



## Alliance Dr. Olga Mohan High School

### 2023-24 Parent-Scholar Handbook



DR. OLGA MOHAN HIGH SCHOOL

Last Revision: March 2023

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# 2023-24 ACADEMIC CALENDAR

**June**

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*	

**June 2023**

- 16 - Last Day of Instruction
- 19 - Juneteenth (Network Closed)
- 20 - Network Summer School Window opens\*\* (Network Summer School Window: June 20 - July 28)
- 30 - Summer Extended Weekend (Network Closed)

**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 2023**

- 3 - Summer Extended Weekend (Network Closed)
- 4 - Independence Day (Network Closed)
- 28 - Network Summer School Window closes\*\* (Network Summer School Window: June 20 - July 28)
- 31 - Aug 4 - New Staff Orientation

**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 2023**

- 7 - One Alliance Day & Strong Start PD
- 8-14 - Strong Start & Teacher Planning
- 15 - First Day of School

**February**

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

**February 2024**

- 19 - Presidents' Day (Network Closed)

**September**

S	M	T	W	Th	F	S
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 2023**

- 4 - Labor Day (Network Closed)
- 18 - Scholar Half Day - Data & Teacher Planning

**March**

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

**March 2024**

- 11 - Data & Teacher Planning
- 12 - Data & Teacher Planning - Scholar Half Day
- 25-28 - Spring Break (Network Closed)
- 29 - Cesar Chavez Day Observed (Network Closed)

**October**

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

**October 2023**

- 6 - Fall Extended Weekend (Network Closed)
- 9 - Indigenous Peoples' Day (Network Closed)
- 16 - Data & Teacher Planning
- 17 - Scholar Half Day - Data & Teacher Planning

**April**

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

**April 2024**

- 15 - Data & Teacher Planning - Scholar Half Day
- 16 - Data & Teacher Planning - Scholar Half Day

**November**

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

**November 2023**

- 10 - Veterans Day (Network Closed)
- 20-24 - Thanksgiving Break
- 23-24 - Thanksgiving (Network Closed)

**May**

S	M	T	W	Th	F	S
33			1	2	3	4
34	5	6	7	8	9	10
35	12	13	14	15	16	17
36	19	20	21	22	23	24
37	26	27*	28	29	30	31

**May 2024**

- 27 - Memorial Day (Network Closed)

**December**

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

**December 2023**

- 22 - Network Half Day
- 22 - Last Day of First Semester (Early Dismissal)
- 25 - Christmas (Network Closed)
- 26-29 - Winter Break (Network Closed)

**June**

S	M	T	W	Th	F	S
38	2	3	4	5	6	7
39	9	10	11	12	13	14
	16	17	18	19*	20	21
	23	24	25	26	27	28
	30					

**June 2024**

- 12 - Last Day of Instruction
- 17-21 - Summer Break (Network Closed)
- 19 - Juneteenth (Network Closed)
- 24 - Jul 31 Network Summer School

**January**

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

**January 2024**

- 1 - New Year's Day (Network Closed)
- 2-12 - Winter Break
- 15 - MLK Day (Network Closed)
- 16 - Data & Teacher Planning
- 17 - First Day of Second Semester

**July**

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

**July 2024**

- 4 - Independence Day (Network Closed)
- 5 - Day after Independence Day
- 29 - Aug 2 New Staff Orientation

84 Days of Instruction - Fall Semester

98 Days of Instruction - Spring Semester

**Legend (8/1/2023 to 8/2/2024)**

* Federal/State Holidays (Network Closed)	13	Days
Additional Network Closure Days	14	Days
Instructional Days	182	Days
Professional Days	9	Days
Scholar / Professional Half Days	6	Days
Summer Break	7	Weeks
Fall, Winter, Spring Break (Schools)	5	Weeks

## PARENT AND FAMILY INVOLVEMENT

### Parent Involvement

Meaningful parent/guardian involvement is a critical dimension of effective schooling and improves scholar achievement. Research has shown that active and consistent parent/guardian 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/guardians 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/guardians 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/guardians being meaningfully and actively engaged in their child's education and responsible for supporting their child's learning at home.
- Helping parents/guardians understand what it will take to prepare their child for college.
- Encouraging parents/guardians to ensure their child attends school daily.
- Encouraging parents/guardians to support the goals of the school through their voice and through volunteering each year.
- Encouraging parents/guardians to attend 4 parent educational workshops each school year.
- The value of parent/guardian input. Parents/guardians are asked to complete a parent satisfaction survey each year.

REV: 03/23

### Parent Volunteering

There are a number of ways parents/guardians can volunteer. See the chart below. Parent/guardian 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>● College or book fair participation</li></ul>
School Support	<ul style="list-style-type: none"><li>● Refer other families to your school</li><li>● Participate in scholar recruitment events such as flyering</li><li>● Support a school event (school assembly, prom, graduation)</li><li>● Attend Alliance Governing Board meetings</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 Site Advisory Council (elected role)</li> <li>● English Learner Parent Committee</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/guardian participation and will make every attempt to match parents’/guardians’ interests and skills with projects or tasks volunteers are comfortable with.

**Advocacy and Parent Engagement**

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

**Parent Leadership**

The School Site Advisory Council (SSAC) provides parents and guardians an opportunity to engage with their school. The purpose for the Parents serving as SSAC members is to connect with and engage other parents at the school, so as to strengthen and fortify the community efforts at every Alliance school.

Being a parent leader requires a lot of time and dedication. All in all, the more intensively involved parents are, the greater the positive impact on the scholar's academic achievement. Parental involvement leads to better overall classroom behavior. Parental involvement not only enhances academic performance, but it also has a positive influence on scholar attitude and behavior. We hope that through SSAC participation, parents are better equipped to be leaders of change for not only their children but for all their school community.

As is true of all members of the SSAC, except the principal, parent members of the SSAC, must be elected by other parents. Parents may nominate themselves or be nominated by other members of the school community, although any nominee must accept the nomination prior to being added to the election ballot. Schools must inform all parents of the opportunity to nominate themselves for participation in the SSAC. For more information about SSAC Parent nominations or elections, please contact Ms. Mayra Salazar at [ssac@laalliance.org](mailto:ssac@laalliance.org).

REV: 03/23

**Volunteer Background Checks**

- All volunteers must complete an Alliance Parent Volunteer Packet and sign the Alliance liability waiver.

- The school shall perform a Megan’s Law check prior to the volunteer starting work with Alliance schools.
- All parent/guardian 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, they 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 their volunteer period, the volunteer must immediately report such a conviction to their immediate supervisor.
  - Documentation will be kept on file with Alliance’s Human Resources department.
- All parent/guardian 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, they 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 outside of the immediate supervision of a school employee or 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: 03/23

### Parent/Guardian Rights

Parents/guardians are guaranteed certain rights within each Alliance school campus. Parents/guardians 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 Site Advisory Council in accordance with any rules and regulations governing membership in these groups (election requirements).

REV: 09/15

## **School Parent and Family Engagement Policy**

The Alliance Governing Board recognizes that parents/guardians are their children's first and most influential teachers and that sustained parent/guardian involvement in the education of their children contributes greatly to scholar achievement and a positive school environment.

The Principal or designee shall work with staff and parents/guardians to develop meaningful opportunities at all grade levels for parents/guardians to be involved in school and school activities; advisory, decision-making, and advocacy roles; and activities to support learning at home.

Parents/guardians shall be notified of their rights to be informed about and to participate in their children's education and of the opportunities available to them to do so.

To these ends, the school will have a comprehensive program to involve parents/guardians at all grade levels in a variety of roles. This program shall:

1. Support the involvement of parents/guardians as partners in the decision-making processes of the school and provide other reasonable support for parental/guardian involvement activities as parents/guardians may request.
2. Involve parents/guardians at the school site, with appropriate training, in instructional and support roles.
3. Provide clear, two-way communications between school and family in all matters relating to school programs and each scholar's progress in a format and, to the extent practicable, in a language the parents/guardians can understand.
4. Provide access to community and support services for parents/guardians and scholars needing services.
5. Establish and develop programs and practices which enhance scholar involvement and which reflect the specific needs of scholars and families.
6. Help parents/guardians develop parenting skills and provide home conditions that support their children's efforts to learn.
7. Instruct parents/guardians in learning techniques so that they can further develop their children's comprehension and mastery of homework assignments.

The Principal or designee shall regularly evaluate and report to the Board on the effectiveness of the school's parent/guardian involvement efforts, including, but not limited to, input from parents/guardians and school staff on the adequacy of parent/guardian involvement opportunities and barriers that may inhibit parent/guardian participation.

The Principal or designee shall educate teachers, specialized instructional support personnel, school administrators, and other school leaders, and other staff, with the assistance of parents/guardians, in the value and utility of contributions of parents/guardians, and in how to reach out to, communicate with, and work with parents/guardians as equal partners, implement and coordinate parent/guardian programs, and build ties between parents/guardians and the school through providing additional learning opportunities supported by parents/guardians in these topics during already scheduled professional development activities.

## **Title I School-Level Parent and Family Engagement Policy**

With approval from the Alliance Governing Board, Alliance Dr. Olga Mohan High School has developed a written Title I parent and family engagement policy with input from parents and family members of participating children. This input is gathered through family surveys, discussion forums, and community town halls, and reviewed with the School Site Advisory Council. The school will be distributing the policy to parents and family members of children served under Title I, Part A through the school website, mail, and parent-scholar handbooks. (20 United States Code [U.S.C.] Section [§] 6318[b][1])

### **Involvement of Parents in the Title I Program**

The policy describes the means for carrying out Title I parent and family engagement requirements. (20 U.S.C. § 6318[b][1])

To involve parents and family members in the Title I program at Alliance Dr. Olga Mohan High School, the following practices have been established:

- a) The school convenes an annual meeting, at a convenient time, to which all parents of participating children shall be invited to attend and encouraged to attend, to inform parents and family members of their school's participation in the Title I program and to explain the requirements, and the right of the parents to be involved. (20 U.S.C. § 6318[c][1])
- b) The school offers a flexible number of meetings, such as meetings in the morning or evening, and may provide, with Title I funds, transportation, child care, or home visits, as such services relate to parent involvement. These meetings will include community town halls, educational partner engagement meetings, and School Site Advisory Council meetings. (20 U.S.C. § 6318[c][2])
- c) The school involves parents in an organized, ongoing, and timely way, in the planning, review, and improvement of the school's Title I program, including the planning, review, and improvement of the school parent and family engagement policy and the joint development of the schoolwide program plan. This review and improvement will occur through community town halls, educational partner engagement meetings, and School Site Advisory Council meetings. (20 U.S.C. § 6318[c][3])
- d) The school provides parents of participating children with the following:
  1. Timely information about the Title I program through mail, parent-scholar handbooks, and the school website. (20 U.S.C. § 6318[c][4][A])
  2. A description and explanation of the curriculum in use at the school, the forms of academic assessment used to measure student progress, and the achievement levels of the challenging State academic standards. These descriptions will be available through regularly scheduled Parent-Teacher engagement events and educational partner engagement meetings. (20 U.S.C. § 6318[c][4][B])
  3. If requested by parents, opportunities for regular meetings to formulate suggestions and to participate, as appropriate, in decisions relating to the education of their children, and

respond to any such suggestions as soon as practicably possible. (20 U.S.C. § 6318[c][4][C])

### **Building Capacity for Title 1 Parent Involvement**

To ensure effective involvement of parents and to support a partnership among the school involved, parents, and the community to improve student academic achievement, each school and local educational agency assisted with Title I, Part A funds establishes the practices listed below. (20 U.S.C. § 6318[e])

- a) The school provides parents with assistance in understanding such topics as the challenging State academic standards, State and local assessments, the requirements of Title I, Part A, and how to monitor a child's progress and work with educators to improve the achievement of their children. This is accomplished through regularly scheduled Parent-Teacher engagement events, educational partner engagement meetings, and individual outreach to the families of struggling students. (20 U.S.C. § 6318[e][1])
- b) The school provides parents with materials and training to help parents work with their children to improve their children's achievement. This support is provided through regularly scheduled parent-teacher engagement events and individual outreach to the families of struggling students. (20 U.S.C. § 6318[e][2])
- c) Through regular professional development meetings, the school educates teachers, specialized instructional support personnel, principals, and other school leaders, and other staff, with the assistance of parents, in the value and utility of contributions of parents, and in how to reach out to, communicate with, and work with parents as equal partners, implement and coordinate parent programs, and build ties between parents and the school. (20 U.S.C. § 6318[e][3])
- d) The school, to the extent feasible and appropriate, coordinates and integrates parent involvement programs and activities with other Federal, State, and local programs, including public preschool programs, and conducts other activities, such as parent resource centers, to encourage and support parents in more fully participating in the education of their children. (20 U.S.C. § 6318[e][4])
- e) The school ensures that information related to school and parent programs, meetings, and other activities is sent to parents in a format and, to the extent practicable, in a language the parents can understand. (20 U.S.C. § 6318[e][5])
- f) The school provides such other reasonable support for parental involvement activities under this section as parents may request. (20 U.S.C. § 6318[e][14])

Alliance Dr. Olga Mohan High School, to the extent practicable, provides opportunities for the informed participation of all parents and family members (including parents and family members with limited English proficiency, parents and family members with disabilities, and parents and family members of migratory children) including providing information and school reports required under 20 U.S.C. § 6311 in a format and, to the extent practicable, in a language such parents understand. (20 U.S.C. § 6318[f])

REV: 12/22

## Parent Information on Scholar Progress

In addition to the opportunities below to understand your scholar's progress, parents/guardians are welcome to contact the school to schedule additional meetings.

### **Parent/Teacher Conferences**

Parent/teacher conferences are held regularly throughout the school year and parents/guardians are highly encouraged to attend. At these meetings, parents/guardians 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 or not graduating, 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/guardians can follow scholar academic progress through PowerSchool. Scholar attendance, homework, grades, and assignments 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
- A Valid Email

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

REV: 03/21

## Parent Communication

### **School-Home Communication**

#### ***Staff Contacting Parents/Guardians***

Staff members may call home on occasion to inform parents/guardians 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 PowerSchool Parent Portal to see 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/Electronic Mail Communication System***

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

### ***School Correspondence***

School bulletins, periodic calendars, flyers, electronic communications (including via the school website), 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/guardians 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/Guardians 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***

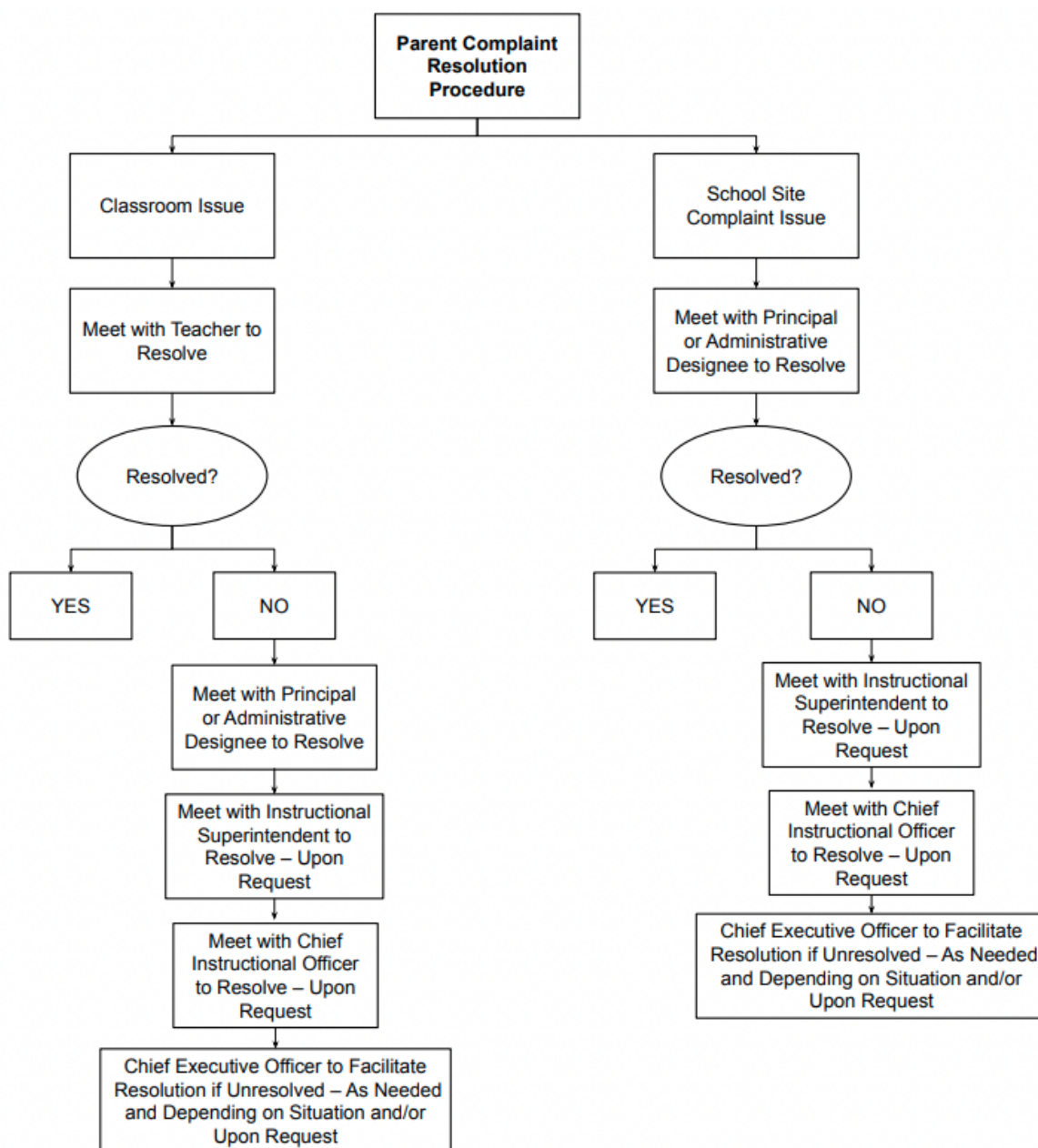
Parents/guardians who need to contact their child during the day must call the main office (cell phones in your child's possession must remain put away with the volume off for the entire instructional day). In an effort to limit classroom disturbances, office staff will only deliver urgent messages from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

REV: 04/22

### **Stakeholder Complaint Procedure**

Complaints arising from within an Alliance school shall be resolved by the Principal, Instructional Superintendent, Chief Instructional Officer and/or Chief Executive Officer.

#### **Parent Complaint Resolution Procedures**



REV: 04/22

### Uniform Complaint Procedure

**Alliance Dr. Olga Mohan High School** 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 bullying against any protected group as identified under Education Code Sections 200 and 220 and Government Code

Section 11135, including any actual or perceived characteristic as set forth in Penal Code Section 422.55, or on the basis of a person's association with a person or a group with one or more of these actual or perceived characteristics, in any program or activity conducted by an educational institution, as defined in Education Code Section 210.3, that is funded directly by, or that receives or benefits from, any state financial assistance. Such complaints shall include complaints of sexual harassment perpetrated by an adult staff member toward a scholar.

- Complaints of violations of state or federal law and regulations governing the following programs and activities including but not limited to: Accommodations for Pregnant and Parenting Pupils; Adult Education; After School Education and Safety; Agricultural Career Technical Education; Career Technical and Technical Education and Career Technical and Technical Training Programs; Child Care and Development; Compensatory Education; Consolidated Categorical Aid Programs; Course Periods without Educational Content; Educational and Graduation Requirements for Pupils in Foster Care, Pupils who are Homeless, Pupils from Military Families and Pupils formerly in Juvenile Court now enrolled in an Alliance school; Every Scholar Succeeds Act; Local Control and Accountability Plans (LCAP); Migrant Education; Physical Education Instructional Minutes; Pupil Fees; Reasonable Accommodations to a Lactating Pupil; Regional Occupational Centers and Programs; School Plans for scholar Achievement; School Safety Plans; School Site Councils; State Preschool; State Preschool Health and Safety Issues in LEAs Exempt from Licensing; and any other state or federal educational program the State Superintendent of Public Instruction (SSPI) or designee deems appropriate.
- 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 Education Code Section 49011 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 and Accountability Plans (LCAP) or Education Code Sections 47606.5 and 47607.3, as applicable.
- Complaints of noncompliance with the requirements of Education Code Section 222 regarding the rights of lactating pupils on a school campus.
- Complaints of noncompliance with the requirements of Williams legislation regarding alleged deficiencies related to instructional materials, the condition of a facility that is not maintained in a clean or safe manner or in good repair, and teacher vacancy or misassignment.

### **Investigation of Discrimination, Harassment, Intimidation, and Bullying**

Alliance will investigate and seek to resolve, in accordance with these uniform complaint procedures, complaints alleging failure to comply with applicable state and federal laws and regulations including, but not limited to, allegations of discrimination, harassment, intimidation, and/or bullying or noncompliance with laws relating to all programs and activities implemented by Alliance schools that are subject to the uniform complaint procedures.

School personnel will take immediate steps to intervene when safe to do so if they witness an act of discrimination, harassment, intimidation, or bullying.

If the Alliance school finds merit in a complaint, or if the California Department of Education (CDE) finds merit in an appeal, Alliance shall provide a remedy to the affected scholar(s), as described below.

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 Equity Officer or their 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>.

All complainants are protected from retaliation under these complaint procedures. 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 and/or bullying. Such participation shall not in any way affect the status, grades or work assignments of the complainant.

#### **Equity Officer**

The following Home Office Equity Officer is designated to receive complaints:

Chief Operations Officer  
5101 Santa Monica Blvd Ste 8, PMB 271  
Los Angeles, CA 90029  
Phone: (213) 943-4930  
E-Mail: [compliance@laalliance.org](mailto:compliance@laalliance.org)

The Chief Operations Officer, or designee (collectively referred to herein as "Equity 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 Equity Officer.

#### **School-Based Equity Officer / Title IX Coordinator**

Please contact **Alliance Dr. Olga Mohan High School** Equity Officer /Title IX Coordinator if you have any questions, complaints or concerns regarding Title IX:

Andrew King  
Principal  
Alliance Dr. Olga Mohan High School  
644 W 17th street, Los Angeles, Ca 90015  
[aking@laalliance.org](mailto:aking@laalliance.org)  
(213)342-2870

#### **Annual Notice**



The Equity Officer shall annually provide written notification of Alliance's uniform complaint procedures to all scholars, employees, parents/guardians of its scholars, school and district advisory committee members, appropriate private school officials or representatives, and other interested parties that includes information regarding allegations about discrimination, harassment, intimidation, or bullying.

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 Equity 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 them 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 including but not limited to: Accommodations for Pregnant and Parenting Pupils; Adult Education; After School Education and Safety; Agricultural Career Technical Education; Career Technical and Technical Education and Career Technical and Technical Training Programs; Child Care and Development; Compensatory Education; Consolidated Categorical Aid Programs; Course Periods without Educational Content; Educational and Graduation Requirements for Pupils in Foster Care, Pupils who are Homeless, Pupils from Military Families and Pupils formerly in Juvenile Court now enrolled in an Alliance school; Migrant Education; Every Scholar Succeeds Act; Local Control and Accountability Plans (LCAP); Physical Education Instructional Minutes; Pupil Fees; Reasonable Accommodations to a Lactating Pupil; Regional Occupational Centers and Programs; School Plans for scholar Achievement; School Safety Plans; Schoolsite Councils; State Preschool; State Preschool Health and Safety Issues in LEAs Exempt from Licensing; and any other state or federal educational program the State Superintendent of Public Instruction (SSPI) or designee deems appropriate;
  - b. Alliance will post a standardized notice of the educational rights of pupils in foster care, pupils who are homeless, former juvenile court pupils now enrolled in an Alliance school, and pupils in military families, as specified in Education Code Sections 48853, 49069.5, 51225.1 and 51225.2, and the notice will include complaint process information;
  - c. 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;

- d. A complaint alleging unlawful discrimination, harassment, intimidation, and/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, and/or bullying;
- e. The complainant has a right to appeal the decision to the CDE by filing a written appeal within 30 calendar days of receiving the decision;
- f. The appeal to the CDE must include a copy of the complaint filed with Alliance and a copy of the decision;
- g. In order to identify appropriate subjects of state preschool health and safety issues pursuant to Health and Safety Code Section 1596.7925, a notice shall be posted in each California state preschool program classroom in each school in Alliance (if any), notifying parents, guardians, pupils, and teachers of both of the following
  - i. The health and safety requirements under Title 5 of the California Code of Regulations apply to California state preschool programs pursuant to Health and Safety Code Section 1596.7925;
  - ii. The location at which to obtain a form to file a complaint. Posting a notice downloadable from the CDE website shall satisfy this requirement; and
- h. 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 Equity 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. Except as stated below, complaints shall be filed not later than one (1) year from the date the alleged violation occurred. For complaints relating to Local Control and Accountability Plans (LCAP), the date of the alleged violation is the date when the reviewing authority approves the LCAP or annual update that was adopted by the Alliance.

A complaint alleging unlawful discrimination, harassment, intimidation, and bullying based on actual or perceived age, ancestry, ethnicity, parental status, pregnancy status, color, mental or physical disability, gender, gender identity, gender expression, genetic information, immigration status, marital status, medical information, nationality, race, religion, sex, sexual orientation, or association with a person or a group with one or more of these actual or perceived characteristics. Such complaints shall include complaints of sexual harassment perpetrated by an adult staff member toward a scholar. Such a complaint shall be initiated no later than six (6) months from the date when the alleged unlawful discrimination, harassment, intimidation, and/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, and/or bullying. Upon written request by the complainant, the Equity 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, and may be filed with the Principal or the Instructional Superintendent or their designee.

The complaint shall be presented to the Equity 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.

Complaints regarding state preschool health and safety issues pursuant to Health and Safety Code Section 1596.7925 shall include the following statements:

1. File with the preschool program administrator or his or her designee.
2. A state preschool health and safety issues complaint pursuant to Health and Safety Code Section 1596.7925 about problems beyond the authority of the preschool program administrator shall be forwarded in a timely manner, but not to exceed 10 working days, to the appropriate local educational agency official for resolution.
3. A state preschool health and safety issues complaint pursuant to Health and Safety Code Section 1596.7925 may be filed anonymously. A complainant who identifies themselves is entitled to a response if he or she indicates that a response is requested. A complaint form shall include a space to mark to indicate whether a response is requested. If Education Code Section 48985 is otherwise applicable, the response, if requested, and report shall be written in English and the primary language in which the complaint was filed.
4. A complaint form for a state preschool health and safety issue pursuant to Health and Safety Code Section 1596.7925 shall specify the location for filing a complaint. A complainant may add as much text to explain the complaint as he or she wishes.

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 Equity Officer may informally discuss with the complainant the possibility of using mediation. If the complainant agrees to mediation, the Equity Officer shall make arrangements for this process.

Before initiating the mediation of an unlawful discrimination, harassment, intimidation or bullying complaint, the Equity 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 Equity Officer shall proceed with their 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 Equity 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 Equity 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 Equity 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.

The preschool program administrator or the Equity Officer shall (1) make all reasonable efforts to investigate any problem within his or her authority. Investigations shall begin within 10 days of the receipt of the complaint and (2) remedy a valid complaint within a reasonable time period, but not to exceed 30 working days from the date the complaint was received and report to the complainant the resolution of the complaint within 45 working days of the initial filing. If the preschool program administrator makes this report, he or she shall also report the same information in the same timeframe to the Equity Officer.

#### ***Step 4: Response***

The Equity 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 Equity Officer's decision shall be final.

If the Board hears the complaint, the Equity 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. Conclusion providing a clear determination as to each allegation as to whether Alliance is in compliance with the relevant law;
3. Corrective actions if Alliance finds merit in a complaint;
  - a. pertaining to complaints of Pupil Fees; LCAP; Physical Education Instructional Minutes; or Course Periods without Educational Content, the remedy shall go to all affected pupils and parents/guardians;
  - b. for all other complaints within the scope of the uniform complaint procedures, the remedy shall go to the affected pupil;

4. Notice of the complainant's right to appeal Alliance's decision to the CDE;
5. Procedures to be followed for initiating an appeal to the CDE.

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 Alliance finds merit in a complaint alleging noncompliance with the laws regarding Pupil Fees; Local Control and Accountability Plans (LCAP); Physical Education Instructional Minutes (grades 1 through 8); and/or Course Periods without Educational Content, the remedy shall go to all affected scholars and parents/guardians. For all other complaints within the scope of the uniform complaint procedures, the remedy shall go to the affected pupil.

Alliance will attempt in good faith by engaging in reasonable efforts to identify and fully reimburse all scholars, parents and guardians who paid a pupil fee within one (1) year prior to the filing of the complaint.

### **Appeal**

If dissatisfied with Alliance's decision, the complainant may appeal to the CDE by filing a written appeal within 30 calendar days of the date of the Alliance's final decision. In order to request an appeal, the complainant must specify and explain the basis for the appeal, including at least one of the following:

1. Alliance failed to follow its complaint procedures, and/or
2. Relative to the allegations of the complaint, Alliance's final decision lacks material findings of fact necessary to reach a conclusion of law, and/or
3. The material findings of fact in Alliance's final decision are not supported by substantial evidence, and/or
4. The legal conclusion in Alliance's final decision is inconsistent with the law, and/or
5. In a case in which Alliance found noncompliance, the corrective actions fail to provide a proper remedy.

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/or 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

Upon notification by the CDE that the complainant has appealed Alliance's decision, the Equity 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.

The following describes how to file an appeal regarding State Preschool Health and Safety Issues in LEAs Exempt from Licensing:

1. A complainant not satisfied with the resolution of the preschool program administrator or the Equity Officer has the right to describe the complaint to Alliance's Board (or authorized designee) at a regularly scheduled hearing of the Board.
2. A complainant who is not satisfied with the resolution proffered by the preschool program administrator or the Equity Officer has the right to file an appeal to the State Superintendent of Public Instruction (SSPI) within 30 days of the date of the report.
3. A complainant shall comply with the appeal requirements of Title 5, California Code of Regulations, Section 4632.
4. The SSPI or his or her designee shall comply with the requirements of Title 5, California Code of Regulations, Section 4633, and shall provide a written Decision to the State Board of Education describing the basis for the complaint, Alliance's response to the state preschool health and safety issues pursuant to Health and Safety Code Section 1596.7925 complaint and its remedy or proposed remedy and a proposed remedy for the issue described in the complaint, if different from Alliance's remedy.
5. Alliance shall report summarized data on the nature and resolution of all state preschool health and safety issues complaints pursuant to Health and Safety Code Section 1596.7925 on a quarterly basis to the county superintendent of schools and Alliance's Board (or authorized designee). The summaries shall be publicly reported on a quarterly basis at a regularly scheduled meeting of Alliance's Board. The report shall include the number of complaints by general subject area with the number of resolved and unresolved complaints.
6. All complaints and responses are public records.

### **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/or 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 their right to file a complaint in accordance with California Code of Regulations, Title 5, Section 4622.

### **Williams Complaint Policies and Procedures**

The below contains rules and instructions about the filing, investigation and resolution of a Williams complaint regarding alleged deficiencies related to instructional materials, the condition of a facility that is not maintained in a clean or safe manner or in good repair, and teacher vacancy or misassignment. Williams complaints shall be resolved as part of the uniform complaint procedures process. The below presents information about how Alliance processes complaints concerning Williams Settlement issues. A uniform complaint procedures complaint is a written and signed statement by a complainant alleging a violation of state laws or regulations. A complainant is any individual, including a person's duly authorized representative or an interested third party, public agency, or organization who files a written complaint alleging violation of state laws or regulations, regarding alleged deficiencies related to instructional materials, the condition of a facility that is not maintained in a clean or safe manner or in good repair, and teacher vacancy or misassignment. If a complainant is unable to put the complaint in writing, due to a disability or illiteracy, Alliance shall assist the complainant in the filing of the complaint.

### **School Responsibilities**

Alliance schools are required to have local policies and procedures that enable Williams Complaints to be handled through its uniform complaint procedures process, to post a classroom notice informing parents, guardians, scholars, and teachers of their rights to file a Williams complaint in each classroom in each school, and to provide a complaint form for Williams complaints regarding alleged deficiencies related to instructional materials, conditions of facilities that are not maintained in a clean or safe manner or in good repair, and teacher vacancy or misassignment. If a response is requested by the complainant, the response will go to the mailing address of the complainant indicated on the complaint.

If *Education Code* Section 48985 is applicable and 15 percent or more of the scholars in grades K – 12 enrolled at Alliance speak a language other than English, the Williams Complaint Classroom Notice and the Williams Complaint Form shall be written in English and in the primary language of the complainant. The complaint response, if requested, and final report shall be written in English and the primary language in which the complaint was filed.

A Williams Complaint about problems beyond the authority of the school principal shall be forwarded in a timely manner, but will not exceed 10 working days, to the appropriate Home Office official for resolution. The principal or, where applicable, his or her designee shall make all reasonable efforts to investigate any problem within his or her authority.

The principal, or, where applicable, his or her designee shall remedy a valid complaint within a reasonable time period but not to exceed 30 working days from the date the complaint was received. The principal, or where applicable, his or her designee, shall report to the complainant the resolution of

the complaint within 45 working days of the initial filing, if the complainant identifies himself or herself and requested a response.

The Home Office shall report summarized data on the nature and resolution of all complaints on a quarterly basis to the county superintendent of schools and the Alliance governing board. The summaries shall be publicly reported on a quarterly basis at a regularly scheduled meeting of the Alliance governing board. The report shall include the number of complaints by general subject area with the number of resolved and unresolved complaints.

The complaints and responses shall be available as public records.

### ***Filing a Williams Complaint***

A Williams complaint shall be filed with the principal of the school or his or her designee, in which the complaint arises. A Williams complaint may be filed anonymously. The complainant need not use the uniform complaint procedure form to file a complaint.

### ***Appeal***

A complainant who is not satisfied with the resolution of the principal or his or her designee, involving deficiencies related to instructional materials, the condition of a facility that is not maintained in a clean or safe manner or in good repair, and teacher vacancy or misassignment, has the right to describe the complaint to the Alliance governing board at a regularly scheduled meeting of the governing board. A complainant who is then not satisfied with the resolution proffered by the principal, or his or her designee, involving a condition of a facility that poses an emergency or urgent threat, as defined in paragraph (1) of subdivision (c) of *EC* Section 17592.72, has the right to file an appeal to the State Superintendent of Public Instruction at the California Department of Education (CDE) within 15 days of receiving the report.

Conditions that pose an emergency or urgent threat (not cosmetic or nonessential) to the health and safety of pupils or staff while at school include the following:

- Gas leaks.
- Nonfunctioning heating, ventilation, fire sprinklers, or air-conditioning systems.
- Electrical power failure.
- Major sewer line stoppage.
- Major pest or vermin infestation.
- Broken windows or exterior doors or gates that will not lock and that pose a security risk.
- Abatement of hazardous materials previously undiscovered that pose an immediate threat to scholars or staff.
- Structural damage creating a hazardous or uninhabitable condition.

In regards to the resolution proffered by the principal, or his or her designee, involving a condition of a facility that poses an emergency or urgent threat, the complainant shall comply with the appeal requirements of 5 *CCR* Section 4632.

A complainant may appeal the decision of an emergency or urgent threat to the CDE by filing a written appeal within 15 days of receiving the decision. The complainant shall specify the basis for the appeal of the decision and whether the facts are incorrect and/or the law is misapplied.

The appeal shall be accompanied by:

1. A copy of the original locally filed complaint; and
2. A copy of Alliance's decision of this original locally filed complaint.



## 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, genetic information, marital status, national origin, political affiliation, pregnancy and related conditions, race or ethnicity, religion, sexual orientation, or 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 Education 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 Priorities**

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

During the lottery, the following priorities shall be extended:

1. Siblings currently attending the Alliance school they are applying to;
2. Current Alliance 8th-grade scholars applying to their pre-designated Alliance high school (more information available upon request);
3. Applicants whose guardian is a current employee of one of these Alliance schools (whose charters have been amended to include employee preference): Alliance College-Ready Middle Academy 4, Alliance William & Carol Ouchi High School, Alliance Richard Merkin Middle School/Alliance Gertz-Ressler High School complex, Alliance Dr. Olga Mohan High School, Alliance Marc & Eva Stern Math and Science School, Alliance Tennenbaum Family Technology High School, Alliance Collins Family High School, Alliance Cindy and Bill Simon Tech High School, Alliance Marine-Innovation and Technology 6-12 Complex, Alliance Judy Ivie Burton High School, Alliance Margaret M. Bloomfield High School, Alliance Renee and Meyer Luskin Academy High School, Alliance Patti and Peter Neuwirth Leadership Academy High School, Alliance Jack H. Skirball Middle School, Alliance Susan and Eric Smidt Technology High School, Alliance Ted K. Tajima High School;
4. Applicants that live within the Los Angeles Unified School District Boundaries.

Note regarding the lottery priority for current Alliance 8th grade scholars: ***This priority does not mean that your scholar will automatically be enrolled into an Alliance high school, nor does it mean they are guaranteed admission.*** If you are interested in taking advantage of this lottery priority, you must submit an application via SchoolMint to your scholar's designated Alliance high school before the lottery deadline. The priority significantly increases your chances of receiving an offer, but does not guarantee admission.

Priorities are only granted to applicants that apply within the open enrollment window. If an application is received after the application deadline, no priorities 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 priorities. Applicants that are not offered a seat 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 priorities are followed every time and families can be assured of an equitable process.

After the offered 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 offered list and waitlist will be made available following the lottery (if needed) and upon request. Parents/guardians of applicants on the offered 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 to accept or decline their seat. If parents/guardians do not respond within the timeline, the applicant's offer will be rescinded and the next applicant's parents/guardians on the waitlist will be contacted.

REV: 04/22

### **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 Family Household Survey
- Scholar Transcripts
- Age Verification
- Residency Verification
- IEP or Section 504 Plan (if applicable)

REV: 04/20

## 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 **Federal 42 United States Code (U.S.C) Sections 11431 -11435 and reinforced in California Education Code .**

### Temporarily Displaced Scholars

For the purposes of 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 their spot and re-enroll the scholar upon their 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
- Scholar is placed in Juvenile Hall

### Over-Age Scholars

In order for a scholar over nineteen (19) years of age to remain eligible for generating charter school apportionment, the scholar 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 Section 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 scholar has not yet completed, (2) at a rate that is at least adequate to allow the scholar 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 scholar 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 they will turn 19 years of age during their high school career. At the discretion of the

Principal or administrative designee, such scholars must agree to the following guidelines if they wish 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 who is eligible for suspension or expulsion may be subject to automatic dismissal without the potential to reapply for readmission.

### **Pending Expulsion or Expelled Scholars**

Scholars in pending expulsion proceedings from another school or district may not enroll until a determination has been made about the scholar's expulsion status. Alliance schools shall not enroll a scholar expelled by another school or district during the term of the scholar's expulsion until rehabilitation has been cleared by the former school or district from which the scholar was expelled.

REV: 04/20

## **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 they will be placed on the waitlist, pursuant to the Admissions policy.

Scholars who have been incarcerated, are returning from juvenile detainment, 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 submitted to the school main office.

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

### **General Requests**

Alliance schools may permit access to scholar records by a specific person if the parent/guardian or eligible scholar 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.

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/guardian or eligible scholar 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/guardians, eligible scholars 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 parent/guardian or eligible scholar 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.

### **Immigration Status, Citizenship Status, and National Origin Information**

Alliance personnel shall not inquire specifically about a scholar's citizenship or immigration status or the citizenship or immigration status of a scholar's parents/guardians; nor shall 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, Alliance personnel shall solicit that documentation or information separately from the school enrollment process.

Where permitted by law, the Principal shall enumerate alternative means to establish residency, age, or other eligibility criteria for enrollment or programs, and those alternative means shall include among them documentation or information that are available to persons regardless of immigration status, citizenship status, or national origin, and that do not reveal information related to citizenship or immigration status. 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 this policy, Alliance's procedures and forms shall describe to the applicant, and accommodate, all alternatives specified in law and all alternatives authorized under this policy.

### **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. These

authorized individuals shall receive training regarding those policies and procedures related to handling sensitive information.

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.

Alliance schools will not release 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 (FERPA).

### ***Collecting and Retaining Immigration, Citizenship, and National Origin Information***

If Alliance possesses information that could indicate immigration status, citizenship status, or national origin information, Alliance shall not use the acquired information to discriminate against any scholars or families or bar children from enrolling in or attending school. If parents/guardians choose not to provide information that could indicate their or their children's immigration status, citizenship status, or national origin information, Alliance shall not use such actions as a basis to discriminate against any scholars or families or bar children from enrolling or attending school.

Alliance schools 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 any Alliance school from making its required data submissions (e.g., CALPADS).

School personnel will 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 Network Operations Lead 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.

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

### ***Collecting and Retaining Scholar Information***

Alliance schools maintain various scholar records, including, but not limited to, transcripts, enrollment records, disciplinary records, and immunization records. Schools must have written permission from the parent/guardian or eligible scholar in order to release any information from a scholar's education record. 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) or for other legitimate education records purposes under FERPA and the California Education Code. However, schools must notify parents/guardians and eligible scholars about directory information and allow parents/guardians and eligible scholars a reasonable amount of time to request that the school

not disclose directory information about them. Schools must notify parents/guardians and eligible scholars annually of their rights under FERPA.

Except for investigations of child abuse, child neglect, or child dependency, or when the subpoena served on the local educational agency prohibits disclosure, Alliance shall provide parent/guardian or eligible scholar notification of any court orders, warrants, or subpoenas before responding to such requests. Alliance shall require written parent/guardian or eligible scholar consent for release of scholar information, unless the information is relevant for a legitimate educational interest or includes directory information only. Neither exception permits disclosing information to immigration authorities for immigration enforcement purposes; no scholar information shall be disclosed to immigration authorities for immigration enforcement purposes without a court order or judicial subpoena.

Alliance's request for written parent/guardian or eligible scholar consent for release of scholar information must include the following information: (1) the signature and date of the parent/guardian, or eligible scholar providing consent; (2) a description of the records to be disclosed; (3) the reason for release of information; (4) the parties or class of parties receiving the information; and (5) if requested by the parents/guardians or eligible scholar, a copy of the records to be released. Alliance shall permanently keep the consent notice with the record file.

The parent/guardian, or eligible scholar is not required to sign the consent form. 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, Alliance shall not release the information.

#### **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/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, and clarify that a failure to provide this information will not bar the scholar from enrolling in or attending the school.

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, transportation and educational instruction.

REV: 03/21

## **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/guardians 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/guardians should schedule family vacations outside of the academic calendar so that scholars do not miss important classroom instruction time.

### **Absences**

Scholars and parents/guardians 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, including an absence for the benefit of the scholar’s mental or behavioral health;
- 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 their 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 scholar's naturalization ceremony to become a United States citizen;
- For the purpose of participating in a cultural ceremony or event;
- 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 scholar's immediate family who is an active duty member that has been called to duty, is on leave from, or has immediately returned from, deployment to a combat zone or combat support position (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).



- Engaging in civic or political events (includes, but is not limited to, voting, poll working, strikes, public commenting, candidate speeches, political or civic forums, and town halls). The excused absence is limited to one school day per school year and must be approved by the Principal at least three days prior to requested release (additional absences for this reason may be excused at the discretion of a school administrator).

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”)
- Vacations or trips
- Running errands for family

### **Parent/Guardian Notification of Scholar Absence**

The parent/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/guardian in an effort to find out if the scholar has an excused absence.

### **Procedure for Clearing Absences**

When the scholar returns to school, they must provide the school main office with a note from their parent/guardian or have their parent/guardian call the school to explain the reason for the absence. See the section in this handbook entitled “School-Specific Policies” to see within how many school days the note must be received, 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 an 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 they are 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 their 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 their 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 their 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.

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

### **Independent Study**

The Alliance Independent Study policy is available in the school main office. Families interested in requesting independent study for their child must make an appointment with the Principal or administrative designee.

REV: 03/23

### **Tardy**

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

A scholar is considered tardy if they are not in their seat when the bell rings signaling the start of class. If a scholar arrives late to school, they 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 them 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 Team.

REV: 03/17

### **Chronic Absenteeism**

A scholar who misses ten percent (10%) or more of school days, regardless of whether the absences are excused or unexcused, or if the scholar is suspended, is considered chronically absent. Chronic absenteeism is linked with poor scholar performance, low academic engagement, and increased risk of high school dropout. Many families are surprised to learn that missing just two days of school per month can lead to a scholar becoming chronically absent. Over the course of the school year (182 days), a scholar cannot miss more than 18 total days in order to not be chronically absent. We are committed to partnering with families to prevent chronic absenteeism. When a scholar becomes, or is at risk of becoming, chronically absent, we will initiate various forms of intervention to help improve attendance and remove barriers to missing school.

## Interventions for Addressing Attendance

### Attendance Tiered Intervention Protocol

Tier	Trigger	Interventions
Tier 1	Day of all absences	<ul style="list-style-type: none"> <li>● Call home to family</li> </ul>
Tier 2	Scholars Missing 5-9% of School	<ul style="list-style-type: none"> <li>● Send attendance mail nudge letter home</li> <li>● Hold family attendance conference</li> </ul>
Tier 3	Scholars Missing 10% or More of School	<ul style="list-style-type: none"> <li>● Send attendance mail nudge letter home</li> <li>● Refer scholar for case management</li> <li>● Home visit recommended</li> </ul>
<b>Additional Support</b>	Scholars Missing 30 or More Cumulative Unexcused Days	<ul style="list-style-type: none"> <li>● Refer case to Alliance Home Office for additional support</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 School Attendance Team 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. The parent/guardian of the scholar has the right to request a hearing before the effective date of removal. If a hearing is requested, the scholar will remain enrolled and will not be removed until the school issues a final decision. 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, their IEP will be updated accordingly.

### Voluntary Withdrawal Process

If the conditions of a scholar's attendance intervention plan/contract are not met after 30 or more unexcused absences, a principal can appeal to the Chief Operations Officer to request that any additional unexcused absences may be interpreted as the parent/guardian voluntarily withdrawing their scholar from the Alliance school of enrollment. No scholar shall be disenrolled under this policy unless:

- there is written approval from the Chief Operations Officer; and
- the parent/guardian of the scholar has been provided notice of intent to remove the scholar no less than five (5) school days before the effective date of the action.

Additionally, the parent/guardian of the scholar has the right to request a hearing with the school principal or designee before the effective date of removal. If a hearing is requested, the scholar will remain enrolled and will not be removed until the school issues a final decision. Any scholar who withdraws under this policy can return to the school after re-applying for a seat and following the school's waiting list procedures, if applicable. Once the scholar has been checked out, if the scholar has an IEP, their IEP will be updated accordingly.

## Homeless Education Program Policy

The Homeless Education Program Policy has been established in order to ensure the educational rights and protections of children and youth experiencing homelessness at Alliance schools. The policy and procedures are based on existing federal law, the McKinney-Vento Homeless Assistance Act, Federal 42 United States Code (U.S.C) Sections 11431 -11435 and reinforced in California Education Code.

Alliance schools administer an annual housing questionnaire for all scholars to support homeless identification in accordance with California Education Code Section 48851. The McKinney-Vento Act defines homeless children and youth as individuals who lack a fixed, regular, and adequate nighttime residence. This definition also includes:

- Children and youth who are sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason
- Children and youth who may be living in motels, hotels, trailer parks, shelters
- Children and youth who have a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings
- Children and youth who are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings, or
- Migratory children who qualify as homeless because they are children who are living in similar circumstances listed above

### **Scholars who qualify as homeless children or youth may have the right to:**

- Immediate enrollment in the school they last attended (school of origin) or the local school where they are currently staying, even if they do not have all the documents normally required at the time of enrollment.
- Continue to attend their school of origin, if requested by them and it is in the best interest of the scholar.
- Receive transportation to and from their school of origin, the same special programs and services, if needed, as provided to all other scholars, including free meals and Title I.
- Receive the full protections and services provided under all federal and state laws, as it relates to homeless children, youth, and their families.

**Please see the Alliance school's website for resources for scholars experiencing homelessness and direct contact information of the school's homeless liaison.**

REV: 03/23

## Community Eligibility Provision (CEP)

In an effort to increase access to meal programs and provide more scholars with healthy meals, all Alliance schools participate in the Community Eligibility Provision and Universal Meals Program. These federal programs allow schools to offer breakfast and lunch at no charge to all scholars enrolled in our schools. This means that families will not be required to submit a meal application to receive free meals and will not be charged for any meals while at school. In order to collect income information for funding and grant purposes, families will be asked to complete a Family Household Survey.

REV: 03/23

## Family Household Survey (FHS)

Regardless of income, all scholars at Alliance schools will be given free meals due to Alliance schools' participation in the Community Eligibility Provision and Universal Meals Program. Families will be asked to complete a Family Household Survey (FHS) instead of a meal application. Collecting income information through the Family Household Survey is required for funding purposes and to ensure accurate state and federal reporting.

REV: 03/23

## School Uniform Requirements

### **Standard School Uniform**

In accordance with the expectations of Alliance schools, all scholars attending Alliance schools must adhere to a 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/guardians shall be contacted immediately when their child is not adhering to the uniform policy. If a scholar is out-of-uniform, parents/guardians will be asked to bring the scholar a change of clothes. 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 their 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**

Physical 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 and 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 delivering learning material and curriculum to its scholars. These devices may include but are not limited to Mac laptops, iPads, tablet devices, Windows computers, Chromebooks, hotspots, printers, projectors, keyboards, mouses, 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. 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 with the school’s check-in/out policy. Devices will be inspected, and accessories inventoried, for damages at this time.

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

### ***Device Return***

Failure to return the device may 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 may 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 may be responsible for any willful damage to the device. The scholar may 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 cubby or any unsupervised area (including taking devices in any mode of public transportation);
- Scholars may not use “skins” or stickers to “personalize” their device as the device may get redistributed to another scholar in the event of a separation from the school or if the 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:

- Devices 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.

### **Using Your Device at Home**

#### **Avoid Spills and Clean Carefully**

- If the laptop or keyboard needs to be cleaned, wipe it down gently with a lightly moistened cloth.
- Never spray cleaning fluids directly onto the PC's display screen, keyboard, or near the air vents or button recesses of the CPU unit (if it is a business desktop machine).
- If a drink or liquid is located close by, make sure that the drink or liquid is not on the same surface where the device is. Use liquid containers that are sturdy and preferably have lids on them.

#### **Keep Your PC Steady and Breathing**

- Look for stable working surfaces that will not allow the laptop to fall should the user step away momentarily.
- Try to choose surfaces that allow for ventilation.
- Keep the room dust free.

#### **Watch Those Power Levels**

- Keep an eye on the laptop battery meter especially if the user needs to relocate workspace from time to time. (An unexpected shutdown due to sudden loss of power can damage the operating system, and make it difficult for a computer to boot properly.)
- On Macs, the battery icon will indicate if it needs to be replaced or serviced.



### Keep Your Wireless Network Secure

- Make sure the device is connected to the correct home wireless network (which can sometimes be difficult in crowded settings like an apartment building).
- Make sure the router is secure. Avoid accidental connections to nearby networks that may be unprotected or in use by potentially unsafe hosts.

### Keep Devices Away from Animals

- Do not use the computer in a room where animals are.
- Their fur and hair can get into the internal workings and damage the device.
- Also larger animals (e.g., dogs) can accidentally damage the device by knocking it off its support by brushing past, wagging their tail, tripping over cables, etc.

### ***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 terminate 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 scholars to follow the acceptable use policy.

### ***Scholar Responsibilities***

- Use devices in a responsible and ethical manner. Follow 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. 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" or "hacking" the device or loading software that bypasses the system's original security measures or normal mode of operation. Sharing knowledge of such jailbreaking or hacking to other scholars is strictly not allowed and will be subject to disciplinary measures.
- Spamming or sending mass or inappropriate emails.
- Gaining access to other scholars' accounts, files, and/or data.
- Installing any electronic device (wired or wireless), including 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 or installing VPN (Virtual Private Network) software.
- 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). Electronic or social media behavior that causes a substantial disruption to school, even if it occurred during non-school hours, may be subject to disciplinary action, including suspension and expulsion.
- Alliance devices automatically connect to a web-proxy security software called Zscaler and will always prompt scholars to log in with their credentials. In some cases, a device may fail to load this login prompt and it should be the responsibility of the scholar to report this incident to the school so that the appropriate remedial action can be taken. In no case should a scholar attempt to connect the device to any network other than what is provided at the school.

- In cases where a device is taken outside the school, then it may be connected to another network such as a home WiFi or a hotspot that is provided by the school.
- In cases where devices are in a shared or class-set environment, scholars are required to log out of their browser session or application before leaving the device. This prevents another scholar from, accidentally or not, assuming the identity of the previously signed in account.

### **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, they 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 you 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 and may result in suspension, expulsion, and/or consultation with law enforcement.

### **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, they will be subject to the following disciplinary action, including but not limited to:

- Phone call to parent/guardian
- Loss of privileges
- Detention
- Community service
- Mini-lesson assignment
- Conference with scholar and parent/guardian
- Suspension or expulsion for offenses such as cyberbullying or other technology-related acts in accordance with California Education Code

### **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 and connected to the charging adapter in preparation for the next class.

#### ***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**

Parents/guardians 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/guardian will pay for full replacement value. Lost items such as cases, actual devices and cables will be charged the actual replacement cost.

Education Code Section 48904 states, in pertinent part, that the parent/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: 04/22

## **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, they 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 their 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.

A scholar shall not be prohibited from possessing or using a cell phone under any of the following circumstances:

1. In the case of an emergency, or in response to a perceived threat of danger.
2. When a teacher or administrator grants permission to a scholar to possess or use a cell phone, subject to any reasonable limitation imposed by that teacher or administrator.
3. When a licensed physician and surgeon determines that the possession or use of a cell phone is necessary for the health or well-being of the scholar.
4. When the possession or use of a cell phone is required in a scholar's individualized education program.

Scholars who do not follow this policy will have their cell phones confiscated. At the discretion of the Principal or administrative designee, only a parent/guardian may collect items confiscated from scholars. The school is not responsible for any loss or damage. Scholars 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 administrative 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: 04/20

## 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. No outsider—which would include immigration-enforcement officers—shall enter or remain on school grounds of the school’s campus during school hours without having registered with the Principal or designee.

### **All Campus Visitors Must**

- Request an appointment for a visitation date and time from the office staff before 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 school’s electronic visitor log Raptor system 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, including full legal name and date of birth. Failure to provide information will be grounds for denial of access.
- Schools will use the Raptor visitor system to check visitor name and date of birth, as provided on identification, to verify visitors against state and federal sex offender registry lists. Confirmation of individuals on federal and state sex offender registry may 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. If there are no exigent circumstances necessitating immediate action, and if the immigration officer does not possess a judicial warrant or court order that provides a basis for the visit, the officer must provide the following information to the Principal or designee:

- Name, address, occupation;
- Age, if less than 21;
- Purpose in entering school grounds;
- Proof of identity; and
- Any other information as required by law.

REV: 04/23

## 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 based on individual school charters.

UC and CSU A-G Requirements	
Subject	Requirements
(a) History-Social Science	1 year of U.S. History 1 year of World History 1 semester of US Government*
(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) Science	2 years of 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 semester of Economics* 1 year of additional academic electives (e.g., third year of science or language other than English, fourth year of math, social science, advanced visual or performing arts)

\*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.

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

### Sample Alliance High School Course Offerings

Subject	Grade 9 [65 credits]	Grade 10 [65 credits]	Grade 11 [65 credits]	Grade 12 [65 credits]
<b>(a) History-Social Science</b>	Pre-AP World History and Geography [10] or Social Movements [10]	World History, Cultures and Historical Geography or World History Honors or AP World History [10]	U.S. History [10] or AP U.S. History	U.S. Government [5] or AP US Government and Politics*
<b>(b) English Language Arts</b>	Common Core English 9 or Pre-AP English I [10]	Common Core English 10 or Pre-AP English II [10]	Common Core English 11 or AP English Language [10]	Common Core English 12 or AP English Literature [10]

<b>(c) Mathematics</b>	Integrated Math I or Integrated Math 2 [10]	Integrated Math 2 or Integrated Math 3 or Honors Integrated 3 [10]	Integrated Math 3 or Pre-Calculus or Honors Integrated 3 or AP Calculus AB [10]	Statistics, AP Statistics, AP Calculus AB, AP Calculus BC, Pre-Calculus, or Quantitative Reasoning with Statistics [10]
<b>(d) Laboratory Science</b>	The Living Earth [10]	Chemistry in the Earth System [10]	Physics of the Universe [10]	Other Laboratory Science [10]
<b>(e) Language other than English</b>	Spanish 1 or Other Language [10]	Spanish 2 or Other Language [10]	Spanish 3 or AP Spanish Language [10]	Spanish 4 or AP Spanish Literature [10]
<b>(f) Visual and Performing Arts</b>			Music, Dance, Drama, Art or Art History [10]	Music, Dance, Drama, Art or Art History [10]
<b>(g) College Preparatory Elective</b>		Other Elective [10]	Other Elective [10]	Economics [5] Other Elective [5]
<b>Other</b>	Physical Education [10], Advisory [5], ELD 1 or 2, or Resource Lab	Physical Education/Life Skills [10], Advisory [5], ELD 1 or 2, or Resource Lab	Advisory [5]	Advisory [5]

*\*Economics is listed under area G, College Preparatory Elective*

### **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 select cases, the A-G validation of Math, Chemistry, and Language Other than English subject area requirements by CSU policies may also satisfy Alliance’s A-G high school graduation requirements for those subject areas. In this case, the scholar must complete a total of 230 credits but does not need to meet the subject specific credit requirements for Math, Chemistry, and Language Other than English. This does NOT result in removing or changing grades of “NP” on a scholar’s transcript, which may result in GPAs that are not competitive for college admissions. This option for meeting Alliance’s high school graduation requirements will be used in extremely limited circumstances, as approved by the Principal, after the scholar and school have meaningfully exhausted credit recovery options. Please refer to CSU admissions and validation guidance [here](#) and see your counselor for more information.

- 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.
- Please note: Physical Education (PE) requirements will vary by school based on what is written in their charter petitions.

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, they are 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 scholars receiving a diploma of graduation from high school must complete all of the following in grades 9-12, inclusive of:

- Three courses in English;
- Two courses in Mathematics, including one year of Algebra I or equivalent;
- 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, Language other than English OR career technical education; and
- Two years in Physical Education, unless the scholar has been exempted pursuant to the provisions of Education Code Section 51241 and completed the Alliance PE waiver.

### ***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 the first day of the scholar's senior year. 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.

### ***New Pathway to High School Diploma for Scholars with Significant Cognitive Disabilities***

Effective June 30, 2022, Education Code Section 51225.31 established a new high school diploma pathway exclusively for scholars with significant cognitive disabilities in alignment with the federal Every Student Succeeds Act (ESSA). Under this new pathway to high school diploma, qualifying scholars will be exempt from Alliance high school graduation requirements. To qualify for this new pathway, the scholar's IEP must provide for the following:

- The scholar is required to take the California Alternate Assessment (CAA) in Grade 11; and
- The scholar is required to complete state standards aligned coursework to meet the California graduation requirements (Education Code Section 51225.3). Note we are awaiting clarifying guidance on this requirement from the state.

Before a scholar starts Grade 10, the scholar's IEP team must meet to determine and notify the scholar's parent/guardian whether the scholar may be eligible for this new pathway.

It is important to note that this new diploma pathway is expected to only apply to a narrow sub-group of scholars with significant cognitive disabilities and we are awaiting further guidance from the state.

### ***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 school counselor, parent/guardian and administration to graduate early. Early graduation plans will be considered on a case-by case-basis and 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.

### ***Former Juvenile Court School Scholars and Newcomer/Migratory Youth Provision***

Assembly Bill 2306 and Assembly Bill 2121 exempt scholars who are on probation/formerly placed in juvenile court school or scholars who are identified as newcomers/migratory youth, 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.

#### ***5th Year 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 their diploma for the year of completion (after summer session, the scholar will receive a diploma for the following year).

REV: 03/23

### **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 their 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>Visual and Performing Arts</b>			Art Drama
<b>College Preparatory Elective</b>	Computer Literacy		
<b>Other</b>	Advisory, PE, Middle School Foundations, English Language Development, or Resource Lab 6	Advisory, PE, Middle School Success, English Language Development, or Resource Lab 7	Advisory, PE, Middle School Success, English Language Development, 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: 04/20

### **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.

#### **Alliance-Wide Grading Scale**

Alliance schools use the following grading scale for academic courses and advisory. The grade scale below shows equivalent rubric scores to letter grades on individual assignments and semester grades.

Please note that scholars with disabilities are required by law to be given accommodations and/or necessary supports on assessments and assignments as stated in their IEP.

<b>Rubric Score</b>	<b>Letter Grade</b>	<b>Descriptor</b> <i>Below are optional performance descriptors - schools/teachers may use others</i>
4.0	A	Above standard on grade-level course content
3.7		
3.4		
3.3	B+	At standard on grade-level course content
3.0	B	
2.7	B-	
2.5	C+	Below standard on grade-level course content
2.3	C	
2.0	C-	
1.7	NP	Far Below standard on grade-level course content
1.5		
1.3		
1.0		
Note: These 2 codes are only to be used as semester grades	D	Final semester grade option only for scholars who have a D grade as an option in their IEP. Use 1.5 - 1.99 for the semester average range.
	INC	A scholar is determined to not have completed enough content to receive a semester grade for a specific course due to illness or other unusual circumstance. An INC must be removed within six weeks of the next semester, or it becomes an "NP".

Note: These 4 codes are only to be used on individual assignments	X	Excused missed assignment or standard not taught
	S	Grade pending accommodation / designated support
	Z	Assignment not submitted and/or blank (which includes only having a scholar's name on the paper) and is a grade of zero.
	E	Ethics violation and is a grade of zero.

### **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.

### **English Language Learners**

As schools who serve English Learners (ELs), Alliance schools have a dual obligation to provide a program for ELs designed to overcome language barriers and provide access to the core curriculum. All English Language Learners (Emerging/Newcomers, Expanding, Bridging), regardless of level, must receive appropriate and documented language support on assignments and assessments. English Learners can receive an NP if all language supports are provided on weighted grades and the scholars do not show mastery or academic progress in the course. If a scholar does not receive a required language support on an assessment or an assignment, the grade should be marked as an S until the teacher provides an opportunity for the scholar to complete the assessment or assignment with appropriate language supports.

### **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, their transfer grades for courses currently in progress will be factored into 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 the 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 its discretion.

### **Transferring International Transcript Credits**

Credits will be granted for subjects equivalent to courses offered at Alliance schools and, if there is no course equivalent, elective credits may be granted. A total of 60 credits will be allowed for each year of study. Additionally, English courses taken in an English speaking country, in an American school, or in a school where the medium of instruction is English will provide English credit. In contrast, English courses taken in a non-English speaking country or in a school taught in a language other than English will be listed as “a language other than English.”

### **Grading and GPA Points**

The grading scale and GPA points for each grade is as follows for academic courses and advisory. Below is generally accepted guidance. Additionally, each college and university uses its own methodology for determining GPAs.

<b>Letter Grade</b>	<b>Alliance GPA points (simple)*</b>	<b>GPA points (UC/CSU)* **</b>	<b>Descriptor</b> <i>These may be modified by individual Alliance schools.</i>
A	4.0	4.0	Above standard on grade-level course content
A-	3.7	4.0	
B+	3.3	3.0	At standard on grade-level course content
B	3.0	3.0	
B-	2.7	3.0	
C+	2.3	2.0	Below standard on grade-level course content
C	2.0	2.0	
C-	1.7	2.0	
NP	0.0	0.0	Far Below standard on grade-level course content
D	1.0		Only for scholars who have this as an option in their IEP. Use 1.5 - 1.99 for the GPA range.

\*An additional point is added for approved Honors and AP courses

\*\*For A-G courses only

### **Incomplete Grades**

The grade of “INC” (Incomplete) may only be given at the end of the semester when extended illness or other unusual circumstances warrant giving the scholar additional time to fulfill the course work. These grades must be removed within six weeks of the next semester, or they become an “NP”.

REV: 04/22

### **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, Alliance schools employ a set of high-quality, purposeful, actionable and strategically-sequenced assessments for learning and of learning.

Alliance schools organize 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 a network-wide diagnostic (grades 6-12) and formative 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), CAST (grades 8 and 11) and ELPAC (English Learners grades 6-12)
- **College Success Assessments** such as Advanced Placement and SAT (High School, only)

REV: 04/22

## 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

## Parental Opt-Out Rights

Parents/guardians must receive written notice about and may opt their scholars out of the following topics of instruction in public schools:

- Comprehensive sexual health education. This includes instruction regarding human development and sexuality, including education on pregnancy, family planning, and sexually transmitted diseases.

- HIV/AIDS prevention education. This includes instruction on the nature of HIV/AIDS, methods of transmission, strategies to reduce the risk of HIV infection, and social and public health issues related to HIV/AIDS.
- Surveys, tests, research, and evaluation. Parents/Guardians must opt in by giving written permission for scholars to participate in any survey or test containing questions about scholars' or their families' beliefs or practices concerning sex, family life, morality, or religion.

Other than the specific topics and areas of instruction listed above, parents/guardians may not opt their scholars out of any part of public school curricula under California law.

REV: 05/22

## 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 all eligible scholars with disabilities.

### 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

The Individuals with Disabilities Education Act (IDEA) requires that public schools, including Alliance schools, make available a free appropriate public education (FAPE) to eligible scholars with disabilities and ensure special education and related services to those scholars.

Referrals for determination of eligibility for special education and services may come from teachers, parents/guardians, 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: 04/20

## English Language Learners

### **Definition**

English Learners (ELs) are a diverse group of scholars who are unable to communicate fluently or fully access the curriculum in academic English. ELs encompass everyone from newly arrived immigrants to long-term English learners (LTEL).

### **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 they are 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 an 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 their 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; and
  - 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 the English Language Learner Master Plan.

### **Progress Monitoring of RFEP Scholars**

The 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 their language and academic success.

REV: 04/20

## Scholar Advisory

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

REV: 04/22

## School Activities

### **Equity**

Alliance promotes and maintains that all scholar activities are equitable and available to all scholars, as well as the selection criteria for all activities. No one will be denied access or participation to any activity or club on the basis of actual or perceived age, ancestry, ethnicity, parental status, pregnancy status, color, mental or physical disability, gender, gender identity, gender expression, genetic information, immigration status, marital status, medical information, nationality, race, religion, sex, sexual orientation, or association with a person or a group with one or more of these actual or perceived characteristics. All scholar clubs and activities shall have equal access to each school's facilities to conduct a meeting and have a fair opportunity to meet.

### **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 in which scholars may participate. Programs and clubs offered may change from year-to-year based on scholar interest and faculty sponsorship.

REV: 04/20

## **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/guardians 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/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/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/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 their school's Network Operations Lead 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 their 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 their 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 they 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 their 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 administrative 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 their 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 purposes.

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

School staff must receive consent from the scholar's parent/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/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/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 all 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/guardian volunteers and external vendors are available to help ensure the 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 scholars entering a California school provide a written immunization record showing the date (at least month and year) of each immunization.

### **Exemptions**

As of January 1, 2016, California bill SB 277 eliminated exemptions based on personal beliefs, including religious beliefs, for the vaccines that are currently required for entry into school in California. 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.

Medical exemptions will still be accepted with the appropriate documentation from a licensed physician.

As of January 1, 2021, medical exemptions can only be issued through the California Immunization Registry – Medical Exemption website (CAIR-ME) by physicians licensed in California. Schools may only accept new medical exemptions that are issued using CAIR-ME from parents/guardians.

REV: 03/21

### **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., 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.
- Staff member 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 staff 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

### **Naloxone Hydrochloride (Narcan)**

Education Code section 49414.3 states school districts, county offices of education, and charter schools may provide emergency naloxone hydrochloride or another opioid antagonist to trained personnel who have volunteered pursuant to subdivision (d) thereof, and trained personnel may use naloxone hydrochloride or another opioid antagonist to provide emergency medical aid to persons suffering, or reasonably believed to be suffering, from an opioid overdose. Pursuant to this Education Code section, Alliance school trained personnel may make naloxone hydrochloride or another opioid antagonist available for emergency medical aid to any person suffering, or reasonably believed to be suffering, from an opioid overdose. Alliance shall train and distribute naloxone hydrochloride or another opioid antagonist to Alliance staff and replace if used or expired.

03/23

### **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 367, all Alliance schools offer menstrual products to scholars free of charge in all women's restrooms, all-gender restrooms, and in at least one men's restroom.

REV: 04/22

### **Lactating Parents and Scholars**

Alliance Dr. Olga Mohan High School shall notify pregnant and parenting scholars of their rights and options available under the law through the annual scholar-parent handbook that is disseminated at the beginning of every year. Additionally, Alliance Dr. Olga Mohan High School shall also annually notify parents/guardians of scholars at the beginning of the regular school year of the rights and options available to pregnant and parenting pupils under the law.

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 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 scholars 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 they were 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 their use of the accommodations specified in this section.

REV: 04/20

## **Suicide Prevention and Intervention**

### **Prevention and Instruction**

Suicide prevention involves school-wide activities and programs that enhance connectedness, contribute to a safe and nurturing trauma informed resilience based 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.
6. Posting electronic and physical flyers and posters that include information such as warning signs, risk factors, protective factors, positive coping strategies, negative coping strategies to avoid, how to report and seek help for self and others, and a list of on site and community resources accessible to scholars (in alignment with Assembly Bill 748).

Alliance schools' comprehensive education program promotes the healthy mental, emotional, and social development of scholars including, but not limited to, the development of social emotional learning skills, 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, queer/questioning

and other identities not stated) 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, they shall promptly notify the administrative designee and the mental health team member. A team member shall act only within the authorization and scope of their credential or license and shall not be authorized to diagnose or treat mental illness unless they are specifically licensed, authorized, and employed to do so. 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.

In addition to the above, 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 or more 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 administration 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 the 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: 04/20

### **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 staff 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.



## 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 their 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.

## Local School Wellness

Alliance schools are committed to establishing positive school environments that include the promotion of scholar health, well-being, and the ability to learn by supporting healthy eating and physical activity. In collaboration with school stakeholders and in accordance with federal and state regulations and requirements, the Local School Wellness Policy takes the appropriate actions to advocate for scholar health and wellness.

The Alliance Local School Wellness Policy can be found in the school main office or on the school website at: <https://www.mohanhs.org/>

REV: 04/20

## Service Animals in Schools

Service animals are permitted on school property and/or at school-sponsored activities for persons with disabilities. Service animals whose behavior poses a direct threat to the health or safety of others or is disruptive to the campus community may be excluded at the time of the threat/disruption, regardless of training or certification. A service animal is any animal individually trained to do work or perform tasks for the benefit of an individual with a disability, including but not limited to guiding individuals with impaired vision, alerting individuals with impaired hearing, providing minimal rescue or protection work, pulling a wheelchair or fetching dropped items. The service the animal is providing must be directly related to the functional limitation of the person's disability. Therapy or companion animals, including pets, are not service animals, are not covered under the Americans with Disabilities Act, and therefore are not permitted on school property or at school-sponsored activities.

The parent/guardian of a scholar who believes the scholar needs to bring a service animal to school or an employee who wishes to bring a service animal to school must submit a written request to the Principal or administrative designee. The Principal or administrative designee, in consultation with the Section 504 coordinator, as appropriate, will determine whether or not to permit the service animal in school.

REV: 04/20

## 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.

- Using cell phones, chatting online, or using unauthorized notes/websites, including Artificial Intelligence (AI) content generators (e.g. ChatBot, ChatGPT), when completing assignments and/or assessments.

This academic integrity policy and scholar expectations also apply when using our various digital curriculum platforms (e.g. Apex, Accelerate, Courseware, Edgenuity, Subject, and other digital curriculum platforms).

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

REV: 03/23

## Harassment, Discrimination & Bullying

### 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.

Alliance prohibits discrimination, harassment, intimidation, and bullying based on actual or perceived age, ancestry, ethnicity, parental status, pregnancy status, color, mental or physical disability, gender, gender identity, gender expression, genetic information, immigration status, marital status, medical information, nationality, race, religion, sex, sexual orientation, or association with a person or a group with one or more of these actual or perceived characteristics. This applies to all acts related to school activity or school attendance within an Alliance campus. **For questions or complaints, contact the school-based Equity Officer/Title IX Coordinator: Andrew King Principal Alliance Dr. Olga Mohan High School 644 W. 17th Street Los Angeles, CA 90015 aking@laalliance.org (213)342-2870. For additional complaints or other issues, please contact the Home Office Equity Officer: Chief Operations Officer, 5101 Santa Monica Blvd Ste 8, PMB 271, Los Angeles, CA 90029, 213-943-4930, compliance@laalliance.org.**

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.

The 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. Scholars who are victims of hate crimes have a right to report such crimes.

### **Harassment**

Harassment occurs when an individual is subjected to treatment or a school environment that is hostile or intimidating because of the individual's actual or perceived age, ancestry, ethnicity, parental status, pregnancy status, color, mental or physical disability, gender, gender identity, gender expression, genetic information, immigration status, marital status, medical information, nationality, race, religion, sex, sexual orientation, or association with a person or a group with one or more of these actual or perceived characteristics. 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. Sexual harassment can also include such unwanted or demeaning conduct or comments directed at a scholar by an adult staff member. 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 prohibits discrimination, harassment, intimidation, and bullying based on actual or perceived age, ancestry, ethnicity, parental status, pregnancy status, color, mental or physical disability, gender, gender identity, gender expression, genetic information, immigration status, marital status, medical information, nationality, race, religion, sex, sexual orientation, or association with a person or a group with one or more of these actual or perceived characteristics. This applies to all acts related to school activity or school attendance within an Alliance campus. **For questions or complaints, contact the school-based Equity Officer/Title IX Coordinator: Andrew King Principal Alliance Dr. Olga Mohan High School 644 W. 17th Street Los Angeles, CA 90015 aking@laalliance.org (213)342-2870. For additional complaints or other issues, please contact the Home Office Equity Officer: Chief Operations Officer,**

**5101 Santa Monica Blvd Ste 8, PMB 271, Los Angeles, CA 90029, CA 90036, 213-943-4930,  
compliance@laalliance.org.**

All classes and courses will be conducted without regard to the sex of the scholar enrolled, and no scholar will be prohibited from enrolling in a class on the basis of the scholar'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 gender-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 or parent/guardian may request a meeting with school administration to determine the appropriate accommodation(s).

Alliance schools maintain a policy specifically dedicated to LGBTQ+ scholars, which can be found [here](#). Please note that this policy may be updated from time to time based on changes in law and/or otherwise.

### **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 scholars.
- 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 shall 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 shall 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;
- 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 themselves 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 them that the behavior is offensive and unwelcome.
4. Report all incidents of discrimination or harassment to the Principal or administrative designee.
5. If informed they are 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.

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### **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.* Alliance schools also follow the District's Discipline Foundation Policy and School Climate Bill of Rights, 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/guardians 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 with 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. Subject to certain legal exceptions, scholars with disabilities shall not be suspended for more than ten (10) school days in any school 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 <b>No</b> Principal Discretion (except as otherwise precluded by law)	Category II* Student Offenses with <b>Limited</b> Principal Discretion	Category III* Student Offenses with <b>Broad</b> Principal Discretion
Principal <b>shall immediately</b> suspend and recommend expulsion when the following occur at school or at a school activity off campus. <b>(E.C. 48915(c))</b>	Principal <b>must</b> recommend expulsion when the following occur at school or at a school activity off campus <b>unless</b> the principal determines that the expulsion is inappropriate. <b>(E.C. 48915(a))</b>	Principal <b>may</b> recommend expulsion when the following occur at any time, including, but not limited to, while on school grounds: while going to or coming from school, during the lunch period, whether on or off the campus; or during, or while going to or coming from, a school-sponsored activity. <b>(E.C. 48915(b) and (e))</b>
<ol style="list-style-type: none"> <li>Possessing, selling, or furnishing a firearm. E.C. 48915(c)(1); 48900(b)</li> <li>Brandishing a knife at another person. E.C. 48915(c)(2); 48900(a)(1) and 48900(b)</li> <li>Unlawfully selling a controlled substance. E.C. 48915(c)(3); 48900(c)</li> <li>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)</li> <li>Possession of an explosive E.C. 48915(c)(5); 48900 (b)</li> </ol>	<ol style="list-style-type: none"> <li>Causing serious physical injury to another person, except in self-defense. E.C. 48915(a)(1); 48900(a)(1), maybe also 48900(a)(2)</li> <li>Possession of any knife, explosive, or other dangerous object of no reasonable use to the pupil. E.C. 48915(a)(2); 48900(b)</li> <li>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)(3); 48900(c)</li> <li>Robbery or extortion. E.C. 48915(a)(4); 48900(e)</li> <li>Assault or battery upon any school employee. E.C. 48915(a)(5); 48900(a)(1) and 48900(a)(2)</li> </ol>	<ol style="list-style-type: none"> <li>Caused, attempted to cause, or threatened to cause physical injury to another person. <b>(Unless, in the case of "caused," the injury is serious. [See II.1])</b> E.C. 48900(a)(1); 48915(b)</li> <li>Possession/Under influence of marijuana (1<sup>st</sup> offense &lt; 1 oz.) or controlled substance or alcohol or any intoxicant. E.C. 48900(c); 48915(b)</li> <li>Sold, furnished, or offered a substitute substance represented as a controlled substance. E.C. 48900(d); 48915(b)</li> <li>Caused or attempted to cause damage to school or private property. E.C. 48900(f); 48915(e)</li> <li>Stole or attempted to steal school or private property. E.C. 48900(g); 48915(e)</li> <li>Possessed or used tobacco. E.C. 48900(h); 48915(e)</li> <li>Committed an obscene act or engaged in habitual profanity or vulgarity. E.C. 48900(i); 48915(e)</li> <li>Possessed, offered, arranged, or negotiated to sell any drug paraphernalia. E.C. 48900(j); 48915(e)</li> <li>Disrupted school (-wide) activities. (suspension only by administrator, no expulsion). E.C. 48900(k)(1) **; 48915(e)</li> <li>Knowingly received stolen school or private property. E.C. 48900(l); 48915(e)</li> <li>Possessed an imitation firearm. E.C. 48900(m); 48915(e)</li> <li>Engaged in harassment, threats, or intimidation against a pupil or group of pupils or school district personnel. E.C. 48900.4 **; 48915(e)</li> <li>Engaged in sexual harassment. E.C. 48900.2 **; 48915(e)</li> <li>Caused, attempted to cause, threatened to cause, or participated in an act of hate violence. E.C. 48900.3 **; 48915(e)</li> <li>Made terrorist threats against school officials or school property, or both. E.C. 48900.7; 48915(e)</li> <li>Willfully used force or violence upon the person of another, except in self-defense. E.C. 48900(a)(2); 48915(b)</li> <li>Harassed, threatened, or intimidated a pupil who is a complaining witness or witness in a disciplinary action. E.C. 48900(o); 48915(e)</li> <li><b>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)</b></li> <li>Unlawfully offered, arranged to sell, negotiated to sell, or sold the prescription drug Soma. E.C. 48900(p); 48915(e)</li> <li>Engaged in, or attempted to engage in, hazing, as defined in Section 32050. E.C. 48900(q); 48915(e)</li> <li>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)</li> <li>Aided or abetted the infliction of physical injury to another person (suspension only). E.C. 48900(t); 48915(e)</li> </ol>

\* 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 scholar and the scholar's parent/guardian or representative will be invited to a conference to determine if the suspension for the scholar 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 scholar's presence will be disruptive to the education process; or 2) the scholar poses a threat or danger to others. Upon either determination, the scholar'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. Scholars with disabilities shall not be suspended for more than ten (10) school days in any school year, unless a manifestation determination review has been held (as discussed below) and suspension has been extended pending an expulsion hearing or unless certain other legal exceptions apply.

School administrators shall request to confer with the parent/guardian regarding a reentry plan to support the scholar after the suspension term ends; parents/guardians are strongly encouraged to respond without delay as scholar success during this time is best supported when all parties are aligned and participate.

### **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 Instructional 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 Instructional 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 scholar and the scholar'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 scholar 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 Chair 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 their 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 scholar shall immediately be returned to their educational program or be given the opportunity to transfer to another Alliance school with mutual agreement of the parent/guardian 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 their 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 with 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/guardians will be notified of the Expulsion Appeal Panel's decision, in writing, within two (2) school days of the hearing. In the event that the 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 the scholar's home school district, the county and/or other schools to find alternative placement for the scholar.

#### **Rehabilitation Plans**

Scholars 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 scholar 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 scholars for readmission. Upon completion of the readmission process and pending the availability of open seats, the school shall readmit the scholar, unless the school's Principal makes a finding that the scholar 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 scholar and the scholar's parent/guardian at the time the expulsion order is entered and the decision of the school, including any related findings, must be provided to the scholar and the scholar'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 a 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?

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## 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 6 each school year.** This does not include provider notes from medical, dental or other professional services.

### Procedure for Clearing Absences

**When the scholar returns to school, they must provide the school main office with a note from their parent/guardian or have their parent/guardian call the school within 2 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>Overall</b>	<ul style="list-style-type: none"><li>Any clothing item that may be construed as having gang affiliation is strictly prohibited (e.g., colored shoelaces, initialed belt buckles, cut-out belts, "sagging"/oversized clothing).</li><li>Uniforms shall meet all provisions as set forth by the Principal.</li></ul>
<b>Shirts</b>	<ul style="list-style-type: none"><li>Only Alliance school shirts are to be worn.</li><li>Shirts must be tucked in at all times during school hours. When both hands are raised, the shirt must be long enough to remain tucked.</li></ul>
<b>Sweaters, Sweatshirts and Jackets</b>	<ul style="list-style-type: none"><li>Sweaters, sweatshirts, and jackets must be solid in color without logos (other than the official school logo).</li></ul>
<b>Pants and Shorts</b>	<ul style="list-style-type: none"><li>Only school-approved, solid-colored pants/shorts 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.</li></ul>
<b>Skirts</b>	<ul style="list-style-type: none"><li>Skirts must be in the school-approved color, an appropriately fitted size, and fall just above the scholar's kneecaps.</li></ul>

<b>Footwear</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.</li> </ul>
<b>Belts</b>	<ul style="list-style-type: none"> <li>● If a belt is worn, only tan, brown, or black belt of a standard width is allowed, and it must be properly worn at waist level.</li> <li>● Belts and belt buckles must not have logos, studs, chains, writings, or initials.</li> </ul>
<b>Headwear</b>	<ul style="list-style-type: none"> <li>● Hats, bandanas, hoods, beanies, wave caps, sweatbands and visors are not allowed.</li> </ul>
<b>Jewelry</b>	<ul style="list-style-type: none"> <li>● Dangling/excessive jewelry and piercings are not allowed.</li> </ul>
<b>Backpacks</b>	<ul style="list-style-type: none"> <li>● 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.

### Condom Availability Program (HS Only)

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/guardian 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 (HS Only)

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.

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## 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/guardians 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/guardians 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/guardians regarding discipline, homework, attendance, grade level/subject area expectations, A-G course, and college entrance requirements. To the extent that is practical, these communications will be in a language that family members can understand.
- 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 with frequent reports to parents/guardians on their child's progress.
- Provide parents/guardians reasonable access to school staff, opportunities to volunteer and participate in their classroom and, as appropriate, in decisions relating to the education of the parents'/guardians' children, and invitations to observe classroom activities.
- Provide parents/guardians access described above, to the extent practicable, in a language that the parents/guardians can understand.
- Establish parent-teacher conferences, at least annually, during which the compact is discussed as it relates to scholar achievement.

Principal Signature: \_\_\_\_\_

Date \_\_\_\_\_

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.

Scholar Signature: \_\_\_\_\_

Date \_\_\_\_\_



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.

Parent/Guardian Signature: \_\_\_\_\_

Date \_\_\_\_\_

## Family Education Rights and Privacy Act (FERPA)

### **Overview**

The Family Educational Rights and Privacy Act (FERPA) is a federal law that affords parents/guardians 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/guardians to the scholar.

Generally, schools must have written permission from the parent/guardian 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/guardians and eligible scholars about directory information and allow parents/guardians and eligible scholars a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify parents/guardians 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/guardians 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/guardians 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/guardian 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/guardian or eligible scholar believes are inaccurate, misleading, or otherwise in violation of the scholar's privacy rights under FERPA.

Parents/guardians 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/guardian or eligible scholar, the school will notify the parent/guardian 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/guardian 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/guardian or scholar volunteering to serve on an official committee, such as a disciplinary or grievance committee; or a parent/guardian, 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/guardian 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/guardian or eligible scholar, § 99.32 of the FERPA regulations requires the school to record the disclosure. Parents/guardians 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/guardians 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/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/guardian 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/ 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 eligible 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 2023-24 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**