activities.

Withdrawing or transferring scholars must return all checked-out school books and equipment prior to exiting the school. Scholars will receive unofficial transcripts until all books/equipment are returned and outstanding fees are paid.

REV: 09/15

### **Scholar Computing Devices and Acceptable Use**

Technology resources at Alliance schools are provided for the purpose of supporting the educational mission of Alliance schools. The goal in providing these devices is to promote educational excellence by facilitating resource sharing, innovation, research, creativity, communication, increased productivity, and mobile learning.

Use of these technologies is a privilege that carries responsibility and behavioral expectations consistent with all school rules and policies, including, but not limited to, those stated in the School Parent-Scholar Handbook. It is understood that members of the Alliance school community will use all types of computing devices and the school’s network in a responsible, ethical, and legal manner at all times.



Alliance schools retain sole right of ownership of computing devices and related equipment. A device may be issued to scholars according to the guidelines set forth in this policy. Alliance schools retain the right to collect and/or inspect the computing device at any time, and to alter, add, or delete installed software or hardware.

## **Computing Devices**

### ***Terminology***

For this document, the term “*device*” or “*devices*” will pertain to a computing device or computing devices. A computing device is any electronic equipment used by Alliance schools for the purpose of bringing learning material and curriculum to its scholars. These devices may include but are not limited to Mac laptops, iPads, tablet devices, Windows computers, Chromebooks, printers, projectors, keyboards, mice, and monitors.

### ***Receiving Your Computing Device***

Parents/guardians and scholars must sign and return the Acceptable Use Policy and Pledge documents before the device can be issued to their child. If a device is sent home with a scholar for a limited term loan, a contract must also be signed by the scholar and parent/guardian.

### ***Device School Return***

In the event the devices are loaned out to scholars, devices will be returned on the date indicated in the signed contract or during the last week of the school year in accordance to the school’s check-in/out policy. Devices will be inspected, and accessories inventoried, for damages at this time.

Scholars, who transfer, withdraw, are suspended or expelled from Alliance schools during the school year, must surrender the device upon termination of enrollment.

### ***Device Return Fines***

Failure to return the device will result in a theft report being filed by the school office manager or technology assistant with the local police department. If a scholar fails to return the device at the designated time or upon termination of enrollment at any Alliance school, that scholar and/or parent/guardian will be subject to criminal prosecution or civil liability. The scholar may also be asked to pay the replacement cost of the device, or, if applicable, any insurance deductible. Furthermore, the scholar will be responsible for any willful damage to the device. The scholar will be charged a fee for any needed repairs, not to exceed the replacement cost of the device.

## **Maintenance of Devices**

Scholars are responsible for the general care of the device they have been issued by the school. Devices that are broken or fail to work properly must be taken to the office so the technology staff can do an evaluation of the equipment.

### ***General Precautions***

The device is school property and all users will follow this policy for technology:

- Cords and cables must be inserted carefully into the device to prevent damage;
- Devices must remain free of any writing, drawing, stickers, or labels that are not the property of Alliance schools;

- Devices must never be left in an unlocked car, school cubbies or any unsupervised area;
- Scholars may not use “skins” or stickers to “personalize” their device. The device may get redistributed to another scholar in the event of a separation from the school or if device requires repair.

### ***Carrying Devices***

The protective cases, if provided with the device, have sufficient padding to protect the device from normal treatment and provide a suitable means for carrying the device. The guidelines below should be followed:

- Device should always be within the protective case with the lid in a closed position when being carried.
- Avoid placing too much pressure and/or weight (such as folders and workbooks) on the device screen or laptop.
- Some laptops do not have a protective case and should be handled with extra care. For example, do not carry it with one hand especially with the lid (screen) open.

### ***Screen Care***

The device screens can be damaged if subjected to rough treatment. The screens are particularly sensitive to damage from excessive pressure on the screen.

- Do not lean on the top of the device.
- Do not place anything near the device that could put pressure on the screen. Do not place anything in the carrying case that will press against the cover. Clean the screen with a soft, dry cloth, microfiber or anti-static cloth. No harsh cleaners that can damage the surface of the device can be used.
- Do not “bump” the device against walls, car doors, floors, etc. as it will eventually break the screen.

### **Using Your Device at School**

Devices are intended for use at school each day. In addition to teacher expectations for device use, school messages, announcements, planners, calendars and schedules may be accessed using the device.

### ***Device Undergoing Repair***

Loaner devices may be issued to scholars when their assigned device has been sent for repair. Scholars may not receive their original device. The warranty provider may choose to swap the device with a refurbished model.

### ***Passwords***

Devices will be password protected. Scholars are prohibited from sharing this password with anyone other than their parents/guardians.

### ***Screensavers/Background Photos***

A standard screensaver or background will be preset on the device. Backgrounds that are considered, but not limited to, inappropriate, abusive, hateful, harassing, or sexually explicit in nature cannot be used as a screensaver or background photo.

### ***Photos/Music***

- Photo/image storage on the device will be for school projects only. Storage of scholar personal sound, music, games, programs, photos or downloaded images is not allowed.
- Scholars may not download music from iTunes or any other music-sharing site unless directed by or with the permission of a teacher.
- Music is only allowed on the device if provided by the teacher for educational use.
- Sound must be muted at all times unless permission is obtained from the teacher for instructional purposes.
- Non-educational games or applications are not allowed on the device.
- The device can only be synced with a school provided Apple ID account, Alliance's MDM or other school-known Apple ID.

### **Managing Your Files and Saving Your Work**

#### ***Saving Work to Google Docs, iCloud or Other District Approved Data Storage Solution***

It is the scholar's responsibility to ensure that work is not lost due to mechanical failure or accidental deletion. Device malfunctions are not an acceptable excuse for not submitting work; therefore, scholars should save or backup all work.

### **Software on Devices**

#### ***Originally Installed Software***

Alliance schools will synchronize the device to contain the necessary programs for schoolwork. Scholars may synchronize devices or add apps through an Alliance iTunes account via Alliance's Self-Service Portal. The software applications originally installed by Alliance schools must remain on the device in usable condition and be easily accessible at all times.

From time to time, the school may add or modify software applications for use in a particular course. Periodic checks of devices will be made to ensure that scholars have not removed required apps and/or synced to a personal iTunes account. Mobile and laptop device management profiles will audit the device via remote checks that provide information on which application is installed on the device.

### ***Inspection***

Scholars may be selected at random to provide their device for inspection.

#### ***Procedure for Reloading Software***

If technical difficulties occur or prohibited software (non-Alliance iTunes apps) is discovered, the device will be restored from backup. The school does not accept responsibility for the loss of any software or documents deleted due to a reformat or reimage. In this event, the scholar may lose the privilege of device use.

### ***Software Upgrades***

Upgrade versions of licensed software/apps are available from time to time. Scholars may be required to check in their device to the onsite technician or Alliance's IT department for periodic updates. Minor application pushes will be remotely installed via our mobile or laptop device management software.

### **Acceptable Use**

Alliance's school technology resources that are provided by the school are not transferable or extendible by scholars to people or groups outside the school and terminates when a scholar is no longer enrolled in the school.

This policy is provided to make all users aware of the responsibilities associated with efficient, ethical, and lawful use of technology resources. If a person violates any of the User Terms and Conditions named in this policy, privileges may be terminated, access to the school's technology resources may be denied, and the appropriate disciplinary action shall be applied. The Acceptable Use Policy (AUP) shall be applied to scholar infractions.

Violations may result in disciplinary action up to and including suspension/expulsion for scholars. When applicable, law enforcement agencies may be involved.

### ***Parent/Guardian Responsibilities***

Parents/guardians are to talk to their children about values and the standards that they should follow that pertain to the use of the appropriate Internet and all other digital media resources.

### ***Alliance School Responsibilities***

- Provide Internet (at school site only) and email access to scholars.
- Provide data storage areas through Google Drive or iCloud. These will be treated similar to school lockers. Alliance schools reserve the right to review, monitor and restrict information stored on or transmitted via school-owned equipment and to investigate inappropriate use of resources.
- Provide staff guidance to aid scholars in doing research and help assure scholar compliance of the acceptable use policy.

### ***Scholars Responsibilities***

- Use devices in a responsible and ethical manner. Obey general school rules concerning behavior and communication that apply to their use.
- Use all technology resources in an appropriate manner so as to not damage school equipment. Damages include, but are not limited to, the loss of data resulting from delays, non-deliveries, or service interruptions caused by the scholar's own negligence, errors or omissions.
- Help Alliance schools protect their devices by contacting an administrator about any security problems encountered.
- Monitor all activity on their account(s).
- Turn off and secure tables after use to protect work and information.
- Return devices to the school main office or assigned classroom at the end of each school year. Scholars who transfer, withdraw, are suspended or expelled, or terminate enrollment at Alliance schools for any reason must return their individual school device on the date of termination. Do not post personally identifiable information.

### ***Strictly Prohibited Scholar Activities***

- Illegal installation or transmission of copyrighted materials.
- Any action that violates existing school policy or law.
- Sending, accessing, uploading, downloading, or distributing offensive, profane, threatening, pornographic, obscene, or sexually explicit materials.
- Use of chat rooms or sites selling term papers, book reports and other forms of scholar work.
- Use of any messaging services (e.g., Google Chat, MSN Messenger, ICQ, AIM, IMO).
- Non-educational games or games not approved by a teacher.

- Use of outside data disks or external attachments without prior approval from the administration.
- Changing or removing device settings or Alliance loaded device management profiles (exceptions include personal settings such as font size, brightness, etc.).
- “Jailbreaking” the device or loading software that bypasses the system’s original security measures or normal mode of operation.
- Spamming or sending mass or inappropriate emails.
- Gaining access to other scholars’ accounts, files, and/or data.
- Installing any electronic device (wired or wireless) but not limited to a network router, switch or any appliance or access point
- Use of the school’s Internet/email accounts for financial or commercial gain or for any illegal activity.
- Use of anonymous and/or false communications such as, but not limited to, MSN Messenger, Yahoo Messenger, email, etc.
- Participation in credit card fraud, electronic forgery or other forms of illegal behavior.
- Vandalism of school equipment (any malicious attempt to harm or destroy hardware, software or data, including, but not limited to, the uploading or creation of computer viruses or computer programs that can infiltrate computer systems and/or damage software components).
- Transmitting or accessing materials that are obscene, offensive, threatening or otherwise intended to harass or demean recipients.
- Bypassing the Alliance school web filter through a web proxy.
- Creating, sending, accessing or downloading material, which is abusive, hateful, harassing, or sexually explicit (e.g., engaging in inappropriate activity, such as but not limited to, sending threatening messages on social media or other forms of cyber bullying); Alliance schools have a “no-tolerance” position on harassment of any kind.

### **Social Media**

Scholars of Alliance schools are expected to set and maintain high ethical standards in their use of social networking. Since social media reaches audiences far beyond the community, scholars must use social networking sites responsibly and be accountable for their actions. If a scholar sees anything of concern on a fellow Alliance scholar's social networking page or account, he/she should immediately contact the school’s administration, teachers, or another adult within the school.

- *“Think before you post.”* Alliance schools ask scholars to use discretion when posting information onto the Internet.
- Alliance and Alliance schools reserve the right to request school-related images or content posted without permission to be removed.
- Do not misrepresent statements or information by using someone else's identity.
- Social media venues are public and information can be shared beyond a scholar’s control. *“Be conscious of what you post online as you will leave a long-lasting impression on many different audiences.”*
- Do not post or link anything (photos, videos, web pages, audio files, forums, groups, fan pages, etc.) to social networking sites that you wouldn’t want friends, peers, parents, teachers, college admissions officers, or future employers to access. Any digital content that is created and/or posted will create a personal digital footprint that cannot be erased.
- When responding to others, remember to be respectful and avoid comments that may be hurtful. Do not use profane, obscene, or threatening language.

- Only accept invitations to share information from people they know. Utilize privacy settings to control access to the network, web pages, profile, posts, blogs, wikis, podcasts, digital media, forums, groups, fan pages, etc.
- Online stalkers and identity thieves are a real threat. Never share personal information, including, but not limited to, Social Security numbers, phone numbers, addresses, exact birth dates, and pictures with unknown parties or on unsecure sites.
- Users should keep passwords secure and never share passwords with others. *“If someone tampers with your blog, email, or social networking account without you knowing about it, you could be held accountable.”*
- Cyber-bullying is considered an act of harassment and is considered unlawful.

### ***Legal Propriety***

Comply with trademark and copyright laws and all license agreements. Ignorance of the law is not immunity. If a scholar is unsure, ask a teacher or parent.

### **Plagiarism is a Violation of the School's Code of Conduct**

Give credit to all sources used, whether quoted or summarized. This includes all forms of media on the Internet, such as graphics, movies, music, and text.

Use or possession of hacking software is strictly prohibited and violators will be subject to disciplinary action. Violation of applicable state or federal law may result in criminal prosecution.

### ***Scholar Discipline***

If a scholar violates any part of the above policy, he/she will be subject to the following disciplinary action, including but not limited to:

- **1st Offense** – Meeting between scholar and administrator to discuss appropriate use policy of technology.
- **2nd Offense** – Scholar may be placed in a school community service program. Service will include cleaning monitor screens, keyboards and other computer accessories.
- **3rd Offense** – Parent meeting with administrators to discuss corrective actions.

### **Protecting and Storing the Device**

#### ***Device Identification***

Scholar devices will be labeled in the manner specified by the school. Devices can be identified in the following ways:

- Serial number
- Alliance school label with barcode
- School label on device case

#### ***Storing Devices Used at School***

When scholars are not using their device, they should be stored in a device storage unit in each classroom or designated charging cart.

#### ***Devices Left in Unsupervised Areas***



Under no circumstances should devices be left in unsupervised areas. Unsupervised areas include the school grounds and campus, the lunchroom, computer lab, library, unlocked classrooms, and hallways. Any device left in these areas is in danger of being stolen. If a device is found in an unsupervised area, it will be taken to the school main office.

### **Damage Responsibility**

Parent(s) will be held responsible for ALL willful damage to their scholar's device including, but not limited to: broken screens, damaged metal casing, cracked plastic pieces, liquid spills, tampering or scrambling of keyboard keys, electro-static discharge that render the device inoperable, etc. Should the cost to repair the device exceed the value of the device, the scholar's parent or guardian will pay for full replacement value. Lost items such as cases, actual device and cables will be charged the actual replacement cost.

California Education Code section 48904 states, in pertinent part, that the parent or guardian of any minor who willfully cuts, defaces, or otherwise injures any real or personal property of Alliance schools or its employees, or fails to return same upon demand of Alliance schools, shall be liable for all damages caused by the minor. Scholars should report any damage to the office so the technology staff can do further evaluation. Responsibility will be determined after the device is sent for repair.

REV: 04/19

## **Technology and Internet Safety**

### **Internet Safety**

In compliance with the Children's Internet Protection Act ("CIPA"), Alliance will implement filtering and/or blocking software to restrict access to Internet sites containing child pornography, obscene depictions, or other materials harmful to minors under 18 years of age. The software will work by scanning for objectionable words or concepts, as determined by Alliance. However, no software is foolproof, and there is still a risk an Internet user may be exposed to a site containing such materials. A user who accidentally connects to such a site must immediately disconnect from the site and notify a teacher or administrator. If a user sees another user accessing inappropriate sites, he/she should notify a teacher or administrator immediately.

Alliance will implement a mechanism to monitor all minors' online activities, including website browsing, email use, chat room participation and other forms of electronic communications. Such a mechanism may lead to discovery that a user has violated or may be violating this policy, the appropriate disciplinary code or the law. Monitoring is aimed to protect minors from accessing inappropriate matter, as well as help enforce this policy, on the Internet. Alliance reserves the right to monitor other users' online activities, and to access, review, copy, store or delete any electronic communications or files and disclose them to others as it deems necessary.

If a scholar under the age of 18 accesses his/her Alliance school account or the Internet outside of school, a parent/guardian must supervise the scholar's use of the account or Internet at all times and is completely responsible for monitoring the use. Filtering and/or blocking software may or may not be employed to screen home access to the Internet. Parents/guardians should inquire at the school if they desire more detailed information about the software.



Scholar information shall not be posted unless it is necessary to receive information for instructional purposes, and only if the scholar's teacher and parent or guardian has granted permission.

A scholar shall not use another scholar's device while that other scholar's account is logged in.

Users shall not reveal on the Internet personal information about themselves or about other persons. For example, users should not reveal their full names, home addresses, telephone numbers, school addresses, or parents' names on the Internet.

Users shall not meet in person anyone they have met on the Internet in a secluded place or a private setting. Users who are under the age of 18 shall not meet in person anyone they have met on the Internet without their parent's permission.

In compliance with the Children's Online Privacy Protection Act ("COPPA"), Alliance strictly follows the rules and regulations set forth by the Federal Trade Commission and, for this reason, Alliance school emails provided to scholars under the age of 13 cannot be used to send or receive emails outside of the Alliance domain.

All users will abide by Alliance's IT security policies.

### **Privacy Policy**

Alliance's System Administrator has the authority to monitor all accounts, including email and other materials transmitted or received via the accounts. All such materials are the property of Alliance and Alliance schools. Account users do not have any right to or expectation of privacy regarding such materials.

### **Penalties for Improper Use of Alliance School Accounts**

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

REV: 04/19

### **Personal Property**

Scholars will be responsible for any items they bring to school and must watch their belongings carefully. The school is not responsible for any loss or damage to personal items. It is best for items that are not related to the school's instructional program (e.g., iPods, PSPs, Nintendo) to be left at home.

### **Cell Phones**

Scholar cell phones must be stowed away in a purse or backpack – not pants pockets – with the volume off for the entire instructional day. Such phones or personal access points cannot be used to create a network or "hotspot" with inappropriate names.



Scholars who do not follow this policy will have their cell phones confiscated. At the discretion of the principal or designee, only a parent/guardian may collect items confiscated from scholars. The school is not responsible for any loss or damage. Scholar may also be subject to other disciplinary action.

### **Skateboards and Bicycles**

Scholars may ride a skateboard or bicycle to school. During school hours, scholars must store their skateboard or bicycle in a designated storage area. Scholars may not ride their skateboard or bicycle during the school day or on school grounds. Scholars who do not adhere to these conditions will have their skateboard/bicycle confiscated. At the discretion of the principal or designee, only a parent/guardian may collect items confiscated from scholars. The school is not responsible for any loss or damage.

### **Lost and Found**

The Lost and Found will be housed in the school main office. Scholars that have lost an item at school (e.g., clothing, keys) should check with the main office to see if the items have been turned in. Unclaimed items may be donated to charity or discarded on a regular basis.

REV: 04/18

## **Visitor**

The safety and security of staff and scholars at every Alliance school is of utmost importance. A critical part of creating a safe campus environment is for the administration, as well as those individuals or classrooms receiving visitors, to have advance knowledge of all visitors. School administration must know at all times who is on campus and reserves the right to refuse entry to any visitor. The following procedures for visiting an Alliance school will be strictly followed.

### **Closed Campus**

Each Alliance school is a closed campus. All scholars are required to remain on school grounds during the regularly scheduled school day, including the lunch period. It is unlawful for anyone to take a scholar away from school during the regular school day without first obtaining proper permission from a designated school official.

### **Visitor Policy, Sign-in, and Verification**

The principal is responsible for managing involvement of volunteers and visitors, and for ensuring that the activities of visitors and volunteers do not result in undue disruption of the instructional program and preserve the peaceful conduct of school activities. It is also important that the presence of visitors and volunteers does not contribute to safety or security issues for scholars and staff members or for the visitors themselves.

#### **All Campus Visitors Must:**

- Request an appointment for a visitation date and time from the office staff after entering the school office. As much advance notice as possible should be given, but no visitor can be guaranteed entry to the campus on a specific date and time.
- Sign into the visitor's log immediately upon entrance, providing all requested information (e.g., visitor's name, date, time, purpose of visit, other additional information the school may require).

This is for the safety of scholars, staff, as well as the individual in case of emergency. Failure to provide information will be grounds for denial of access.

- Show identification. Failure to provide information will be grounds for denial of access.
- Complete a visitor's badge and obtain the principal's or designee's approval before proceeding. The visitor's badge may include the following information: visitor name, date, time, destination and office approval. You may be required to wait depending on the principal's or designee's availability.
- Wear a visitor's badge at all times during your stay at the school.
- Keep observation of classroom activity to a particular purpose and reasonable frequency, as determined by the school.
- Follow the established procedures for scheduling an appointment with the teacher(s).
- Return the visitor's badge to the school office before leaving the campus and sign out. You must indicate on the visitor's log the time you are leaving the school.

**Some Important Rules for All Visitors:**

- The staff person/scholar you are visiting must be on campus that day and aware of the visit.
- Visitors must be escorted by designated school personnel at all times on campus unless otherwise permitted by the principal.
- Do not interfere with any school activity during the visitation. Visiting the school is a privilege, not a right.
- Enter and leave the classroom as quietly as possible when class is in session.
- While class is in session, do not converse with scholars, teachers, and/or instructional aides during the visitation unless explicitly permitted.

Failure to follow any of these basic procedures may result in a visitor not receiving authorization to enter the building and/or being barred from future visits.

Alliance schools, where it has such authority, shall post signs at the entrance of its school grounds or in the school main office to notify stakeholders of the hours and requirements for visitors.

School personnel shall report entry by immigration-enforcement officers to the principal or other appropriate administrator as would be required for any unexpected or unscheduled outside visitor coming on campus. School staff will follow the procedures in the school's policy regarding law enforcement access to scholars on campus.

REV: 08/18

## ACADEMIC PROGRAM

### High School Graduation

Alliance high school graduation requirements are in alignment with the University of California (UC) and California State University (CSU) “A-G” minimum undergraduate admissions requirements. Alliance high school scholars must pass all courses with a grade of C or higher (basic proficiency). High school graduation requirements may vary by school with approval by the school Board of Directors.

UC and CSU A-G Requirements	
Subject	Requirements
(a) History-Social Science	1 year of U.S. History 1 year of World History
(b) English Language Arts	4 years of college preparatory English
(c) Mathematics	3 years of college preparatory Mathematics (Integrated Math 1, Integrated Math 2, Integrated Math 3, Pre-Calculus, Calculus or Statistics); 4 years recommended
(d) Laboratory Science	2 years of Laboratory Science, one physical and one biological; 3 years recommended
(e) Language other than English	2 years of the same language other than English
(f) Visual and Performing Arts	1 year chosen from dance, music, theater or the visual arts
(g) College Preparatory Elective	1 year of additional academic electives (e.g., third year of science or foreign language, fourth year of math, social science, advanced visual or performing arts)

Curriculum and course offerings are reviewed by each school on an annual basis and may be changed based on scholar needs.

#### **Alliance High School Graduation Requirements**

- Total Unit/Credit requirements for graduation: 230.
  - In total, a scholar will take 160 A-G approved credits.
  - Course requirements for graduation: Pass ALL required courses with a grade of C or higher (basic proficiency).
- Passage of the UC and CSU A-G requirements as noted above.
  - For each subject, scholars must complete all classes and credits to satisfy the A-G requirements listed above (including any subject specific requirements), regardless of the number of units it requires of the scholar. For example, a scholar may have to take 4 years of math (although the A-G and Alliance high school requirement noted above is 3 years) in order to cover all the topics required by the A-G math requirement. Refer to the UC A-G website for specific details on each subject requirement.
- In addition to the required A-G history/social science course sequence, all scholars must complete 1 semester course in American Government & Civics, and 1 semester course in Economics. Alliance high schools have determined that these courses must also be A-G approved.



- UC’s undergraduate admissions requirements mandate scholars complete 11 out of 15 A-G courses by the end of the 11th grade.

At the discretion of the principal, Alliance high schools may require scholars to complete community service requirements in order to participate in graduation activities.

***Graduation Options for Scholars Qualifying for Special Education Services***

Scholars with an individualized education program (IEP) are entitled to receive a free appropriate public education (FAPE), including special education and related services, through age 21, unless they earn a regular high school diploma before that time. The following rules apply when determining if a scholar has exceeded the maximum age eligibility:

- If a scholar turns 22 between July 1 and September 30, he or she is no longer eligible for special education after the last day of school of the previous school year.
- If a scholar turns 22 in October, November, or December, scholar exits at the winter recess.
- If a scholar turns 22 between January and June 30, scholar exits on the last school day of the school year.

***State Graduation Requirement Accommodation Eligibility for Scholars with Exceptional Needs***

Scholars who have an eligible disability may graduate from high school if they meet state graduation requirements but not Alliance high school graduation requirements. This must be written into the scholar’s IEP or in the scholar’s 504 Plan prior to the first day of the scholar’s senior year. With this accommodation, scholars may graduate upon meeting California graduation requirements; however, this diploma does not allow scholars to be eligible to apply to a four-year university. California graduation requirements (Education Code Section 51225.3) state that all pupils receiving a diploma of graduation from high school must complete all of the following in grades 9-12, inclusive:

- Three courses in English
- Two courses in Mathematics, including one year of Algebra I
- Three years of History/Social Science, including U.S. History & World History, and one-semester course in American Government and Civics, and one-semester course in Economics
- Two years of Science, including biological and physical sciences
- One course in visual or performing arts, Foreign Language OR career technical education
- Two years in Physical Education, unless the pupil has been exempted pursuant to the provisions of Education Code Section 51241

***Certificate of Completion for Scholars with IEPs***

Scholars with a range of disabilities (usually within the moderate to severe range) may qualify to receive a certificate of completion if they do not meet all state and local requirements for a high school diploma (Education Code Section 56390).

Not all scholars with IEPs are eligible. Typically, such a certificate would be reserved for scholars with severe disabilities and if written into their IEP prior to their twelfth grade. A scholar qualifying for special education services who has satisfied **any of the following** three requirements may be awarded a special education certificate of completion upon determination by the school:

1. Satisfactory completion of 230 credits of a prescribed alternative course of study as identified on the scholar’s IEP;



2. Satisfactory achievement of the scholar’s IEP goals and objectives during high school as determined by the IEP team; or
3. Satisfactory high school attendance, participation in the instruction prescribed in the scholar’s IEP, and achievement of the objectives of the statement of transition services.

**Early Graduation**

Scholars who have taken concurrent college courses approved by their high school administration, advancing their grade level standing, as well as maxing out of high school offerings may create a plan with their college counselor, parent/guardian and administration to graduate early. Early graduation plans must be completed before the scholar’s first day of their senior year.

**Homeless Scholars and Foster Care Provision**

Assembly Bill 167/216 and Assembly Bill 1806 exempt scholars in foster care or scholars identified as homeless, respectively, who transfer schools any time after the completion of their second (2nd) year of high school, from coursework/requirements that are in addition to statewide requirements. To determine the eligibility of the exemption for these scholars, the school would need to conclude that the scholars would not reasonably be able to complete the additional graduation requirements during their remaining time in high school.

**Options for 12<sup>th</sup> Graders Not Meeting Graduation Requirements**

***Did Not Meet the Alliance High School Graduation Requirements by the End of Summer School***

If scholars have not met the graduation requirements by the end of the summer and cannot produce evidence that they have completed the graduation requirements, they can:

1. Become a part of next year’s graduating class (become a 5th year senior), assuming that they enroll at the school; or
2. Work with the school to pursue other options at the scholars’ own discretion.

**Credit Deficient Senior**

5<sup>th</sup> year seniors only need to take the course(s) required to meet the Alliance high school graduation requirements. Once a scholar completes the course(s) required to meet the graduation requirements, the principal will grant the scholar his/her diploma for the year of completion (after summer session, scholar will receive a diploma for the following year).

REV: 04/19

**Middle School Promotion**

**Course Requirements**

To be considered for promotion to the next grade level, each middle school scholar (grades 6-8) must obtain sufficient academic credit in his/her prescribed course of study and meet the standards of proficiency established by the Alliance middle school. Middle school scholars are required to receive academic instruction and participate in core subject areas (e.g., English, Mathematics, Science and History). Physical Education and other electives may also be required as part of the scholars’ required course of study.

**Sample Alliance Middle School Course Offerings**

<b>Courses</b>	<b>Grade 6</b>	<b>Grade 7</b>	<b>Grade 8</b>
<b>History-Social Science</b>	World History & Geography: Ancient Civilizations	World History & Geography: Medieval and Early Modern Times	United States History and Geography: Growth and Conflict
<b>English Language Arts</b>	Common Core English 6	Common Core English 7	Common Core English 8
<b>Mathematics</b>	Common Core Math 6	Common Core Math 7	Common Core Math 8
<b>Science</b>	Integrated Science 6	Integrated Science 7	Integrated Science 8
<b>Language other than English</b>		Recommended	Recommended
<b>Visual and Performing Arts</b>			Art Drama
<b>College Preparatory Elective</b>	Computer Literacy		
<b>Other</b>	Advisory, PE, Middle School Success, English Language Development, or Resource Lab 6	Advisory, PE, English Language Development, Resource Lab 7, or ELA/Math Support	Advisory, PE, English Language Development, Intervention, or Resource Lab 8

**Middle School Commencement**

Alliance middle schools may require scholars to complete any or all of the following to be eligible to participate in the school’s commencement ceremony:

- Meet or exceed all course requirements as defined by the school
- Adhere to all behavioral requirements as defined by the school (e.g., code of conduct, attendance, suspension/expulsion, tardies)
- Complete community service requirements as defined by the school

REV: 04/19

**Grades**

**Academic Grades**

Grades reflect a scholar’s academic performance so scholars and families have clear indicators of the scholar’s preparedness for college success and 21st century careers throughout a scholar’s career at an Alliance school. The grading scale at each Alliance school campus is based on the degree to which scholars demonstrate proficiency on content standards.

**Progress Reports**

There are eight (8) grading periods for each school year. Scholar progress reports are available and distributed to parents and families by the school.



Note: Starting Fall 2019, teachers will use PowerTeacher Pro, a new gradebook system, that has new features for families to keep updated on attendance and grades. In addition, families should expect progress reports and report cards to look slightly different from previous years, but with the same information.

**Scholars with IEPs**

Scholars who receive grading accommodations must, by law, receive those accommodations. Examples of grading accommodations include: extending the grading scale to include a D, and allowing for incomplete work. Scholars may not receive non-passing grades unless there is documented evidence that they received their legally required accommodations.

**Transfer Grades**

In order for completed coursework from other high schools to be accepted for credit at an Alliance school, the following criteria must be met:

- High school credit from California high schools and credit bearing programs must have their courses approved by the University of California Office of the President (UCOP) “A-G” course approval system.
- High school credit from California high schools and credit bearing programs must be accredited by the Accrediting Commission of Schools, Western Association of Schools and Colleges (ACS WASC).
- High school credits completed outside of California must be from accredited high schools or programs.

If a scholar transfers from another school mid-semester, his/her transfer grades for courses currently in progress will be factored in to the equivalent Alliance school courses, as the teacher or administrator deems appropriate.

**Transferring into an Alliance High School with a Grade of “D”**

Scholars (without special education eligibility grading accommodations) who transfer into an Alliance high school with a grade of “D” must retake the course to meet the Alliance high school’s A-G graduation requirements. Upon retaking the course, the original “D” grade will be replaced, but the scholar will not receive additional credits for retaking the course.

**Transferring Credits out of an Alliance High School**

Since all Alliance high schools are accredited by Accrediting Commission of Schools, Western Association of Schools and Colleges (ACS WASC), Alliance high school credits are accepted at any California public high school. The receiving high school, however, may accept credits for non-core courses at their discretion.

**Grading Scale**

The grading scale is as follows for academic courses and advisory:

Letter Grade	Descriptor
	<i>These may be modified by individual Alliance schools.</i>
A	Above standard on grade-level course content
A-	

B+	At standard on grade-level course content
B	
B-	
C+	Below standard on grade-level course content
C	
C-	
NP	Far Below standard on grade-level course content
D	Only for scholars who have this as an option in their IEP. Use 1.5 - 1.99 for the GPA range.

REV: 04/19

### Testing and Accountability

At Alliance schools, assessments are a foundational component of the teaching and learning process. To ensure that all scholars have access to the learning experiences necessary for college persistence and career success, we employ a set of high-quality, purposeful, actionable and strategically-sequenced assessments for learning and of learning.

We organize our assessments in three categories:

- Progress-Monitoring Assessments
- Rigorous College-Ready Assessments
- College Success Assessments

In addition, schools may administer unit and lesson level assessments that provide timely data to drive instruction. State and network-wide assessments include but are not limited to:

- **Progress Monitoring Assessments** such as the Lexile Level-Set (grades 6-12) and Interim Assessments in Math, English Language Arts, and Science (grades 6-12)
  - Alternate Assessments for scholars on alternate curriculum such as the California Alternate Assessments (CAA) and the Ventura County Comprehensive Alternate Language Proficiency Survey (VCCALPS)
  - The Physical Fitness Test (grades 7 and 9), which all scholars are expected to take per state requirements to monitor fitness levels
- **College-Ready Assessments** such as Smarter Balanced Summative Assessments (grades 6-8 and 11) and ELPAC (English Learners grades 6-12)
- **College Success Assessments** such as Advanced Placement and SAT (High School, only)

REV: 04/19

### Comprehensive Sexual Health Education and HIV Prevention Education

The California Healthy Youth Act (CHYA) requires Alliance schools to provide scholars with comprehensive sexual health education and HIV prevention education at least once in middle school and at least once in high school. This is intended to ensure that all scholars develop the knowledge and skills necessary to: (1) protect their sexual and reproductive health from HIV, other sexually transmitted infections, and unintended pregnancy; (2) develop healthy attitudes concerning adolescent growth and

development, body image, gender, sexual orientation, relationships, marriage, and family; and (3) have healthy, positive, and safe relationships and behaviors. All instruction in all grades must be age-appropriate, medically accurate, and appropriate for scholars with disabilities, scholars who are English learners, and for scholars of all races, ethnic and cultural backgrounds, genders, and sexual orientations. It may not promote religious doctrine. The instruction will be given either by Alliance school personnel or by outside consultants.

Parents/guardians of scholars may review materials used in comprehensive sexual health education and HIV prevention education and may request a copy of the applicable law. In addition, parents/guardians may excuse their child from comprehensive sexual health education and HIV prevention education (“opt-out”) by submitting a written request to the school.

REV: 04/19

## **Scholars with Exceptional Needs**

### **Equal Education Opportunities**

At Alliance schools, all scholars shall be afforded the right and opportunity to an equal education. No scholar shall be excluded, segregated or discriminated against in the Alliance school environment for reasons of race, ethnicity, color, national origin, gender, economic status, sexual orientation, actual or perceived disability, religion, or religious affiliation.

- Schools are obligated to provide a "free appropriate public education" (FAPE) to children with a disability.

### **Section 504 Plan**

Section 504 of the Rehabilitation Act of 1973 states that “no otherwise qualified handicapped individual in the United States...shall, solely by reason of his handicap, be excluded from the participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance.” (29 U.S.C. Section 794)

- Compliance with Section 504 is monitored by the U.S. Department of Education, Office of Civil Rights.
- Applies to all institutions receiving federal financial assistance, such as public schools.

Section 504 prohibits discrimination while assuring that disabled scholars have educational opportunities and benefits equal to those provided to non-disabled scholars. If you would like to know more about 504 Plans or other types of assistance available to your scholar, please contact the principal.

### **Special Education**

Referrals for determination of eligibility for special education and services may come from teachers, parents, agencies, appropriate professional persons, and from other members of the public. Special education referrals will be coordinated with school site procedures for referral of scholars with needs that cannot be met with interventions in the regular instructional program, including referrals from scholar intervention teams, such as the Scholar Support and Progress Team (SSPT) .

REV: 04/19

## English Language Learners

### Definition

*English Learner* refers to a scholar who does not speak English or whose native language is not English and who is not currently able to perform ordinary classroom work in English.

### Identification and Assessments

Upon enrollment in an Alliance school, each scholar's primary language will be determined through a Home Language Survey (Education Code Section 52164.1). Any scholar speaking a primary language other than English or newly identified as an English Learner will be assessed for English proficiency using the state's designated English Language Proficiency Assessments for California (ELPAC) test (Education Code Section 313).

Each year after a scholar is identified as an English Learner and until he/she is reclassified/redesignated as English proficient, the summative ELPAC assessment shall be administered to the scholar as determined by the California Department of Education (Education Code Section 313). Any scholar with a disability will receive necessary accommodations and may take an alternative assessment if stated in their IEP.

### Parental Notifications

The school's English Learner designee will provide the following to parents/guardians of English Learners in writing:

1. **Assessment Notification:** The school will notify parents/guardians of their child's results on the state's English language assessment within 30 calendar days of receipt.
2. **Placement Notification:** At the beginning of each school year, parents/guardians will be informed of the placement of their child in a English Learner program.
3. **Title III Notifications:** Each parent/guardian of a scholar participating in a language instruction program will receive notification of the assessment of his/her child's English proficiency no later than 30 calendar days after the beginning of the school year. The notice shall include all of the following (Education Code Section 440):
  - a. The reason for the scholar's classification as an English Learner
  - b. The English proficiency level and the status of the scholar's academic achievement
  - c. A description of the program for English language development instruction
  - d. Information regarding a parent/guardian's option to decline to enroll in the program

### Reclassification/Redesignation

English Learners shall be reclassified as Reclassified Fluent-English-Proficient (RFEP) when they are able to comprehend, speak, read, and write English well enough to receive instruction in an English language mainstream classroom and make academic progress at a level substantially equivalent to that of scholars of the same age or grade whose primary language is English and who are in the regular course of study (Education Code Section 52164.6). Reclassification criteria can be found in English Language Learner Master Plan.

### Progress Monitoring of RFEP Scholars



The Alliance school's English Learner designee shall monitor scholars for at least four years following their reclassification to determine whether the scholar needs any additional academic support to ensure his/her language and academic success.

REV: 04/19

### **Scholar Advisory**

All scholars will be supported through Advisory. Advisory is a school-driven course that scholars are required to take every year. Advisory was designed with the purpose of: personal and academic success of scholars; preparing scholars to be positive and contributing members of society; preparing scholars for school, life and career transitions; and creating a community in which all scholars feel safe, welcome and heard.

REV: 03/17

### **School Activities**

#### **Field Trips**

Alliance schools recognize that field trips are an enriching aspect of a scholar's educational experience. Field trips are important learning experiences to supplement the school curriculum, but are offered at the discretion of the school site. At the discretion of the principal or administrative designee, participation in certain field trips may be contingent on the scholar's academic or behavioral standing or attendance history at the school.

Field trip forms shall be sent home with scholars prior to the planned trip. The forms must be signed by a parent/guardian and returned to the school for the scholar to participate.

All scholar policies, rules and procedures are in effect during field trips.

#### **School-Sponsored Events**

Dress for most school-sponsored events outside of the regular instructional day may require the school uniform to be worn or at least must adhere to the "free-dress" policy. Scholars who are not dressed appropriately will not be allowed to participate in the activity.

Scholars may be asked to present identification to enter school-sponsored events. Scholars must remain inside or within specified areas once they have arrived. Reentry is at the discretion of the school administration. Parents are expected to pick up their scholar immediately following the end of the event. Parents are also invited to help chaperone school events such as dances and parties. All scholar policies, rules and procedures are in effect during all school-sponsored events.

#### **Off-Campus Classes**

Alliance schools provide scholars with access to enriching learning experiences both within and outside the classroom setting. To ensure that scholars have access to these experiences, schools may choose to host classes off-campus (e.g., physical education classes or dance class at a neighborhood dance studio). If these are part of the mandatory curriculum, the school shall provide parents/guardians notice of these



off-campus classes at the beginning of the school year. All scholar policies, rules and procedures are in effect while scholars are off-campus and traveling to and from campus.

### **Sports Teams**

Alliance schools may offer opportunities for scholars to participate in sports teams, depending on scholar interest and staff availability. All scholars who participate on a team must meet rules for academic eligibility, including maintaining a minimum grade point average as defined by the school. Additionally, scholars must meet behavioral requirements and be present at school on game days in order to participate. California Interscholastic Federation (CIF) schools may also have CIF requirements that scholars must meet in order to be eligible.

### **Clubs**

Alliance schools may have a variety of clubs and programs for scholars in which to participate. Programs and clubs offered may change from year-to-year based on scholar interest and faculty sponsorship.

REV: 04/18

## HEALTH AND SAFETY

### Safety and Emergency Response

Alliance school safety protocols and emergency plans are developed with the guidance of local law enforcement, school administration and Alliance in order to prepare for natural disasters and emergency situations (e.g., fire, earthquake, lockdown, terrorist threats, power outages). Each Alliance school has a comprehensive emergency preparedness plan which describes the safety procedures specific for the school. Training on the emergency plan is provided to all school staff members annually. All schools and classrooms are equipped with emergency supplies.

An evacuation map is posted in every classroom. Emergency drills (e.g., earthquake drills, fire drills, lockdown drills) are conducted throughout the school year so that all staff and scholars are prepared should an emergency occur.

During regular school hours, scholars are required to follow their teacher's or administrator's instructions during all emergency drills and situations. If an emergency occurs off-campus, scholars are to report to their supervising teacher or administrator. If the emergency extends beyond the end of the school day, scholars shall not be released until it has been determined that it is safe to do so. Before scholars are released, parents are required to sign them out in the school main office.

#### **Emergency Cards and Contact Information**

Each Alliance school shall have emergency cards on file for all scholars and staff. Parents/guardians are responsible for keeping all scholar emergency contact information current and informing the school main office in writing of any changes as soon as possible (e.g., address changes, phone number changes). It is important for families to keep the emergency contact information current so all communications are received without delay or interruption.

Scholars may only leave campus with the adults named and listed on their emergency card. Adults will be asked to show proper identification in order to sign scholars out.

#### **Emergency Cards and Immigration Enforcement**

Families can update scholars' emergency contact information as needed throughout the school year, and provide alternative contacts if no parent or guardian is available. Families may include the information of an identified trusted adult guardian as a secondary emergency contact in case a scholar's parent or guardian is detained or deported. Information provided within the emergency cards will only be used in response to specified emergency situations, and not for any other purpose.

In the event a scholar's parent/guardian has been detained or deported by federal immigration authorities, Alliance schools shall use the scholar's emergency card contact information and release the scholar to the person(s) designated as emergency contacts. Alternatively, the school shall release the scholar into the custody of any individual who presents a Caregiver's Authorization Affidavit on behalf of the scholar. The school shall only contact Child Protective Services if school staff members are unsuccessful in arranging for the timely care of the child through the emergency contact information that the school has, a Caregiver's Authorization Affidavit, or other information or instructions conveyed by the parent or guardian.

We encourage families to know their emergency phone numbers and know where to find important documentation, including birth certificates, passports, Social Security cards, doctors' contact information, medication lists, lists of allergies, etc., which will allow them to be prepared in the event that a family member is detained or deported.

REV: 08/18

## Immigration Enforcement at Campus

### **If Immigration and Customs Enforcement (ICE) Officials Visit Campus**

The school recognizes that ICE has a longstanding policy that it will not conduct immigration enforcement activity at any "sensitive location", which includes schools, without special permission by specific federal law enforcement officials and unless urgent circumstances exist.

- **Notify Principal:** As early as possible, school staff must notify the principal of any request by an ICE official or immigration-enforcement officer for school or scholar access, or any requests for review of school documents (including for the services of lawful subpoenas, petitions, complaints, warrants, etc.). The principal should contact his/her school's Area Business Manager and/or legal counsel for additional support.
- **If Emergency, Provide Access and Tell Principal:** If the ICE official declares that emergency or exigent circumstances exist (e.g., they need to come on campus to address a health or safety emergency) and demands immediate access to the campus, school staff should comply with the officer's orders and notify the principal immediately.
- **If No Emergency, ICE Should Wait for Principal:** School staff should advise the ICE officials that, before proceeding with his or her request, and absent emergency or exigent circumstances, staff must first notify and receive direction from the principal. School staff should not give permission to enter the school or conduct a search without a warrant. As in other circumstances, school staff should not sign any documents on behalf of the school without approval from the principal.
- **Collecting Information:** School staff should ask for and write down the following information if an ICE official comes to campus:
  - ICE official's credentials (name and badge number).
  - Phone number of the officer's supervisor.
  - Ask the ICE official for his/her reason for being on school grounds and document it.
  - Ask the ICE official to produce any documentation that authorizes school access.
  - Make a copy of all documents provided by the ICE official(s). Retain one copy of the documents for school records.
- **If No Emergency, Ask for ICE Official's Documentation:** If the ICE official does not declare that exigent or emergency circumstances exist, respond according to the requirements of the ICE official's documentation. ICE representatives need a warrant or court order to arrest or question someone on school campus. You should be able to tell the type of documentation from the cover page.

If the ICE official has:

- An ICE Administrative Warrant - School staff shall inform the ICE officer that he or she cannot consent to any request without first consulting with the principal. (Principal should immediately contact legal counsel.)
  - A Federal Judicial Warrant (e.g., search-and-seizure warrant or arrest warrant) - Prompt compliance with such a warrant is usually legally required. If possible, the principal should consult with legal counsel before providing the ICE official access to the person or materials specified in the warrant.
  - A Subpoena for Production of Documents or Other Evidence - Immediate compliance is not required. Therefore, school staff shall contact the principal, who shall then inform legal counsel of the subpoena, and await further instructions on how to proceed.
- Do Not Impede ICE Activity: If an ICE official presents valid documentation (warrant) or an emergency occurs, school staff should not obstruct or otherwise impede ICE activity. School staff should not attempt to physically impede the ICE official, even if the ICE official appears to be exceeding the authorization given under a warrant or other document. If an ICE official enters the premises without consent, school staff must document his or her actions while on campus. Again, school staff must not attempt to stop or impede an ICE search on their own.
  - Document Interactions with ICE Official: After the encounter with the ICE official, the principal or his/her designee shall promptly take written notes of all interactions with the ICE official. The notes shall include the following items:
    - List or copy of the officer's credentials and contact information;
    - Identity of all school personnel who communicated with the ICE official;
    - Details of the ICE official's request;
    - Whether the ICE official presented a warrant or subpoena to accompany his/her request, what was requested in the warrant/subpoena, and whether the warrant/subpoena was signed by a judge;
    - School staff's response to the ICE official's request;
    - Any further action taken by the ICE official; and
    - Photo or copy of any documents presented by the ICE official.

School staff shall provide a copy of those notes and associated documents collected from the ICE official to legal counsel.

- Notify Board and DOJ: In turn, the legal counsel and/or principal shall submit a timely report to the school's governing board regarding the ICE official's requests and actions and the school's response(s). Legal counsel and/or the principal shall email the Bureau of Children's Justice in the California Department of Justice, at [BCJ@doj.ca.gov](mailto:BCJ@doj.ca.gov), regarding any attempt by a law-enforcement officer to access a school site or a scholar for immigration-enforcement purpose.

### **Parent Notification of Immigration Enforcement Actions**

School staff must receive consent from the scholar's parent or guardian before a scholar can be interviewed or searched by any officer seeking to enforce the civil immigration laws at the school, unless



the officer presents a valid, effective warrant signed by a judge, or presents a valid, effective court order. School staff shall immediately notify the scholar's parents or guardians if a law enforcement officer requests or gains access to a scholar for immigration-enforcement purposes, unless such access was in compliance with a judicial warrant or subpoena that restricts the disclosure of the information to the parent or guardian.

REV: 08/18

### **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.

To ensure the safety of our scholars, it is important that scholars do not arrive before supervision has begun and that they leave promptly at the conclusion of their school day. Scholars who linger on or near campus will be sent home. Should any scholar create a disturbance by lingering before or after school, disciplinary action may be taken.

School administration, staff, parent volunteers and external vendors are available to help ensure our campus remains safe and scholars are following traffic laws when crossing the street. Scholars are to obey all directions from supervisory staff and parent volunteers.

REV: 04/18

### **Immunizations**

New scholars will not be enrolled unless a written immunization record is presented at the time of enrollment, and immunizations are up-to-date. All scholars new to Alliance schools must show that they have received all required immunizations in order to be enrolled. Those scholars who do not meet the state guidelines will be excluded from school until the requirements are met.

California law requires that pupils entering a California school provide a written immunization record showing the date (at least month and year) of each immunization.

### **Exemptions**

Starting January 1, 2016, California bill SB 277 eliminates exemptions based on personal beliefs, including religious beliefs, for the vaccines that are currently required for entry into school in California. Medical exemptions will still be accepted with the appropriate documentation from a licensed physician.

Personal beliefs exemptions on file prior to January 1, 2016 may remain valid. However, it is the responsibility of the parent/guardian to check with the school to determine if the scholar qualifies.

REV: 04/16

## Illness or Injury at School or School Activity

All injuries occurring at school or during a school activity must be reported to the nearest staff member in charge or to the school main office. A school staff member will assist scholars in need of help for sudden illness occurring at school or at a school activity. The school shall call the appropriate agencies (e.g., ambulances, police, fire) in cases of serious injury.

Scholars who are unable to remain at school or at a school activity because of illness will be sent home. Parents/guardians listed on the scholar emergency card will be contacted to make transportation arrangements. No scholars shall be allowed to leave the campus without parent/guardian consent. Scholars may only leave the campus with people listed on their emergency cards; proper identification (e.g., driver's license) must be presented to the school main office. It is the responsibility of the parent/guardian to inform the school of any changes to the contacts on the scholar emergency cards.

REV: 04/17

## Bloodborne Pathogens

Exposure to bloodborne pathogens can be minimized or eliminated with an exposure control plan that addresses and implements, at the minimum, the following elements: universal precautions, communication of hazards and training, clearly defined procedures and protocols, personal protective equipment and appropriate decontamination/housekeeping.

All school staff members receive bloodborne pathogens training on an annual basis.

In the event that a scholar suddenly becomes ill and there is blood or other potentially infectious bodily fluids present (e.g., blood, vomit), specific procedures shall be followed to protect against exposure to bloodborne pathogens. The procedures include:

- Staff member practices universal precautions and keeps other scholars away from the potential hazard.
- Staff member contacts main office.
- Office manager or administrator removes scholar to the main office and contacts the school custodian.
- Custodian is responsible for cleaning up the bodily fluids.
  - Custodian uses appropriate personal protective equipment such as gloves, apron, protective eyewear, etc.
  - Custodian removes bodily fluid from floor and sanitizes the floor. Custodian cleans and sanitizes all equipment and environmental working surfaces exposed to fluids.
  - Custodian removes gloves and disposes in appropriate biohazard container.
  - Custodian washes hands with antibacterial soap.
- In the absence of the custodian, the administrative staff will assume responsibility for the procedures above.

REV: 09/15

## Medication at School

During the scholar enrollment process, parents/guardians must indicate if their children have any chronic health problems, medical conditions, medications or allergies on the Registration/Enrollment Form.

The school shall not furnish any medications. School personnel are prohibited by law from giving any medication (e.g., prescriptions, over-the-counter pain relievers, cold medicine) to a scholar unless the scholar's physician has given written instructions and the scholar's parent/guardian has provided written consent.

In order for a designated school personnel to assist/supervise a scholar self-administering medication, including insulin to diabetic scholars, the Alliance school shall obtain both a written statement from the physician detailing the name of medication, the date, the dosage information and directions for administering the medication and a written statement from the parent/guardian indicating the capability of the scholar to self-administer the medication.

All medications require physician and parent/guardian authorization. Once authorization is obtained, the medication must be given to the school main office in original containers, labeled with the name of the scholar, the name of the medication, the date, the dosage information and directions for storing and administering the medication. Over-the-counter medications should be in original sealed packages with directions for administration. Medications will be stored in a secure location and medication administration will be documented in a medication log maintained for each scholar. This form will be incorporated into each scholar's permanent file upon transfer or graduation.

Scholars may only carry and self-administer certain medications (e.g., inhaled asthma medications, EpiPens) with the proper documentation. This documentation includes:

1. A written statement from an authorized health care provider detailing the name of the medication, the date, the dosage information and directions for administration, and confirming that the scholar is able to self-administer the medication; and
2. A written statement from the parent/guardian of the scholar consenting to the self-administration, providing release for the school to consult with the health care provider of the scholar regarding any questions that may arise with regard to the medication, and releasing the school and school personnel from liability in the case of adverse reaction.

All other medications shall be stored in the school main office. Certain Asthma Action Plans may be sufficient for scholars to carry and self-administer asthma medication. A scholar may be subject to disciplinary action if the medication is used in a manner other than as prescribed. School personnel shall not prescribe or give advice regarding medication.

REV: 03/17

## Epinephrine Auto-Injectors

Alliance shall obtain a prescription for epinephrine auto-injectors ("EpiPen") from an authorizing physician that includes at least one regular EpiPen for each Alliance school.



Each school year, the Alliance school shall provide office staff and staff who volunteer to be EpiPen administrators with training opportunities on EpiPen administration. If a scholar is, or reasonably believed to be, suffering from an anaphylactic reaction, only trained staff shall administer the EpiPen to the scholar. During the administration of the EpiPen or as soon as practicable thereafter, or if no trained individual is present at the time of the anaphylactic reaction, the school will immediately call 9-1-1 to request an emergency response and stay with the scholar until paramedics arrive. The school shall also contact the scholar's parent/guardian as soon as practicable upon learning of the scholar's anaphylactic reaction.

REV: 04/17

### **Automated External Defibrillators**

In case of a cardiac emergency, every Alliance school has an Automated External Defibrillator (AED) on campus for use on scholars and/or adults. All CPR trained staff are also trained in AED use. Trained staff will use an AED on persons who are unconscious, not breathing, or gasping, and not exhibiting signs of circulation. AEDs will be serviced on a yearly basis.

REV: 04/19

### **Sanitary Products in Schools**

In accordance with California Assembly Bill 10, all Alliance schools offer feminine napkins to scholars free of charge.

REV: 04/19

### **Lactating Parents and Scholars**

Alliance schools shall not discriminate against any scholar on the basis of a scholar's marital status, pregnancy, childbirth, false pregnancy, termination of pregnancy, or related recovery. Any complaint of discrimination on the basis of pregnancy or marital or parental status shall be addressed through the schools' uniform complaint procedures.

#### **Accommodations**

When necessary, Alliance schools shall provide reasonable accommodations to pregnant and parenting scholars to enable them to access the educational program. Alliance schools treat pregnancy, childbirth, false pregnancy, termination of pregnancy, and recovery from pregnancy in the same manner and under the same policies as any other temporary disability. To the extent feasible, educational and related support services may be provided, either through Alliance schools or in collaboration with community agencies and organizations, to meet the needs of pregnant and parenting scholars and their children.

A lactating scholar at Alliance schools will have a reasonable amount of time to access a private and secure location to express milk for her infant child. The lactating scholar is permitted to bring onto a school campus a breast pump and any other equipment used to express breast milk, to have access to a power source for a breast pump or any other equipment used to express breast milk, and to access a

place to store expressed breast milk safely. A scholar will not incur an academic penalty as a result of her use, during the school day, of the reasonable accommodations specified in this section, and pupils are provided the opportunity to make up any work missed due to such use (Education Code Section 222).

A pregnant or parenting scholar at Alliance schools is entitled to eight (8) weeks of parental leave, which the scholar may take before the birth of the scholar's infant if there is a medical necessity and after childbirth during the school year in which the birth takes place, in order to protect the health of the scholar and the infant and to allow the pregnant or parenting scholar to care for and bond with the infant. The scholar (if 18 or older) or the scholar's parent/guardian should notify the school of the scholar's intent to exercise this right; however, failure to notify will not abridge those rights. A pregnant or parenting scholar may take less than eight (8) weeks of parental leave or may take more than eight (8) weeks if deemed medically necessary by the scholar's physician.

When a scholar takes parental leave, absences from the scholar's regular school program will be excused and the school will not require the scholar to complete academic work or other school requirements during the leave. Upon return to school, the scholar may return to the course of study in which he/she was enrolled prior to the leave and will be entitled to opportunities to make up work missed during the leave. A pregnant or parenting scholar may remain enrolled for a fifth (5<sup>th</sup>) year of instruction at the previously enrolled Alliance school when it is necessary for the scholar to be able to complete the Alliance high school graduation requirements or work with the school to pursue other options at the scholar's own discretion. A scholar will not incur an academic penalty as a result of his/her use of the accommodations specified in this section.

REV: 04/19

## Suicide Prevention and Intervention

### Prevention and Instruction

Suicide prevention involves school-wide activities and programs that enhance connectedness, contribute to a safe and nurturing environment, and strengthen protective factors that reduce risk for scholars. Suicide prevention strategies may include, but not be limited to, efforts to promote a positive school climate that enhances scholars' feelings of connectedness with the school and is characterized by caring staff and harmonious interrelationships among scholars.

Examples of prevention activities include:

1. Promoting and reinforcing the development of desirable behavior such as help seeking behaviors and healthy problem-solving skills.
2. Increasing staff, scholar and parent/guardian knowledge and awareness of risk factors and warning signs of youth suicide and self-injury.
3. Monitoring and being involved in young people's lives by giving structure, guidance and consistent, fair discipline.
4. Modeling and teaching desirable skills and behavior.
5. Promoting access to school and community resources.



Alliance schools' comprehensive education program promotes the healthy mental, emotional, and social development of scholars including, but not limited to, the development of problem-solving skills, coping skills, and self-esteem. For middle school and high schools (grades 6-12), suicide prevention instruction shall be incorporated into appropriate lessons, and curriculum shall be aligned with state content standards and shall be designed to help scholars analyze signs of depression and self-destructive behaviors, including potential suicide risk, and to identify suicide prevention strategies. Prevention can be in the form of class lessons on coping skills, warning/risk signs for suicide, and depression, school-wide suicide prevention initiatives that raise awareness, scholar projects and presentations, and/or school and community resources/posters that can help youth in crisis, etc.

At appropriate secondary grade levels, Alliance schools' suicide prevention instruction shall be designed to help scholars:

1. Identify and analyze signs of depression and self-destructive behaviors and understand how feelings of depression, loss, isolation, inadequacy, and anxiety can lead to thoughts of suicide;
2. Identify alternatives to suicide and develop coping, problem solving, conflict resolution, and resiliency skills;
3. Learn to listen, be honest, share feelings, and get help when communicating with friends who show signs of suicidal intent;
4. Identify trusted adults, school resources, and/or community crisis intervention resources where youth can get help and recognize that there is no stigma associated with seeking mental health, substance abuse, and/or suicide prevention services.

### **Team Member Development**

Suicide prevention training for teachers and staff shall be designed to help team and family members identify and respond to scholars at risk of suicide. The training shall be provided annually by school mental health team members and/or administrative designees with support from the Director of Psychological and Mental Health Services and will include information on:

1. Research identifying groups of scholars at elevated risk for suicide, including those living with mental and/or substance use disorders, those who engage in self-harm or have attempted suicide, those in out-of-home settings, those experiencing homelessness, American Indian/Alaska Native scholars, LGBTQ (lesbian, gay, bisexual, transgender, and questioning) scholars, scholars bereaved by suicide, and those with medical conditions or certain types of disabilities, those experiencing feelings of isolation, interpersonal conflicts, recent severe stressor or loss, or family instability, and other factors.
2. Warning signs that may indicate suicidal intentions, including changes in scholars' appearance, personality, or behavior;
3. School and community resources and services;
4. Alliance network procedures for intervening when a scholar attempts, threatens, or discloses the desire to commit suicide;
5. Postvention and re-entry procedures and supports for when a scholar returns from hospitalization.

### **Intervention and Postvention**



Whenever a team member suspects or has knowledge of a scholar's suicidal intentions, he/she shall promptly notify the administrative designee and the mental health team member. The designated persons will conduct a risk assessment to determine the level of risk for self-harm and/or suicidal ideation. They will determine if the scholar is at a low, moderate, or high risk, and consult with their supervisor and/or their administrative designee, to determine next steps. If the scholar is assessed to be a moderate or high risk, the mental health team member or administrative designee will call the ACCESS/PET hotline (800-854-7771) for support with an emergency psychiatric assessment. Mental health team member or administrative designee shall then notify the scholar's parents/guardians as soon as possible about the risk assessment, results, and possible outcomes.

Scholars shall be encouraged to notify a teacher, school administrator, school mental health, or other adult when they are experiencing thoughts of suicide or when they suspect or have knowledge of another scholar's suicidal intentions.

Each school site shall adapt the Alliance mental health crisis procedures and work in partnership with their school mental health team member(s), administrative designee, and other support staff to ensure scholar safety and appropriate communications in the event that a suicide occurs or an attempt is made on campus or at a school-sponsored activity.

When a suicidal ideation, threat, and/or attempt is reported, the school administrator/administrative designee and/or school mental health team member shall:

1. Reference Alliance's Mental Health Crisis Response procedures for step-by-step guidance
2. Ensure the scholar's physical safety by one of the following, as appropriate:
  - a. Securing immediate medical treatment if a suicide attempt has occurred
  - b. Securing law enforcement and/or other emergency assistance if a suicidal act is being actively threatened
  - c. Keeping the scholar under continuous adult supervision until the parent/guardian and/or appropriate support agent or agency can be contacted and has the opportunity to intervene
3. Designate specific individuals to be promptly contacted, including school mental health team member(s), school administrator or administrative designee, and/or the scholar's parent/guardian, and, as necessary, local law enforcement or mental health agencies
4. School mental health team member or administrative designee will document the incident using the Alliance Risk Assessment Documentation Form
5. Teachers, administrators, and other staff will document a suicide threat, ideation, or attempt using the Alliance Incident Report Form.
6. Follow up with the parent/guardian and scholar in a timely manner to provide referrals to appropriate services as needed
7. Provide access to school mental health team members or school administratorship team to listen to and support scholars and staff who are directly or indirectly involved with the incident at the school
8. Provide an opportunity for all who respond to the incident to debrief, evaluate the effectiveness of the strategies used, and make recommendations for future actions (postvention)

In the event that a suicide occurs or is attempted on campus, the school administrator or designee shall



follow the crisis intervention procedures contained in the Alliance Mental Health Crisis Response Handbook.

After consultation with Director of Psychological and Mental Health Services, school administrator, designated support staff, and the scholar's parents/guardians about facts that may be divulged in accordance with the laws governing confidentiality of scholar record information, the school administrator or administrative designee may provide scholars, parents/guardians, and staff with information, counseling, and/or referrals to community agencies as needed. School staff may receive assistance from school mental health team members or other mental health professionals in determining how best to discuss the suicide or attempted suicide with scholars.

**If you believe that your child is thinking about suicide, approach the situation by asking. Asking is the first step in saving a life and can let them know that you are there for them and will listen. If you need IMMEDIATE assistance due to a life threatening situation, call 911. For a psychiatric emergency, contact the Department of Mental Health 24-hour ACCESS Center at (800) 854-7771. Scholars and family members can also call the Suicide Prevention Lifeline 24/7 at 1-800-273-TALK (8255) for free and confidential support for themselves or for loved ones.**

REV: 04/19

### Child Abuse Mandated Reporting

The California Child Abuse and Neglect Reporting Act requires that any administrator, teacher, counselor or other school staff member who has a reasonable suspicion that a scholar has been subjected to child abuse and neglect (e.g., physical abuse, sexual abuse, willful cruelty or unjustified punishment, unlawful corporal punishment or injury, and neglect (including both acts and omissions)) must make a report to the proper authorities immediately or as soon as is practicably possible. School site employees shall be trained on child abuse mandated reporting every school year by the sixth week of school or within the first six weeks of their start date as established by AB 1432.

Child abuse must be reported when one who is a legally mandated reporter "...has knowledge of or observes a child in his or her professional capacity, or within the scope of his or her employment whom he or she knows or reasonably suspects has been the victim of child abuse." Mandated reporters must make their report to the county welfare department (child protective agency) or to any police, sheriff, or, in some cases, county probation department.

Reports are to be made initially via phone then followed-up within 36 hours later with a written report to the child protective or law enforcement agency to which the telephone report was made.

REV: 04/18

### Administrative Searches

Alliance schools may conduct searches of scholars and items under the scholars' control (e.g., locker, backpack, purse) to ensure scholar and staff safety. Specifically, the purposes of these searches are to:

- Detect the possession of weapons or controlled substances



- Deter bringing weapons or controlled substances onto school grounds or during school activities
- Reduce the potential for violent incidents

Searches may be conducted under the following circumstances:

### **Searches Based on Reasonable Suspicion**

If a scholar has engaged in conduct that causes an administrator to have reasonable suspicion that the scholar has committed, or is about to commit, a crime or has violated statutory laws or school rules, the administrator may conduct a search of that scholar. The administrator must:

- Be able to articulate the reasons for his/her suspicion and the facts and/or circumstances surrounding a specific incident.
- Be able to reasonably connect the scholar to a specific incident, crime, rule, or statute violation.
- Have relied on recent, credible information from personal knowledge and/or other eyewitnesses.
- Ensure that a search based on reasonable suspicion is not excessively intrusive in light of the scholar’s age and gender and the nature of the offense.

When conducting a scholar search based on reasonable suspicion, school administrators must adhere to the following practices:

- Conduct the search only if there are clear and specific reasons for suspicion and there are facts that connect the scholar to a specific incident of misconduct.
- Jackets, purses, pockets, backpacks, bags and containers in the scholar’s possession may be searched to the extent reasonably necessary.
- Under no conditions may a body or strip search be conducted.
- Only school administrators of the same gender as the scholar searched may conduct the search.
- Searches based on reasonable suspicion must be conducted in a private area where the search will not be visible to other scholars or staff (except for a school administrator or designee witness, also of the same gender).
- School can request law enforcement participation if necessary.

### **Canine Searches**

Schools may use trained detection dogs to search for weapons in school facilities and around school grounds. Detection dogs may sniff lockers, scholar use areas, classrooms and other inanimate objects throughout the school property. In order to detect the possession of weapons and deter bringing weapons onto school grounds or during school activities, canines may be used to sniff scholar belongings during campus searches. An indication by the dog that weapons are present on school property shall constitute reasonable suspicion, authorizing school officials to search the area or other inanimate objects and closed containers and objects within, without securing the consent of the scholar.

REV: 04/18

## **Local School Wellness**

Alliance schools are committed to establishing a positive school environment that promotes scholars’ health, well-being, and ability to learn by supporting healthy eating and physical activity.



Alliance schools participate in the National School Lunch Program (NSLP), a federally-assisted meal program operating in public and nonprofit private schools and residential child care institutions. The NSLP provides nutritionally balanced, low-cost or free lunches to children each school day. Alliance schools and food vendors comply with the federal and state regulations/requirements of the program.

### **Nutrition Promotion, Education and Physical Activity Goals to Promote Scholar Wellness**

Alliance schools partner with their food vendors to find ways to increase scholar access to healthy breakfast and lunch meal options, and to promote a healthy way of living. School staff shall encourage scholars to choose balanced and nutritious school meals, and shall minimize competitive food sales to increase participation in the school's nutrition program.

Also, the school's physical education programs shall be research-based and aligned to required content standards. Nutrition education shall be provided as part of the health education program and, as appropriate, shall be integrated into other academic subjects in the regular educational program.

Opportunities for scholar physical activity may be available through physical education classes, after-school programs, scholar athletics, intramural programs, and other activities.

### **Nutrition Guidelines to Promote Scholar Health**

Foods and beverages available to scholars at the school should promote and protect scholars' health, well-being and ability to learn. As such, the following guidelines have been established for foods available at the school:

- Nutritional standards adopted by Alliance schools for food and beverages sold to scholars shall meet or exceed state and federal requirements;
- Meals will be attractive and appealing to scholars;
- Meals will be served in clean and pleasant settings;
- Daily and weekly minimum requirements for the five components (e.g., meat/meat alternatives, grains, fruits, vegetables, milk) will be met;
- A variety of fruits and vegetables will be offered;
- All milk served will be low-fat (1%) and/or non-fat milk;
- Meals served will be within the nutrient targets for calories, saturated fats, sodium and trans-fat as defined by the USDA.

### **Stakeholder Involvement**

To allow for consistent messaging about scholar health and wellness and its link to academic performance, the principal or designee may disseminate information to parents/guardians through the school website, parent-scholar handbook, school newsletters, in-person meetings, and other forms of communication.

Alliance collaborates with Alliance schools and food vendors to discuss new ways to promote scholar health on campus and review/update the local wellness policy. Other stakeholders may include: school staff members, parents, scholars, community members and school board members.

### **Periodic Reviews**

Alliance works with food vendors throughout the school year to ensure food and beverages meet the nutrition guidelines defined above. The Home Office also conducts site monitoring reviews at Alliance



schools each school year to evaluate the schools' processes/systems to ensure compliance with NSLP requirements. During these visits, an informal assessment of schools' implementation of the wellness policy is also performed. If issues arise, the principal or designee may request additional reviews as needed.

**USDA Nondiscrimination Statement**

In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g., Braille, large print, audiotope, American Sign Language, etc.) should contact the agency (state or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the [USDA Program Discrimination Complaint Form](#), (AD-3027) found online at: [http://www.ascr.usda.gov/complaint\\_filing\\_cust.html](http://www.ascr.usda.gov/complaint_filing_cust.html), and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

1. Mail: U.S. Department of Agriculture  
Office of the Assistant Secretary for Civil Rights  
1400 Independence Avenue, SW  
Washington, D.C. 20250-9410;
2. Fax: (202) 690-7442; or
3. Email: [program.intake@usda.gov](mailto:program.intake@usda.gov)

This institution is an equal opportunity provider.

REV: 04/16

## SCHOLAR CODE OF CONDUCT

### Academic Integrity

Alliance schools believe in academic integrity and the principle of the honor code. Scholars are expected to do their own homework, to test without external resources, and to submit original work for all assignments.

Examples of academic integrity violations include, but are not limited to:

- Plagiarism – submitting another person’s work as your own.
- Submission of falsified dates (written or oral).
- Copying another scholar’s work during an exam.
- Aiding others with acts of plagiarism and/or copying.
- Theft or unauthorized access to an exam.
- Use of unauthorized materials/equipment, including electronic devices, 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 or destroying the work of another scholar.

Consequences for violating the Academic Integrity Policy may be subject to disciplinary action at the discretion of the principal or administrative designee.

REV: 09/15

### Harassment, Discrimination & Bullying

Alliance schools believe all scholars have the right to a safe and civil learning environment. Discrimination, harassment, and bullying are all disruptive behaviors which interfere with scholars’ ability to learn, negatively affect scholar engagement, diminish school safety, and contribute to a hostile school environment. As such, Alliance schools prohibit any acts of discrimination, harassment, and bullying on school grounds or related to any school activity. This policy is inclusive of instances that occur on any area of the school campus, at school-sponsored events and activities, regardless of location, through school-owned technology, and through other electronic means, consistent with this policy.

“Discrimination, harassment, and bullying” describe the intentional conduct, including verbal, physical, written communication, or unwanted aggressive behavior for any reason, including cyberbullying, that is based on the actual or perceived characteristics of disability, gender, gender identity, gender expression, nationality, race or ethnicity, religion, sexual orientation, or association with a person or group with one or more of these actual or perceived characteristics.

To the extent possible, Alliance schools will make reasonable efforts to prevent scholars from being discriminated against, harassed, intimidated and/or bullied, and will take action to investigate, respond, and address any reports of such behaviors in a timely manner. Alliance school staff who witness acts of discrimination, harassment, and bullying will take immediate steps to intervene, in a manner that is safe and objective.



Allegations of harassment and bullying will be reviewed and investigated in a prompt, confidential and thorough manner by school administrators. Alliance schools prohibit retaliation against anyone who files a complaint or participates in the complaint investigation process.

A charge of harassment or bullying shall not, in itself, create the presumption of wrongdoing. However, substantiated acts of harassment or bullying may result in disciplinary action, up to and including suspension and/or expulsion as outlined below. Scholars found to have filed false or frivolous charges will also be subject to disciplinary action, up to and including dismissal.

A principal or administrative designee may refer a victim of, witness to, or other pupil affected by, an act of bullying to the school counselor, school psychologist, social worker, child welfare attendance personnel, school nurse, or other school support service personnel for case management, counseling, and participation in a restorative justice program, as appropriate.

### **Harassment**

Harassment occurs when an individual is subjected to treatment or a school environment that is hostile or intimidating because of the individual's race, creed, color, national origin, physical disability, or sex. It includes, but is not limited to, any or all of the following:

- Verbal harassment is any written or verbal language or physical gesture directed at a teacher or a scholar that is insolent, demeaning, abusive or implicitly or explicitly implies a threat of bodily harm, which is totally unacceptable and shall be deemed harassment and will be dealt with as such.
- Physical harassment is any unwanted physical touching, contact, assault deliberately impeding or blocking movements, or any intimidating interference with normal work or movement.
- Visual harassment includes any derogatory, demeaning, or inflammatory posters, cartoons, written words, drawings or gestures.
- Sexual harassment is unwanted or demeaning conduct or comments directed at or about an individual on the basis of actual or perceived gender, sex, sexual behavior, sexual orientation, or other related personal characteristics, with the impact or intent to humiliate. Anti-gay and sexist epithets are forms of sexual harassment. Schools should investigate and respond to these incidents.
- Hostile environment harassment occurs when: (1) the target is subjected to unwelcome conduct related to a protected category; (2) the harassment is both subjectively offensive to the target and would be offensive to a reasonable person of the same age and characteristics under the same circumstances; and (3) the harassment is sufficiently severe, pervasive, or persistent so as to interfere with or limit a scholar's ability to participate in or benefit from the services, activities or opportunities offered by the school.

### **Sexual and Gender Based Discrimination**

Alliance schools will not discriminate against any scholar based on sex, sexual orientation, perceived sexual orientation, gender, gender identity, or gender expression.

All classes and courses will be conducted without regard to the sex of the pupil enrolled, and no pupil will be prohibited from enrolling in a class on the basis of the pupil's sex, except as permitted by law.



When programs, activities, and athletic teams are in place, Alliance schools will maintain separate programs, activities, and teams for male and female scholars. Scholars may participate in sex-segregated programs, activities, and athletic teams consistent with the scholar's gender identity.

Alliance schools maintain separate restroom facilities for male and female scholars. Single stall restrooms are general-neutral. Scholars may use facilities consistent with their gender identity. If there is a desire for increased privacy and/or safety, regardless of the underlying purpose or cause, any scholar and/or parent guardian may request a meeting with school administration to determine the appropriate accommodation(s).

### **Bullying**

"Bullying" means any severe or pervasive physical or verbal act or conduct, including communications made in writing or by means of an electronic act, that has or can be reasonably predicted to have the effect of one or more of the following:

1. Reasonable fear of harm to person or property.
2. Substantially detrimental effect on physical or mental health.
3. Substantial interference with academic performance.
4. Substantial interference with the ability to participate in or benefit from school services, activities, or privileges.

*Bullying behaviors may include, but are not limited to:*

- Cyberbullying is bullying by electronic act, which includes transmission of a communication by text, sound, image, video, message, website post, social network activity, or other form of communication sent by an electronic device. It also includes creating a credible impersonation or a false profile of pupils.
- Indirect bullying is the use of intimidation or peer pressure to cause harm to a third party.
- Non-verbal bullying includes the use of threatening gestures, staring, stalking, graffiti or graphic images, and destruction of property to cause distress, intimidation, discomfort, pain or humiliation.
- Physical bullying includes intentional, unwelcome acts of beating, biting, fighting, hitting, kicking, poking, punching, pushing, shoving, spitting and tripping.
- Social or relational bullying includes spreading rumors, manipulating relationships, exclusion, blackmailing, isolating, rejecting, using peer pressure and ranking personal characteristics.
- Verbal bullying includes hurtful gossiping, making rude noises, name-calling, spreading rumors and teasing.

Alliance schools educate scholars about the negative impact of bullying other scholars based on their actual or perceived immigration status or their religious beliefs or customs.

Alliance schools also train teachers, staff, and personnel to ensure that they are aware of their legal duty to take reasonable steps to eliminate a hostile environment and respond to any incidents of harassment based on the actual or perceived characteristics noted above. Such training, at minimum, provides school staff with the skills to do the following:

- Discuss the varying immigration experiences among members of the scholar body and school community;

- Discuss bullying-prevention strategies with scholars, and teach scholars to recognize the behavior and characteristics of bullying perpetrators and victims;
- Identify the signs of bullying or harassing behavior;
- Take immediate corrective action when bullying is observed; and
- Report incidents to the appropriate authorities, including law enforcement in instances of criminal behavior.

### **Scholar Responsibilities**

It is the responsibility of the scholar to:

1. Conduct herself/himself in a manner which contributes to a positive school environment
2. Avoid any activity that may be considered discriminatory, intimidating or harassing
3. Consider immediately informing anyone harassing him/her that the behavior is offensive and unwelcome
4. Report all incidents of discrimination or harassment to the principal or administrative designee
5. If informed he/she is perceived as engaging in discriminatory, intimidating, harassing or unwelcome conduct, to discontinue that conduct immediately

Scholars who engage in discrimination, harassment, or bullying may be subject to disciplinary action, up to and including suspension and/or expulsion as outlined below.

REV: 08/18

### **Suspension and Expulsion**

The Scholar Suspension and Expulsion Policy has been established in order to promote learning and protect the safety and well-being of all scholars at Alliance schools. The policy, procedures and grounds for suspension/expulsion are based on Education Code Section 48900 *et seq.* As required by the Modified Consent Decree (MCD), Alliance schools also follow the District's Discipline Foundation Policy, including the school-wide positive behavior supports, alternatives to suspension, and restorative justice.

Each Alliance school will develop, maintain, and implement a comprehensive scholar discipline policy. The discipline policy will not be biased or discriminatory, and will follow the principles of due process. In the case of a scholar who has an IEP, or a scholar who has a 504 Plan, the school will ensure that it follows the correct disciplinary procedures to comply with the mandates of state and federal laws, including IDEA and Section 504 of the Rehabilitation Act of 1973.

By signing the Parent-Scholar Handbook, scholars and parents acknowledge their understanding of and their responsibility to the standards set forth in this handbook and in the discipline policy. The discipline policy will define scholar responsibilities, unacceptable behavior, and the consequences for noncompliance.

### **Code of Conduct**

*Scholar responsibilities include, but are not limited to:*

- Following all rules of behavior and conduct set by the classroom teacher and contained within this policy.
- Respecting fellow scholars and school personnel.

- Attending classes regularly and on time.
- Completing all assigned work (to the best of the scholar's ability).
- Being prepared for class (bringing materials such as books, homework, etc.).
- Participating in all assessment measures (e.g., tests).
- Respecting the property of the school and others.
- Keeping the campus clean.
- Wearing the school uniform. One school uniform shall be provided to each scholar per school year at no cost.

Alliance schools believe in a scholar discipline philosophy that is progressive in nature, but also emphasizes positive behavior supports to provide scholars with opportunities to improve. These include, but are not limited to: positive recognition, restorative practices, increased family and community collaboration, acknowledgement and reinforcement of appropriate behavior, clear definition of expectations, team-based implementation, and data-based decision making.

*Scholars who violate the school rules are subject to, but not limited to, the following progressive actions:*

- Verbal warning
- Phone call to parent/guardian
- Loss of privileges (e.g., attending after-school activities, interscholastic sports, special non-instructional activities held during the school day, one-to-one assigned technology)
- Detention
- Conference with scholar and parent/guardian
- Suspension
- Expulsion

Suspended scholars and scholars in in-school suspension shall be excluded from participating in all school and school-related activities unless otherwise agreed upon by the principal or administrative designee (e.g., assistant principal) and the parent/guardian during the period of suspension. The maximum number of days for which a scholar may receive out-of-school or in-school suspension is five (5) school days per incident and twenty (20) school days in one academic year.

Expelled scholars shall be excluded from participating in all school and school-related activities.

### **Grounds for Suspension and Expulsion**

Alliance schools have adopted the *Los Angeles Unified School District Suspension and Expulsion Matrix* as identified below. As such, a scholar may be suspended or expelled for prohibited misconduct, as outlined in the matrix, if the act occurs:

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

## LAUSD Suspension and Expulsion Matrix

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 <b>at school or at a school activity off campus</b> . [E.C. 48915(c)]	Principal <b>must</b> recommend expulsion when the following occur <b>at school or at a school activity off campus</b> , unless the principal determines that the expulsion is inappropriate. [E.C. 48915(a)(1)]	Principal <b>may</b> recommend expulsion when the following occur at any time, including, but not limited to, <b>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</b> . [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)(A); 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. Possession/Under influence of marijuana (1 <sup>st</sup> offense < 1 oz.) or controlled substance or alcohol or any intoxicant. 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 or other dangerous object of no reasonable use to the pupil. E.C. 48915(a)(1)(B); 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, and over-the-counter and prescribed medication) E.C. 48915(a)(1)(C); 48900(c)	8. Possessed, offered, arranged, or negotiated to sell any drug paraphernalia. E.C. 48900(j); 48915(e) 9. Disrupted school (-wide) activities. (suspension only by administrator, no expulsion) 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)
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)(1)(D); 48900(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) 16. Willfully used force or violence upon the person of another, except in self-defense. E.C. 48900(a)(2); 48915(b)
5. Possession of an explosive E.C. 48915(c)(5); 48900 (b)	5. Assault or battery upon any school employee. E.C. 48915(a)(1)(E); 48900(a)(1) and 48900(a)(2)	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 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. 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) 22. Aided or abetted the infliction of physical injury to another person (suspension only). E.C. 48900(t); 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.

Source: Los Angeles Unified School District Scholar Discipline & Expulsion Support Unit (August 14, 2015)

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

The offenses noted above are annotated excerpts from Education Code Section 48900. The school will use the above referenced grounds and procedures in determining suspension and expulsion.

### Not Causes for Suspension/Expulsion

The Alliance school's policy prohibits suspension and expulsion from being used as corrective measures in response to scholar misconduct of willful defiance as described in Education Code Section 48900(k).

## SUSPENSION PROCEDURES

### Rules and Procedures

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



### **Notice to Parents/Guardians**

At the time of suspension, the principal or administrative designee makes a reasonable effort to contact the parent/guardian by telephone or in person. Whenever a scholar is suspended, the parent/guardian shall be notified in writing of the suspension and the date of return following suspension. This notice shall state the specific offense committed by the scholar. In addition, the notice shall also state the date and time the scholar may return to school. School administrators shall request to confer with the parent/guardian regarding matters pertinent to the suspension; parents/guardians are strongly encouraged to respond without delay as scholar violations of school rules may result in scholar expulsion from the school.

### **Length of Suspension**

Suspensions, when not including a recommendation for expulsion, shall not exceed five (5) consecutive school days per suspension. During the term of the suspension, the Alliance school shall provide the scholar with meaningful access to education. Missed assignments can be accessed virtually through class websites or arranged for pick-up or delivery with the parent/guardian. The scholar shall also be given the opportunity to take make-up tests if they were missed during the term of the suspension.

Upon a recommendation of expulsion by the principal or administrative designee, the pupil and the pupil's guardian or representative will be invited to a conference to determine if the suspension for the pupil should be extended pending an expulsion hearing. This determination will be made by the principal or administrative designee upon either of the following: 1) the pupil's presence will be disruptive to the education process; or 2) the pupil poses a threat or danger to others. Upon either determination, the pupil's suspension will be extended pending the results of an expulsion hearing. To the extent consistent with the Alliance school's individual charter, scholars who receive an extended suspension may be offered an interim placement at another LAUSD school or coursework from the attending school. Scholars shall not be suspended for more than a total of twenty (20) school days in a school year, unless a suspension has been extended pending an expulsion hearing.

### **Suspension Appeals**

The suspension of a scholar is at the discretion of the principal or administrative designee. Parents/guardians shall be notified in advance of the enactment of the suspension and can appeal a scholar's suspension. A suspension appeal shall be submitted in writing to the Alliance Home Office Chief Schools Officer and shall be heard if requested within five (5) school days of the notification of suspension by the principal or administrative designee. Upon consideration, the Chief Schools Officer's decision shall be final. The scholar shall be considered suspended until a meeting is convened to hear the appeal. The decision regarding the appeal will be made within one (1) school day of the appeal hearing. Parents/guardians will be notified of the decision in writing within three (3) school days. For scholars who are recommended for expulsion, any appeal of the suspension will be considered concurrently with the expulsion process.

### **EXPULSION PROCEDURES**

#### **Rules and Procedures**

Upon a recommendation of expulsion by the principal or administrative designee, the pupil and the pupil's parent/guardian or representative will be invited, by letter or by phone, to a pre-expulsion



conference within five (5) school days. During the conference, they will have the right to respond to the allegation. If necessary, they will be given three (3) additional school days after the conference to respond. This conference will also provide an opportunity to determine if the suspension for the pupil should be extended pending an expulsion hearing. This determination will be made by the principal or administrative designee.

### **Authority to Expel**

A scholar may be expelled by a three (3) member panel, known as the Expulsion Panel that is designated by the School Board of Directors (“School Board”). The Expulsion Panel shall be selected by the Board President and will consist of Alliance and Alliance-affiliated schools’ staff. The members of the Expulsion Panel shall meet the following criteria:

1. The members shall have no knowledge or previous familiarity of the scholar or situation, and
2. The members are not school employees.

### **Expulsion Hearing**

A hearing to determine whether the scholar should be expelled is required for recommendation for expulsion. The hearing shall be held within 30 school days after the principal makes his/her expulsion recommendation. The hearing shall be presided over by the Expulsion Panel described above.

The principal or administrative designee provides written notice of the hearing to the scholar and the scholar’s parent/guardian within ten (10) calendar days before the date of the hearing.

### **Presentation of Evidence**

While technical rules of evidence do not apply to expulsion hearings, evidence may be admitted and used as proof only if it is the kind of evidence on which reasonable persons can rely in the conduct of serious affairs. A determination by the panel to expel must be supported by substantial evidence that the scholar committed an expellable offense.

Findings of fact shall be based solely on the evidence at the hearing. While hearsay evidence is admissible, no decision to expel shall be based solely on hearsay. Sworn declarations may be admitted as testimony from witnesses of whom the Expulsion Panel determines that disclosure of their identity or testimony at the hearing may subject them to an unreasonable risk of physical or psychological harm. The decision of the panel to expel must be supported by substantial evidence presented at the hearing that the scholar committed an expellable offense.

The decision of the Expulsion Panel shall be in the form of written findings of fact. The final decision by the panel shall be made within three (3) school days following the conclusion of the hearing.

If the Expulsion Panel decides not to recommend expulsion, the pupil shall immediately be returned to his/her educational program or be given the opportunity to transfer to another Alliance school with mutual agreement of the parent and the other Alliance school.

### **Written Notice to Expel**

Following a decision of the Expulsion Panel to expel, the principal or administrative designee shall send to the scholar and parent/guardian written notice of the decision to expel. This notice to expel a scholar will be sent by certified U.S. mail.

### **Appeal of Expulsion**

An expulsion decision may be appealed within 30 calendar days of the date of the Expulsion Panel's written decision to expel. The parent/guardian must submit the appeal in writing to the principal who will inform the School Board Chair. An Expulsion Appeal Panel shall be convened within 30 school days of receipt of the written appeal, at which time the scholar's parent/guardian must attend to present his/her appeal either verbally or in writing. Language support shall be provided upon request. The Expulsion Appeal Panel shall have three (3) members. The panel shall be selected by the School Board Chair. Panel members shall not be school employees, shall have no familiarity of the incident or scholar, and shall not be the same individuals that served on the Expulsion Panel. The scope of review of the panel shall be limited to whether there is relevant and material evidence which, in the exercise of reasonable diligence, could not have been produced or which was improperly excluded at the expulsion hearing. The decision of the Expulsion Appeal Panel shall be final. Parents will be notified of the Expulsion Appeal Panel's decision, in writing, within two (2) school days of the hearing. In the event that Expulsion Appeal Panel reverses the expulsion, the scholar shall be immediately reinstated.

### **Alternative Placement**

In the event of a decision to expel a scholar, the school will work cooperatively with scholar's home school district, the county and/or other schools to find alternative placement for the scholar.

### **Rehabilitation Plans**

Pupils who are expelled from an Alliance school shall be given a rehabilitation plan upon expulsion as developed by the Expulsion Panel 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 (1) year from the date of expulsion when the pupil may reapply to the Alliance school for readmission.

### **Readmission**

The school 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 and pending the availability of open seats, the school shall readmit the pupil, unless the school's principal 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 and the decision of the school, including any related findings, must be provided to the pupil and the pupil's parent/guardian within a reasonable time.

### **Reinstatement**

The school shall adopt rules establishing a procedure for processing reinstatements, including the review of documents regarding the rehabilitation plan. The school is responsible for reinstating the scholar upon the conclusion of the expulsion period in a timely manner pending the availability of open seats.

### **Scholars with Disabilities**

In the case of scholar who has an IEP or a 504 Plan, the school will follow disciplinary procedures to comply with state and federal laws, including IDEA and Section 504 of the Rehabilitation Act of 1973. As required by state and federal mandates, the IEP team or 504 Plan team will meet to conduct a



manifestation determination and to discuss alternative placement utilizing LAUSD’s Special Education Policies and Procedures Manual.

Prior to recommending expulsion for a scholar with an IEP or a 504 Plan, the team will answer the two questions:

1. Was the misconduct caused by, or directly and substantially related to, the scholar’s disability?
2. Was the misconduct a direct result of the school’s failure to implement the IEP or the 504 Plan?

REV: 04/19

## PARENT AND FAMILY INVOLVEMENT

### Parent Involvement

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

#### **Parent/Scholar/Staff Compact**

The school firmly believes that all scholars can and will achieve at high levels when administrators, teachers, staff, and parents work in collaboration with each other. As stated in the Parent/Scholar/Staff Compact, each partner accepts responsibility for the successful education and college preparation of each scholar. This Compact is part of each scholar’s enrollment packet and is explained to all new families during orientation.

#### **Parents as Partners in Education**

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

- Parents being meaningfully and actively engaged in their child’s education and responsible for supporting their child’s learning at home.
- Helping parents understand what it will take to prepare their child for college.
- Encouraging parents to support the goals of the school through their voice and through volunteering each year.
- Encouraging parents to attend 4 parent educational workshops each school year.
- The value of parent input. Parents are asked to complete a parent satisfaction survey each year.

REV: 04/18

### Parent Volunteering

There are a number of ways parents can volunteer. See the chart below. Parent volunteer service hours are earned by directly supporting the school and by supporting your child academically. Each family is encouraged to volunteer 40 hours per school year. *Failure to meet the recommended number of volunteer hours or to participate in the school’s programs will have no effect on a scholar’s enrollment, grades, credits, ability to graduate or participation in graduation activities.*

Type	Possible Volunteer Activities:
Academic Support	<ul style="list-style-type: none"> <li>● Parent educational workshop participation</li> <li>● Classroom observations</li> <li>● Parent-teacher conferences</li> <li>● IEP or counselor meetings</li> <li>● College or book fair participation</li> <li>● Parent volunteer coupons</li> </ul>
School Support	<ul style="list-style-type: none"> <li>● Support a school event (school assembly, prom, graduation)</li> <li>● Serve on a committee (e.g., Teacher Appreciation)</li> </ul>



	<ul style="list-style-type: none"> <li>● Serve as a classroom helper or provide office support</li> <li>● Field trip supervision and assistance</li> <li>● Arrival and dismissal supervision</li> <li>● Yard or visitor’s supervision</li> <li>● School beautification</li> </ul>
Leadership	<ul style="list-style-type: none"> <li>● School Coordinating Council, Town Hall, or School Board of Director meetings</li> <li>● Parent Leadership Academy, PLN</li> <li>● Civic engagement/advocacy on behalf of the school and the Alliance network of schools</li> <li>● Serve as a coach and/or support the school’s athletic program</li> <li>● Mentor or tutor scholars</li> <li>● Lead a parent educational workshop</li> </ul>

The school appreciates parent participation and will make every attempt to match parents' interests and skills with projects or tasks volunteers are comfortable with.

REV: 04/18

**Advocacy and Parent Engagement**

Alliance strongly believes in the value of parent involvement in our scholars' education and our broader school communities. Our schools are better when our parents and teachers talk regularly and share a sense of community, when parents volunteer in our classrooms and campuses, and when parents feel the freedom to ask our administrators questions and talk about our schools' progress. Parents are a source of strength for our schools and communities. We encourage you to get involved and welcome our parents' input.

**Ambassador Program**

The Ambassador Program provides parents and guardians an opportunity to engage with their school. Ambassadors are parent/guardian leaders, that along with teachers and parents, represent each of Alliance's schools. Through the Ambassador Program, parents/guardians will have the opportunity to join teachers and scholar in using your leadership skills to support the improvement of local educational policies and practices that benefit all scholars. Parents/guardians will be a part of a group of Alliance advocates that attend meetings with government officials (including LAUSD School Board Members, City Council Members or State Representatives in Sacramento), and attend public hearings and other advocacy events. Parents/guardians will also receive the Alliance Advocate Newsletter, email and text action alerts on the issues you care about, and the latest news on local and state education policies.

**Please see your school’s Parent Engagement Specialist to learn more about how your voice as a parent can make a difference on issues that impact our schools.**

REV: 04/18

**Volunteer Background Checks**

- All volunteers must complete an Alliance Parent Volunteer Application and sign the Alliance liability waiver.
- The school shall perform a Megan’s Law check prior to starting work with Alliance schools.



- All parent volunteers not directly supervised by school staff and who may have contact with scholars shall undergo a criminal background check completed through the appropriate state agency and/or the Federal Bureau of Investigation prior to being cleared for service.
  - If a volunteer who works with scholars without direct supervision of a school staff member is found at an Alliance school without a criminal background clearance, he/she will be sent home and prohibited from continuing to volunteer until such clearance is obtained.
  - Should a volunteer be convicted of a controlled substance offense, sex offense, or serious or violent felony during his/her volunteer period, the volunteer must immediately report such a conviction to his/her immediate supervisor.
  - Documentation will be kept on file with Alliance's Human Resources department.
- All parent volunteers that will have frequent or prolonged contact with scholars shall undergo a tuberculosis (TB) examination and be determined to be free of active TB.
  - If a volunteer who has frequent or prolonged contact with scholars is found at an Alliance school without a TB clearance, he/she will be sent home and prohibited from continuing to volunteer until such clearance is obtained.
  - Documentation will be kept on file with Alliance's Human Resources department.

Any entity providing scholar services that require frequent or prolonged contact with scholars will be contractually required to ensure that all employees have had the appropriate criminal background checks and TB clearances prior to starting work with Alliance scholars.

REV: 09/15

## Parent Rights

Parents are guaranteed certain rights within each Alliance school 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 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 classes 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 scholar'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 coordinating council, or site-based management leadership group in accordance with any rules and regulations governing membership in these groups.

REV: 09/15

## Parent Information on Scholar Progress

### **Parent/Teacher Conferences**

Parent/teacher conferences are held regularly throughout the school year and parents are highly encouraged to attend. At these meetings, parents have the opportunity to meet with some of their child's teachers to discuss their child's progress. In addition, when a scholar experiences academic difficulties, or when the scholar is at risk of failing a course, a parent conference will be scheduled with the scholar to identify areas of concern and possible strategies to meet the scholar's learning needs.

### **Progress Reports**

Progress reports are distributed every five (5) weeks. Progress reports are not final and indicate a scholar's performance to-date in the semester.

### **Report Cards**

Report cards will be issued at the conclusion of each semester. Report cards include final grades that will be reflected on a scholar's transcript.

### **PowerSchool Gradebook**

Parents can follow scholar academic progress through PowerSchool. Scholar attendance, homework, grades, assignments, behavior, and test scores can be reviewed through PowerSchool on the internet. PowerSchool also provides a direct link to teacher email. To access PowerSchool, you will need the following:

- The website location: <https://powerschool.laalliance.org/public/>
- Your Username
- Your Password
- School Name

Login information is distributed to parents soon after school starts. It is also available by contacting the school main office.

REV: 04/19

## Parent Communication

### **School-Home Communication**

#### ***Staff Contacting Parents***

Staff members may call home on occasion to inform parents of school events or to discuss specific issues regarding individual scholars. However, if you have not heard from one of your child's teachers, do not



assume that your child is doing satisfactory work. If you want to ensure that you are getting updates on your child's progress, please check the Pinnacle Gradebook to note their current grade in a given class and see the "Home-School Communication" section below to find ways to reach out to your child's teachers with any specific questions.

***Automated Phone Communication System***

The school uses an automated phone system to remind parents of schedule changes, holidays, or other important announcements. Please make sure to provide the main office with the phone number that is best for receiving such calls and to keep the main office notified (in writing) should you need to change this phone number.

***School Correspondence***

School bulletins, periodic calendars, flyers, and other important correspondence items are sent home with scholars or mailed home on a regular basis. Please ask your child or check your mail for school correspondence in order to keep informed of what is happening at school.

**Home-School Communication**

***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 the parent/guardian to provide the main office with the updated 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/guardian.

***Parents Contacting Staff***

All teachers and staff members may be contacted through email. Email addresses are located on the staff directory on the school website. You may also contact teachers by leaving a message with the school main office.

***Messages and Deliveries to Scholars***

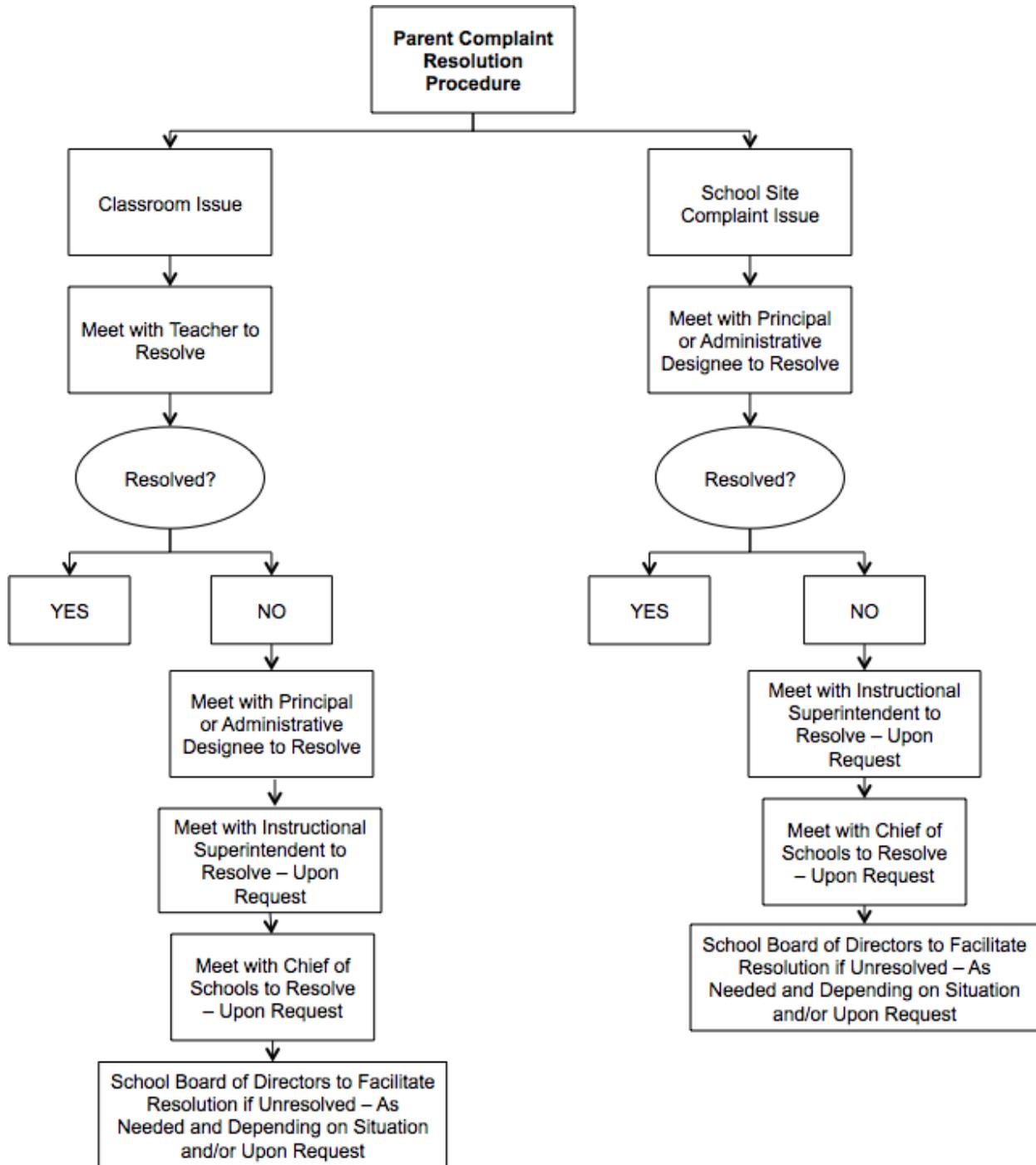
Parents who need to contact their child during the day must call the main office (cell phones in your child's possession must remain put away with the volume off for the entire instructional day). In an effort to limit classroom disturbances, office staff will only deliver urgent messages from home to scholars during the instructional periods.

REV: 09/15

**Stakeholder Complaint Procedure**

Complaints arising from within an Alliance school shall be resolved by the principal, Instructional Superintendent, Chief Schools Officer and/or Board of Directors.

Parent Complaint Resolution Procedures



REV: 04/19



## Uniform Complaint Procedure

Alliance is the local agency primarily responsible for compliance with federal and state laws and regulations governing educational programs. Pursuant to this policy, persons responsible for conducting investigations shall be knowledgeable about the laws and programs which they are assigned to investigate.

This complaint procedure is adopted to provide a uniform system of complaint processing for the following types of complaints:

- Complaints of unlawful discrimination, harassment, intimidation, or against any protected group, including actual or perceived discrimination, on the basis of the actual or perceived characteristics of age, ancestry, color, disability, ethnic group identification, gender expression, gender identity, gender, genetic information, nationality, national origin, race or ethnicity, religion, sex, sexual orientation, marital or parental status, immigration status, or on the basis of a person's association with a person or group with one or more of these actual or perceived characteristics in any Alliance school program or activity.
- Complaints of violations of state or federal law and regulations governing the following programs including but not limited to: After School Education and Safety Programs, Consolidated Categorical Aid Programs, Child Nutrition Programs, Foster and Homeless Youth Services, Migrant Education, Career Technical and Technical Education Training Programs, Every Scholar Succeeds Act Programs, and Special Education Programs.
- A complaint may also be filed alleging that a pupil enrolled in a public school was required to pay a pupil fee for participation in an educational activity as those terms are defined below.
  - "Educational activity" means an activity offered by a school, school district, charter school or county office of education that constitutes an integral fundamental part of elementary and secondary education, including, but not limited to, curricular and extracurricular activities.
  - "Pupil fee" means a fee, deposit or other charge imposed on pupils, or a pupil's parents or guardians, in violation of Section 49011 of the Education Code and Section 5 of Article IX of the California Constitution, which require educational activities to be provided free of charge to all pupils without regard to their families' ability or willingness to pay fees or request special waivers, as provided for in *Hartzell v. Connell* (1984) 35 Cal.3d 899.
  - Nothing in this section shall be interpreted to prohibit solicitation of voluntary donations of funds or property, voluntary participation in fundraising activities, or school districts, school, and other entities from providing pupils prizes or other recognition for voluntarily participating in fundraising activities.
- Complaints of noncompliance with the requirements governing the Local Control Funding Formula or Sections 47606.5 and 47607.3 of the Education Code, as applicable.
- Complaints of noncompliance with the requirements of Education Code Section 222 regarding the rights of lactating pupils on a school campus.

If the Alliance school finds merit in a complaint, or if the Chief Schools Officer finds merit in an appeal, Alliance shall provide a remedy to the affected pupil(s).



Alliance acknowledges and respects every individual’s rights to privacy. In investigating complaints, the confidentiality of the parties involved and the integrity of the process shall be protected. The school ensures that the complaint procedures contain confidentiality safeguards for immigration status information. As appropriate, the Compliance Officer or his/her designee may keep the identity of a complainant confidential to the extent that the investigation of the complaint is not obstructed, or as otherwise permitted by law.

Alliance scholars have a right to a free public education, regardless of immigration status or religious beliefs. For more information about this issue, we recommend families review the “Know Your Rights” immigration enforcement established by the California Attorney General and available on the California Attorney General website here: <https://oag.ca.gov/immigrant/rights>.

Alliance prohibits any form of retaliation against any complainant in the complaint process, including but not limited to a complainant’s filing of a complaint or the reporting of instances of unlawful discrimination, harassment, intimidation or bullying. Such participation shall not in any way affect the status, grades or work assignments of the complainant.

### **Compliance Officer**

The following compliance officer is designated to receive complaints:

Vice President of School Operations  
601 S. Figueroa Street, 4<sup>th</sup> Floor  
Los Angeles, CA 90017  
(213) 943-4930

The Vice President of School Operations or designee (collectively referred to herein as “Compliance Officer”) shall ensure that employees designated to investigate complaints are knowledgeable about the laws and programs for which they are responsible. Designated employees may have access to legal counsel as determined by the Compliance Officer.

### **Notifications**

The Compliance Officer shall annually provide written notification of Alliance’s Uniform Complaint Procedures to employees, scholars, parents/guardians and other interested parties.

The annual notice shall be in English. Pursuant to Education Code Section 48985, if 15% or more of scholars enrolled in a particular Alliance school speak a single primary language other than English, the annual notice shall be provided in that language as well.

The Uniform Complaint Procedures shall be available in all Alliance schools’ main offices and Alliance’s Home Office. The Compliance Officer shall make copies of the uniform complaint procedures available free of charge.

The notification shall:

1. Identify the person(s), position(s), or unit(s) responsible for receiving complaints;

2. Include information about complaints that may be related to pupil fees, pursuant to the requirements of Education Code Section 49010 *et seq.*;
3. Include information about complaints related to the Local Control and Accountability Plan, Annual Updates, or other Plan compliance requirements, pursuant to Education Code Section 52075.
4. Advise the complainant of any civil law remedies that may be available to him/her under state or federal discrimination laws, if applicable;
5. Advise the complainant of the appeal process, including the complainant's right to take a complaint directly to the CDE or to pursue remedies before civil courts or other public agencies; and
6. Include statements that:
  - a. Alliance is primarily responsible to ensure compliance with applicable state and federal laws and regulations governing education programs;
  - b. The complaint review shall be completed within 60 calendar days from the date of receipt of the complaint unless the complainant agrees in writing to an extension of the timeline;
  - c. A complaint alleging unlawful discrimination, harassment, intimidation or bullying must be filed not later than six months from the date it occurred or six months from the date the complainant first obtained knowledge of the facts of the alleged discrimination, harassment, intimidation or bullying;
  - d. The complainant has a right to appeal the decision to the CDE by filing a written appeal within 15 calendar days of receiving the decision;
  - e. The appeal to the CDE must include a copy of the complaint filed with Alliance and a copy of the decision; and
  - f. Copies of Alliance's uniform complaint procedures are available free of charge.

### **Procedures**

The following procedures shall be used to address all complaints which allege that the Alliance has violated federal or state laws or regulations governing educational programs. All complaints shall be investigated and resolved within 60 calendar days of Alliance's receipt of the complaint.

The Compliance Officer shall maintain a record of each complaint and subsequent related actions, in compliance with California Code of Regulations, Title 5, sections 4631 and 4633.

All parties involved in allegations shall be notified when a complaint is filed, when a complaint meeting or hearing is scheduled, and when a decision or ruling is made.

### ***Step 1: Filing a Complaint***

Any individual, public agency, or organization may file a written complaint of alleged noncompliance by Alliance.

A complaint alleging unlawful discrimination, harassment, intimidation, or bullying may be filed by a person who alleges that he or she personally suffered unlawful discrimination, harassment, intimidation, or bullying, or by a person who believes that an individual or any specific class of individuals has been subjected to unlawful discrimination, harassment, intimidation or bullying. Such a complaint shall be initiated no later than six (6) months from the date when the alleged unlawful discrimination, harassment, intimidation or bullying occurred, or six (6) months from the date the complainant first



obtained knowledge of the facts of the alleged unlawful discrimination, harassment, intimidation, or bullying. Upon written request by the complainant, the Compliance Officer may choose to extend the filing period for up to 90 calendar days.

Pupil fee complaints shall be filed no later than one (1) year from the date the alleged violation occurred.

The complaint shall be presented to the Compliance Officer who shall maintain a log of complaints received, providing each with a code number and date stamp.

Complaints related to pupil fees for participation in educational activities may be filed anonymously if the complaint provides evidence or information leading to evidence to support an allegation of noncompliance with the requirements of Education Code Section 49010 *et seq.* (pupil fees). Complaints related to Local Control and Accountability Plan compliance may also be filed anonymously if the complaint provides evidence or information leading to evidence to support an allegation of noncompliance with the requirements of Education Code Section 52075.

If a complainant is unable to prepare a written complaint due to conditions such as disability or illiteracy, the complainant can receive assistance from Alliance staff.

### **Step 2: Mediation**

Within ten (10) operating days of receiving the complaint, the Compliance Officer may informally discuss with the complainant the possibility of using mediation. If the complainant agrees to mediation, the Compliance Officer shall make arrangements for this process.

Before initiating the mediation of an unlawful discrimination, harassment, intimidation or bullying complaint, the Compliance Officer shall ensure that all parties agree to make the mediator a party to related confidential information.

If the mediation process does not resolve the problem within the parameters of law, the Compliance Officer shall proceed with his/her investigation of the complaint.

The use of mediation shall not extend the Alliance's timelines for investigating and resolving the complaint unless the complainant agrees in writing to such an extension of time.

### **Step 3: Investigation of Complaint**

The Compliance Officer is encouraged to hold an investigative meeting within fifteen (15) operating days of receiving the complaint or an unsuccessful attempt to mediate the complaint. This meeting shall provide the complainant with the opportunity to repeat the complaint orally.

The complainant and/or his or her representative shall have an opportunity to present the complaint and evidence, or information leading to evidence, to support the allegations in the complaint.

Refusal by the complainant to provide Alliance's Compliance Officer with documents or other evidence related to the allegations in the complaint, or to otherwise fail or refuse to cooperate in the investigation or engage in any obstruction of the investigation, may result in dismissal of complaint because of a lack of evidence to support the allegation.



Alliance’s refusal to provide the Compliance Officer with access to records and/or other information related to the allegation in the complaint, or its failure or refusal to cooperate in the investigation or its engagement in any other obstruction of the investigation, may result in a finding, based on evidence collected, that a violation has occurred and may result in the imposition of a remedy in favor of the complainant.

**Step 4: Response**

The Compliance Officer shall prepare and send to the complainant a written report of the investigation and decision, as described in Step #5 below, within sixty (60) days of Alliance’s receipt of the complaint, unless extended by written agreement with the complainant.

Alliance’s Board may consider the matter at its next regular Board meeting or at a special Board meeting convened in order to meet the 60 calendar day total time limit within which the complaint must be answered. The Board may also decide not to hear the complaint, in which case the Compliance Officer’s decision shall be final.

If the Board hears the complaint, the Compliance Officer shall send the Board’s decision to the complainant within 60 calendar days of receipt of the complaint or within the time period that has been specified in a written agreement with the complainant.

**Step 5: Final Written Decision**

Alliance’s decision shall be in writing and sent to the complainant. Alliance’s decision shall be written in English and, when required by law, in the complainant’s primary language.

The decision shall include:

1. The finding(s) of fact based on the evidence gathered;
2. The conclusion(s) of law;
3. Disposition of the complaint;
4. Rationale for such disposition;
5. Corrective action, if any are warranted;
6. For unlawful discrimination, harassment, intimidation or bullying complaints arising under state law, notice that the complainant must wait until sixty (60) days have elapsed from the filing of an appeal with the CDE before pursuing civil law remedies.
7. For unlawful discrimination, harassment, intimidation or bullying complaints arising under federal law such complaint may be made at any time to the U.S. Department of Education, Office of Civil Rights.

If a scholar or employee is disciplined as a result of the complaint, the decision shall simply state that effective action was taken and that the scholar or employee was informed of Alliance’s expectations. The report shall give no further information as to the nature of the disciplinary action.

If a complaint alleging noncompliance with the laws regarding Local Control and Accountability Plans or scholar fees, deposits and other charges is found to have merit, Alliance shall provide a remedy to all affected scholars and parents/guardians, which, where applicable, shall include reasonable efforts to ensure full reimbursement to them.



**Appeal**

If dissatisfied with Alliance’s decision, the complainant may appeal to the CDE by filing a written appeal within 15 calendar days of receiving the Alliance’s final decision. The appeal shall specify the basis for the appeal and whether the findings of facts are incorrect and/or the law has been misapplied. The appeal shall be accompanied by a copy of the locally filed complaint and a copy of Alliance’s final decision.

***Complaints relating to Discrimination, Harassment, Intimidation and Bullying***

*Appeals of Alliance decisions regarding discrimination, harassment, intimidation, and/or bullying allegations, as well as findings regarding provision of accommodations to lactating scholars, should be sent to:*

California Department of Education  
Education Equity UCP Appeals Office  
1430 N Street  
Sacramento, CA 95814

***Complaints regarding Pupil Fees***

*Appeals of Alliance decisions regarding educational program complaints or pupil fees should be sent to:*

California Department of Education  
Categorical Programs Complaints Management Office  
1430 N Street, Suite 6408  
Sacramento, CA 95814

***Complaints relating to the Local Control Accountability Plan (LCAP)***

*Appeals of Alliance decisions regarding LCAP should be sent to:*

California Department of Education  
Local Agency Systems Support Office  
1430 N Street, Suite 6400  
Sacramento, CA 95814

***Complaints regarding Special Education***

*Appeals of Alliance decisions regarding special education compliance should be sent to:*

California Department of Education  
Procedural Safeguards Referral Service  
1430 N Street, Suite 2401  
Sacramento, CA 95814

Upon notification by the CDE that the complainant has appealed Alliance’s decision, the Compliance Officer shall forward the following documents to the CDE:

1. A copy of the original complaint.
2. A copy of the decision.
3. A summary of the nature and extent of the investigation conducted by Alliance, if not covered by the decision.



4. A copy of the investigation file, including but not limited to all notes, interviews, and documents submitted by all parties and gathered by the investigator.
5. A report of any action taken to resolve the complaint.
6. A copy of Alliance's complaint procedures.
7. Other relevant information requested by the CDE.

The CDE may directly intervene in the complaint without waiting for action by Alliance when one of the conditions listed in Title 5, California Code of Regulations, Section 4650 exists, including cases in which Alliance has not taken action within sixty (60) days of the date the complaint was filed with Alliance. A direct complaint to CDE must identify the basis for direct filing of the complaint, which must include clear and convincing evidence that supports such a basis.

### **Civil Law Remedies**

A complainant may pursue available civil law remedies outside of Alliance's complaint procedures. Complainants may seek assistance from mediation centers or public/private interest attorneys. Civil law remedies that may be imposed by a court include, but are not limited to, injunctions and restraining orders. For complaints alleging unlawful discrimination, harassment, intimidation, and bullying based on state law, a complainant shall wait until sixty (60) calendar days have elapsed from the filing of an appeal with the CDE before pursuing civil law remedies. The moratorium does not apply to injunctive relief and is applicable only if Alliance has appropriately, and in a timely manner, apprised the complainant of his/her right to file a complaint in accordance with 5 CCR 4622.

REV: 04/19



## RICHARD MERKIN MIDDLE SCHOOL-SPECIFIC POLICIES

### Absences

Scholars and parents should do everything in their power to guard against absences from classes, including taking good care of their health and arranging necessary appointments outside of school time. **The maximum number of parent-excused notes allowed at this school is 3 each school year.**

A ParentSquare text message notification will be made to the parents of absent students during the instructional day. Automated phone calls are sent at 10:30AM reporting morning attendance.

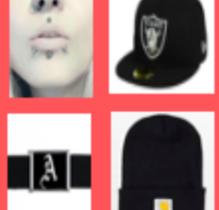
### Procedure for Clearing Absences

**When the scholar returns to school, he/she must provide the school main office with a note from his/her parent/guardian or have his/her parent/guardian call the school within 3 school days explaining the reason for the absence.** Any scholar who is absent for medical, dental or other professional services must, in addition, present a note to the main office directly from the provider's office. The school is required to keep the note, signed by the parent/guardian for every scholar absence, on file. In cases when the parent/guardian calls the school to explain an absence, the school must keep separate written documentation or electronic log of the call.

### School Uniform Requirements

#### Standard School Uniform

In accordance with the expectations of Alliance schools, all scholars attending Alliance schools must adhere to a strict uniform policy. One school uniform shall be provided to each scholar at no cost. Although each Alliance school may modify school colors as needed for school safety, scholars must adhere to the school's uniform requirements at all times.

	<b>Uniform Policy</b>	<b>OK! ☺</b>	<b>NOT OK! ☹</b>
<b>SWEATSHIRT S &amp; JACKETS</b>	<ul style="list-style-type: none"> <li>Sweaters, sweatshirts, and jackets must be solid in color without logos (other than the school official logo). Students cannot wear hoods in class but may wear them outside.</li> <li>Colors allowed: Black, Grey, White, Navy Blue</li> <li>All college logoed zippered, pullover sweatshirts, and jackets are allowed.</li> <li>Richard Merkin team and club jackets/sweatshirts.</li> <li>Hoods may not be worn on head at any time on campus.</li> </ul>		
<b>SHIRTS</b>	<ul style="list-style-type: none"> <li>Uniform polo shirt must be tucked in at all times.</li> <li>Uniform polo shirt must be worn even when student is wearing a sweatshirt, sweater, or jacket.</li> <li>Only Alliance school shirts are to be worn.               <ul style="list-style-type: none"> <li>6th/7th Grade: Forest Green Polo</li> <li>8th Grade: Navy Blue Polo</li> </ul> </li> <li>Spirit wear shirts for the week:               <ul style="list-style-type: none"> <li><u>Mondays:</u> RMMS Class Shirt/ Club/ Sports Shirts</li> <li><u>Tuesdays:</u> Breast Cancer Awareness Shirts</li> <li><u>Wednesday:</u> LEADS Shirt</li> <li><u>Thursday:</u> ASB Shirt &amp; LATM Shirt</li> <li><u>Friday:</u> College Shirts</li> </ul> </li> </ul>	<p><b>Uniform:</b></p>  <p><b>Spirit Wear:</b></p> <p>Monday:  Tuesday: </p> <p>Wed.: </p> <p>Thurs.:  Friday: </p>	
<b>PANTS, SHORTS, SKIRTS</b>	<ul style="list-style-type: none"> <li>Only khaki, solid-colored pants/shorts/skirts of an appropriately fitted size are allowed.</li> <li>Trousers must be at least ankle length but not touching the ground. The trouser hem must not be frayed or ripped. It is not permissible to cut the leg seam.</li> <li>Sweatpants are not allowed.</li> <li>Shorts must reach the top of the knee in length.</li> <li>Pants/shorts must be worn at waist level and not at the hip.</li> <li>Inappropriately tight and short clothing are not acceptable this includes leggings, "skinny jeans" style pants, low-rise pants and/or hip-hugger pants for both girls and boys. Leggings and/or tights may not be worn as pants. Pants may not be excessively tight and must have pockets.</li> <li>Skirts must be an appropriately fitted size, and fall just above the student's kneecaps.</li> </ul>		
<b>SHOES</b>	<ul style="list-style-type: none"> <li>Only closed-toe dress shoes or tennis shoes are allowed.</li> <li>Shoes must be plain and solid-colored, and may not contain colored shoelaces, stripes or logos.               <ul style="list-style-type: none"> <li>Colors Allowed: White, Black, Brown, Navy Blue solid colors</li> </ul> </li> </ul>		
<b>OTHER</b>	<ul style="list-style-type: none"> <li><b>Belts:</b> If a belt is worn, only tan, brown, or black, a standard width, and properly worn at waist level.               <ul style="list-style-type: none"> <li>Belts and belt buckles must not have logos, studs, chains, writings, or initials.</li> </ul> </li> <li><b>Headwear:</b> Hats, bandanas, hoods, beanies, wave caps, sweatbands and visors are not allowed.</li> <li><b>Jewelry:</b> Dangling/excessive jewelry and piercings are not allowed.</li> <li><b>Backpacks:</b> Backpacks must be a plain solid color and kept clean. No markings made with markers, paint, whiteout, will be allowed.</li> </ul>		

Any modifications and changes to the uniform policy and requirements are at the discretion of the principal or administrative designee.



## GERTZ-RESSLER HIGH SCHOOL-SPECIFIC POLICIES

### Absences

Scholars and parents should do everything in their power to guard against absences from classes, including taking good care of their health and arranging necessary appointments outside of school time. **The maximum number of parent-excused notes allowed at this school is 3 each school year.**

A ParentSquare phone call with a pre-recorded message will be made to the parents of absent students during the instructional day. Automated phone calls are sent at 10:30AM reporting morning attendance. At 6:30PM an automated phone call is generated reporting summary daily attendance for any absences and/or tardies.

### Procedure for Clearing Absences

**When the scholar returns to school, he/she must provide the school main office with a note from his/her parent/guardian or have his/her parent/guardian call the school within 3 school days explaining the reason for the absence.** Any scholar who is absent for medical, dental or other professional services must, in addition, present a note to the main office directly from the provider's office. The school is required to keep the note, signed by the parent/guardian for every scholar absence, on file. In cases when the parent/guardian calls the school to explain an absence, the school must keep separate written documentation or electronic log of the call.

### Tardy Policy

The instructional day begins at 7:40 a.m. with the ringing of the warning bell. Students are expected to be in classes ready to engage in the instructional program by 7:45 a.m. Students are also expected to be in individual classes throughout the day on time. A student who does not meet this expectation is considered tardy.

Unexcused tardies in the morning and/or during the school day are cumulative and may result in the following disciplinary action:

1. Given demerits for both late morning arrival and late arrivals during the school day.
2. Assigned detention
3. Administrative Conference/possible Home Visit

### School Uniform Requirements

#### Standard School Uniform

In accordance with the expectations of Alliance schools, all scholars attending Alliance schools must adhere to a strict uniform policy. One school uniform shall be provided to each scholar at no cost. Although each Alliance school may modify school colors as needed for school safety, scholars must adhere to the school's uniform requirements at all times.

## Gertz Ressler 2019-2020 Uniform Policy

	Uniform Policy	OK! 😊	DEMERITS ☹️
<b>SWEATERS, SWEATSHIRTS, JACKETS &amp; UNDERSHIRTS</b>	<p><b>What is allowed?</b></p> <ul style="list-style-type: none"> <li>• Solid-colored zip-up, pullover, or button-up in:               <ul style="list-style-type: none"> <li>○ Black</li> <li>○ Gray</li> <li>○ White</li> <li>○ Blue</li> </ul> </li> <li>• Only small logos, less than 2" in diameter allowed (i.e. small Adidas or Nike swoosh).</li> <li>• Gertz-Ressler branded</li> <li>• College logoed</li> </ul>		
<b>SHIRTS</b>	<p><b>Uniform Shirts:</b></p> <p>9th Grade – Ash Gray 10th Grade – Carolina Blue 11th Grade – Turquoise 12th Grade – Black</p> <ul style="list-style-type: none"> <li>• Must be tucked in at all times.</li> <li>• Must be worn even when student is wearing a sweater or jacket.</li> </ul> <p><b><u>Fridays only:</u></b> College t-shirts and Gertz Spirit t-shirts allowed (i.e. ASAS, Club, Advisory, Sports, current Senior Shirts, Testing)</p> <ul style="list-style-type: none"> <li>• May be worn untucked as long as midriff is not visible.</li> </ul>	<p><b>Mon-Thurs.:</b></p>  <p><b>Spirit Fri.:</b></p> 	
<b>PANTS, SHORTS, SKIRTS</b>	<p><b>What is allowed?</b></p> <ul style="list-style-type: none"> <li>• Solid, appropriately fitting in:               <ul style="list-style-type: none"> <li>○ Black</li> <li>○ Gray</li> <li>○ Khaki</li> </ul> </li> </ul> <p><b>What is <u>never</u> allowed?</b></p> <ul style="list-style-type: none"> <li>• Leggings.</li> <li>• Length less than 3" above the knee.</li> </ul>		
<b>SHOES</b>	<p><b>What is <u>never</u> allowed?</b></p> <ul style="list-style-type: none"> <li>• Open-toed, sandal-type shoes (i.e. peep-toe, strappy, crocs).</li> <li>• Solid red.</li> </ul>		
<b>OTHER RULES</b>	<p><b>What else is <u>never</u> allowed?</b></p> <ul style="list-style-type: none"> <li>• Solid red attire (except college sweaters/jackets).</li> <li>• Attire or belongings that are ripped, patched, distressed.</li> <li>• Hoods, beanies, hats, visors, etc. indoors.</li> <li>• References on clothing/possessions to non-school appropriate activity such as profanity, drugs, gangs, nudity, etc.</li> <li>• Visible undergarments.</li> </ul>		

**Exceptions to the Gertz Uniform Policy will be placed on the Gertz Public Calendar and include:**

- 1) **Comfort Wear for Testing Days:** all uniform rules apply except student may wear school-appropriate sweater/jacket, shirt, and jeans, sweats, or pajamas in place of uniform sweater, shirt, and bottoms.
- 2) **Field Trip Days:** all uniform rules apply except student may wear jeans or colored bottoms in place of uniform bottoms.
- 3) **Free Dress Days:** all uniform rules apply except student may wear school-appropriate sweater/jacket, shirt, and jeans or colored bottoms in place of uniform sweater, shirt, and bottoms.
- 4) **Professional Dress Days:** 1 Tues/month, all uniform rules apply except student may wear professional jacket, top, and pants/skirt/dress in place of uniform sweater, shirt, and bottoms.
- 5) **Spirit Weeks:** all uniform rules apply except student may wear school-appropriate theme wear in place of uniform sweater, shirt, and bottoms.

## Condom Availability Program

Since 1992, all LAUSD high schools have offered free condoms to scholars. Given this, and in an effort to support our implementation of the California Healthy Youth Act, all Alliance high schools have condoms available to scholars who request them. If a parent would *not* like their scholar to be able to access condoms at school, they may return a note to the school's office stating so.

## Driving and Parking

Alliance schools are located in densely populated areas where the limited street parking is mostly used by our neighbors. In serving these communities, we acknowledge a commitment to maintain a good relationship with our neighbors and honor their need for parking space where they reside. Scholars are not allowed to drive to school. There is no scholar parking on campuses nor is the neighborhood available for scholar parking.

## Cell Phone Policy

If your child needs to use the phone, they are welcome to come to the office during nutrition or lunch and use the phone in the main office. The cell phone rule is as follows:

- Cell phones devices are to be off and stored in the student's backpack/book bag at all times while on campus (Monday through Saturday, including before and after school tutoring and clubs).
- Students are to be responsible for their own possessions. The school takes no responsibility for theft/damage to cell phones or any other electronic devices brought to campus.
- If a cell phone is seen, it will be confiscated. This includes seeing the shape of the phone device in a pocket. The cell phone should not be seen at all, for any reason on campus unless an adult is asking for it.
- All confiscated cell phones will be returned according to the following:
  - First time confiscation: Parent will be notified. The phone will be returned at the end of the school day per administrator discretion.
  - Second time: the phone will be returned after one month (e.g. phone confiscated on February 18<sup>th</sup>, will be returned on March 18<sup>th</sup>.)

## Computing Devices Policy

Students will be assigned a Apple 32GB iPad or Lenovo 100E Chromebook to be used by the participant for instructionally-related duties while enrolled as an Alliance Gertz-Ressler student. Equipment may not be used for purposes other than those executed in the performance of student duties as a project participant at the school and in compliance with Alliance policies regarding the loan and use of school equipment to students. The term of this loan expires *when the assignee no longer attends the issuing Alliance school*. The assignee agrees to return said equipment to the school's administrator once his or her enrollment ends at Alliance or prior to extended school breaks such as Summer Break. The loss or damage of an iPad or Chromebook is to be immediately reported to the School's Operations Manager.

**Student ID should be displayed as the computing devices screensaver and/or background photo.**

## Student Pledge for Computing Device Use

- I will use my iPad/chromebook in ways that are appropriate and meet Alliance Schools expectations and are educational.
- I will use appropriate language when using emails, journals, wikis, blogs, or any other forms of communication. I will not create, or encourage others to create, discourteous or abusive content. I will not use electronic communication to spread rumors, gossip, or engage in any activity that is harmful to other persons.
- I understand that my tablet/chromebook is subject to inspection at any time without notice and remains the property of the Alliance School.
- I will take good care of my iPad/chromebook.
- I will never leave the tablet/chromebook unattended and I will know where it is at all times.
- I will protect my iPad/chromebook by only carrying it while in the case provided.
- I will never loan out my iPad/chromebook or give my password to other individuals.
- I will not let anyone else use my iPad/chromebook.
- I will keep food and beverages away from my iPad/chromebook since they may cause damage to the device.
- Clean the screen with a soft, anti static cloth ONLY; no cleaner.
- I will not disassemble any part of my iPad/chromebook or attempt any repairs.
- I will not place decorations (such as stickers, markers, etc.) on the iPad/chromebook or iPad/chromebook cover or do anything to permanently alter the iPad/chromebook in anyway.
- I will not remove or deface the serial number or other identification on any iPad/chromebook
- I will inform my advisory teacher and school office if I experience theft, vandalism, and other.
- I will be responsible for all damage or loss caused by neglect or abuse.
- I agree to return the iPad/chromebook, case and power cords in good working condition.
- I will ensure that my iPad/chromebook is fully charged for the next school day.

## Gertz Academic Integrity

Alliance Gertz-Ressler is an academic institution dedicated to growth through knowledge. The pursuit of knowledge is a pursuit of honest academic excellence; it must be a personal journey inspired by sincere, committed effort and personal integrity. Academic excellence in education requires a partnership in learning with administrators, teachers, students, support staff, and parents committed to daily interactions in a climate of honesty, respect, responsibility and trust. Students are expected to strive to preserve this value even when his or her actions and decisions may be unpopular with his or her classmates. Cheating and other forms academic dishonesty, such as misrepresentation and plagiarism, will not be tolerated at Alliance Gertz-Ressler.

Student directly or indirectly involved (*such as, but not limited to, knowing this is happening and keeping quiet*) in any act of academic dishonesty may be subject to the following consequences:

- Demerits issued.
- A failing grade on the assignment without the opportunity to make it up.

- A parent conference with an administrator before being admitted back to class and will write a reflection on his/her actions.
- Assigned to be an active member of our Friday Ethics Committee
  - Students who fail to complete their ethics committee responsibilities will have a second parent conference, be required to shadow an administrator, may be assigned to after school and/or weekend detention, and will prolong their stay in ethics committee.
- Loss of privileges to participate in student activities including free dress days, non academic field trips and field days, sporting events, etc. until Ethics Committee commitment has been fulfilled.
- Refusal of school staff to write recommendation letters for college admissions and scholarships.

### Merit / Demerit Policy

It is desirable that each student develops a sense of personal responsibility regarding compliance with school policies and regulations. Gertz Ressler High School employs a merit (positive behavior) and demerit (negative behavior) point system for the purposes of maintaining and tracking student behavior. Administration reviews the records of all students during the school year. Students who accumulate a significant number of disciplinary demerits may be placed on a behavior contract or may be excluded from school activities.

#### **Sample Merit Incentives:**

- Merit Store purchases (once per week):
  - snacks
  - A Gertz Swag T- shirt (i.e. AP Testing, Think It Up, etc.)
  - A uniform shirt (depending on size availability)
- Lunch with an Administrator of the students' choice. The Administrator must buy the group lunch!
- Raffle tickets to earn prizes at WSM
- Tickets for Special Events (i.e. dances, activities, etc)

#### **Demerit Consequences for having a balance of 20 or More Demerits:**

- Detention Wednesdays (1 detention = clears 10 demerits)
- Athletes are ineligible to attend practices or play games - Demerits will be checked on Wednesday to determine eligibility for the next week (Monday through Sunday)
- Yearbook, Gertz TV, sports managers/assistants are ineligible to attend practices or games with sports teams - Demerits will be checked on Wednesday to determine eligibility for the next week (Monday through Sunday)
- Students are unable to attend sports events on campus - checked day of event



- Students are unable to attend special events including, but not limited to, dances, non-academic field trips, and midyear/end of year celebrations

### Field Trip Policy

We encourage all of our students to attend school sponsored academic field trips. All students will be invited to attend regardless of grades. Demerits will not be taken into account as the purpose of these trips is for college-exposure and/or academic learning for a class.

**Special Invite Trips:** Non College/University Field Trip during school hours or tutoring.

- **Grades:** A student may not have an NP in any of the classes they will miss during the trip and they may not miss any mandatory tutoring, unless they receive permission via the Teacher Approval Form from the teacher for who they miss class and/or tutoring.
- **Demerits:** Will be taken into account as these events are considered special privileges. 20 demerits at the time of the field trip form distribution will disqualify a student from participation. It is the Teacher/Sponsor’s responsibility to check the most recent Merit report.

**Overnight trips:** Multiple day trips such as Outward Bound, Step Up, College Match, GearUp etc.

- **Grades:** Student may not have any NP grades, including in Advisory, by the cutoff date (date established by Administrators). Sponsoring group will provide the list of students accepted to attend the trips and confirms eligibility with the College Center.
- **Demerits:** Will be taken into account as these events are considered special privileges. 20 demerits at the time of the field trip form distribution will disqualify a student from participation.

### Health & Safety Food Delivery Policy

The safety and security of staff and students at every Alliance school is of utmost importance. A critical part of creating a safe campus environment is for the administration, as well as those individuals or classrooms receiving visitors, to have advance knowledge of all visitors. School administration must know at all times who is on campus and reserves the right to refuse entry to any visitor. The following procedures for visiting an Alliance school will be strictly followed.

Due to our Alliance Visitor policy, we are not allowing outside vendors such as Uber Eats, Pizza deliveries, or other food providers to drop off food for students. If parents are unable to provide students with a meal, parents may request individuals from the student’s emergency list to drop off meals for their student. During nutrition, lunch and/or brunch time, students will be called into the front office to pick up meals that have been dropped off for them.

### Calendar of Events

Please note dates and times of school events are subject to change. To ensure you have the most up to date information please check the following Gertz Helpful Links and Social Media:



**Gertz Website:** <http://www.gertzresslerhigh.org/>

**Gertz Instagram:** <https://www.instagram.com/gertzresslerhighschool/>

**Gertz Facebook:** <https://www.facebook.com/GertzResslerHighSchool/>



## FORMS AND SIGNATURES

### Parent/Scholar/Staff Compact

#### **ALLIANCE COLLEGE-READY PUBLIC SCHOOLS COMPACT FOR PARENTS, SCHOLARS AND STAFF RESPONSIBILITY AND ACCOUNTABILITY FOR COMMITMENT TO COLLEGE READINESS**

All scholars have a right to and deserve a rigorous quality educational experience that enables them to meet graduation requirements and be ready for successful college entrance. The Alliance school community firmly believes that all scholars can and will achieve when there is a collaborative effort between staff, administrators, parents and scholars whereby each group clearly understands expectations and accepts responsibility for the successful education and college preparation of each individual scholar. Therefore, the Alliance school community agrees to provide and maintain a learning environment in which:

Alliance School Staff will:

- Understand and teach grade level/course curriculum based on the California and Common Core State Standards and A-G college preparation courses.
- Assign relevant individual and team scholar projects and communicate with parents regarding scholar academic and social progress.
- Be in regular attendance and encourage scholars to achieve a 97% attendance rate.
- Communicate school policies to scholars and parents regarding discipline, homework, attendance, grade level/subject area expectations, A-G course and college entrance requirements.
- Work to meet the individual needs of scholars in ongoing advisory counseling, coursework and college entrance preparation, assist in development and semester review of scholar's Learning Plan.
- Maintain accurate records of scholar academic performance and behavior.
- Provide a safe, clean, positive, and peaceful school environment that supports scholar learning and personalized teaching.

Alliance Scholar(s) will:

- Arrive on time to class each day, in uniform, and prepared to learn.
- Be an active, cooperative learner and seek assistance from instructors when needed.
- Complete and submit all class assignments, projects, and homework in a timely manner and to the quality standards expected of a scholar.
- Follow the school's code of conduct for personal behavior and accept consequences for actions.
- Be respectful of self and all others in achieving the goals of graduation and college-entrance.
- Adhere to all school policies as outlined in the Parent-Scholar Handbook.

Alliance Parent(s)/Guardian(s) will:

- Encourage scholars to be active and responsible learners who complete project assignments and homework, and seek assistance when needed.
- Work to ensure that scholars are in regular, punctual attendance each day.
- Support school policies regarding discipline, safety, proper school attire, project assignments and homework, attendance, textbook care, etc.
- Participate in advisory team support of their child and ongoing analysis of scholar work.
- Try to complete 40 hours of parent volunteer service at school each year when possible.
- Try to attend Parental Learning Support workshops when possible.

## Family Education Rights and Privacy Act (FERPA)

### Overview

The Family Educational Rights and Privacy Act (FERPA) is a federal law that affords parents the right to have access to their children’s education records, the right to seek to have the records amended, and the right to have some control over the disclosure of personally identifiable information from the education records. When a scholar turns 18 years old, or enters a postsecondary institution at any age, the rights under FERPA transfer from the parents to the scholar.

Generally, schools must have written permission from the parent or eligible scholar in order to release any information from a scholar's education record. Alliance schools maintain various scholar records, including, but not limited to, transcripts, enrollment records, disciplinary records, and immunization records. Schools may disclose, without consent, "directory" information such as a scholar's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell parents and eligible scholars about directory information and allow parents and eligible scholars a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify parents and eligible scholars annually of their rights under FERPA.

Alliance schools will not release information to third parties for immigration-enforcement purposes, except as required by law or court order.

### Notification of Rights under FERPA

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

1. The right to inspect and review the scholar's education records within 45 days after the day Alliance College-Ready Public Schools ("Alliance") or the Charter School receives a request for access. Please note that the California Education Code permits access within 5 days of the request.

Parents or eligible scholars who wish to inspect their child’s or their education records should submit to the school principal or administrative designee a written request that identifies the records they wish to inspect. The school principal or administrative designee will make arrangements for access and notify the parent or eligible scholar of the time and place where the records may be inspected.

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

Parents or eligible scholars who wish to ask Alliance or the Charter School to amend their child’s or their education record should write the school principal or administrative designee, clearly identify the part of the record they want changed, and specify why it should be changed. If the school decides not to amend the record as requested by the parent or eligible scholar, the school



will notify the parent or eligible scholar of the decision and of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible scholar when notified of the right to a hearing.

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

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

Upon request, the school discloses education records without consent to officials of another school or school district in which a scholar seeks or intends to enroll, or is already enrolled if the disclosure is for purposes of the scholar's enrollment or transfer.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by Alliance or the Charter School to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

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

5. FERPA permits the disclosure of PII from scholars' education records, without consent of the parent or eligible scholar, if the disclosure meets certain conditions found in § 99.31 of the FERPA regulations. Except for disclosures to school officials, disclosures related to some judicial orders or lawfully issued subpoenas, disclosures of directory information, and disclosures to the parent or eligible scholar, § 99.32 of the FERPA regulations requires the school to record the disclosure. Parents and eligible scholars have a right to inspect and review the record of disclosures. A school may disclose PII from the education records of a scholar without obtaining prior written consent of the parents or the eligible scholar –
  - To other school officials, including teachers, within the educational agency or institution whom the school has determined to have legitimate educational interests. This includes contractors, consultants, volunteers, or other parties to whom the school has

- outsourced institutional services or functions, provided that the conditions listed in § 99.31(a)(1)(i)(B)(1) - (a)(1)(i)(B)(3) are met. (§ 99.31(a)(1))
- To officials of another school, school system, or institution of postsecondary education where the scholar seeks or intends to enroll, or where the scholar is already enrolled if the disclosure is for purposes related to the scholar’s enrollment or transfer, subject to the requirements of § 99.34. (§ 99.31(a)(2))
  - To authorized representatives of the U.S. Comptroller General, the U.S. Attorney General, the U.S. Secretary of Education, or State and local educational authorities, such as the State educational agency (SEA) in the parent or eligible scholar’s State. Disclosures under this provision may be made, subject to the requirements of § 99.35, in connection with an audit or evaluation of Federal- or State-supported education programs, or for the enforcement of or compliance with Federal legal requirements that relate to those programs. These entities may make further disclosures of PII to outside entities that are designated by them as their authorized representatives to conduct any audit, evaluation, or enforcement or compliance activity on their behalf, if applicable requirements are met. (§§ 99.31(a)(3) and 99.35)
  - In connection with financial aid for which the scholar has applied or which the scholar has received, if the information is necessary for such purposes as to determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid. (§ 99.31(a)(4))
  - To State and local officials or authorities to whom information is specifically allowed to be reported or disclosed by a State statute that concerns the juvenile justice system and the system’s ability to effectively serve, prior to adjudication, the scholar whose records were released, subject to § 99.38. (§ 99.31(a)(5))
  - To organizations conducting studies for, or on behalf of, the school, in order to: (a) develop, validate, or administer predictive tests; (b) administer scholar aid programs; or (c) improve instruction, if applicable requirements are met. (§ 99.31(a)(6))
  - To accrediting organizations to carry out their accrediting functions. (§ 99.31(a)(7))
  - To parents of an eligible scholar if the scholar is a dependent for IRS tax purposes. (§ 99.31(a)(8))
  - To comply with a judicial order or lawfully issued subpoena, if applicable requirements are met. (§ 99.31(a)(9))
  - To appropriate officials in connection with a health or safety emergency, subject to § 99.36. (§ 99.31(a)(10))
  - Information the school has designated as “directory information” if applicable requirements under § 99.37 are met. (§ 99.31(a)(11))
  - To an agency caseworker or other representative of a State or local child welfare agency or tribal organization who is authorized to access a scholar’s case plan when such agency or organization is legally responsible, in accordance with State or tribal law, for the care and protection of the scholar in foster care placement. (20 U.S.C. § 1232g(b)(1)(L))
  - To the Secretary of Agriculture or authorized representatives of the Food and Nutrition Service for purposes of conducting program monitoring, evaluations, and performance measurements of programs authorized under the Richard B. Russell National School Lunch Act or the Child Nutrition Act of 1966, under certain conditions. (20 U.S.C. § 1232g(b)(1)(K))



If an Alliance school decides to release directory information, the Alliance school shall provide an annual notice to parents and guardians, and “eligible scholars” in attendance, of the school’s directory information policy that includes:

- The categories of information that the school has classified as public directory information that may be disclosed without parental consent.
- A statement that directory information does not include citizenship status, immigration status, place of birth, or any other information indicating national origin (except where the school receives consent as required under law).
- The potential recipients of the directory information.
- A description of the parent’s or guardian’s abilities to refuse release of the scholar’s directory information, and how to refuse release.
- The deadline within which the parent, guardian or scholar must notify the school in writing that he or she does not want the information designated as directory information.

REV: 08/18



### Parent/Guardian Acknowledgement and Agreement

This is to acknowledge that my child and I have received a copy of the 2019-20 Parent-Scholar Handbook. We understand that it sets forth the terms and conditions of scholar enrollment, as well as the duties, responsibilities, and obligations of scholars. We understand and agree that it is our responsibility to read the Parent-Scholar Handbook and to abide by the rules, policies, standards set forth within including the dress code and the school-family compact signed during the initial orientation process. We further understand that the Parent-Scholar Handbook may be changed during the school year as necessary and that when we are notified of any changes, it is our responsibility to follow the revised policies.

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**School Name Printed**

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**Parent/Guardian Name Printed**

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**Parent/Guardian Signature**

**Date**

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**Scholar Name Printed**

**Scholar Grade Level**

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**Scholar Signature**

**Date**